

## **Civic Center Mandatory Meeting Final FAQ's through December 28, 2006**

***Q. How many firms were mailed the RFQ?***

**A.** The RFQ was sent out to approximately 40 firms.

***Q. Is there a plan-holders list available? We would appreciate receiving a copy, if available.***

**A.** There is no plan-holders list available as is typical with construction projects. Because this is not a closed process, we sent the RFQ to almost 40 firms and have the RFQ on the website for anyone to review and potentially submit.

***Q. What style of building does the City envision?***

**A.** The style is yet to be determined, however at this point consultants should consider a design they think will “capture the aesthetic tastes, values and heritage of the community”. In addition, considerations should be given to some of the new developments in Vista like Vista Village.

***Q. What is the City hoping to gain from the public input process?***

**A.** The Public Input process is critical to defining the style of the building and the necessary public amenities, such as the Community Room, City Council Chambers, Foyer, possible courtyard area, and meeting spaces. The public input process will not involve the size of the building, departmental space needs, or adjacencies.

***Q. Please explain what should be included in the 25 page RFQ Submittal and what should be included in the appendix?***

**A.** The main RFQ submittal is limited to 25 pages in order maintain control over the review process. A suggestion would be to include items 1-6 from the RFQ format section within the 25 pages. Items 7-11 can be included in the appendices.

***Q. We are having difficulty consolidating all of the required information for the Civic Center proposal on to 25 single sided pages. Can these pages be double sided? If we are including resumes for all of the sub-consultants this will consume a substantial portion of the space in the proposal.***

**A.** We would prefer that the pages are not double sided. You can list the sub-consultants and provide a brief description of them and then attach their resumes in the appendix section to save space.

***Q. My Architecture Firm is considering teaming with another architect who will be our sub-consultant. The architect has specialized knowledge in “Civic Projects” and will bring a lot of expertise to our team. Is it acceptable to bring on specialized consultants like this to strengthen our team?***

**A.** It is fine to team with another architect, however only one firm will act as the “Executive” for the design and construction phases.

***Q. Is the City was already committed to McGraw Baldwin or IR<sup>2</sup>?***

A. The City was satisfied with the work that McGraw Baldwin and IR<sup>2</sup> performed, however there is no commitment between either of the firms and the City.

***Q. McGraw/Baldwin Architects and Interior Resource (IR<sup>2</sup>) prepared the Site Design and Space needs analysis. Will they have an edge over other teams looking in this RFQ selection, or will they be excluded from the RFQ process?***

A. McGraw Baldwin will not have an edge over other teams and they are not excluded from the process.

***Q. Did the IR<sup>2</sup> study include adequate space for circulation?***

A. The study included 20-35% additional space built into various areas for adequate circulation.

***Q. Does IR<sup>2</sup> need to be part of the selected Design Team?***

A. No.

***Q. Was the space allocation plan developed around a specific set of departmental program requirements, or is it only a square footage allocation? I ask the question to determine if departmental programs will be developed as part of our scope.***

A. The space analysis was developed as a result of interviews and consultation with City staff. The analysis was done to figure out how much space is needed, which departments need to be located near one another, and to use as a basis to develop an overall cost estimate. There are no known departmental programs to be developed as part of your scope.

***Q. Could you provide the complete report on the space needs analysis?***

A. The summary is provided online; the City will share the complete report with the selected firm or those selected for a Design Competition.

***Q. Does reference to 'Design Team' mean the Architect and all necessary consultants or just the Architectural Design Team?***

A. It means the Architect and all necessary consultants.

***Q. What is the extent of the Design Team? We are assuming the following consultants: Architectural and Interior Design, Structural, Mechanical, Electrical and Plumbing, LEED, Energy Analysis, Cost Estimating, Lighting, Audio Video, Acoustical, Landscape, Civil, and Geotechnical.***

A. Yes, and the Civil Engineering Consultant should have hydrology and water quality capabilities or additional consultants will be needed.

***Q. Has the City considered vacating the site during construction?***

A. The City will not be vacating the site and will continue a majority of the operations at the current site during construction.

***Q. Our Team noticed that the parcel map showing the project site is larger on the East end than the recommended site study. Is the East parcel (.9854 ac.) available for site and parking development?***

**A.** Yes, the east parcel is to be included for site and parking improvements.

***Q. Is the City firm on a three story building?***

**A.** After reviewing the site, a minimum three story building is necessary to preserve the parking ratio needed on site.

***Q. Design Competition – Are you automatically going to select two firms for the design competition?***

**A.** No, only if there are two firms at the top that are relatively equal. If there is one firm that stands out above the rest, then we will not have a design competition and the selected firm will submit a model as part of their scope of work.

