ADDENDUM NO. 1

PROJECT NAME:
REQUEST FOR PROPOSALS
FOR
HILLCREST CENTER PROJECT
ARCHITECTURAL TENANT IMPROVEMENT
AND RENOVATION SERVICES

November 19, 2026

RFI

1. **Will all the questions submitted be distributed to all attendees of the preproposal site visit?**
   Yes, all questions received will be answered and posted to the CRPD RFP webpage as an addendum.

2. **Has the District established a construction budget for the 401 building renovation and for the alternate master plan scope, and can it be shared with proposers?**
   There is currently no established budget for either scope. However, the 401 tenant improvements will have standard-level public finishes within the Therapeutic and Multi-purpose areas. The Event Hall will have enhanced-level public finishes. The 401 tenant improvement scope includes a cost estimate.

3. **Has CRPD established an overall vision, program, or set of priorities for the 61-acre property beyond the conceptual information included in the RFP?**
   Please review the provided written design elements and map exhibit included in the RFP. There are no further details available at this time.

4. **Are there previously completed planning studies, conceptual plans, programming documents, or Board-approved initiatives that should inform the design?**
   All items are included in the RFP packet.

5. **Is the expectation to redesign the existing hardscape and landscape immediately adjacent to 401 W. Hillcrest, or does the scope include broader improvements to the pedestrian arrival sequence, parking areas, and connections to the surrounding site?**
   The 401 tenant improvements include two exterior deck areas. There is no expectation to redesign the adjacent areas. However, all other exterior spaces can be contemplated as part of the master plan scope as the proposer sees fit.

6. **Is the intent to maintain the existing plaza configuration and improve its materials, furnishings, planting, and functionality, or should the design team consider a more substantial reconfiguration?**

No further substantial reconfiguration is required.

7. **Are there specific programmatic requirements for the outdoor spaces, such as event spillover, gathering, outdoor dining, performances, or accessible recreation?**
   The RFP scope includes two exterior deck areas to the 401 W. Hillcrest building. Conceptual images were provided in the RFP document illustrating ideas for updating the outdoor courtyard entrance area with possible new seating or an outdoor lounge area. CRPD would work with the awarded proposer in enhancing these outdoor areas. There are no specific program requirements at this time other than appropriately utilizing the outdoor spaces as ancillary uses to the indoor event space.

8. **Do you anticipate community engagement or stakeholder outreach as part of the master plan? If so, how many public meetings and workshops should be included? Has any community engagement been done for the master plan effort, and if so, can it be shared?**
   CRPD staff will be leading community engagement and stakeholder outreach for the master planning of the property. Proposers do not need to include an outreach plan for this scope. No community engagement for the Hillcrest Center master plan of the undeveloped outdoor spaces has been completed at this point in the process.

9. **Do you have any plans showing existing utilities, drainage, infrastructure, etc. for the site? Will you provide existing or new topographic and boundary surveys, including property lines and easements for the entire site? Are there previous site plans, CAD files, or other mapping available in digital format for the site? Any soils reports for the site?**
   All existing as-built drawings, surveys, and reports of the existing buildings and project site will be provided to the awarded proposer.

10. **What level of detail is expected for the master plan? Are you looking for a high-level master plan framework or a more detailed master plan that would be able to support capital budgeting?**
    CRPD staff requires a high-level master plan framework for the future development of the property.

11. **What specific deliverables are anticipated for the master plan, including overall site plans, individual area plans, illustrative renderings, cost estimates, and implementation phasing?**
    The deliverables should include an overall site plan, individual area plans, and illustrative renderings as the proposer sees fit to showcase their skill set and ideas.

12. **Should the effort focus on Fireworks Hill (top of hill), access to it, and the linear park areas, or should the master plan include the entire 61-acre property?**
    The master plan should include conceptual drawings for future use of the undeveloped portions of the 61-acre property, specifically “Fireworks Hill” and the linear park areas along Hillcrest Drive and McCloud Avenue, as shown on the map

exhibit, including landscaping and passive park amenities such as shaded gathering spaces, a network of pedestrian trails, and access to each park area.

