



SANTA MONICA - MALIBU UNIFIED SCHOOL DISTRICT

**Architectural/Engineering Design Services  
New District Office Tenant Improvements & Structural Upgrades  
RFQ/P**

**January 14, 2021**

**ADDENDUM #1  
AND  
QUESTIONS & ANSWERS**

**This addendum consists of the following RFQ/P revisions issued January 4, 2021 & issuance of the District responses to the pre-proposal questions received:**

- **RFQ/P ADD, REVISE & REPLACE** the following sections of the RFQ/P with the following:
  - **REVISE & REPLACE – RFQ/P page 1 “Interested firms should submit”** one **electronic** Proposal & one **electronic** Cost Proposal both due by 3:00 PM on January 19, 2021, as described herein, electronic submissions shall be submitted through ARC Southern California’s (“ARC”) file share website: <https://www.ishipdocs.com/Filetransfer/TransferFiles.aspx>. Submittals shall include the project name in the file transfer message, in addition via a **second and separate** file transfer Cost Proposals are to be transferred via ARC file share website and shall include Cost Proposal for project name in the file transfer message. Submittals will be sent by ARC to [smbishop@smmusd.org](mailto:smbishop@smmusd.org) via the ARC file share website. Any submittals & cost proposals sent directly to the foregoing email or to the District by any other means will not be accepted and will be rejected. The District reserves the right to waive any immaterial irregularities or informalities in any Response or in this RFQ/P process.
  - **ADD – RFQ/P page 1 “Electronic Proposal & Cost Proposal Submittal.”** Proposals shall be submitted electronically through the District’s online vendor portal and must identify the project name. Respondent must upload all documents required with the proposal. Respondent will receive a 4 digit passcode from the online vendor portal to enter. Once this passcode is entered, the Proposal will be sent electronically to the designated District email. Respondent will receive an email notification from the online vendor portal once the Proposal has been successfully transmitted to the District email. Respondent’s failure to timely enter the 4 digit passcode in order to transmit the Proposal to the District prior to the time for submission of RFQ/P will render the Proposal untimely. Proposals that are faxed, hand delivered, or emailed directly to the District will not be accepted. Any Proposal not submitted to the District’s online vendor portal and transmitted to the District by entry of the 4 digit passcode on or before the time for submission of Proposal’s is untimely and will be rejected. Respondents are solely responsible for timely submission of Proposal’s to the District in the manner set forth herein.
  - **REVISE & ADD - APPENDIX A - REFERENCE DOCUMENTS**

**The following reference document which was originally issued via the FIP website as document #7 was an error and is not part of the RFQ/P’s project specific scope, therefore is deleted:**

    - **2020\_0313 – SMMUSD MOT pricing package**
  - **The following reference document is being added as per District’s responses to pre-proposal questions below:**
    - **1717 4<sup>th</sup> St ESA FINAL 20200406**

## **DISTRICT RESPONSES TO PRE-PROPOSAL QUESTIONS:**

- 1) Per page 3, it states this project is not subject to DSA, please confirm which jurisdiction will do the plan check and approval.  
**Answer: City of Santa Monica**
- 2) Please confirm a hazardous material survey and report is part of this scope.  
**Answer: The District will provide a Hazardous material survey to the awarded firm.**
- 3) Is the building fire sprinklered?  
**Answer: Yes**
- 4) Please advise if a survey of reuse of furniture is anticipated.  
**Answer: Yes, this is part of the scope.**
- 5) Please confirm if the FF&E scope of work consists of services to select, specify, and assist in the procurement and installation of furnishings and fixtures.  
**Answer: Yes.**
- 6) On page 6: a. Cover Letter (1 page), and on page 7 it is stated: 'A person authorized to bind the firm to all commitments made in the proposal, and authorized to ultimately sign the agreement for architectural design services, shall sign the cover letter which should be no longer than two single-sided pages'. Can you clarify whether the cover letter is one or two pages?  
**Answer: Two pages.**
- 7) Will the architect/engineers that completed the planning documents be permitted to submit a response for this proposal?  
**Answer: Yes.**
- 8) Will the electronic files used to generate the planning documents (program matrixes, plans) be made available for use? If so, please indicate what program was used for developing the plans. And if provided, have these plans been field verified and accurately drawn?  
**Answer: All drawings pertaining to this project in the District's possession will be made available to the awarded firm. That program is not known. The plans have not been field verified.**
- 9) Due to COVID-19, would you consider an electronic-only submission to limit the direct person-to-person contact and handling of materials associated with a printed submission?  
**Answer: Refer to Addendum #1 revising submission to electronic.**
- 10) The Exhibit A Scope of Basic and Additional Service attached to the Draft Architectural Design Services Agreement, indicates that it is a minimum guide however there are a few items that may not be required for this type/size of project such as parts of the site related sections (2.04, 2.05, 3.09, 3.10), reference to exterior renderings and building sections may not be needed and reference to a minimum of CHPS to list a few. Will these be clarified in exhibit A1 and F (list of deliverables)?  
**Answer: Exterior renderings and CHPS record-keeping are not be required for this project.**

