

## Questions and responses to City of Walnut Creek RFP: Heather Farm Park Aquatic/Community Center Design Services

May 2, 2023

QUESTION	RESPONSE
Is there any way the City would consider raising the page count to 25 pages, rather than 20?	<b>The City has modified the page count to allow up to 25 pages.</b>
It is unclear if the City is looking for design services or architectural services.	The successful team will need to be able to provide building architecture, landscape architecture and pool design services.
Are the firms that prepared the concept design package (Noll & Tam and RRM) allowed to submit proposals or are they barred due to their prior involvement?	The firms that prepared the conceptual plan are eligible to submit proposals for this work.
Upon review of the attached RFP, I wanted to check and see if Geotechnical Investigation is part of this RFP or does City intend to hire Geotechnical Engineer under a separate RFP?	The City plans on retaining a Geotechnical Engineer under a separate RFP.
What is the timeline for the Geotechnical engineering RFP to be issued for this project?	The Geotech RFP will likely be issued by mid/late May
Are the Architectural lead design services for the Heather Farm Park Aquatic/Community Center Design Services to be inclusive civil, structural, geotechnical, and other professional engineering services?	The services should be inclusive of all services with the exception of geotechnical. The City will issue a separate RFP for this service in May.
We have a lot of questions about the structure of the proposal, is it possible that those questions be answered earlier than 5/1?	City staff will respond to questions as soon as possible following their receipt.
In order to fit content within the 20-page limit, is it possible to include references for the subconsultants in the appendix?	References for subcontractors may be in the appendix.
Could we put the hourly rates in the appendix, separate from the breakdown of hours by task?	Hourly rates should be part of the 25 page response. They can be included within the hour and task breakdown.
Is it ok to submit dividers between sections and include an image on the back and do not count towards the 20-page limitation?	Dividers without written content do not count toward the page total.

Does the City intend for the project to achieve LEED certification or other sustainability metric, and if so, what is the target level?	The City has not decided this yet. The budget may control this.
With solar panels and possible all-electric systems, does the project intend to target zero-net-energy?	The City has not decided this yet. The minimum will be applicable building code requirements
It looks like the City's Sustainability Action Plan is in the final stages of review. Are there specific new guidelines or requirements applicable for this project that we should be aware of at this time?	The City has not decided this yet.
Is CEQA Documentation being provided by the City or should this be included as part of the proposal?	City will provide CEQA.
Is Hazmat testing of site/facilities to be demolished necessary/being provided by the City or should this be included as part of the proposal?	City will provide hazmat testing.
Has a preliminary geotechnical investigation been conducted, and if so, would the City be able to provide the report?	City will provide Geotech work.
Has a civil topographic survey been conducted?	No. A survey and all civil work shall be under the architect's responsibility.
Is this an open solicitation?	Yes.
How critical is it that the projects are in the 5 year time frame? Is that grounds for being considered non-responsive to the RFP?	The City is open to hearing from all proposers who submit qualifications and project history they feel most effectively represent their firm's qualifications and demonstrate how they best meet the City's goals.
Please let me know if an Attendees List with Contact Information will be made available after the conference?	Yes. The list is posted here: <a href="https://www.walnut-creek.org/Home/Components/RFP/RFP/100/1990">https://www.walnut-creek.org/Home/Components/RFP/RFP/100/1990</a> Attachment 9 is the attendee list.
Are we allowed to use an 11x17 pull out page for the fee schedule?	You may use an 11x17 pull put page, and please make sure that is also readable via the electronic version.
Are there tentative dates scheduled for interviews for the Heather Farm Park Aquatic/Community Center RFP?	The tentative interview days are June 7 and 8, in Walnut Creek.
Do you anticipate any change to the hard copy due date?	The City does not expect to change the May 8 due date.
On Page 6, Public Art Requirements are listed as part of the Design Development	The City requires private and municipal development project to contribute 1% of the