13. **Is there an existing tree inventory or arborist report, biological resource assessment, or other natural resource studies? Are there existing geotechnical reports or geological investigations for the site?**
    There are no current reports available. If required for work, proposer shall include these items as it relates to the 401 tenant improvements. No reports will be required for the master plan scope at this time.

14. **Does the District anticipate that the master plan will require civil engineering, hydrology, geotechnical, arborist, biological, or other specialized technical services, or is the expectation that the design team will identify those potential needs for future study?**
    The awarded proposer will identify those potential needs for future study.

15. **Are there known environmental, biological, geological, drainage, erosion, or slope stability constraints that should inform the master plan? Are there existing hazardous materials reports, including asbestos and lead-based paint surveys, for the 401 building? The RFP mentions past asbestos remediation on the property.**
    There are no known hazards. Any reports required for the proposer's scope shall be included in their proposal.

16. **The RFP states that the buildings at 401 and 403 W. Hillcrest represent the first City-constructed City Hall and carry City Landmark No. 10 designation. Does the designation apply to the 401 building, and does it place any restrictions on interior or exterior alterations or require historic review? Are these historic designation records available to proposers?**
    The designation is strictly for the exterior of the structure. No historic review is required, as the scope specifically requests interior renovation only with minimal outdoor amenities, including exterior decks along existing windows and updated seating in the 401 W Hillcrest building courtyard outside the main entrance doors. No exterior change to the existing building is requested. All as-builts and records of the project site will be provided to the awarded proposer.

17. **Which consulting disciplines does the District expect to be included in the base scope for the 401 building (for example: mechanical, electrical, plumbing, structural, civil, fire and life safety, low voltage and audiovisual, acoustical, commercial kitchen design, interior design and furniture, and signage)?**
    A working construction drawing set for permitting and bidding is required; scope generally includes mechanical, electrical, plumbing, structural, civil, fire and life safety, low voltage and audiovisual, acoustical, and commercial kitchen design drawings for the renovated spaces.

18. **Is the District's concept plan for the 401 building, including the 5,000 SF therapeutic recreation unit, the 9,000 SF event hall, and the 7,000 SF multipurpose room, to be treated as fixed, or may the selected consultant propose adjustments to the layout and space allocations?**
    The provided interior square footages of the concept plan are approximate. The awarded proposer may make minor adjustments to the layout as necessary to ensure the best possible interior circulation for future uses and programming.

19. **Are the concept plan and the before-and-after concept images in the RFP available in a native or higher-resolution format?**
    The AI-generated before-and-after concept images and "Fireworks Hill" rendering provided were for general use/programming ideas only, and no other formats will be provided.

20. **The RFP asks for a cost estimate. Should the estimate be prepared at each submittal (60-percent, 90-percent, and final), and does the District expect it to be prepared by a third-party cost estimator?**
    The cost estimate should be prepared for the final design scope only. The proposal costs should include all milestones as outlined in the RFP.

21. **Is the 401 building vacant, and will the 403 building remain occupied during design and construction? Does the District anticipate phased construction?**
    The 401 W Hillcrest building is vacant, and the 403 W Hillcrest building is not part of the scope of this RFP. The 401 tenant improvement scope will be completed in one construction phase.

22. **Are the tenant improvement and master plan scopes expected to proceed concurrently? Is there a general goal for overall project design, permitting, and construction completion? Do you envision subsequent design and construction document phases for the master plan improvements to be negotiated separately? What level of on-site presence does it expect from the design team during construction?**
    The project tenant improvement scope is the first priority, and design work is estimated to take 3-4 months, with construction to immediately follow later in 2027. The scopes do not look to be approved together and would be reviewed separately. CRPD staff will lead construction meetings with the awarded contractor. The awarded proposer will be available for submittals, RFIs, and other remote coordination. Typically, on-site construction meetings with the architect are limited and only utilized as needed. Proposers shall provide their costs based on this direction, including hourly rates per the RFP instructions.

23. **Will the alternate master plan scope be priced and scored separately from the base scope, and does the District expect to award it at the same time as the base scope? Does that scope include environmental review? Would a landscape architect leading that portion of the work be acceptable?**
    The master plan scope is an alternate scope and will be separate from the base

scope of the 401 tenant improvements. The District will be awarding the 401 tenant improvement scope through this process and will award the Master Plan Services scope at a later time. No environmental review for the project scope is required. A landscape architect would be accepted as the Prime if they meet the proposal requirements, including qualifications and client references.

