

**RFP 2019-21 – Architect Consultant  
Questions and Answers**

<b>QUESTION</b>	<b>ANSWER</b>
<p>1. Pertaining to the request to provide three (3) relevant past project examples. We are under Non-Disclosure Agreements for nearly all of our projects 225,000 and up, which would be the most relevant to this project, and are therefore unable to provide photographs of those. Do you prefer we still list these and describe them without a photo, or list projects less relevant which we can show photos of?</p>	<p>Please choose one 225,000 project to describe without a photo; choose two other projects for which you can share photos.</p>
<p>2. Pertaining to client contact information of relevant past projects, if the contact has changed companies or retired, do you prefer we still provide that persons contact information (assuming available) or do you prefer we list whomever is the current corporate contact with the original client's company?</p>	<p>Please provide current corporate contact with the original company.</p>
<p>3. Both RFP Sections 3.5 Deliverable Acceptance Criteria and 3.9 Payment and Invoicing state that the contractor may invoice Covered California only after the successful completion and acceptance of the contract deliverables. Does this mean that we are not allowed to send monthly progress invoices on a percent complete basis and are only allowed to invoice at the end of each phase of the project?</p>	<p>Yes - Currently, the Exhibit B – Cost Worksheet is structured by phases.</p>
<p>4. RFP Section 4.2.2 Updated Model Contract states to include a revised Exhibit A with updated Scope of Work. Unclear as to what you are asking for here. Are you asking us to revise the scope of work template? If so in what manner? Isn't the purpose of Exhibit A to state what scope of work is required of the Contractor in this RFP?</p>	<p>We are asking the vendor community to review the Scope of Work and propose additional tasks and deliverables if the vendor in their estimation believes that the additional tasks and deliverables are necessary in order to ensure success of the project. If there is nothing additional the vendor believes is needed, then do not propose any track changes to the Scope of Work.</p>

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<p>5. RFP Section 4.3.1 Understanding &amp; Approach states a tentative move in date of April 1, 2022 while 1.2 Key Action Dates state April 2023. Is this related to Exhibit A, D. Assumptions and Qualifications, Item 12. where the anticipated maximum duration of Phase 8 is 18 months? If so, should our fee proposal be able to cover an 18 month construction time period as a worst case scenario?</p>	<p>Yes.</p>
<p>6. Exhibit A - Scope of Work, A. Purpose - states the tenant improvement is approximately 228,960 Net USF while the building gross area is 225,190. I believe this is a mistake as the building gross area must be larger than the net usable area. Please clarify.</p>	<p>To clarify, the total 228,960 net useable square foot (NUSF), 8-story office building consists of <b><u>225,190</u></b> square feet of space for Covered California and <b><u>3,770</u></b> square feet of retail space. We are looking for services for the office building only (225,190 NUSF). The office building NSUF also includes a separate day care is (7,657 NUSF which includes a 4,050 NUSF square foot indoor facility which will face the Courtyard and include a 3,607 NUSF square foot highly-secured rooftop play space).</p>
<p>7. Scope of Work, E. Scope of Services, Item 3. Phase 3 Schematic Design and Pricing Plans - ask for Preliminary Power and Signal Plans, yet the RFP is for the role of interior architect only and has the MEP designers under separate contract and coming on board later in the project process. Are you asking the architect to estimate the power and signal to the best of their knowledge during this phase or should we engage our own electrical engineer to assist with this?</p>	<p>Yes – estimate to the best of your knowledge based on the final approved interior design.</p>
<p>8. Exhibit B - Attachment 1 Cost Worksheet asks for overtime rates while Exhibit B - Budget Detail and Payment Provisions states no overtime will be reimbursed. Do you still want overtime rates in the Exhibit B attachment?</p>	<p>Yes, and if overtime rates are necessary for this project, please use track changes in Exhibit B to strike out the overtime provision.</p>
<p>9. Exhibit C - Resumes asks for resumes of Contractor Staff while Section 4.3.3.1 Resumes of the RFP asks for resumes of the project manager only. Please clarify which you are asking for.</p>	<p>Please provide resumes for the project manager, architect, and all other key staff who will contribute to the design planning (see Addendum 2).</p>

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<p>10. The RFP, attachments and exhibits do not address reimbursable expenses. Exhibit B is clear that travel expenses will not be paid as a reimbursable. However, generally the largest reimbursable expense with architects is large format printing and color presentations, almost always separated out and reimbursed by the client. Will these direct costs be reimbursed by Covered California or should these expenses be factored in to the total fixed fee for each phase of the project (Exhibit B Attachment 1)?</p>	<p>Factor in expenses to the total fixed fee for each phase of the project.</p>
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