***Q. If a firm is asked to participate in a design competition, will the firm receive an honorarium?***

**A.** Yes. The City will decide the amount of the honorarium if the design competition alternative is selected.

***Q. Due to the intended use of the facility as an EOC, will the building be required to satisfy the essential facility requirements, as defined by the UBC for structure and life safety purposes?***

**A.** Yes, the EOC/Community Room portion will need to be built as an essential facility, as well as all connecting structures or a seismic separation must be provided. In addition, the Structural Engineer that signs and stamps your plans will be required to provide observation of the essential facility construction.

***Q. The City's design schedule is very aggressive and appears to not include enough time for the drawings and may include more than enough time for construction.***

**A.** The design schedule may be somewhat aggressive. The City is flexible to a certain degree on extending the timeframe for design as long as the entire process can be completed within the City's timeframe and move in date of Spring 2010. The City would like each submittal to contain a feasible schedule for design and construction, while keeping in mind the City's overall timeframe and goals.

***Q. Is the City interested in designing the site and the shell and following up with tenant improvement drawings later?***

**A.** The City will not use this approach, rather the City will bid both the shell and tenant improvements together and have only one contractor on site.

***Q. It appears that the proposed ¼ scale model would result in a very big model, probably larger than you want. Are you firm on this size model?***

**A.** The ¼ scale model may be too large for the City's needs. The City is looking for a model that is reasonable in size and able to visually convey the anticipated appearance of the site and buildings to the public.

***Q. Does the scope of work include demolition of the existing facilities before and after the new facility has been constructed; and as such, will the Design Team be required to have a hazardous materials survey completed with necessary removal and disposal recommendations?***

**A.** The Scope does include demolition, however, the City will have the buildings surveyed for hazardous materials and contract separately for hazardous materials removal.

***Q. Is the estimate of total construction cost produced at the completion of Construction Documents, or will there be several iterations throughout the process? If so, at what phases?***

**A.** Cost estimates will be requested at conceptual site plan approval and at the 30%, 60% and bid document phases.

***Q. Will the materials/special inspection portion of the project come from an on-call list? I understand there is an on-call RFQ that will come out early in 2007.***

**A.** The City will issue an RFQ for one firm to handle all the special inspections for a number of projects and will release this in early 2007.

***Q. What is the time required for Permit Processing with the City of Vista?***

**A.** The conceptual site plan review and approval process which includes approval of the architectural elevations will take approximately two months. The Conceptual site plan process is expected to run concurrently with the work of the design team on the project and not result in scheduling delays. Grading and improvement plan check will require two weeks for the first check and two weeks for each additional check (anticipate two). Building plan check will require two weeks for the first check and one week for each additional check (anticipate two).

***Q. What is the design approval process? Design Review Boards, Committees, Staff review and approval at certain phases, discretionary review or site development permits?***

**A.** See previous response for discretionary review process, in addition staff will provide early and frequent input on design issues. There are no special design review boards or committees.

***Q. Are Bid documents issued after Building Department Plan Check?***

**A.** Yes, in addition, the bid documents will be approved by the City's Construction Manager prior to bidding.

***Q. Does the City of Vista have a standard professional fee structure for their projects?***

**A.** No.

***Q. Is boundary, topological and existing conditions survey in our scope or will the City provide this work?***

**A.** This will be performed by the selected Design Team.

***Q. Can grading/ public improvement plan check be concurrent with building department plan check? Or do the engineering plans need to be approved prior to submitting for building department plan check?***

**A.** The City will process the plans in a way that is most expeditious for the project.

***Q. What are the limits of work regarding off-site street and utility improvements?***

**A.** The limits are: Eucalyptus Ave from the eastern edge of the City Hall property to Escondido Avenue; Escondido Avenue from Eucalyptus Ave. to Alta Vista; and, Alta Vista from Escondido Ave. to the eastern edge of the City Hall property which includes the tennis courts. Utility undergrounding will be required on the Alta Vista frontage. The City will provide detailed information on the scope of the required street improvements and utility undergrounding.

***Q. Will the utility undergrounding on Alta Vista Drive come out of the project budget or 20-A funds?***

**A.** The undergrounding costs will come from the project budget.

***Q. Is an evaluation of the utilities, including offsite drainage required as part of the scope of work?***

**A.** Yes.

***Q. Are separate plans required for undergrounding fire piping?***

**A.** Yes, separate plans will be required to underground piping for fire service. In addition, separate plan submittals will be required for fire sprinkler and the fire alarm systems.

