

## RFP Questions and Responses:

1. Regarding existing base data, is a topographic survey, existing building plans, and/or underground utility record available for use by the selected consultant? If not available, should the fee proposal include the development of this resource? *We will provide available surveys, building plans, and utility information. Within the alternatives analysis of step 4, the selected consultant would provide at least three alternatives for the site and a recommendation. Each alternative shall include a conceptual site plan among other items listed in the RFP. The consultant will have the ability to utilize any base data the city has.*
2. Regarding background studies or reports, in addition to the 2004 Facilities Master Plan and 2010 Capitola City Hall Site Reuse Study, are there additional engineering/technical reports such as hazardous material survey, arborist study, ADA compliance review, traffic trip generation study, and geotechnical information that will be made available to the selected consultant? *Within the scope, we are seeking a visual assessment of the existing structures and understanding of environmental constraints and hazards. To my knowledge, we do not have any engineering or technical reports for the sites except an ADA compliance review.*
3. Regarding the 20-year Staffing Projection effort, the RFP confirms that the projections would be based on a number of sources such as expanded City programs and functions, projections for housing growth, and the 5-year Capital Improvement Program. Will those projection sources be developed outside the consultant scope? Or, should the consultant include effort to assist in the development of the projection sources? *City staff will assist in developing the projections for development based on trends, the city's draft housing element, and known development projects.*
4. Regarding the Goal Setting effort, will that effort be completed in working solely with City Council, or will it also be a result of meetings with staff, other stakeholders, and the community? *The goal setting will include a community meeting and a city council meeting. Community Meeting. The purpose of the community input meeting is to provide the public with the findings of the City Hall Facilities Needs Assessment and gather input from the public on future goals for the City Hall site. Discussion and ideas for goals may be broader than those identified in the Facilities Needs Assessment. Consultant proposal should detail strategy for attendance and community engagement. Consultant will be expected to lead the public outreach effort and produce all necessary displays and presentations. City Council Meeting. The purpose of the City Council meeting is to identify goals for the City Hall Site. Consultant will summarize the findings of the community outreach as an attachment to the City Council staff report. During the meeting, the consultant will present a broad list of potential goals for the City Hall site and work with the Council to narrow the goals down to direct the alternatives analysis.*
5. Is the city anticipating/requiring structural assessments of the existing facilities as part of the scope of work for the project? *The City will require a visual assessment of the existing structure but not go to the extent of a structural assessment.*
6. Who will be on the selection committee? *City staff will be on the selection committee.*
7. Do the subconsultants need to list three references? Or does the Prime Firm only need to list their three references? If so, where should these references be included?

Three references total. You can do a mix of lead and subconsultants if you'd like.

8. Do 3 "alternatives" mean 3 total site concepts, or 4 total site concepts?

This means three total.

9. "Proposals should include a list of the consultant's assumptions made in preparation of the proposal on a separate page entitled, "Assumptions Upon Which This Proposal is Based". This section should also specifically set forth those documents, maps, and studies which the consultant expects to be provided by the City". Please clarify if the "separate page" implies a separate document or a dedicated page within the proposal?

A dedicated page within the proposal.

10. Can Exceptions be included on the same page as "Assumptions on which this Proposal is based?"

Yes, if they are exceptions to the assumptions.

11. What sections of the Proposal are included and excluded in the 20-page limit? Are front/back covers and section dividers included in this limit? Are there any items (for example, resumes) that will be excluded from the page count?

It is a total of 20 pages with any writing on it. Blank section dividers with a label will not be counted. Resumes count toward the 20 page limit. One example work product will not count toward page count.

12. Is appendix A, referred to in section VII. Proposal Requirements, synonymous with Appendix one mentioned in "City Standard form professional services agreement"?

That should have stated Attachment 3 for the City Professional Service Agreement.

13. Please outline the specific appendix to be submitted with the proposal. In attachment 3 "City Standard form professional services agreement" Appendix one is listed as "scope of service" Section VII. Proposal Requirements details the following sections to be incorporated in Appendix A: Project Description, Scope of Services, Duties of Consultant, Duties of the City, Fees and Payment, Timing and Schedule for Completion. Please advise if additional sections should be incorporated into Appendix one/A.

It should be Appendix A of Attachment 3. It will include: Project Description, Scope of Services, Duties of Consultant, Duties of the City, Fees and Payment, Timing and Schedule for Completion.

14. Appendix two In attachment 3 "City Standard form professional services agreement" is fees and payment, please advise if fees and payment should be submitted as appendix two or appendix A as listed in Section VII. Proposal Requirements.

Either or. We can correct this at time of contract. It should be Appendix Two but we made an error in the RFP listing fees within Appendix A.

15. Should the proposal be formatted into the following sections:

- a) Approach and work program
- b) Assumptions
- c) Exceptions
- d) Schedule
- e) Cost
- f) Staffing

g) Qualifications

Or should the proposal be submitted in a format that can readily be incorporated into the City's standard form Professional Services Agreement (Appendix A) including Project Description, Scope of Services, Duties of Consultant, Duties of the City, Fees and Payment, Timing and Schedule for Completion.

The proposal should include both. The items for Appendix A could be included as the approach and work program. Appendix B could be included within e)cost.

16. Please confirm if appendices count towards the official page count.

Appendices count toward the official page count. One example work product will not count toward page count.