24. **The RFP lists preliminary sketches and renderings under Proposal Requirements. Does the District expect proposers to submit sketches beyond the concept plan included in the RFP, and is there a page limit or format requirement for the proposal? How many preliminary sketches or renderings should be included? Will weighting of the evaluation criteria be shared?**
The amount and level of sketches/renderings are to be assessed by each proposer as they see fit to provide the District with an understanding of their approach and creativity the proposer can offer towards the project and set them apart from other proposers. There is no page limit; however, submissions must be printed, and digital submissions will not be accepted in place of print copies per the RFP instructions. The evaluation criteria is shared in the RFP documents.

25. **The RFP refers to a Proposal Security Bond, unit prices, and the lowest responsive and responsible proposer, in addition to best-value evaluation criteria. Please confirm that no proposal security bond or unit price schedule is required and that selection will follow the Award Evaluation Criteria.**
No Security Bond is required. Please disregard this requirement for this project.

26. **The sample Professional Services Agreement leaves the professional liability (Errors and Omissions) limit and the tail coverage period blank. What limits does the District require, and do the same limits apply to subconsultants?**
Without limiting Consultant's indemnification of District, and prior to commencement of Work, Consultant shall obtain, provide, and maintain at its own expense during the term of this Agreement, and any extension thereof, policies of insurance of the type and amounts described below and in a form that is satisfactory to District.

    Coverage shall be at least as broad as the following:

    (a). **Commercial General Liability** (CGL): Consultant shall, at Consultant's sole cost and expense and throughout the term of this Agreement, and any extensions thereof, carry General Liability insurance coverage at least as broad as Insurance Services form CG 00 01 in an amount not less than $2,000,000 per occurrence, $4,000,000 general aggregate for bodily injury, personal and advertising injury and property damage, including without limitation, blanket contractual liability.
    (b). **Automobile Liability:** Consultant shall, at Consultant's sole cost and expense and throughout the term of this Agreement, and any extensions thereof, carry Automobile Liability insurance coverage at least as broad as Insurance Services form CA 00 01 or the exact equivalent covering bodily injury and property damage for all activities of Consultant arising out of or in connection with the work to be

performed under this Agreement, including coverage of any owned, hired, non-owned, or rented vehicles, in an amount not less than $1,000,000 combined single limit for each accident.
(c). **Worker's Compensation:** Consultant shall, at Consultant's sole cost and expense and throughout the term of this Agreement, and any extensions thereof, carry workers' compensation statutory benefits as required by law with employer's liability limits no less than $1,000,000 per accident for bodily injury or disease. Consultant shall submit to District, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of District, its elected officials, officers, agents, employees and volunteers for all work performed by Consultant, its employees, agents and subcontractors.
(d). **Professional Errors and Omissions Insurance:** Consultant shall, at Consultant's sole cost and expense throughout the term of this Agreement, and any extensions thereof, carry professional errors and omissions coverage of no less than $1,000,000 per occurrence or claim, $2,000,000 aggregate, with tail coverage for an extended reporting period of three (3) years or such coverage shall be annually renewed for three (3) years after completion of Consultant's services under this Agreement.

27. **Please clarify whether the eight-year experience requirement in the Experience and Competency section applies to the proposing firm, to its key personnel, or to the project team as a whole.**
    This requirement applies only to the lead proposer to sufficiently demonstrate experience and competency to manage the level of the proposed project and does not apply to sub-consultants as an aggregate with the lead proposer.

28. **Please confirm the planned dates for finalist interviews in mid-December 2026 and whether interviews may be held remotely.**
    There are no set dates for the mid-December finalist interviews at this point in the process. Remote interviews will be available to the selected finalists.

