



## MEMORANDUM

DATE: March 15, 2017

TO: Prospective Bidders

FROM: Laura Nolan, Purchasing Manager

SUBJECT: Addendum #1: Request for Qualifications for Downtown Library Building Program

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The purpose of this addendum is to address the questions received by bidders and other modifications. The following changes, corrections, additions and/or deletions are incorporated into the RFQ. It is your responsibility to understand and comply with this addendum.

Specifications for "Downtown Library Building Program" dated February 2017 have been amended as follows:

**1. The deadline is extended to March 24, 2017 at 11:00 am.**

Deliver four copies and one unbound original of the submittal in a sealed envelope labeled "Submittal Documents for Request for Qualifications for Downtown Library Building Program" before 11:00 am on March 24, 2017 to Santa Cruz Public Library Administration, 117 Union Street, Santa Cruz, CA 95060.

**2. Project Schedule**

Initially the City wanted to have a plan completed by July 1, 2017; however, the City wishes to balance expediency with quality for this project. Bidders are requested to provide a proposed project schedule that includes a minimum of three public meetings.

**3. The deliverables for this project are:**

- a. A community engagement plan.
- b. A report summarizing the current and future spatial needs of the Downtown Library.
- c. A program list with function and square footage, including a proposed floor plan.
- d. A report evaluating the adequacy of the proposed sites: remodel existing, demolish existing and build new, and co-locate with a new downtown parking structure.
- e. A report summarizing the costs of all project elements by site.

**4. Community Engagement**

The company will work with a Library Advisory Commission (consisting of seven City appointees), the Library Director, and Library staff to develop the program.

Citizens of the City of Santa Cruz are very engaged politically. The City anticipates there will be active participation by the public during this project. Plan and design a series of meetings (minimum

of three) to engage citizens and stakeholders in meaningful dialogues. Use this process to guide final designs and documents.

In section 6: Fee Schedule, provide pricing for three public meetings. Include costs per meeting for additional meetings, should they become necessary.

**5. What existing building evaluations are available and what still needs to be completed?**

In 2013 a Library Facility Condition Assessment was done. The Downtown Library section from that report is attached.

The City does not anticipate input from structural, MEP, civil engineers or similar will be needed for this phase of the project.

**6. Will the architect selected for the Building Program be allowed to submit in the next RFQ/RFP process for this project?**

Yes, the successful architect for this phase will be allowed to participate in any future solicitations for this project.

**7. Does the City have a budget target for this phase of the project?**

The City expects this phase of the project to cost between \$50,000 and \$100,000.

**8. Will more than \$23M be available for this project?**

The City is prepared to contribute some additional funds, should it be necessary.

**9. What is the expected interaction between the City and the County of Santa Cruz? Between the City and the Library Facilities Financing Authority?**

The construction of the Downtown Library is wholly a City matter. The Joint Powers Board and the Library Facilities Financing Authority will be informed about the progress of the project but approval will not be needed from either regarding any aspect of this project.

**10. Correction of minor clerical error.**

Section 2.5 referenced a Receipt Form that was not included in the original Request for Qualifications document. A revised section is below.

2.5 Non-Response

*In the event your company decides not to respond to this solicitation, send an email to Susan Nemitz, Library Director at [nemitzs@santacruzpl.org](mailto:nemitzs@santacruzpl.org) notifying her of this decision. Please include the reason for your company's decision.* Failure to respond to this RFQ may result in the removal of your company's name from the bid list.

Submit a signed copy of this document with your statement of qualifications. Failure to do so may result in rejection of your statement of qualifications.

Company Name: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_  
(Signature)

**REVISED 5: Statement of Qualifications**

Answer all of the following questions. Any omission may be cause for rejection of submittal. Answers should be complete and in the order presented. A simple "yes" or "no" answer is not adequate.

It is the responsibility of those responding to this request to provide information, evidence or exhibits which clearly demonstrates their ability to satisfactorily respond to the requirements of the engagement.

Submittals will be evaluated for its professionalism and thoroughness. Companies should answer all questions in the order presented and provide information as requested.

Companies have the right to take exception to the specifications or terms to this solicitation. Any exceptions taken must be explained in the submittal. Any exceptions that contradict the City's terms and conditions, or contain provisions that are not in the best interest of the City will disqualify the company. If exceptions are not explained, the Company will comply with the specifications as stated in this solicitation.

- 1) Understanding of the project
  - a) Provide information and proposed actions which clearly demonstrates an understanding of the requirements of the project.
- 2) Knowledge of library practices
  - a) Describe your company's knowledge of library operations, library technology, best professional practices and state standards.
  - b) Provide information on projects completed in the last ten years which clearly demonstrates this knowledge.
- 3) Knowledge of library buildings and construction
  - a) Describe your company's knowledge of, and experience with, contemporary library buildings and construction.
  - b) Provide information on projects completed in the last ten years which clearly demonstrates this knowledge.
- 4) Proposed work plan
  - a) Detail the company's methodology for this project, including but not limited to:
    - i) Describe project approach.
    - ii) Describe research methodology to be used to develop the design.
    - iii) Describe how existing workflows and practices will be observed, documented, and improved.
    - iv) Provide objectives and schedule for onsite visits.
    - v) Describe approach to working with staff.
    - vi) ***Describe approach community engagement.***
  - b) Describe how cost estimates will be developed.
  - c) Provide information on projects completed in the last ten years that the company developed cost estimates for.
- 5) ***The City wishes to balance expediency with quality for this project. Provide a proposed project schedule that includes a minimum of three public meetings.***
- 6) Provide reports from similar projects you company has completed as samples for review.

- 7) Indicate any past or pending litigation.
- 8) Qualifications and experience
  - a) Describe experience, skills and expertise doing similar work for other public libraries, including, but not limited to:
    - i) planning needs assessments for library communities
    - ii) developing library building programs
    - iii) calculating project cost estimates.
  - b) Describe company background and qualifications, including the year the company was established, total number of employees and similar data.
  - c) Provide background of personnel that will be assigned to provide this service to the City, include their qualifications and recent similar experience. Identify the individual designated to be the lead on this study.
  - d) Provide the location of office which will be performing work for the City.
  - e) Provide the names of at least three public libraries for which your company has provide the same or similar scope of services within the last ten years. Include the name of the public library, a contact person, their phone number and email address.
  - f) If you will subcontract portions of the work, list all subcontractors to be used. Include company name, address and phone number.
  - g) The City of Santa Cruz has long been an advocate for environmental conservation and sustainable living. Provide information about your company's environmental practices.

### **REVISED 6: Fee Schedule**

#### **Instructions**

**Submit pricing** in a separate sealed envelope labeled "Fee Schedule for Request for Qualifications for Downtown Library Building Program."

1. Detail all costs incidental to this project.
2. Break down cost proposal into as many tasks as deemed necessary to clearly present the anticipated level of effort and costs associated with the various activities and deliverables. **Include pricing for three public meetings. Provide costs per meeting for additional meetings, should they become necessary.**
3. Provide estimated costs for travel expenses.
4. Provide a current fee schedule which includes hourly rates by job title for company staff and subcontractors.
5. State any and all assumptions, such as the number of meetings to be attended, the tasks to be performed, etc.
6. Describe under what circumstances the City would be charged for additional work.

The fee schedule must include company name and address. It must be signed by an employee authorized to act as an agent for the company.