11) The RFP mentions that the District will be providing Conditions of the Contract (General, Special and other), but does not mention the Division 01 documents. Are the Division 01 sections going to be provided by the District?

**Answer: Yes.**

a) Or will they need to be created by the Architect in coordination with the District provided contracts and conditions?

**Answer: No.**

12) Furniture and Equipment: Are there a set of District standards or Basis of Design for these items, No. or will selections be up to the Design team?

**Answer: Yes.**

13) Is a narrative Preliminary Project Description acceptable for the Schematic level, in lieu of Outline Specifications, with contents covering requirements as stated in 3.14 of the Appendix B Design Professional agreement?

**Answer: Yes.**

14) For the Record Document specifications listed in 7.10 of Appendix B, are these intended to be As Designed specifications? Or As-Built (With a full set of record submittals, you will have more accurate information than a Record specification.)

**Answer: As Built Specifications are required.**

15) Is the elevator existing or will a new elevator be required?

**Answer: The elevator is existing.**

16) Does the District have a master specification or system they require for use on the project?

**Answer: Yes, this will be provided to the selected firm.**

17) Are the existing provided plans the basis for design or is the design team starting from programming?

**Answer: Programming is part of the scope of work of this project.**

18) Are as-builts for the Structural Engineer going to be available? It looks like Engilkirk did the original design and some sheets are provided in the attachments, but having the complete set would cut down the site inspection portion considerably.

**Answer: All drawings pertaining to this project in the District's possession will be provided to the awarded firm.**

19) May we drop off the RFQ/P Response at 2828 4th Street in Santa Monica? Due to the short turn around and it being a physical submittal I have concerns with it being mailed and arriving on timeThe submission will be electronic.

**Answer: Refer to Addendum #1 revising submission to electronic.**

20) Is the seismic assessor structural engineer Englekirk precluded from participating in this RFQ/P?

**Answer: No.**

21) Monday Jan. 18th is a holiday, is there a chance of extending Jan 19th RFQ/P due date?

**Answer: Submittals are due date is January 19 per the RFQ/P issued.**

22) Is the planning Architect DLR precluded from submitting a proposal for this project?

**Answer: No.**

23) Is the cost estimator OCMI precluded from being on a team for this assignment?

**Answer: No**

24) Is the District going to commission the Hazardous material reports required to evaluate whether abatement is required?

**Answer: Yes. The District has a Phase 1 ESA that we will make available. The District will develop and produce additional hazardous materials reports, as needed.**

25) Refer to II Scope of Services, Item e, Last bullet indicates "Finalize approval of the FF&E package for procurement" We have the following questions:

a. Is this part of the scope of the Architectural Services?

**Answer: Yes.**

b. Is this included in the projects \$3.8M budget.

**Answer: No**

i. If YES, what portion of the portion of the projected budget is dedicated to FF&E.

**Answer: The scope of the FF&E will be determined once the inventory of existing potentially reusable furnishing has been completed.**

26) If NO, then what is the budget for FF&E- Please confirm that the District has their own General Conditions + Bid Documents that they use for procurements.

**Answer: The FF&E budget has not been determined. Confirmed.**

27) One page 6 it indicates the Cover Letter should be one page. On Page 7 it indicates that the Cover Letter should be two single-sided pages. Please confirm which is correct.

a. If the letter is supposed to be 2 pages, will that increase the page limit.

