

Noel Manuel - Re: Coastside Clinic Architectural Services RFP, Questions from Pre-Proposal Conference on September 10, 2009

From: Noel Manuel
To: John Sealander
Date: 9/18/2009 4:46 PM
Subject: Re: Coastside Clinic Architectural Services RFP, Questions from Pre-Proposal Conference on September 10, 2009

Per your request.

>>> "John Sealander" <jsealander@ratcliffarch.com> 9/10/2009 4:36 PM >>>
Hi Noel

It was good meeting you at today's Pre-Proposal Conference. Thanks for showing us the existing clinic and for entertaining our questions.

The following are clarification items that came up in today's meeting that, as you suggested, I am submitting in writing and requesting a written response.

1. Please confirm that the scope of the project is the renovation of the entire ground floor of the existing building, at approximately 8,800 square feet and not the entire building including the second floor as is indicated in the RFP. **YES**
2. Please confirm the intent as was expressed in the meeting today that the existing HVAC system will be modified and upgraded to meet current code requirements instead of being entirely replaced. **YES**
3. Please confirm that the existing HVAC system has ducted return air distribution. **YES**
4. Please confirm the overall project cost budget at \$1.2 - \$1.4 million and provide the amounts within that budget allocated to construction and to fixtures, furnishings & equipment. **YES**
5. Please confirm that equipment planning is excluded from the scope of architectural services (will be performed by another consultant working directly for the County). **YES**
6. Please confirm that it is the intent of the County that exterior architectural modifications to the building are to be kept to an absolute minimum. **YES**
7. Please confirm that the project team will be able to work with the County's furniture systems vendor, KRJ Design, on the selection of furniture systems to satisfy ergonomic criteria. **YES**
8. Please confirm that the clinic will be licensed. **YES**
9. Please confirm anticipated clinic services: Primary Care Clinic, Pediatrics Clinic, OB/GYN Clinic, and potential for Dental and Optometry. **YES**

We may have some other questions for you prior to your September 18 deadline; however, I wanted to get these to you right away.

Thanks

John

John Sealander, AIA, ACHA, LEED® AP
Senior Project Manager

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Noel Manuel - FW: Re: Coastside Clinic Project

From: Noel Manuel
To: Dawn Anderson
Date: 9/18/2009 5:01 PM
Subject: FW: Re: Coastside Clinic Project

Per your request.

>>> "Dawn Anderson" <dawn@asitstands.com> 9/13/2009 5:38 PM >>>
Hello Noel,

Below are a few questions regarding the RFP for Architectural Services Coastside Clinic. I apologize if these questions were brought up for discussion at that the Proposers' Conference; I was not able to attend due to a speaking engagement on that day.

1. Does the County have monies set aside to fund the project, or is the project dependant on funding from recovery or federal and State grant funds? If funding is dependant on outside funding, what is the cap on this sum? **County had set aside monies to cover for consulting fee and if the grant doesn't come through, the County will look for other funding sources. An announcement of which projects qualify for the stimulus money is expected to come in November.**
2. Is there a requirement that disadvantaged minorities are represented in the contractor's employment? **The County has an Equal Employment Opportunity (EEO) Program for Minority Employment.**
3. Please forward the agreement between County and Consultant. **Sample copy of the agreement is posted on our website.**
4. Please forward the existing floor plans of the property under design consideration. **Existing first floor plan is posted on our website.**
5. Please forward a list of those potential proposers who attended the non-mandatory proposers' conference. **Sign-in sheets are also posted on our website.**
6. Please forward questions addressed in the site conference. **Questions and answers are posted on our website.**

Thank you and best regards,

Dawn Anderson, AIA, CSI
Principal Architect #25835
California Certified Access Specialist #CASp-050
OSHPD Inspector of Record #20314
ICC Combination Inspector

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Noel Manuel - Re: Coastside Clinic Project

From: Noel Manuel
To: Dan O'Brien
Subject: Re: Coastside Clinic Project

Per your request.

>>> "Dan O'Brien" <dan.obrien@salasobrien.com> 9/18/2009 1:55 PM >>>
Hello Manuel,

We are an MEP engineering firm working with Dennis Hodgin, AIA to propose our services for this project. We had a few questions:

1. What deficiencies currently exist on:
 - the HVAC system (**unknown**)
 - electrical service, distribution (**unknown**)
 - plumbing (**unknown**)

To this date, HVAC, electrical and plumbing are all working. Building Maintenance will be contacted and will be involved during the design / programming phase.

2. Will the entire first floor be 'gutted' and new walls, ceiling, electrical, lighting, ductwork be put in ? **Most likely.**

3. Your RFP states:

The building requires substantial infrastructure upgrades including a new HVAC system. The building owner will work with the County to coordinate installation of a new HVAC system once the design is approved.

