

**City of San Rafael Responses to Written Questions to the
“Notice Inviting Proposals for Essential Facilities Strategic Plan”
October 17, 2014 (posted)**

Per the RFP, questions were accepted through October 17, 2014. Responses posted at:
<http://www.cityofsanrafael.org/facilities>

1) Will the City of San Rafael allow companies that are capable of providing the services detailed in each of the two respective Notices Inviting Proposals to submit a response to each individual proposal?

Yes. It was originally anticipated that the lead firm on the Strategic Plan effort would be different from the lead firm on the Project Management and Pre-Construction Services effort, but this is not mandatory and firms are free to make their case in their proposals as to why the same firm should be used for both.

2) Is a firm that is submitting for the Essential Services Project Management & Pre-Construction Services RFP precluded from being a subconsultant on a team(s) that is submitting on the Essential Services Master Plan RFP?

No. We have not established any restrictions regarding consultant participation in the two projects (respondent to one not precluded from other).

3) Will a firm pursuing the ESSENTIAL FACILITIES STRATEGIC PLAN effort be precluded from pursuing future Design Phase services that may result from the outcome of the current RFP?

No.

4) Is the evaluation of the San Rafael and Terra Linda Community Centers to be included in this Essential Services Strategic Plan?

No. The Strategic Plan will only relate to the police and fire facilities. The fire stations are all “stand alone” and the Police Department is the ground floor of City Hall.

5) The 2003 Report did not focus extensively on the integrity / energy efficiency of the exterior enclosure. Should this updated report take the same approach, or should we include a review of the air intrusion, water intrusion / leaks, and roof drainage?

As part of preparing cost estimates for building needs, the City is interested in realistic and accurate estimates so that the plan can ultimately be constructed. In other words, prioritization and phasing of projects will be taking cost estimates into consideration. Therefore, all elements that would have an appreciable impact on cost estimates should be included. The City envisions cost estimates that are

divided into categories such as the ones used in the 2003 Strategic Analysis which were "Seismic and Life Safety" and "Full Modernization."

6) Should this updated report include any review of the lighting, mechanical equipment or energy efficiency of the facilities? Should the new report include a review of all the emergency power / generator systems?

See answer to question #5.

7) Should we allow for the potential requirement for a CASp Report in this initial evaluation, or should we assume it will be addressed during implementation?

The Report would not be required during the Strategic Plan. However, any identified items or issues that could have an appreciable impact on cost should be considered when preparing cost estimates.

8) Should the new report include a revisit of the lateral system retrofit recommendations based on the most current regulations and code requirements?

Yes. The City would like the report to reflect all current codes and requirements.

9) Page 10 - The first paragraph states that the scope of the contract can be amended to add design and construction-phase services. If the City decides to issue RFP's for specific projects developed through the strategic plan in addition to added scope, would our firm (if selected) be precluded from competing on these future RFP's?

No.

10) Are any firms precluded from competing for this RFP?

No.

11) Would the City consider allowing \$1M E&O coverage if the consultant has the ability to secure \$2M coverage in the event that they are asked to add additional design and CA scope?

On a contract by contract basis, we would work with our City Attorney's Office to discuss coverage that may be different from our standard requirement. This would need to be addressed at the contract negotiation stage.

12) Do you require a fee proposal for the various tasks and deliverables noted in your scope of work or do we submit an hourly rate schedule to be later developed into a fee if we are selected?

A full fee proposal is not required. The RFP calls for the firm's schedule of hourly rates (and for any proposed subconsultant firms) with some subcategories as described under item "7. Rate Schedule" on page 8.

13) Can you provide a list of the City facilities and their corresponding square footages.

Please see the City of San Rafael Essential Facilities Strategic Analysis (August 2003) page 2 for the current square footages of the Police Department and Fire stations. The only current fire station not listed there is Station 3 located at 30 Joseph Court, which was closed at the time of the 2003 study, and is now used just for emergency medical services. It is considered a temporary opening until such time the emergency medical services can be relocated and is not anticipated to be used as a future fire station.

14) Does the city use a CMMS or Work Order Management system? Which brand?

The City is in the process of transitioning to Spatial Wave for CMMS. We are currently using it for parks, streets, maintenance and other functions and will be adding all capital projects.