

RFP 2025-04: Architectural Interior Designs
Questions and Answers

No.	Bidder Questions:	Covered CA - Response:
1.	What is the size of the property?	Covered California rents 123,417 square feet of usable space at 1601 Exposition Blvd. Sacramento, CA 95815; however, this is not the scope of the project. Future improvements will be much smaller within the space ranging from 150 SF to 30,000 SF.
2.	What type of property is this?	Commercial office space that offers office and flex space for business.
3.	HQ & reporting location is in Sacramento. Is this the site that requires work, or is it at a different location/several locations?	1601 Exposition Blvd. Sacramento, CA 95815, is the primary location where services will be needed at this time; however, services may be needed at our other locations in the future. All other office projects would range from 150 SF to less than 10,000 SF.
4.	How many buildings are within scope?	One building located at 1601 Exposition Blvd, Sacramento, CA 95815 is the primary focus. Additional smaller projects, would be developed in partnership with the hired architects or competitively bid for a different firm.
5.	Is the proposed fee to be for each project, or is it a lump sum for the entire year that encompasses all projects in that year?	The proposed fee is hourly based for projects. For the contract budget, Covered California is requesting that you provide an estimate of the number of hours needed for a 65,000 SF tenant redesign in the Sacramento area.
6.	When it says that all work is to be done on site, is that meeting specific?	There will be onsite meetings required when requested by Covered California; however, the daily work is not required to be done onsite. We will update the language to reflect a remote work structure for this contract.
7.	Would the architect need to be doing computer work on site, or could the architect be doing work at their own office?	Please refer to question #6

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8.	Please clarify if there is a limitation of page count for submitted responses.	<p>Page limits are noted in RFP 2025-04, 4.3 – Technical Requirements and are outlines as follows:</p> <p>4.3.1 – Understanding and Approach, no more than five (5) pages.</p> <p>4.3.2 – Corporate Qualifications Summary, no more than 1 (one) page.</p> <p>4.3.4 – Past Projects Completed, no more than 1 (one) page.</p> <p>4.3.5 – Project Assumptions, no more than 1 (one) page.</p> <p>Please note, pages exceeding the limit will not be reviewed or scored.</p>
9.	Are additional inclusions such as sample work brochures allowed as part of the RFP response?	It is recommended this to be included in past projects completed aligned with the page count criteria.
10.	Is there a list of known project site locations that are under consideration? Is the intent to award multiple designers for more regional distribution?	There is one project location at this time: 1601 Exposition Blvd., Sacramento, CA 95815 for 65,000 SF. One Proposer will be awarded this contract.
11.	Confirm that projects are under local jurisdiction and not HCAI or DSA.	No, projects are not under these jurisdictions.
12.	Is the intent to submit Qualifications and Rate Schedules only? Please confirm that we are not submitting specific fees for projects beyond acknowledging the stipulated maximum fees under the contract.	Please refer to question #5.
13.	Is it necessary to list consultants at this time?	No, a list of consultants is not required at this time. You are required to list your project team who will be assigned to this contract.
14.	Will there be more than one team on this contract?	One Proposer will be awarded this contract.
15.	Can you clarify the anticipated size and frequency of the Tenant Improvement projects (e.g., square footage, number of projects per year)?	The current project scope is approximately 65,000 SF. Future projects are undetermined at this time.

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16.	Are services expected to include only space planning and design documents, or will construction administration and oversight also be required?	Refer to Exhibit A Section D. Description of Tasks.
17.	Should furniture layout, fixtures, equipment, and wayfinding graphics be included in the deliverables?	Wayfinding graphics are not needed. Furniture, fixtures and equipment will be provided by a different contractor, however your drawings should include these elements as a guide – they will not reflect the final placement and selection.
18.	Are sustainability elements (e.g., LEED, CALGreen compliance) expected as part of the design scope?	No
19.	What specific design documents are required (schematic design, design development, construction documents, renderings, specifications)?	Refer to RFP 2025-04, Exhibit A, Section D. Description of Tasks in the Model Contract.
20.	Are there established Covered California design standards, guidelines, or branding that we must follow?	Yes, standards will be provided to awarded contractor.
21.	Will electronic deliverables (CAD, BIM, PDF sets) be sufficient, or are hard copies also required?	Both electronic and hard copies are required as stated in the Model Contract, Exhibit A, Section D.3.
22.	<p>Exhibit A part E indicates that “the Contractor is required to perform all services under this Agreement on site at Covered California” in Sacramento CA. Does this mean that work is only to be presented at meetings in that location, or that all, or most, participants in the project must report to work in Sacramento for the duration of the project?</p> <p>Or only the Prime core project leaders? Please clarify this requirement.</p> <p>Please confirm that this means contractor staff will have a designated work area at Covered California for the estimated 40 hours per month, rather than working from the Contractor’s office.</p>	Please refer to question #6.