**Answer: Two single-sides.**

28) Page 6 indicates that the Cost proposal is included in the page limit, but on page 8 in the second sentence of paragraph d it indicates that the cost proposal will not count toward the page limit. Please confirm that the cost proposal isn't included in the page count.

**Answer: Cost proposal is not included in page count.**

29) Would the District consider an electronic submittal?

**Answer: Refer to Addendum #1 revising submission to electronic.**

30) The schedule indicates that we have approximately 7 weeks to get from Schematic Design to 95% Construction Document. We have the following questions:

a. What is the review time the District needs to review each submittal?

**Answer: Client will review drawings with architects as project progresses. No breaks are required.**

b. Is it possible to reduce the amount of submittal required on this expedited timeline?

**Answer: No.**

- c. If the schedule is the determining factor can Overtime be included in the fee calculation?

**Answer: The architect can include overtime costs but the overall fee is a factor in determining the award.**

- 31) Could you let me know if this project is going to need Fire sprinklers System and if so, you can send me the plans.

**Answer: Selected architect to determine adjustments to fire sprinklers that are needed.**

- 32) Are DLR and Engelkirk excluded from proposing on this RFQ/P?

**Answer: No.**

- 33) Will any existing furniture or equipment be relocated to this project?

**Answer: Yes.**

- 34) Is furniture included in the \$3.8M construction budget?

**Answer: No.**

- 35) What is the furniture budget for the project?

**Answer: To be determined.**

- 36) Will the DLR programming document be available to the awarded team?

**Answer: Yes, however, the DLR program was preliminary and not confirmed.**

- 37) Given the tight schedule what amount of time should be assumed for client, review and approval between phases?

**Answer: Client will review drawings with architects as project progresses. No breaks are required.**

- 38) What percentage of the area of the building will have new furniture?

**Answer: To be determined.**

- 39) Will the District measure and inventory existing furniture to reuse?

**Answer: No.**

- 40) The package includes the MOT pricing plans but no reference to that site in project scope. Please advise.

**Answer: Refer to Addendum #1 deleting this reference document.**

- 41) Will SMMUSD boardroom board and staff desks be custom designed or buyout. Assume current furniture likely cannot be reused per comparison of existing configuration plan and test fit plans provided.

**Answer: Preferably Buyout due to budget constraints.**

- 42) Does a cover page, corresponding back, and table of contents count toward page count? Please advise whether cost proposal is to be provided separately or included in the body of the proposal. Section III. states: "Proposals ..... **includes** the cost proposal." and Section III. d. asks for a ....**separate** cost proposal in a sealed envelope which will not count toward the page limit."

**Answer: The cover page, corresponding back, and table of contents do not count toward page count. Refer to Addendum #1 for cost proposal submission instructions.**

- 43) Under “Phase 8: Additional Services” in the Design Professional Agreement (starting on page 50 of 59), it stated the Design Professional shall provide these services, they include Model Construction, Graphics Design, Leasing Brochures, etc. Please confirm if that is the intent or if they were left in from the master document. If they are required services, we can touch upon these services in our response.

**Answer: These items do not apply to this scope of work.**

- 44) Under project description, it listed “specifications for new furniture”, please confirm if full FF&E services will be required – i.e., procurement, supervision of installation, etc.

**Answer: FF&E specifications including layouts, furniture quantities, finishes etc., must be ready for procurement. Procurement will be handled by the District.**

- 45) Are there any known challenges/issues with the existing HVAC system?

**Answer: None known.**

- 46) Given the current state of the pandemic, does the district really require hard copies of our proposal?

**Answer: Refer to Addendum #1 revising submission to electronic.**

- 47) If we include section divider pages, will these pages count towards the 18 pages as required by the RFQ/P?

**Answer: No.**

- 48) Is the cover letter required to be limited to one page or two? Header a on page 6 of the RFQ/P says 1 page max, while the paragraph on page 7 says 2 pages max (see excerpt: A person authorized to bind the firm to all commitments made in the proposal, and authorized to ultimately sign the agreement for architectural design services, shall sign the

**Answer: Cover letter should be no longer than two single-sided pages.**

- 49) Does the District have interior standards that we need to follow for this project, specifically finishes?

