



TO: All Plan holders and Prospective Bidders  
FROM: City of Capitola Public Works  
DATE: January 13, 2023  
RE: **Community Center Renovation**

### RFP Questions & Answers

#### **December 15, 2020**

1. Does the City have an anticipated date for consultant interviews?

Consultant interviews for this project will take place on Monday, January 30, 2023, in the City of Capitola.

2. We are very likely going to be submitting a proposal for your community center renovation project, and we'd like to know it is possible to tour the building before we do so.

Please feel free to contact the Community Center staff directly to arrange a visit. Their mainline is 831-475-5935. They are generally unavailable on Monday and Wednesday mornings due to activities being held at those times.

#### **January 4, 2023**

3. The RFP instructions lists 10 pages maximum; is this inclusive or exclusive of the appendix/resumes?

Exclusive.

4. One of our team members noticed in the Design Development section that 3 separate estimates are required and a final estimate in the CD phase.

The intention is for three total cost estimates at 50%, 90% and 100%.

5. In the appendix there is a maximum of 2 pages per resume, we assumed this means that 2 pages for each member of our team is that a correct assumption?

Yes, 2 pages of resume per team member.

6. The RFP requests tabs in the 10 page proposal to clearly organize and separate each section, is this a firm requirement? If so we assume that the tabs are not considered in the page count, please confirm.

Tabs are required. A tab is not considered a page if there is no text on the tab (less the tab label).

7. How shall the one (1) electronic pdf format copy be delivered?

The electronic copy may be delivered by thumb drive, CD, or emailed to [jkahn@ci.capitola.ca.us](mailto:jkahn@ci.capitola.ca.us). Any emailed proposed received without the hard copy proposal on the submittal date will not be considered.

8. In the Evaluation Criteria there are two values given for “Project Team Organization and Qualifications” and no points assigned for “Project Understanding” or “Staffing Plan.” Can you confirm or clarify the value of these components of the proposal.

This table should read:

Criteria	Points
Project Approach, Work Plan, and Duration	30
Related Experience and Past Projects	30
Project Team Organization and Qualifications	25
References	15
Final Score	100

9. Is Group 4, the firm responsible for the feasibility report, eligible to submit for this RFP?

No, there are no firm exclusions for this RFP.

**January 13, 2023**

10. Can you provide more information on the scope of mechanical work? The evaluation report indicates that the existing mechanical system functions adequately (p3). As it was installed when the building was originally built and is very old, are there plans to assess its current performance/ replace or upgrade it? For this remodel should we assume that the mechanical scope of work does not include replacement of the existing mechanical system?

Attachment 2 of the RFP “Infrastructure and Ancillary Improvement List” includes a cost estimate for replacement of the HVAC system. The Infrastructure and Ancillary Improvement List is to be incorporated into the Community Center Renovation scope of work.

11. The Facility Evaluation Report recommends that a structural engineer evaluate the integrity of the existing building structure (p9). Do you want the structural scope of work to include this evaluation?

Yes

12. Should we provide a landscape architect and civil engineer for site work and exterior ADA improvements or will the consultant for the new playground provide design services?

We anticipate that the site work for this project will be limited to the entrance way only.

13. Are the three cost estimates (50%/90%/100%) for DD only or CD only? Or is it 50%/90% DD and 100% CD?

For the purposes of the RFP it is 50%/90% DD and 100% CD. This may be reconsidered when in contract finalization with the selected firm.

14. To confirm we've understood your response to question 6 in the previous email, if "there are no firm exclusions," Group 4 is eligible to submit on the RFP. Is that correct?

Group 4 is eligible to submit for this project.