



ADDENDUM 1- REQUEST FOR PROPOSALS
SCP 421 E Street Office Design

TO:	All Prospective Proposers
SUBJECT:	ADDENDUM 1- Request for Proposals: 421 E Street Office Design
ADDENDUM 1 ISSUED:	October 10, 2024
RESPONSES DUE:	October 22, 2024

The Sonoma Clean Power Authority (“SCP”) is issuing this addendum to Request for Proposals (“RFP”) Solicitation for 421 E Street Office Design.

SCP received the following italicized questions, and its responses to those questions are set forth below:

- 1. If the Prime is not a local business enterprise but their major subconsultant is local, will we get any points or percentage for having local subconsultants?*

The Prime should be a local business with a physical address in Sonoma County to be awarded any points as a local firm.

- 2. What is your overall construction budget for the project?*

The project construction budget will be established with the design team before a final decision to proceed with construction documents will be issued.

- 3. What is your allocated budget for the design fees?*

SCP does not have an allocated budget for design fees, however SCP anticipates a simple design and the Proposer’s budget will be considered in the scoring of the Proposal.

- 4. Will the sign in sheet be available to interested firms if they didn't attend the site walk because of a conflict?*

The site walk sign-in sheet has been posted to SCP’s Solicitations webpage <https://sonomacleanpower.org/solicitations-business-opportunities>.

- 5. Do you know if design drawings of the existing construction are available? This will impact the fee, especially the structural design.*

For access to documents available under the California Public Records Act, please visit the City of Santa Rosa Public Records Request website: Request 24-675. <https://cityofsantarosaca.nextrequest.com/requests/24-675>. Documents are provided under the “Documents” tab.

- 6. Explain the Intermediate Distribution Frame (IDF) of the building.*

The IDF of the building is a secondary distribution point from the primary IDF, which is located at the SCP Main Business Office. The IDF is already

connected to the Main Business Office by way of an underground fiber optic connection, and is primarily used for housing a phone switch, patch panels, and a network switch that is integrated with the primary IDF. This allows for existing building systems at the Main Business Office, e.g., security cameras, building access controls, and lighting servers, to be utilized at 421 E Street.

7. *Is it the intention that the gas meter gets removed?*

SCP intends for the gas meter to be removed.

8. *Can you provide structural drawings for the building?*

See answer to question 5.

9. *Exterior windows on the north and south of the building may not be feasible due to property lines.*

SCP wishes daylighting to be introduced into the office areas. If exterior windows are not feasible, skylight options should be proposed.

10. *Are any previous drawings available for the building (structural, architectural, electrical, mechanical, civil, etc.)?*

See answer to question 5.

11. *Was the dry rot or water intrusion inspected during acquisition of the property? Is so, is the report available?*

The selected Proposer will be provided with the inspection report.

12. *Phase 5 Commissioning: Is the commissioning support requested for basic code-compliant commissioning or for a more robust commissioning (i.e. LEED program or similar)?*

The commissioning support is for basic code-compliant commissioning.

13. *Since the design of the photovoltaic systems is a specialty that includes a fair amount of input from the owner, can the RFP design proposal focus on interface with electrical (power) / structural support and allow the photovoltaic / battery design to be a separate scope contracted directly with the owner?*

Proposals can focus on the interface with electrical (power)/ structural support so that SCP can contract directly with a separate solar contractor. Proposals can also include full solar photovoltaic scope. The Proposer shall indicate in their proposal which scope is covered and reflect that in the budget.

14. *Please describe the scope in more detail regarding Phase 4 CA - "...coordination of finishes, furnishings and equipment". Is this meant to include an interior design FF&E scope relating to acquisition of items like furniture or design of workstations?*

SCP intends to use finishes, furnishings and equipment consistent with those already used in SCP's main office. For Phase 4, the Proposer should review that selected finishes and furnishings meet the design intent and

specifications, ensure they are applied and installed properly as per the design, and provide final inspection.

15. *Is the cost estimating referenced in Phases 1 & 2 part of the RFP scope or provided through the owner's team?*

Cost estimating is part of the RFP scope.

16. *Page 7 references a "2 to 4 month timeline." Has SCP had any preliminary discussions with the city to determine whether the desired exterior modifications will require an administrative (staff-level) or board level Design Review? Has there been any discussion about whether the city will accept a parallel submission/processing path for Design Review and Building Permits?*

SCP's intended timeline covers Phases 1 through 3. SCP has not had discussions with the city. SCP's desired timeline reflects the intention for a basic streamlined design process. If city Design Review and Building Permits require an extended timeline, that can be accommodated by SCP.