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23.	We see that there are forms for presenting a budget. The summary RFP included a standard fee of \$450,000. What is this supposed to cover, and is this still valid	Per RFP 2025-04, Section 1.5 -Contract Amount: “Proposal submissions shall not exceed \$300,000.00 in total proposed costs. Proposals that exceed this amount will not be considered for selection. It is expected that the approved funding for the contract will not exceed approximately \$150,000.00 per year for the term of the contract, including any extensions of the term.”
24.	Lighting Design is not mentioned in the list of services, but we assume it is required, correct?	Yes, this is required.
25.	Exhibit A scope includes engineering services. It is not clear which services are included or excluded. We would imagine an electrical engineer would be needed to deal with data, lighting, and outlets, etc. Is a mechanical engineer required? How about a structural engineer if walls are to be moved? Are these included in the \$450K budget?	Refer to Exhibit A Scope of Work Section D. Description of Tasks. All tasks should be included in the proposed budget and shall not exceed \$300,000.
26.	The RFP document states that “the contractor will coordinate consultation services with vendors to ensure all design elements sync up during construction”. What is the limit of the definition of “vendors” here? What are the exact services that the selected Interior Design team shall provide during construction?	The Contractor will act as Covered California’s consultant during construction to answer design questions.
27.	In general, the tasks, time required and the physical extent of the work are not clear, but the fee is more or less fixed. Will these parameters be more fully defined so that teams can propose a fee and schedule with confidence?	Please refer to the RFP 2025-04 Model Contract, Exhibit B-1 Cost worksheet. Covered California anticipates that Contractor will work an average of 40 hours per month; however, we are expecting the bidders to tell us how many hours will be needed.

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28.	Exhibit A part J. 8. requires the design team to proceed with the work even if the Client has failed to approve or disapprove of the previous stage of the work, but has no recourse to add-service fees if that work is later not accepted. This creates a lot of vulnerability for the design team. Are we misunderstanding this section?	You may provide track changes of requested edits to any portion of the model contract in your submitted proposal.
29.	If our firm is a certified SB and DVBE, but also intends to have subcontractors that are SB, ME and DVBE, will we get extra points for subcontractors that are on our team that are certified?	A Proposer that is certified SB <u>and</u> DVBE will receive maximum SB preference points as well as maximum DVBE incentive points. This will be the maximum amount of points available. Additional points will not be awarded for subcontractors that are certified SB and/or DVBE. If the Proposer already receives max preference/incentive points as the prime contractor, then they would not be eligible for extra points if they have qualified subcontractors.
30.	<p>Because we are only submitting our hourly rates, this doesn't seem to be correct:</p> <p>Cost Proposal</p> <p>Proposers must state the total dollar amount of their cost proposal for the entire contract where indicated on the <i>Proposal Cover Page</i> (Attachment 1). By signing Attachment 1, the Proposer organization certifies the dollar amount of the total cost proposal, which shall be binding for the term of the contract.</p>	<p>Please refer to question #27. The contract budget shall not exceed \$300,000.</p> <p>Covered California is looking for Proposers to provide hourly rates for the contract term and a total proposal amount not to exceed \$300,000 as stated in Exhibit B, Attachment 1.</p>
31.	Do you have more details about the types of projects that are anticipated?	The current project scope is approximately 65,000 SF. Future projects are undetermined at this time but will be on a smaller scale.
32.	Will the projects be heavy on the architecture side?	The projects are more design-focused, all construction drawings are developed by the owner's architects.
33.	What is the anticipated size of a typical project?	Please refer to question #15

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34.	Design services are typically performed remotely at our own office, besides site visits to verify existing conditions and any in person meetings. Can you confirm if this is acceptable as the standard agreement section E seems to contradict this in the sentence "The contractor is required to perform all services under this Agreement on site at Covered California, unless directed otherwise..."?	Please refer to question #6
35.	Exhibit A does not mention contract documents or permitting. Please confirm that documentation is limited to design intent (space planning, schematic design, and design development), and that preparation of contract documents and permitting are excluded.	That is correct.
36.	Please confirm that implementation (construction) phase support is consultation only, and that the Contractor will not serve as Architect of Record.	That is correct.
37.	Should our cost proposal include estimated fees for subconsultants (MEP, structural, acoustics, AV, IT, etc.)?	Cost proposal should be all inclusive.
38.	Please confirm that the scope of work is limited to interior improvements, with no building shell or site work required.	The scope of work may include some building shell work.
39.	The RFP requests weekly hours per staff member. Since specific design projects have not yet been identified, please confirm it is acceptable to provide a general not-to-exceed estimate for weekly hours, with the understanding that actual hours may fluctuate throughout the agreement term.	Confirmed.

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40.	According to the RFP: "Proposers must narratively describe up to five (5) projects they have completed in the past two (2) years that relate to the tasks listed in Model Contract Exhibit A – Scope of Work." Do project examples need to be construction complete, or can they be design complete?	Either is acceptable.
41.	The RFP also specifies that this section can be "No more than one (1) page." Does this mean one page per project, or should all project examples be shown on a single page?	No more than one page per project; however, you may include a link to review additional project details.