REQUEST FOR PROPOSALS (RFP)
Specification No. 18-11209-C
FOR
Cazadero Camp Jensen Dormitory Replacement Design
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

ADDENDUM “B”
12/03/2018

Dear Proposer:

Answers to questions that have been received to date are attached.

Proposals must be received no later than 2:00 pm, on Tuesday, December 11, 2018. All responses must be in a sealed envelope and have “Jensen Dorm Design” and Specification No. 18-11209-C clearly marked on the outermost mailing envelope. Please submit one (1) unbound original and two (2) unbound copies of the proposal as follows:

Mail or Hand Deliver To:
City of Berkeley
Finance Department/General Services Division
2180 Milvia Street, 3rd Floor
Berkeley, CA 94704

Proposals will not be accepted after the date and time stated above. Incomplete proposal or proposals that do not conform to the requirements specified herein will not be considered.

We look forward to receiving and reviewing your proposal.

Sincerely,

Shari Hamilton
General Services Manager
The City of Berkeley has received questions from some potential respondents regarding Specification No. 18-111209-C, Jensen Dormitory Replacement Design. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

1. **Question:** Should the firm names of our project team be included?
   
   **Answer:** Yes, and the names of any proposed sub-consultants should be included.

2. **Question:** Should resumes of key personnel for the prime contractor and subconsultants be included?
   
   **Answer:** Resumes demonstrating relevant experience for key personnel for the prime contractor should be included. Resumes for sub-consultants are neither prohibited nor required.

3. **Question:** Do all firms on design team need to complete the CoB forms at this point in the process or only the prime contractor?
   
   **Answer:** Only the prime contractor is required to complete the CoB forms for the proposal.

4. **Question:** Do all firms on design team need to submit proof of insurance or only the prime contractor?
   
   **Answer:** Only the prime contractor is required to submit proof of insurance.

5. **Question:** Hard copies to submit are: one UNBOUND original and two BOUND copies?
   
   **Answer:** Please submit one unbound original and two bound copies. There is a typographical error in the original RFP regarding this subject.

6. **Question:** Does the City have a current topographic survey of the area north and west of the Jensen Dorm site (to Cook’s cabin) that you can provide?
   
   **Answer:** Attached to this addendum is a PDF showing topography in the area north and west of the Jensen Dorm Site, but the topography is from approximately 1999. At this time the City has only a PDF version of this topography.

7. **Question:** Was any of the work described in the 2017 COB RFP for Cazadero Camp Assessment and Concept Design completed?
   
   **Answer:** The City did not publish an RFP for Cazadero Camp Assessment and Concept design in 2017. The City has previously consulted with its on-call architects regarding the Jensen Dormitory replacement and other Cazadero Camp Projects, however since the City ultimately determined that the Dorm Replacement Project would be undertaken via this public RFP process, none of that work was completed.

8. **Question:** Can you please provide a brief description of the as-was plumbing, mechanical, electrical and lighting systems to be replaced. Alternatively, can the design team assume that the second floor of the existing dorm west of the Concert Shell represents the “existing” condition for the second level of the Jensen Dorm?
Answer: The RFP included plans for a representative as-was equivalent “Cazadero Music Camp Shelter – Second Floor Plan”, and the site visit including a walkthrough of this as-was equivalent structure. The existing plumbing, mechanical, electrical and lighting systems of the equivalent structure should be considered equivalent and representative of the as-was condition for the Jensen Dorm.

9. Question: Who is the dorm for? Staff or campers?
   Answer: The dorm is primarily used by staff.

10. Question: What is the maximum number of beds and occupancy? Eight?
    Answer: The maximum number of beds is two single beds (cots) per room, or eight total (refer to representative plans included in the RFP).

11. Question: From a programmatic point of view, do the dorm rooms have to be on the same level as the restroom?
    Answer: There is a preference to provide at least a single restroom (toilet and sink) on the same level as the dorm rooms, but if code compliance requires significant enlargement of the as-was restroom, re-location of some fixtures to a restroom on a different floor so as to not decrease bedroom square footage or total fixture count is acceptable.

12. Question: Could the structure be three stories?
    Answer: Cost analysis for a three story structure has not been completed. If constructing a three-story structure is the most cost effective approach to provide code compliance with no decrease in fixture count or square footage of finished spaces, that approach would be acceptable.

13. Question: What is the construction budget?
    Answer: The Jensen Dormitory Construction Cost estimate prepared by insurance representatives is approximately $350,000.

14. Question: Is cooling required (or just heating to meet Title-24)?
    Answer: Heating and cooling is limited to the minimum required by code compliance.

15. Question: Is Cazadero an organized camp as defined as defined by the building code?
    Answer: Yes.

16. Question: Is the Jensen Dorm building considered a C occupancy or an R occupancy?
    Answer: The dorm exceeds 25-feet in length, therefore would fall under Section 450.6, which generally requires compliance with R-2.1 occupancy requirements.