<p>deliverables. What type of Public Art Requirements are included in this scope of work?</p>	<p>construction cost toward public art. The specific siting, concept and selection of the artwork will be developed in partnership with City staff and the City's he Design Review and Arts Commissions.</p>
<p>Since there will be a Geotech RFP later, if we are on the design team does that mean we cannot do the Geotech work?</p>	<p>The selected geotechnical consultants should not be on the architect team.</p>
<p>In Minimum Qualifications (page 8) it states, <i>"Referenced projects should be of comparable size, scope, and magnitude where the proposed approach/methodology was successfully implemented within the past five (5) years."</i> Will you accept projects that are 100% designed but in construction? Similarly, will you accept completed projects from more than 5 years ago?</p>	<p>The City's preference is for projects that have been constructed. If a firm cannot meet this, we recommend you provide at least five projects that best represent your work.</p>
<p>For the information required in the RFP addressing Sub-consultants, does the City want to see the full team including relatively minor consultants, or would it be acceptable to only include the major disciplines such as:</p> <ul style="list-style-type: none"> <li>a. Pool Designer</li> <li>b. Structural Engineer</li> <li>c. Civil Engineer</li> <li>d. MEP</li> <li>e. Landscape Architect</li> </ul>	<p>Yes, the list shown is sufficient.</p>
<p>For item 5. On page 7 of the RFP it is requiring Hours by task and fee rates. Do you want a proposal for the full scope of work by hours? Or an estimate? Is it acceptable to give estimated durations for each phase, along with average percentage involvement for each team member during that phase? Our staffing and fees are usually developed on a per-phase basis, rather than a per-task basis</p>	<p>The City's preference is to see the tasks and the work associated with each task.</p>
<p>Is the Essential Services Hub included in this scope of work? Or is it an option that would be captured under an Additional Services proposal after it is authorized by City Council?</p>	<p>The City recommends that any work to be performed regarding the essential services hub be included as an optional item, so that it can be added to the final scope of services if needed.</p>
<p>Is FF&amp;E included in the scope of work?</p>	<p>Yes.</p>
<p>According to the 2/7/23 City Council Agenda Report, the conceptual site plan for the new community center and pool were developed in</p>	<p>Both the final conceptual site plan and cost estimate were prepared in 2023.</p>

2021-22. However, Page 8 of the Agenda Report notes that the latest cost estimate for the new facility is from December 2019. Can you confirm if the 2019 cost estimate has been updated to reflect the conceptual site plan referenced in the RFP?	
Operational cost estimates are requested in the RFP. Does the City have existing operational cost data that the team can use as a reference for developing new operational cost estimates?	The City is seeking operational costs of the facilities and equipment (maintenance, utilities, replacement, etc.) but excluding staffing costs.
Will this project impact any of the existing pond's mechanical equipment?	Yes. The pond's mechanical equipment as well as the line that feeds water to it are within the project footprint.
Will you please confirm if the 20-pages limit is single or double sided?	Each "page" in the 25-page limit is a single side of a sheet, whether single or double sided.
Does the previous project information and pictures count in the 20-page limit?	Yes.
Should Contract Comments be included in the appendix?	Yes, that is acceptable to the City.
For the "original" hard copy submittal, are wet-signatures required, or are digital printed signatures acceptable?	Digital signatures are acceptable.
Do covers, table of contents, and transmittal letter count towards the 20 pages?	These items do not count toward the 25 pages.
Community Outreach & architects role – Please elaborate?	Significant outreach occurred in the preliminary stages of the Our Parks Your Future project. Community outreach around design concepts and other site issues will also be important to this phase with the understanding that it will be within the parameters already established by the conceptual plan.
Shall we include the Aquatic Center demolition as part of Phase 1?	No.
Please clarify the extent of the "preliminary operational cost estimates" page 3 of RFP operating costs (expenses) + Revenue?	This refers to the operational costs of the facilities (maintenance, utilities, replacement costs, etc.) but excluding staffing costs and revenue.

Underground utilities – are they part of the consultant work?	Yes.
Has the City performed an arborist & geese study?	No.
What are pond renovation options?	The City is open to solutions from the consultant team, informed by the CEQA analysis.
Will a soil investigation be part of this project?	The geotechnical consultant will do this work.
Are existing designs available on pond?	The City does not have the original designs for the pond.
Please confirm that the City has not issued an addendum for Heather Farm Park Aquatic/ Community Center Design Services; no addendum has been posted on the city site for this project?	No.