

## Questions 9/17/2019

1. In section IV of the RFP, does the separate sealed envelope with the cover letter and fee summary count toward the 10-page maximum?

Answer: It does not count toward the 10-page maximum. However, please limit the cover letter and fees to 3 pages.

2. Attachment 1 of the RFP includes graphics from the application. What has the City received in terms of the conceptual review application document?

Answer: The City has received a 60-page submittal with site plans, floor plans and elevations for each building, residential unit plans, materials and finishes, landscape plans, civil plans, and a tentative map.

3. Do you envision the selected consultant team to be led by an architect or landscape architect?

Answer: The city will require that the selected consultant team include an architect or landscape architect on the team.

4. Is there a list of firms that have requested the RFP?

Answer: No, at time of writing this response, no firms have requested the RFP. The City posted the RFP on our website and informed four firms of the posting.

5. Is there an established budget for the fees designated for the consultant?

Answer: There is not an established budget of the fees. The developer will cover the cost the of the design review.

6. Please explain the anticipated steps to the design review which the selected consultant will be tasked.

Answer: The following steps are anticipated. Note that design review during conceptual review is not required by code, therefore it is listed as optional.

Step 1: Peer review of Conceptual Review application to be included as an attachment to the Planning Commission and City Council meetings. This is a high-level review to make sure the proposed site planning works. Review of site plan includes roads, sidewalks, bike lanes, public realm areas, buildings relative to site planning in terms of mass, scale, and articulation, and open space. General guidance on architecture, but not getting down into the details of every building. Review will be completed in October with anticipated Planning Commission on November 7<sup>th</sup> and City Council on November 14<sup>th</sup>. (Optional to applicant but recommended)

Step 2: Meeting with applicant architect after Conceptual Review meeting. One in person meeting with architectural firm to provide applicant the opportunity to ask questions related to the peer review.

Step 3: Review of Planned Development. The City anticipates the full Planned Development application submittal in January of 2020. Once the application is deemed complete, the selected architectural firm will peer review the planned development application to ensure conformance with the design criteria established in Capitola Municipal Code section 17.120.070 (Attachment 2) and the Capitola General Plan. The firm will provide a written summary of recommendations on the design based on the design review criteria and general plan guidance. May include simple sketches to illustrate recommended changes in addition to the written summary.

Step 4: Meeting with applicant architect after Planned Development review. In person meeting with architectural firm to provide applicant the opportunity to ask questions related to the peer review.

Step 5: Follow-up reviews as needed at an hourly rate.

7. Page 5 of the RFP states “The evaluation will consider technical approach, including project understanding, scope of work, overall project team, staff-hour allocation per task and fee schedule.” Are we to include an approach, project understanding, and organization chart in our submittal?

Answer: Yes. Please submit a technical approach, scope of work, project team, and estimated staff hours in your submittal. The answer to #6 should be helpful for scope.

8. Are the fee proposal pages included in the page count?

Answer: No. The separate sealed envelope with cover letter and fee summary to not count toward 10 page maximum. See questions 1.

9. Do you want a cover letter included with the technical proposal and the fee proposal?

Answer: You have the option to submit a cover letter with each.

10. Are covers counted towards the page count?

Answer: A cover on the submittal does not count toward the page count.