MEMORANDUM #2
FAQ
FOR CITY HALL SPACE REORGANIZATION PROJECT RFP
DATED MARCH 2013

DATE: April 4, 2013

TO: Prospective Vendors

FROM: Malissa Kaping, CPPB, Senior Buyer

SUBJECT: FAQ #2 FOR CITY HALL SPACE REORGANIZATION PROJECT RFP

Frequently Asked Questions:

Question 15: Will you make available the CAD and/or as-built drawings prior to the proposal due date?

Answer: All the drawings are not readily available in an electronic format. The plan was to provide these to the successful vendor immediately prior to work beginning. However, we will make them available sooner if possible. The plans for the Water Administration building are available now and can be downloaded at https://cityofsantacruz.sharefile.com/d/s6ff499ea6564be9b . The plans for the Fire Administration building are only available in hard copy and can be viewed in person by making an appointment with Malissa Kaping, CPPB, Senior Buyer at 831-420-5083 or mkaping@cityofsantacruz.com.

Question 16: Has the City done anything like this before?

Answer: The City has completed various remodel projects within the last 10 years which did involve some space planning. The following is a list of the significant projects:

- City Hall Renovation Project (completed in 2004): Reorganized nearly every City Hall department/division after many temporary moves happened following the construction of the 155 Center St Police building and City Hall main building was fully repaired after the 1989 earthquake.
- Space plan created for 1st floor City Hall Annex (completed in 2006).
- Room 7 remodeled (completed in 2008).
- Water Department moved from City Hall Rms 100 – 102 to the newly remodeled Union/Locust building (completed in 2008).
- Finance moved from Rm 8 to Rms 100 – 102 (completed in 2008): Allowed further growth for both Finance and IT.

Question 17: Who has worked on previous projects for the City?

Answer: The following is a list of vendors who have worked on recent remodels:

- Barry Swenson Builder (Santa Cruz, CA): Water Administration building
- BRW Architects (San Francisco, CA): City Hall remodels
- Business Interiors by Staples (Newark, CA): Allsteel furniture dealer
- Madsen & Assoc (Pleasant Hill, CA): IT communication infrastructure
- Strategic Construction Management (Santa Cruz, CA): City Hall renovation project construction management

Question 18: How does the City intend to handle asbestos surveys, ADA compliance, and such?

Answer: Until a needs assessment survey is completed and a space plan begins to form, it is unknown what surveys and additional services will be required. The City will handle these separately and on a case-by-case basis.