29. **Will additional access to the 401 building and grounds be available to proposers before the December 9, 2026 deadline? If so, how can it be scheduled? If the "Prime" design team was not able to make the mandatory job walk meeting but the subconsultant was present, does that eliminate the design team from being listed as the "Prime" on the RFP proposal?**
    No additional showings are being provided to individual proposers/design teams/consultants as stated at the job walk presentation. The exterior of the building is open to the public and can be visited at the proposer's convenience. The Prime consultant must have attended the mandatory job walk and signed in to be listed and accepted as the "Prime" on the awarded proposal.

30. **Please clarify if the scope, and associated fees, for the master plan include only conceptual drawings, meetings with District staff, and public and legislative presentations? Or would you like the proposal to include a fully fleshed-out scope for the master plan, such as site investigation, survey,**

community engagement process, etc.?
Per the RFP Section A "General Scope of Work," the master plan scope includes only conceptual drawings, meetings with District staff, and public and legislative presentations. No site investigation, surveys, community engagement processes, or extensive planning and/or detailed drawings are required.

31. **Please explain what terms & conditions, written warranties, etc., the proposer must provide.**
The Proposer must acknowledge agreement with the acceptance of all provisions of the RFP specifications; this is not an additional submittal document but an agreement within the contract.

32. **Please clarify what documentation you need from sub-consultants. Are you only looking for the sub-consultant list and Certificate of Compliance as stated on this page, or do you also want Proposer Qualifications, Client References, etc. as described in Section B - Proposal Requirements?**
A subconsultant list must be included in the Prime proposer's document package stated in the RFP document. Subconsultants should submit separate qualifications and client references, in order for staff to evaluate the team's professional ability.

33. **Are specifications required? And should they include Division 1 Specifications?**
Division 1 Specifications are not required due to CRPD having its own contractor bidding documents that cover this specification group and will be included as part of the construction contract.

34. **Are Furniture, Fixtures, and Equipment (FF & E) to be included in the scope?**
Furniture, fixtures, and equipment should be included in the scope.

35. **The Certificate of Compliance and Nondiscriminatory Employment Certificate are required but not included in the package. Please share.**
Proposers shall provide their own Certificate of Compliance and Nondiscriminatory Employment Certificate forms.

36. **How many copies of the submittal are required?**
One (1) original and three (3) printed copies must be submitted on or before the submittal deadline. Proposers shall submit one (1) original proposal marked "MASTER", and all required identical copies. Envelopes containing the original and the copies should be marked in accordance with the directions listed on Page 20 of the RFP document.

37. **Is low voltage design required for the scope of services, or is this provided by the District?**
Any low voltage design should be included in the scope.

38. **Is this project being publicly advertised or sent to select potential architectural firms?**
This project was publicly advertised.

39. **The Notice lists “three additional linear park areas,” while the Scope names only Hillcrest Drive and McCloud Avenue. Please clarify.**
    The master plan scope includes two linear park sites in addition to the existing undeveloped “Fireworks Hill” site.

40. **There’s no RFP number, though the labeling instructions ask for one; please confirm. Please confirm the RFP number for this project.**
    Please add the title of the RFP “HILLCREST CENTER PROJECT ARCHITECTURAL TENANT IMPROVEMENT AND RENOVATION SERVICES” in place of an RFP number. There is no designated number.

41. **Building 401 was built pre-1976 and therefore falls into the non-ductile concrete category. Does the District want a retrofit or an ASCE 41 seismic evaluation?**
    No retrofit or seismic evaluation is needed for the interior tenant improvement scope. District can provide the awarded proposer with the structural evaluation prepared prior to property purchase.

42. **Please confirm if the District anticipates a change in occupancy, change of use, or change of risk category. Does the District anticipate that a change of use will require approvals from the City of Thousand Oaks Planning Division or other agencies beyond building permit review? Are fire sprinklers anticipated as part of the scope of work?**
    Based on the proposed occupancy use of the building, fire review will be required. Proposer to include fire design in the scope of work based on their experience. The proposer will need to assess the level of review to properly address the project scope from all related agency reviews. All required permits through the City and any outside agency will be submitted, completed, and included in the proposer's scope.

43. **Removing exterior walls will trigger a retrofit. Does the City anticipate wall demolitions?**
    The District looks to only remove interior walls in order to create larger interior spaces; no exterior walls are expected to be removed per the RFP scope.

