



ADDENDUM #1  
FOR CITY HALL SPACE REORGANIZATION PROJECT RFP  
DATED MARCH 2013

DATE: April 8, 2013  
TO: Prospective Vendors  
FROM: Malissa Kaping, CPPB, Senior Buyer  
SUBJECT: ADDENDUM #1 for City Hall Space Reorganization Project RFP

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The purpose of this addendum is to address the questions received by vendors. The following changes, corrections, additions and/or deletions are incorporated into the RFQ. It is your responsibility to understand and comply with this addendum. Text added is **bolded**. Text deleted is ~~struck through~~.

A signed copy of this document must be submitted with your response due April 15, 2013 by 2PM. Failure to do so may result in rejection of your proposal.

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

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

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General Information Changes

The following is added to RFP section 1.2, Background:

**The City does not expect to create a space plan that moves all staff throughout the 7 identified buildings. The intent in including all buildings in the project is to take a comprehensive approach so that any moves are completed in a coordinated fashion and will accomplish the goals stated in section 2.1, Project Summary. Each building has existing space problems:**

- **City Hall main building has underutilized space and various departments mixed within rooms creating inefficiencies and confidentiality concerns.**
- **City Hall annex building departments are experiencing significant growth restrictions and public access could be improved.**
- **Parks Administration building has underutilized space in a very active office (i.e. lots of public and employees access the facility).**
- **Fire Administration may have space available.**
- **Water Administration is in a recently remodeled building but wants to increase staff and improve the functionality of the existing space**
- **Economic Development is split between two buildings; one which is leased and could save the City money if eliminated.**

Specification Changes

The following is changed in RFP section 2.2.1, Phase One: Data Collection:

The first phase of this Project is to 1) conduct a needs assessment survey, ~~2) identify locations with existing emergency power for core services,~~ **2) collect information regarding existing communications infrastructure (i.e. phone and data cabling), and** 3) to evaluate existing furniture for reuse. This phase will begin by meeting with the City's Project Team to discuss goals regarding public access, staffing, and capital projects. The City's Project Team will provide direction on surveying effected City executive, management, supervisory, and service staff.

**Based on the results of the needs assessment survey, Vendor will provide a report of:**

- Various broad-view design scenarios that would accomplish the goals listed in section 2.1, **Project Summary**, in a cost effective manner;
- Potential obstacles (such as changes that may require further surveys or costly compliance upgrades);
- Employees or workgroups with unique needs (such as confidentiality concerns or custom workstations);
- Suggestions for reducing the cost for communication infrastructure changes; and
- Suggestions for repurposing existing furniture.

**This phase will also include designs and plans for resolving the immediate space needs of rooms 6, 7, 8, and the Planning Department.**

~~Based on the results of the needs assessment survey, Vendor will provide a report of possible design features, potential obstacles, and employees or workgroups with unique needs. This report should make recommendations for:~~

- ~~○ Accomplishing the goals listed in section 2.1, Project Summary, in a cost effective manner;~~
- ~~○ Resolving the immediate space needs of rooms 6, 7, 8, and the Planning areas to be identified; and~~
- ~~○ Repurposing existing furniture~~

FAQ #1 (dated 4/3/13) Changes

*Question 2: Provide more information regarding the buildings, including square footage, number of floors, occupancy, and headcount.*

Answer: The below table gives some general information. Also see the maps included in FAQ #1.

Building	Square Footage	Number of Floors	Occupancy	
			Dept	Estimated Headcount
City Hall, Main Building	13,500	1	Room 6: Human Resources (AS Dept) Room 7: Benefits (AS Dept) & Risk Management (Finance Dept) Room 8: Info Tech (AS Dept) & City Manager Room 9: City Clerk Room 10: City Manager	<ul style="list-style-type: none"> <li>• Room 6: 12</li> <li>• Room 7: 6</li> <li>• Rooms 8-10: See maps</li> </ul>
City Hall, Annex	15,600	2	1 <sup>st</sup> Floor: Finance & Planning, 2 <sup>nd</sup> Floor: Public Works & Planning	See attached maps
Parks Administration	4,550	2	Parks & Recreation	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> floor: 11</li> <li>• 2<sup>nd</sup> floor: 4</li> </ul>
Fire Administration	5,375	1	Fire Department	12
Economic Development #1 @ 337 Locust	1,700	1	Economic Development	8
Economic Development #2 @ 330 Locust	1,800	1	Economic Development	4
Water Administration	7,571	1	Water Department: Water Admin, Water Conservation, Water Engineering, Water Customer Service	<del>25</del> 32

*Question 6: To what degree is this study expected to evaluate building infrastructure and code upgrades required such as ADA compliance, egress, etc.?*

Answer: At this time it is unknown what compliance issues will need to be addressed until phase two is complete. Any code upgrades will need to be accomplished during phase three and will be a part of “managing construction work as needed.” It is expected that phase three work will be billed hourly and as needed.

**It is also worthy to note that ADA compliance designs were created for the City Hall Annex during the City Hall renovation project completed in 2004. Significant changes were needed to comply and funding was not available to complete the project at that time.**

*Question 14: Are there any large file areas or libraries that will need to be planned and relocated?*

Answer: It will be determined based on the results of this solicitation. Room 8 contains a large data center and Planning has a large archive of plans in the downstairs vault. There may be other file areas that could be considered “large” but there are no existing plans/requirements to move these.

**The Data Center was a costly component of the City Hall renovation project completed in 2004. Its relocation would be expensive. The Annex vaults in Planning and in Public Works are fire proof to protect important documents, including City Clerk records, and are part of the structural system of the building. Relocation or reuse for something other than storage would be expensive and probably not feasible.**

#### FAQ #2 (dated 4/4/13) Changes

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

Answer: The following is a list of **some of the** 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~~
- **Peter Bagnall at William Bagnall Architects (Santa Cruz, CA): Water Administration Architect**
- **Seabrite Builders (Santa Cruz, CA): Workstation installations**
- **Hogan-Pinckney (Scotts Valley, CA): General construction**
- **CRW Industries (Scotts Valley, CA): General construction**

*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.

**Asbestos and lead paint were removed during the City Hall renovation project completed in 2004.**

*Question 19: Does the City expect this project to be mostly a “rearranging” of staff in the buildings as they are now, or does the City expect this project to be more of a complete tenant improvement project, meaning that the successful vendor would also completely evaluate the buildings themselves for potential improvements and upgrades needed to comply with various codes?*

Answer: The intent is to rearrange staff. Changes that will require building upgrades will be a consideration when finalizing the space plan.

*Question 20: Will electronic drawings of all buildings be provided to the successful vendor, or will the successful vendor need to conduct field measurements and create architectural drawings for any of the buildings? Will the electronic drawings that are provided to the successful vendor be mostly up-to-date with only a few field verifications needed, or will the drawings be out of date and need to be verified completely?*

Answer: Electronic drawings of all buildings will be provided to the successful vendor. The City is currently in the process of compiling this information. The drawings for City Hall are mostly up-to-date but will need to be reviewed and verified.

*Question 21: Does the City anticipate any interior finish work (e.g. painting, replacing carpet or other flooring) to be part of this project?*

**Answer:** Yes.

*Question 22: As part of Phase Two, once the overall space plan has been determined, offices and workstations will need to be assigned to individual employees. Does the City expect the successful vendor to complete this task, or will the City's Project Team make these assignments?*

**Answer:** The City will make these assignments.

*Question 23: As part of Phase One, the successful vendor is expected to "identify locations with existing emergency power for core services." What is meant by this?*

**Answer:** This has been removed from the specifications (see page one of this addendum).