When you say HVAC system are you meaning: roof top equipment, roof curbs, ductwork, diffusers/registers, controls, air balance? **YES**

4. Your RFP states

The County intends to complete the remodel in the fall of 2011. The Behavioral Health and Recovery Division (BHRS), which currently occupies most of the second floor conduct a re-configuration of the second floor outside of this proposal. Some aspects of the project will be completed on the second floor. Does this mean that the new HVAC system would be sized for the 2nd floor, but not connected? Where does this project end and the other begin? **There will be coordination between the 2nd floor work and the ground floor renovation. But the focus of this project is just the ground floor.**

5. Can you pls describe the mechanical equipment that is there now? Is it all on the roof? **The mechanical equipment is a roof top units.**

6. What kind of IT improvements are anticipated? Central server room with distributed CAT 6 cabling? **Most likely.**

7. Is the building sprinklered? **YES** Will any area/wall changes be done by a sprinkler design/build contractor? **YES**

8. Is there any intent to maximize energy efficiency/impact or sustainability for the project? **If possible with limited funds to make the ground floor energy efficient.**

9. Will the first floor medical/dental area have any lab facilities that require specialized ventilation/exhaust? hazardous gasses, nuclear, X-ray. Medical compressed air, vacuum, oxygen? **Most likely, this will be discussed during programming /design phase.**

10. Is the domestic hot water heater in good condition or will this be replaced? **It is functioning but is it in good condition? I don't know.**

Daniel H. O'Brien, P.E.

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Noel Manuel - Re: Coastside Clinic RFP Questions

From: Noel Manuel
To: Monique Wood
Subject: Re: Coastside Clinic RFP Questions

Per your request.

>>> "Monique Wood" <monique@aba-arch.com> 9/18/2009 9:59 AM >>>

Good morning –

We have the following questions regarding the **Coastside Clinic RFP**:

- What will be the selection process, approximate selection timeline and judging criteria? **The review committee will review all proposals and will invite firms that meets the judging criteria for an interview. This process will most likely take about a month to complete. The judging criteria will be focused on Firm experience doing this type of project, quality of firm, experience of lead person, understanding of project requirements, project management, work approach and proposed staffing plan and fee proposal.**
- Should there be any phasing assumptions for coordination with continuation of the 2nd floor services during construction? **Yes**
- Is the cost for the HVAC system upgrade to be included in this project budget, or will this work be paid for by the building owner? **The building owner will be paying for the cost of the HVAC system upgrade.**
- What are the anticipated renovations to the exterior of the building? **Very minimal. It might just be the entry door? We don't know until we get to the design phase.**
- Is the building currently sprinklered? **Yes**

Please let me know if you need any clarification on these questions or if you need any other information.

Thank you –

Monique Wood, AIA, LEEDtm AP Project Manager

Associate

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Noel Manuel - Re: Coastside Clinic Project RFP - Questions

From: Noel Manuel
To: Nastassia Meyer
Subject: Re: Coastside Clinic Project RFP - Questions

Per your request.

>>> "Nastassia Meyer" <nmeyer@waremalcomb.com> 9/18/2009 9:06 AM >>>
Good morning Mr. Manuel,

We have a few questions regarding the Coastside Clinic Project RFP:

1. Is standby power necessary? **No**
2. Will the pharmacy and xray spaces stay in place as seen on the floor plan? **Most likely if all necessary hook-ups and assemblies are in placed. This will be discussed during the programming / design phase.**
3. Will any additional imaging equipment (MRI, etc) be introduced? **No**
4. Shall we assume that no seismic upgrade is required? **Yes**
5. Shall we assume that the elevator meets code? **Yes. The scope of work is the renovation of the ground floor only.**

Will the answers be emailed back to me or be posted on www.co.sanmateo.ca.us/portal/site/publicworks? **Yes**

Thank you,

Nastassia Meyer
Marketing Coordinator

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Noel Manuel - Re: Questions - Coastside Clinic RFP

From: Noel Manuel
To: Kelly Hurley
Subject: Re: Questions - Coastside Clinic RFP

Per your request.

>>> "Kelly Hurley" <kellyh@wrdarch.com> 9/18/2009 2:32 PM >>>
Hello Noel,

I have a few questions I have regarding the Coastside Clinic proposal I am preparing:

- Do we need to provide full resumes for the entire design project team or just for the responsible design professional? **Individuals who will be working on the project.**
- Do we need to identify our consultants? **Yes.** Do we need to provide their qualifications? **Yes**

Thank you!

Kelly Hurley
Marketing Coordinator
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Noel Manuel - Re: Coastside Clinic

From: Noel Manuel
To: Robert Gooyer
Date: 9/9/2009 10:37 AM
Subject: Re: Coastside Clinic
Attachments: CFMC_ExistingplanRFP.pdf; Exhibits C for Capital Projects Agreements.pdf; Sample Agreement.pdf

Per your request.



Save Paper. Think Before You Print.

>>> "Robert Gooyer" <robert@rcgarchitecture.com> 9/9/2009 9:24 AM >>>
Noel:

I have a few questions and would like to get a copy of the County agreement between County and Consultant. I would also like to get a copy of the existing floorplan. You indicate they are available in CAD. If I could get one of the files that would be appreciated.