44. **Define the civil scope of work "immediately surrounding building 401" and any in the "linear park areas.”**
    Civil plans will be limited to the 401 W Hillcrest building renovation, including any exterior deck or courtyard reconfiguration; no civil plans are required for the conceptual plans requested in the future park master plan.

45. **Should the proposers include updates to the existing ramp to make it ADA-compliant? Will the existing parking lot need to be reviewed for ADA compliance and potential path of travel upgrades?**

Proposers should include any anticipated ADA updates, including existing ramp or new ramp location.

46. **What are the types of activities to be held in the event center?**
    The District plans to program the space with recreational and educational activities while also allowing the public to rent out the space for events (i.e., parties, wedding receptions, banquets, etc.).

47. **Is the existing use of the spaces in the 401 W Hillcrest building office-use only?**
    Yes, 401 W Hillcrest was used for general and commercial office space.

48. **Is the "learning kitchen" intended to be a commercial-grade kitchen requiring health department permitting, or a standard residential-grade teaching setup?**
    The "learning kitchen" will not need to be commercial, and the rental space kitchen will be a catering kitchen; any special permits will need to be included in the proposer's scope.

49. **Is there a specific number of meetings the District requires (i.e., weekly progress meetings)? Are there any specific meetings that the District will require in-person format (i.e., community design charrettes, city council, board meeting, etc.)?**
    Proposer should include as many meetings as it sees fit to accomplish the designated scope. No planned outreach or Board meeting is required to attend in person; the District will work with the awarded proposer if a special meeting request is added to the project timeline.

50. **Will the District require book specs in CSI MasterFormat, or will sheet specs be sufficient?**
    Sheet specifications will be sufficient.

51. **Will the selection be based on best value or lowest bid? Is this park receiving local, state, or federal funding for the project?**
    The "Award Evaluation Criteria" is provided on Page 14 of the RFP document.
    This project will be locally funded. State or Federal grants may be submitted at a later date.

52. **Are there intended bus stops or public transportation provided for, or intended for, the park?**
    There is an existing bus stop at the corner of Hillcrest Drive and McCloud Avenue.

53. **Is the park portion of work only relevant to the alternate master plan scope, or is there park scope within the base scope?**
    The base scope only includes the renovations to the 401 W Hillcrest building and adjacent exterior deck improvements.

54. **Are new electrical services/upgrades to existing electrical services expected?**
    No new electrical services/upgrades are expected.

55. **Is there an existing irrigation system on site and/or are irrigation improvements required for this scope?**
    No irrigation improvements are required.

56. **Is adequate utility capacity available in the vicinity? Are there any known capacity issues?**
    There is adequate utility capacity on site, and there are no known capacity issues.

57. **Should we assume a full interior renovation of the 401 W Hillcrest building (i.e., demolition of existing partitions, new layout, and MEP upgrades), or a lighter refresh of finishes and fixtures?**
    Demolition of interior walls, a new layout, and MEP upgrades (as needed) are expected for the interior renovation scope. HVAC system upgrades are underway and are not included in this RFP scope. HVAC ducting, vents, etc. location adjustments will be included in this RFP scope.

58. **Is the "lower level" of the 401 building included in the scope?**
    The 401 W Hillcrest building and all renovation requests are included on the same level. This is an interior renovation with minimal exterior improvements and no "lower level" area is included in the scope.

59. **Can the District expand upon the meaning of "mitigation measures"?**
    Mitigation measures may address a variety of site conditions or project considerations, including, but not limited to, lead-based paint, potential oak tree removal or relocation, or utilization of the existing ADA-compliant path of travel and/or ramp. Proposers should identify potential mitigation measures and outline recommended procedures or strategies to minimize costs and/or impacts associated with the renovation process or future development of on-site park areas.

60. **Given the project's complexity and the alternate master plan scope, could the District extend the proposal deadline by 2 weeks?**
    The due date will remain per the RFP instructions.

61. **Can you confirm the deadline for written questions? The RFP states ten days before the December 9 submittal deadline, which falls on Sunday, November 29th.**
    All remaining RFP questions received via email on or before 11:59 pm on Sunday, November 29th, will be included in a separate addendum and posted to the CRPD RFP webpage.