**Answer: No.**

- 50) Does the District have furniture standards that we need to follow for this project?

**Answer: No.**

- 51) Is the District requiring 3D renderings?

**Answer: No.**

- 52) Is District branding part of the scope – or is that being handled by the District?

**Answer: No.**

- 53) The demo plan and construction plan do not indicate anything about basement parking. Should we consider that basement parking is not in the scope of work? What about related to accessibility?

**Answer: Basement parking is not in the scope of work, however, if accessible parking is identified as an code issue, the District will address any additional scope with the awarded firm at that time. Accessibility code requirements must to be met.**

54) The RFQ/P support documents include drawings for Proposed Maintenance, Operations, and Transportation building at 902 Colorado Ave. Should we assume that this was included as an error and is not part of scope of work?

**Answer: The proposed Maintenance, Operations and Transportation building is not part of the scope of work for this project.**

55) The pricing Cost Estimate document indicates existing major hvac equipment are to remain, and there is no work anticipated. Is that the intent?

**Answer: Yes, however, awarded firm must verify that systems are in good working order and sufficient to meet the scope of the project.**

56) Can you provide existing structural, architectural and MEP drawings for the building?

**Answer: All drawings pertaining to this project in the District's possession will be provided to the awarded firm.**

57) Per the RFP there appears there may be a need for a geotechnical engineer for the project. With the time schedule provided has this process already started? If so who is the geotechnical engineer and are there any preliminary recommendations?

**Answer: The exact nature of required Geotech work has not yet been determined.**

58) Does the building require a change in occupancy or change in use? Per the RFP document the building is an office building and will remain an office building.

**Answer: No.**

59) Other than the city of Santa Monica Ordinance 2537 is there any required seismic strengthening requirements?

**Answer: The awarded firm must confirm required codes.**

60) Page 1, description of time and label requirements for delivery of proposal:

a. This RFQ/P calls for physical delivery of physical documents to the FIP Office. The District has only asked for digital delivery for other documents since the start of the pandemic. Is physical printing and delivery required? If not, are there specific requirements and conditions for the delivery of a digital proposal?

**Answer: Refer to Addendum #1 revising submission to electronic.**

b. The requirements for how the document shall be labelled include a complete description of the RFP/Q twice: "A/E for Tenant Improvements and Structural Upgrades -1717 4<sup>th</sup> Street, Santa Monice, CA 90404 "Proposal for SMMUSD – New District Office Tenant Improvements and Structural Upgrades – Architectural and Engineering Services". – is the preferred description. Confirm this is intended?

**Answer: Refer to Addendum #1 revising submission to electronic.**

c. "Santa Monice" appears to be a typo.

**Answer: Yes.**



61) Page 2, Section I.a – The project description calls for Tenant Improvement and Structural Upgrades to an existing office building at 1717 4th Street. This building appears to be/have been occupied by a number of tenants.

a. Is the District leasing the building or buying the building?

**Answer: The District owns the building.**

b. If the District is leasing the building, is there a building owner that needs to review and approve the drawings?

**Answer: N/A**

c. Is the District taking complete control of the building, or will there be other tenants in some spaces?

**Answer: District will be the sole occupant.**

d. Will the building be completely emptied for this work?

**Answer: Yes.**

62) Page 2, Section I.c – Please confirm the “Construction Contract Award (anticipated) date is Sunday, August 15, 2021.

**Answer: The Construction Contract Award date will be determined once project is ready for contractor bidding. The date included in the RFQ/P is an anticipated and target date.**

63) Page 3, Section II.a calls for the A/E team to identify and document path of travel and any non-compliance with Americans with Disabilities Act. Later on page 5, in Section II.e, the RFQ/P calls for “architectural, structural, and civil drawings with design solutions”. Based on the RFP/Q, the only Civil work on this project would be ramps if required for ADA purposes. It will not be known if exterior path of travel is compliant until the assessment is complete, and thus the amount of Civil engineering required will be unknown until the project is underway. Civil engineers will be unable to provide a reasonable bid without more information. Does the District wish to exclude Civil work from the project.