***Q. Are traffic signals upgrades and ADA compliance included?***

**A.** Yes, traffic signals are part of street improvements, and ADA compliance is required as part of the design.

***Q. Due to the increase in project scope from the existing facilities to the proposed, is traffic analysis going to be required? If so, has a scope been defined?***

**A.** There will not be any new traffic analysis required, since the current site conditions will remain the same.

***Q. On page four of the FAQ that was passed out the site meeting, the City indicated that the contract may include having the Architect oversee the preliminary soils investigation and the soils work when the project goes to construction.***

**A.** The design geotechnical consultant will be on-site during whatever remedial and planned grading may take place and will be there to observe and document the foundation excavations. The materials testing and special inspection services that the City will be contracting separately for will be for the reinforced concrete, masonry, structural steel and similar.

***Q. I know there is a geotechnical portion listed in the RFQ for this project. I wanted to clarify, on page 12 of 15, under construction support services, will this contract include the materials testing and/or special inspection services?***

A. The contract may include having the Architect oversee the preliminary soils investigation and the soils work when the project goes to construction. The City would prefer the architect to oversee this process, if possible. The City will be contracting separately for materials testing and special inspection services.

***Q. What is the EOC?***

A. EOC is an acronym for "Emergency Operations Center." The EOC serves as a centralized management center for emergency operations and must include survivability and security requirements, as well as facility and equipment needs.

***Q. Please explain the desired AV functionality for the Emergency Operations Center. For example, what functionality needs to exist in the room that wouldn't normally be in place for functioning as a Community Meeting Room?***

A. At a minimum, the EOC needs multiple data connections for computer and video conferencing capabilities, a dedicated emergency power system, multiple video projection systems each with multiple image capability, cameras and microphones which will be connected to the server rack in the City Council Chambers audio visual system room, and digital satellite broadcast feeds. The room should have built in locking storage areas for the EOC equipment (computers, phones, microphones, retractable power supplies, tables and chairs, electronic whiteboards, general supplies, etc.).

***Q. Does the City have goals for LEED Certification?***

A. The City would like to incorporate LEED standards and meet environmentally friendly requirements where feasible and possible, but at the same time we do not want LEED certification criteria to unnecessarily complicate or substantially add to the cost of the project.

***Q. The mandatory meeting on December 18, 2006-- was it for the secondary consultants as well?***

A. The primary reason for the mandatory meeting was to find out which teams are interested in submitting. All primary team members and consultants were welcome to attend, however, only firms who attended the meeting will have the opportunity to submit on the project as the lead of a design team.

***Q. Will the massing slides from the Mandatory Meeting be available on the website?***

A. Yes, they are now available on-line.

***Q. Is the City going to hire a Construction Manager for the Civic Center project?***

A. Yes.

***Q. Does the project budget estimate of \$40 million include hard and soft costs or just construction?***

A. This estimate includes all costs, except street improvements and utility undergrounding and the site improvement for one acre of land on the east parcel to be used for parking.

***Q. Does the current budget estimate take into account the trend of construction rates since January 2005?***

A. Yes, the budget estimates were forecasted for construction beginning in mid to late 2007.

***Q. Will payment from the City for design services be made monthly on percentage of work completed?***

**A.** Invoices can be made monthly and will be tied to percentage complete for each phase of work.

***Q. For the parking analysis, is this done to code, and is the current ratio expected to be larger?***

**A.** The required parking ratio is 4:1; this is the only number we are looking for in the parking analysis.

***Q. Who will organize/host the community workshops?***

**A.** There will likely be three public workshops that will be organized and hosted by both the design team and the City.

***Q. How many firms will be on the short list?***

**A.** There is no set number—it will depend on the quantity and quality of the RFQ submittals.

***Q. Is the short list determined by the City or the public?***

**A.** The short list will be determined by a committee of City staff. If a design competition is utilized, the models will be used for display and be commented on by the public.

***Q. Is the firm's fee included in the submittal considered in the selection process?***

**A.** The fee proposals must be submitted in a separate sealed envelope. The purpose of requesting the fee proposal is to give the City information about anticipated fees to begin the negotiations. The City will not look at the fee proposals until selecting firms based on qualifications.

***Q. Is the short list based on qualifications?***

**A.** Yes, the City will only look at the fee proposals after selecting a short list based on qualifications.

***Q. Are the tenant finishes for the leased office spaces included?***

**A.** No.

***Q. Will the City contract for the needed aerial photography or will the selected Team be responsible for this?***

**A.** The City will contract for the aerial photography.

***Q. When will the FAQs be sent out to the teams?***

**A.** The last day to ask questions is December 28, 2006. On January 2, 2007, FAQs will be distributed to all firms that attended the Mandatory Meeting.