



**ADDENDUM NO. 1
REQUEST FOR PROPOSAL
POLICE AND FIRE ADMIN BUILDING
DESIGN FOR REPLACEMENT OF HVAC SYSTEMS
CITY OF NAPA, CALIFORNIA
September 8, 2020**

The following changes shall be made to the RFP issued August 17, 2020 for the Police and Fire Admin Building - Design for Replacement of HVAC Systems:

COVER PAGE

RESPONSES DUE: 5:00 PM, SEPTEMBER 16, 2020

SECTION IV - PROPOSED SCHEDULE

| <u>Milestone</u> | <u>Proposed Dates</u> |
|---|------------------------------|
| RFP Issued..... | August 17, 2020 |
| Pre-Proposal Meeting..... | August 26, 2020 |
| Inquiry Deadline | September 3, 2020 |
| Proposal Due..... | September 16, 2020 |
| Notification of Selection (Tentative) | September 23, 2020 |
| Complete Negotiation and Process Contract (Tentative) | October 9, 2020 |

SECTION VII - PROPOSED SCHEDULE

Maximum page count for the proposal is **twenty (20) sheets**. The General Information Form is not counted toward the maximum page count. Resumes can be added to the proposal as part of the proposal's appendix, **ten (10) sheets** maximum.

SECTION VIII - PROPOSAL SUBMITTAL

The proposals must be submitted by **Wednesday, September 16, 2020, 5:00 PM Pacific Time.**

SECTION IX - SELECTION PROCEDURE AND EVALUATION CRITERIA

The City will have a Selection Committee for the evaluation and ranking of proposals. The City may conduct interviews if the Selection Committee determines after review of the proposals that interviews would further benefit the selection process. **The top ranked firm** based upon the proposals (and interviews if held) will be given the opportunity to execute an Agreement for Consulting Services with the City. If an agreement regarding scope and fee is not reached within a reasonable period, the City may pursue negotiations with the next ranked firm or reissue the RFP altogether.

RFP ATTACHMENTS

1. *Replace* Attachment A with Attachment A of Addendum No. 1

INQUIRIES AND CITY REPONSES

- 1) Is there a page limit for the proposal?

Yes, the page limit for the proposal is twenty (20) pages with additional ten (10) pages for the appendix.

- 2) Under Section VIII. PROPOSAL SUBMITTAL, the proposal is indicated to be sent electronically. Is there an e-mail attachment limit that could cause the proposal submittal e-mail to bounce back?

The City's e-mail attachment limit is 10 MB. If the file is larger than 10MB, the proposer should provide the City with a downloadable external link.

- 3) In addition to the 1990 HVAC modernization drawings, are there additional mechanical, electrical, architectural, structural drawings available for review?

Currently, the City is only providing the 1990 HVAC modernization drawings which are part of the 1990 building expansion. Full 1990 building expansion drawing set may be available under a future addendum. Further information, if any, will be provided to the selected firm.

- 4) Is the intent to perform the construction project in a single phase or will the project be split into multiple and separate groups?

The intent is to perform construction in a single phase. However, the City is open to multiple project phases.

- 5) Will the City be relocating the building occupants to another off-site location to accommodate the construction period or should on site temporary facilities be included in the design?

The building occupants will remain in the building during construction.

- 6) Is the intent to keep the floor plan and space programming the same or will there be revisions?

The intent is to keep the existing floor plan and space programming the same.

- 7) Is the intent to keep the Evidence Storage exhaust system including ductwork, fume hood and fan system in place or should this be considered for replacement?

Evidence Storage ventilation system will remain in place and is not required to be replaced.

- 8) If HVAC roof mounted equipment is considered to be replaced, should an entire new roofing membrane be considered or is localized patching acceptable?

Localized patching is acceptable.

- 9) Is there any asbestos abatement that needs to be considered?

The City is unaware of any asbestos in the building. If there is any asbestos abatement, the City will perform this work under a separate contract under the City's on-call environmental contract.

- 10) Does the project need to achieve any level of certification? LEED certification?

No level of certification is needed.

- 11) It is understood that no ADA upgrades are part of the project scope. This includes toilet rooms and handicap ramps. Is this correct?

ADA upgrades are not part of this RFP project scope.

- 12) Can you provide the list of the firms that attended the site walkthrough?

15000inc, Santa Rosa
Axiom Engineering, Napa
Costa Engineers, Napa
MK2 Engineering, Fairfield
AlfaTech, San Jose

Kitchell, Sacramento
Turley & Associates, Sacramento
Capital Engineering Consultants, Rancho Cordova
Leaf Engineers, Fresno

Rosa Corona

Rosa Corona
Assistant Engineer
City of Napa

9/8/2020

Date

ACKNOWLEDGMENT OF RECEIPT OF ADDENDUM NO. 1 TO
REQUEST FOR PROPOSAL
POLICE AND FIRE ADMIN BUILDING
DESIGN FOR REPLACEMENT OF HVAC SYSTEMS
DATED AUGUST 17, 2020

I have received ADDENDUM NO. 1 for this proposal consisting of FIVE (5) 8-1/2" X 11" pages including this sheet.

Signed

Date

Print Name

Title

Company Name (please print)

Phone Number

Please Email a PDF of an executed copy of this acknowledgment to the City of Napa,

Attn: Rosa Corona
Email: rcorona@cityofnapa.org

ATTACHMENT A of ADDENDUM NO. 1

GENERAL INFORMATION FORM

To be completed by the proposer and submitted with the proposal

PROFESSIONAL CONSULTING SERVICES TO THE CITY OF NAPA
FOR
POLICE AND FIRE ADMIN BUILDING
DESIGN FOR REPLACEMENT OF HVAC SYSTEMS
NAPA, CALIFORNIA

Legal Name of Firm

Firm's Address

Firm's Telephone Number

City, State, Zip

Type of Organization (Partnership, Corporation, etc.)

Name of Project Manager and Title

Name, Title and Phone No of Person to Which Project Correspondence Should be Directed

Address Where Correspondence Should be Sent

Signature of Authorized Representative of Consultant

To be accompanied by documentation that signatory is empowered with authority for the Consultant.