My questions are:

1. Because you mention OSHPD will this project be considered an I occupancy or are you planning on classifying it as an OSHPD 3 project? **This will be determined during the programming phase or we could ask Health Services tomorrow if license is required to operate the clinic. If license is required then the project fall under OSHPD 3 project if not, then the project is considered I occupancy (local jurisdiction).**
2. When you indicate a schedule do you mean how long the various functions will take w/ a completion in say September of 2011? **YES**
3. You indicate in the literature permitting. Do we include permit fees in our proposal or are they to be omitted and covered by the County? **County will pay for permit fees.**
4. Can I assume that number 6 on the list of sections to respond to indicating "Proposed terms, conditions and qualifications not stated elsewhere" are items we include and may vary from proposal to proposal? **YES**

Thank you very much for this opportunity,

Robert Gooyer, AIA
RCG Architecture
1900 S. Norfolk St. #216
San Mateo, CA 94403
Tel: (650) 349-6549

September 9, 2009

Noel Manuel
Project Manager
San Mateo County
Department of Public Works
555 County Center, Fifth Floor
Redwood City, CA 94063



Project: Coastside Clinical Project

Subject: Proposal Questions

Dear Mr. Manuel:

We have reviewed your Request for Proposal for the Coastside Clinic Project and have a few questions that we would like to have addressed to assist us in completing our proposal.

Project Description

- NO** 1 There is mention of "the addition of ergonomic workstations". Does this imply that Furniture design should be included in the proposal? Is there any special equipment that is required that would require an equipment planner? Also, should signage design and art work consultation be included in the proposal? **NO**
- YES** 2. There is a statement that there "may include some changes to the exterior of the building". Since we do not know the extent of the changes until we get further into the design process would it be acceptable to exclude any Planning and Architectural Review Board approval?
- YES** 3 When will we be able to have access to the CAD files? Also, since there are no CAD files for the second floor are there as-built drawings that will be available for our review? **BEFORE THE DESIGN PROCESS.**
- NO** 4. Do they have MEP CAD files and do they have As-built drawing and air balance reports?
5. What is the size and make of the existing mechanical equipment? **DONT KNOW.**
- 1972?** 6. How old is the building and is the mechanical equipment outdoors? **MECH'L EQUIPTS ARE UP ON THE ROOF.**
7. Is there an overall project budget? **1.2 to 1.4 MIL.**
- 8 What are the sustainable/ energy savings goals for this project? **IF POSSIBLE WITH LIMITED FUNDS**
- 9 Are there any other kinds of medical licensing required? Are there any licensed surgical and dialysis specialty clinics in the program? **-YES TO MAKE GROUND FLR. ENERGY EFFICIENT.**
- 10 Dental/Medical Gases requirement? Do we need any piped system? **DONT KNOW THIS WILL BE DISCUSSED DURING PROGRAMMING PHASE.**

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- NO 11 Medical Vacuum required? What kind? Point of use system or centralized system?
- YES 12 It seems like there are no Seismic upgrade and Site work upgrade required?
- YES 13 Will the building be occupied during construction? 2ND FLOOR ONLY.
- 14 How much existing MEP equipment are we expecting to reuse? ALL IF POSSIBLE
- YES 15 Is it necessary to prepare phased design construction drawings?
- YES 16 Assumption confirmation: Sprinkler system upgrade (if any) is Design-Build.
- YES 17 Assumption confirmation: HVAC system are package equipment.
- YES 18 Assumption confirmation: Existing natural gas service is adequate.
- YES 19 Assumption confirmation: Existing electrical service and emergency power (generator) capacity are adequate.
- NO 20 Assumption confirmation: No ADA restroom upgrade is required.
- YES 21 Assumption confirmation: Demolition drawings are part of scope.

Project Schedule

- YES 1. The project is to be completed in the fall of 2011. Does this mean October or November or some other time?

Scope of Services

- YES 1. Is the requirement for a cost analysis implying that a cost estimator should be part of the proposal team?
- YES 2. The RFP only mentions producing documents for permitting and for public bid. Does this mean that we should excluded assisting during the bidding process?
- NO 3. Is the County looking for 3-D (BIM) drawings for this project?

BIDDING PROCESS WILL BE HANDLED BY PUBLIC WORKS EXCEPT FOR TECHNICAL QUESTIONS.

Qualifications of Consultant

- YES 1 There is a request for OSHPD experience. Can you confirm that the project is to be OSHPD 3? If it has to be OSHPD 3, is the current bldg up to standard such as Elevator dimensions, Main Lobby and Hallway clearances, MEP system and the Clean-up area.
- YES 2 Is the requirement for a cost analysis implying that a cost estimator should be part of the proposal team?

Proposals

- YES 1. Please clarify if sub-consultants are to be included in proposal since page 4 calls for us to mark it as an architectural proposal
- NON-MANDATORY 2. If sub-consultants are to be included are prospective sub-consultants invited to the proposal conference on Thursday, September 10, 2009?