**Answer: The completed project must comply with accessibility code. If there are accessibility issues that are unknown at this time, additional services may be awarded.**

64) Page 5, Section II.h – This section describes architect responsibilities during Construction / Contract Administration. Will the District employ a separate Construction Manager for this project, or will general contract oversight be the responsibility of the architect?

**Answer: The District will employ a consultant project manager to oversee this project.**

65) Page 6, Section III.a – The heading of this section limits the Cover Letter to 1 page. The body of the section on page 7 indicates the Cover Letter should be no longer than 2 single-sided pages. Please clarify the page limit on this section.

**Answer: Cover letter should be no longer than two single-sided pages.**

66) Page 8, Section III.d – This section calls for a fee proposal to be submitted separately in a sealed envelope and also an hourly rate sheet.

a. Does the hourly rate appendix go in the sealed envelope, or into the body of the proposal?

**Answer: Refer to Addendum #1 revising submission to electronic.**

- b. If the District decides the overall submittal to be digital, how should this item be delivered? (Mailed? E-mailed separately? Submitted to a secure file site? PW protected PDF?)

**Answer: Refer to Addendum #1 revising submission to electronic.**

- c. Should the hourly rate schedule include only the architectural team, or rates for sub-consultants as well?

**Answer: Both.**

- d. Is there a page limitation on the hourly rates (as it may expand to more than one sheet if there are multiple consultants)?

**Answer: No.**

- 67) In the reference documents, is the 2020\_0313-SMMUSD MOT pricing package related to this project? Will some or all of the scope described there be part of this contract?

**Answer: Refer to Addendum #1 deleting this reference document.**

- 68) Should fee be included in the full proposal document in addition to a separate sealed envelope, or in the envelope only? If only the envelope, how many copies should be included?

**Answer: Refer to Addendum #1 revising submission to electronic.**

- 69) Are Mechanical, Electrical, Plumbing and Structural as-built drawings available?

**Answer: All drawings pertaining to this project in the District's possession will be provided to the awarded firm.**

- 70) Are there any known deficiencies in the Mechanical, Electrical and Plumbing systems?

**Answer: None known.**

- 71) Based on the construction budget, can we assume that the existing utilities are sufficient?

**Answer: The adequacy of existing utilities must be verified by the architect.**

- 72) The Board Chambers and Training Room will likely require additional HVAC equipment, not shown in the budget. Should fees for this work be included?

**Answer: Yes.**

- 73) Project specifications for tenant improvement projects are typically short form CSI project drawing sheet specifications for Architectural and all disciplines and not Project Manual Book Specification. Please confirm if sheet specifications are acceptable.

**Answer: Sheet specifications are acceptable.**

- 74) The RFP indicates that Low Voltage Construction Documents by Architect's consultants per low voltage design drawings and equipment selection by SMUSD IT and AV departments. Please confirm if AV/IT design is being provided by SMMUSD's AV/IT contractor.

**Answer: AV/IT design is provided by the architect with District consultation.**

- 75) Can we assume that fire sprinkler design shall be design-build by GC and that the Architect / Consultant is to provide design criteria specifications only?

**Answer: Yes.**

76) Possible seismic upgrade impacts to the roof are unknown. Please confirm SMMUSD will contract directly with a water-proofing consultant to direct rework / improvements as may be required at the roof.

**Answer: Any roof penetrations and repairs are part of this scope of work.**

77) Can we assume that the scope of work and additional services listed / outlined in Appendix B / Exhibit A is a guide and that the Specific Scope-of-Work and Deliverables will be per the Architect's proposal that will come forward in future Exhibits A1 and F?

**Answer: Yes, those services are a guide of services could be added to the awarded AE firm.**

**Proposals are to be submitted based solely on the Specific Scope of Work of the issued RFQ/P.**

78) Should there be a cost proposal placed in the printed and electronic copy with the same information as included in the separate cost proposal envelope? Please confirm, and if so, whether this will count towards the 18 pages.

**Answer: Refer to Addendum #1 revising submission to electronic. Cost proposal does not count towards the 18 page limit.**

79) Please confirm that the full proposal includes one original unbound and three bound copies (of up to 18 single-sided pages) and one electronic (CD or thumb drive) copy, plus one separate envelope that includes the single-page cost proposal, all to be mailed within one package.

