



City Hall Remodel Design Services

Request for Proposal Questions and Responses

1. *Would it be possible to attend an in-person site visit of the spaces to be renovated? This would be useful in our understanding of the scope and in providing the most accurate cost proposal.*

Yes, interested firms may participate in an in-person, voluntary site visit on Wednesday, September 4 at 1:00 pm. Please notify Gabrielle de Farcy via email Gabrielle.deFarcy@rocklin.ca.us by 5:00pm on September 3 if you plan on attending.

2. *Is going to be any Air Duct Cleaning requirements on this project?*

To be determined following completion of conceptual design.

3. *We are concerned that the scope of the work may not be aligned with this budget range provided. Is there a possibility of additional funds available?*

See response to question number 6.

4. *Are there established priorities for the scope provided in the case that there may not be enough funds/budget?*

All anticipated project elements listed under Section 1.3 City Hall Overview should be incorporated into the project scope and cost proposal.

5. *Section 1.3 states that “design of new standardized workstations and furniture” is included. Are you anticipating all furniture will be new, or is there a desire to use existing furniture for budget purposes?*

Existing furniture may be used if it is consistent with the design and efficiency of the space, however it is anticipated new ergonomic workstations and furniture will be needed.

6. *Section 1.8 states project budget between \$50,000 and \$150,000. Are you anticipating including all construction, furniture, soft costs within the stated budget parameters?*

The estimated project budget of \$50,000 to \$150,000 is for design services only. The estimated budget was based on similar costs for design services in the region. Interested firms may suggest an alternate budget based on industry standard design service costs.

The scope of the design services project should include a Firm’s Final Cost Estimate once all design and construction documents have been completed. The Final Cost Estimate should include all construction, furniture, and soft costs.

7. *Section 5.1.2 #4 references a furniture inventory. Is this for the purpose of re-using furniture, particularly systems furniture components? If yes, which brand of workstations does the City of Rocklin currently have?*

The furniture inventory may be used for purpose of identifying furniture that can be reused but mainly to identify furniture that will need to be replaced. The City does not have consistent workstation brands at City Hall. Different brands have been purchased over several years. One of the goals of the project is to ultimately have standardized and ergonomic workstations.

8. *A Program document was created by Calpo Hom & Dong (CH&D) Architects on July 20, 2023*
a. *Can CH&D propose on this phase of the project?*

Yes, CH&D may submit a proposal for remodel design services.

- b. *There is a Programming Section in project scope (5.1.2). Is the intent of the scope to validate the 2023 Program (which is very recent), use parts of the 2023 Program or start from scratch?*

The intent of the scope is to create a comprehensive Program that may utilize applicable components of the 2023 Program prepared by CH&D.

9. *Will there be a walk-through of the existing facility planned prior to proposal submittal date?*

See response number 1.

10. *Has The City of Rocklin considered augmenting their existing staff with professional services [for providing project/construction management services]?*

Project/construction management services are not needed at this time as the scope of this phase of the project is for design services.

8/29/2024