17. *It appears the existing electrical service is 200 amps. With the additional all-electric heat pumps and all-electric heat pump water heater, a power service upgrade may be required. Has this been discussed as it relates to schedule and/or have alternates been considered?*

SCP acknowledges an electrical service upgrade may be required. The design should include efficiency upgrades and methods to avoid a service upgrade. SCP corrected in this Addendum 1 that the existing water heater is electric. A Load Calculation Study to analyze electrical usage should be provided if standard methods reveal an electrical service upgrade is required. If a service upgrade is ultimately required, SCP acknowledges that the schedule may need extension. Proposers can provide an alternate scope, schedule, and budget to reflect the need for a service upgrade.

18. *Are there PDFs of existing as-built drawings including structural and MEP available?*

See answer to question 5.

19. *Is there CAD of the existing building available?*

SCP does not have CAD drawings of the existing building.

20. *Is there a site survey available for the project?*

See answer to question 5.

21. *Please confirm if a 12 month max peak demand from PGE will be available at the start of design.*

PG&E data including max peak demand will be available at the start of design.

22. *What is the estimated construction budget for the project?*

See answer to question 2.

23. *Per II. Please clarify rooftop solar scope.*

See answer to question 13.

- a. *Does SCP have a rooftop solar vendor or preferred delivery method for this scope?*

SCP does not have a rooftop solar vendor. See answer to question 13.

24. *Per IV. 1. Will specifications of SCP's main business office be provided for alignment of scope and standards?*

Yes, the selected Proposer will be provided with specifications for SCP's main business office.

25. *Per IV. 2. When does SCP intend to refine and negotiate the scope of the works for the project?*

After and if SCP selects a proposal, during contract negotiations.

26. *Per IV. 2.1.(a) Please clarify how SCP intends to assess if exterior lighting and security measures are sufficient.*

SCP intends the selected Proposer to assess the energy efficiency and the compliance with city codes.

27. *Per IV.2.1.(b) Is demolition of the existing clay tile roofing anticipated as well?*

The tile roofing shall be demolished and replaced as well.

28. *Per IV.2.1. Please clarify discrepancy of scope identified in item (e) and (i) which both identify the janitor's sink scope in different terms (may include vs provide).*

Please provide design for janitor's sink.

29. *Per IV.2.1.(i) Please clarify furniture scope.*

- a. *Does SCP want furniture layout and design to be prepared by the design team as basic services?*

Yes.

- b. *Does SCP anticipate that the furniture package will need to be bid or fall under the threshold in the public contract code?*

SCP expects the furniture package to be under the threshold for public contract code.

- c. *If planned to be bid, should the design team include preparation of a separate bid package to be issued to furniture dealers and will SCP run the bidding process?*

See answer to question 29.b.

30. *Per 3. Phase 1: Does SCP want the design team to include a Cost Estimator as a part of basic services?*

See answer to question 15.

31. *Per 3. Please confirm that cost estimates are requested only at SD and 50% DD, with no estimates during the CD phase.*

Cost estimates are requested only at SD and 50% DD.

32. *Per IX.C.5. Please clarify what portion (phases) of the project schedule is expected to be included in the 2-4 months identified?*

The timeline reflects Phases 1 through 3. SCP's desired timeline reflects the intention for a basic streamlined design process. Proposers shall provide timelines that reflect their realistic estimates.

a. *Per 3. Phase breakout identifies that the design team will not be able to proceed into the next phase until notified by SCP. How much time shall we build into the schedule for evaluation and authorization to proceed at the end of each phase?*

Please provide a timeline for Phases 1 through 3 only.

33. *Per IX.C.6. Please clarify that Project Budget is Design Team Budget/Fees, not construction budget.*

The budget is for design team budget/fees and does not include the construction budget.

34. *Per X.D. Please clarify if there is an expectation for a discount on services.*

There is no expectation for a discount on services.

35. *Per XI.C. Please clarify if SCP intends to award the project contract to a single Proposer.*

SCP intends to award the project to a single Proposer.

Except as indicated herein, the RFP is unchanged.

I. ABOUT SONOMA CLEAN POWER

No changes.

II. PROJECT SUMMARY

Change to read: Sonoma Clean Power Authority ("SCP") issues this Request for Proposals (RFP) to solicit proposals from qualified entities ("Proposers") to provide architectural and engineering design services for a renovation of approximately 4,250+/- sq. ft. of office space in downtown Santa Rosa at 421 E Street. The one-story building will include private office space, open office space, open lounge area, meeting rooms, storage space, bike parking, IT room, kitchen, and restrooms. The work will include minimal environmental remediation, roofing, rooftop solar, replacement of HVAC with all-electric heat pumps, replacement of ~~gas-electric~~ water heating with all-electric heat pump water heater, providing daylighting through new windows or skylights, lighting replacement with controls, and removing non-load bearing interior walls. SCP's target date for move-in is September 2025.

Businesses that are locally headquartered and/or owned by women, minorities, LGBT, and/or disabled veterans are encouraged to respond to this RFP. Please visit

the www.thesupplierclearinghouse.com to learn more about the Supplier Diversity Program of the California Public Utilities Commission (CPUC).