**Answer: Refer to Addendum #1 revising submission to electronic.**

80) Please confirm that the cost proposal only needs to be included in the separate envelope and not in the printed document or electronic copy.

**Answer: Refer to Addendum #1 revising submission to electronic & separate.**

81) Due to safety measurements related to the pandemic and the current lack of reliable delivery via mail, is it possible to submit the proposal only digitally via email and/or a file transfer platform? If not, would it be possible to submit the proposal via email as an official intent to submit on the deadline and follow up with a printed submission?

**Refer to Addendum #1 revising submission to electronic**

82) Please clarify whether or not the original firm that submitted the Planning Assessment would be precluded from submitting a proposal for this RFQ/P.

**Answer: The original firm is not precluded from submitting a proposal.**

83) Please clarify if there will be an opportunity for a site visit and walk-through, and if so, please provide a schedule.

**Answer: No**

84) Regarding FF&E options, should a full furniture package be included as part of our fee submittal, or does SMMUSD plan to lead the FF&E effort while we select color palette and finishes?

**Answer: Yes, full FF&E specifications including layouts, furniture quantities, finishes etc., must be ready for procurement. Procurement will be handled by the District.**

85) Would the district allow for digital only submissions?

**Answer: Refer to Addendum #1 revising submission to electronic.**

- 86) Can we get structural and Architectural As-Builts?  
**Answer: All drawings pertaining to this project in the District's possession will be provided to the awarded firm.**
- 87) Is this a mandatory Retrofit?  
**Answer: As required by code.**
- 88) Can you confirm we that we also need to provide retrofit for the non-structural components?  
**Answer: Retrofit is required per code. To confirm, this is building is not nor will be subject to the Field Act.**
- 89) How does the MOT Pricing Package relate to the 1717 4th St project?  
**Answer: The MOT Pricing Package was included in error. It does not relate to the 1717 4<sup>th</sup> Street project.**
- 90) Can we get a Geotech report?  
**Answer: A Geotech report has not yet been obtained by the District.**
- 91) Are there district standards for offices for FF&E Etc.?  
**Answer: No**
- 92) Is this building going to be purchased or leased and will there be a landlord approval process or building standards?  
**Answer: The building is District owned.**
- 93) Are the firms that completed the initial design and cost studies eligible to propose on providing full A/E services on this project?  
**Answer: Yes.**
- 94) One of the Scope of Services bullets under Assessment and Condition Verification indicates to "document path of travel and any noncompliance with ADA". Shall we assume that we will determine if there is any related A/E scope of work based on those findings, and add that scope once it is determined?  
**Answer: Yes.**
- 95) Shall we include a survey of existing interior compliance with ADA, i.e. restrooms, elevators, stairs, etc. or shall we assume for now that those elements are compliant?  
**Answer: Yes, include a survey of ADA compliance.**
- 96) Is the estimated budget indicated inclusive or exclusive of soft costs?  
**Answer: Exclusive of soft costs.**
- 97) We notice the RFP states obtaining approvals from "State, County and local" agencies. Since this is not a DSA project, is there another state entity that would have jurisdiction?  
**Answer: The awarded firm must research and obtain all required code compliance.**
- 98) Will plan review fees be paid directly by SMMUSD or by the Architect and reimbursed?  
**Answer: Plan review fees are to be paid by the architect and reimbursed by the District.**

99) Is the project required to have a permit expediter?

**Answer: No**

100) Does this project fall under review by California Coastal Commission or CEQA or other entities?

**Answer: The building is not in the Coastal Zone. 4th street is the dividing line in this area.**

101) What is the fire hazard rating of the project site?

**Answer: The fire hazard rating of the project site is not known at this time.**

102) Has a hazardous / toxic materials (asbestos) survey been recently completed for the building?

**Answer: A Phase 1 ESA has been completed and has been made available via the FIP website <https://www.smmusd.org/domain/4173> for download, dated April 6, 2020 totaling 691 pages.**

103) Since this is an interior project with no exterior scope, is it safe to assume the renderings will not include the building exterior and site but be limited to interior conditions?

**Answer: Yes.**

**END OF DOCUMENT**