17. Question: What does the CoB code say about this property location regarding wild fire exposure?
    Answer: City of Berkeley code regarding wild fire exposure is based on fire zones within City of Berkeley limits. Cazadero Camp is identified as a high fire hazard severity zone within the State Responsibility Area (Sonoma County FHSZ Map, Adopted 11/2007). As such, the structure will be subject to Chapter 7A of the California Building Code.

18. Question: Who is the authority having jurisdiction over fire protection, i.e. sprinklers, line pressure, emergency vehicle access?
    Answer: The City of Berkeley.
19. **Question:** For the purposes of this proposal can the bidders assume that there is ample fire service water pressure available on site?

   **Answer:** No. It is anticipated that existing water pressure will not be sufficient to provide for interior sprinklers, although both the need for interior sprinklers and the required and available water pressure shall be assessed by the design team.

20. **Question:** What is the water quality related scope of services beyond SWPPP?

   **Answer:** It is anticipated that the Project will not exceed 1 acre (construction, access, stockpile and staging), as such no SWPPP is anticipated. Typical construction water quality BMPs preventing runoff of sediment or pollutants from the construction area should be included in Project plans and specifications.

21. **Question:** What jurisdictional requirements do we follow for SWPPP and any other water quality related regulations?

   **Answer:** See previous answer.

22. **Question:** Can the City please provide the list of permit submittal requirements for this particular project as many of the City’s typical submittal requirements may not apply.

   **Answer:** Permit submittal requirements are anticipated to include drawings and documents including site plan, architectural plans, structural plans, mechanical plans, electrical plans, certificates of compliance for the California Energy Code and California Green Buildings Standards Code checklist. Supporting documents provided by the design team are anticipated to include structural calculations. For guidance regarding plan requirements, please refer to the City of Berkeley Building Permit Submittal Checklist for one or two-family dwellings.

   The Project is not anticipated to include permits or submittals related to zoning. No submittals related to stormwater are anticipated, as the Project will not create over 10,000 SF of impervious surface.

23. **Question:** What is the City’s anticipated process for arriving at an acceptable (to CoB and Insurance) BOD conceptual design that meets code and program needs? (In other words, what is the process for the BOD approval?)

   **Answer:** The Final Draft BOD will be submitted to the City for review and approval. The City will coordinate with insurance regarding their review of the BOD. Some portions of the design work may be authorized to begin prior to finalization of the BOD (see below question regarding concurrent work).

24. **Question:** Should the design team include in our scope of services documentation of alternatives for meeting code in the BOD report?

   **Answer:** The BOD should describe the most cost effective approach to code compliance. If alternatives analyses are required to determine the most cost-effective approach to code compliance, those alternatives should be detailed in the BOD report.

25. **Question:** How much time should we allow for City PRW, Building Department, insurance, and any other City or Camp group, department or individual to review each task deliverable, specifically:

   i. Task 1. Existing Conditions Documentation (baseline)
Answer: Allow for 2 weeks review time.

ii. Task 2. Basis of Design document including conceptual design
Answer: Allow for 1 weeks review for the initial Draft (by City), 2 weeks review of the Final Draft (by City / Insurance).

iii. Task 3. 60% Detailed Design package
Answer: Allow for 2 weeks review time.

iv. Task 4. Permit Submittal (for building permit) package
Answer: Allow for four weeks review time.

v. Task 5. Bid Plans (prior to bid issuance) package
Answer: See below.

26. Question: How much time should we allow for the bid and award phase?
Answer: The submitted schedule should conclude with delivery of the bid-ready plans and specifications to the City of Berkeley, therefore no time for bid and award needs to be included in the schedule.

27. Question: Please confirm that the City does not anticipate any environmental assessment efforts and, should there be any, the City will manage this aspect of the project.
Answer: Confirmed.

28. Question: Will the design team need to interface with Sonoma County Fire and Emergency Services Department for any local fire, fire prevention and fire protection regulations?
Answer: It is anticipated that the City of Berkeley will review and approval all fire related prevention and protection regulations.

29. Question: …[are] any entity or agencies other than the City of Berkeley PRW Project Manager and Berkeley Building Department [involved]?
Answer: No, the Design Team will coordinate directly and solely with the City of Berkeley Project Manager and the Berkeley Planning Department.

30. Question: Who completes/signs off on the fire protection plans?
Answer: The City of Berkeley.

31. Question: Due to the anticipated compressed and aggressive project schedule, can the design teams assume that work on subsequent tasks might begin before the previous task is reviewed, completed and signed off on.
Answer: Concurrent completion of tasks will be allowed to the maximum extent feasible, however the ability to complete concurrent tasks is limited by the departure from the as-was condition. If and as the detailed design closely mimics the as-was condition, design can proceed concurrent with prior tasks. If and as the detailed design departs from the as-was condition due to code compliance, a more linear process, allowing for City and insurance review and approval of scope, is required.
32. **Question**: What is the City’s ideal (and realistic) construction start date.  
   **Answer**: The City’s ideal construction start date is mid-August, 2019.

33. **Question**: Can the City please share the photographs of the Jensen Dorm that were mentioned on the site walk?  
   **Answer**: Some interior photos of Jensen Dormitory are below. Additional photographs will be shared with the selected design team.