III. RFP TIMELINE

No changes.

IV. PROJECT BACKGROUND & SCOPE

1. PROJECT BACKGROUND

No changes.

2. PROJECT SCOPE

Change to read: SCP provides the following scope of renovations to facilitate submission of a Proposal by interested Proposers. The information provided is based on SCP's initial project assessment. SCP intends to refine and negotiate the scope of work for the project, including potential additions and deletions, in the event SCP elects to select a proposal through this RFP.

1. Scope of Renovations

Based on SCP's initial Project assessment, the following provides a representative scope of work. The scope of renovation drawing markups are included in Attachment B. All work is to be completed consistent with CA Title 24 provisions. The final scope of work will be refined in the event SCP selects a Firm through this RFP:

- (a) *Site* - Verify exterior lighting and security measures are sufficient **to meet applicable code requirements.**
- (b) *Building Exterior* - Demolish existing roofing and provide new roofing. Ensure adequate insulation is provided **to roof** and any existing insulation affected by moisture is removed. Provide exterior windows on north, east, and west elevations of the building. A structural engineering assessment will be required to determine placement feasibility of exterior windows. **If exterior windows are not feasible, provide daylighting through skylights. Remove gas meter.**
- (c) *Building Interior* - Demolish interior non-load bearing walls. New flooring and painting throughout. **Provide new ceiling tiles where required and ~~Replacement of existing~~ ceiling tiles where moisture has intruded.** New interior bike parking.
- (d) *Interior Style Objective* - Contemporary, relatively open, light. Up to 5 private offices (existing), a large conference room (existing), storage areas, simple kitchen, and collaborative open workspaces and lounge. The desired aesthetic is professional and cohesive with SCP's main Business Office.
- (e) *Restrooms* - Verify ADA compliance for existing restrooms. Design work **may-shall** include the addition of storage, new lighting, and a janitor's sink.

- (f) *Kitchen*- Existing layout and cabinetry can remain, new dishwasher and refrigerator to be installed.
- (g) *Lighting* - Lighting layout may remain, however fixtures shall be replaced and integrated with daylighting and efficient equipment and controls.
- (h) *Electrical* - Review and potentially upgrade electrical service to provide for the installation rooftop solar, all-electric heat pump HVAC, and all-electric heat pump water heating. Relocate electrical outlets throughout open office area.
- (i) *Plumbing* - Removal of existing ~~gas-electric~~ storage water heater and installation of a heat pump water heater that will be capable of serving the kitchen area and restroom spaces. Review existing plumbing for dishwasher in kitchen. Provide janitor's sink in one of the restrooms.
- (j) *HVAC* - Remove existing rooftop unit and replace with all-electric heat pumps system that can be zoned to provide service to private offices, open offices, conference room, kitchen, and storage areas. Existing HVAC system ductwork shall be evaluated for further zoning or controls.
- (k) *IT and AV* -Use of existing data, telephone, and audio/visual and upgrade where applicable. **Building Intermediate Distribution Frame is connected to existing SCP main Business Office. Provide ~~A~~new copy area.**
- (l) *Furniture* - Layout design with furniture consistent with SCP's main Business Office.

3. ADDITIONAL PROJECT REQUIREMENTS

Change Phase 1 to read:

Phase 1: Programming & Schematic Design - Initial space needs assessment is already largely completed. Phase 1 work will validate the existing assessment and will include schematic design sufficient for completing a detailed cost estimate, **provided by the selected Proposer**. Authorization to proceed to Phase 2 will not be given until SCP decides to proceed.

Change Phase 2 to read:

Phase 2: Design Development - Design development documents in two stages of completion (50% and 100%). A cost estimate validation will be performed **by the selected Proposer** at 50% DD. All programming decisions will be made before work on the 100% DD set begins, and the project budget should be reasonably certain by this point. Authorization to proceed with Phase 3 will not be given until SCP decides to proceed.

V. SELECTION PROCESS

No changes.

VI. DIVERSITY IN NON-POWER PROCUREMENT SOLICITATIONS

No changes.

VII. QUESTIONS REGARDING THE RFP; ADDENDA

No changes.

VIII. RFP SUBMITTAL PROCESS

No changes.

IX. PROPOSAL REQUIREMENTS

Change Section 5 to read:

5. Project Schedule (2 pages maximum). Provide a timeline and schedule for each of the phases **1 through 3** identified in Section 3. SCP anticipates a 2 to 4 month timeline **for phases 1 through 3**.

X. GENERAL TERMS AND CONDITIONS

No changes.

XI. RIGHTS OF SONOMA CLEAN POWER

No changes.

XII. ATTACHMENT A

No changes.

XIII. ATTACHMENT B

No changes.

XIV. ATTACHMENT C

No changes.