

ADDENDUM NO. 1

**PROJECT NAME:
REQUEST FOR PROPOSALS
FOR
ALEX FIORE THOUSAND OAKS TEEN CENTER AND
GOEBEL ADULT COMMUNITY CENTER
MASTER PLAN PROJECT
LANDSCAPE ARCHITECTURAL AND
ARCHITECTURAL SERVICES**

April 19, 2019

RFI

Question 1: Please explain Proposal Requirements B: Paragraph 2.

Answer 1: Proposal Requirements B: Paragraph 2 relates to any proposed items that need to be disclosed by you the proposer to the District regarding obligations of your design service proposal. This helps the District assess any additional requirements of individual proposers. Any further clarification can be remedied with the selected proposer before contract approval.

Question 2: Please confirm preliminary sketches and renderings of proposer's ideas of the proposed improvements are required.

Answer 2: Proposal Requirements C: Preliminary sketches and renderings of your ideas of the proposed improvements are **required**. This provides the District understanding of the approach and creativity the proposer can offer towards the project and set them apart from other proposers.

Question 3: Can a large format digital file of the provided Concept Plan be provided to the proposers.

Answer 3: See attached for Concept Plan pdf.

Question 4: Is there a project budget? Does the project need to be designed in phases? Are there possible additional funding sources to increase the set budget.

Answer 4: District has \$3,000,000 budgeted for design and construction with no additional funding planned or designated. Project design/construction will not be phased.

Question 5: Approvals by the City of Thousand Oaks or County?

Answer 5: Coordination of approvals to be included in proposal.

Question 6: Any Public Outreach requirements on this project?

Answer 6: Public outreach will be provided by the District.

Question 7: What types of programming and volume of patrons happen at each center?

Answer 7: See center webpages <https://www.thousandoaksteencenter.com/>
<https://www.crpd.org/parkfac/goebeladult/default.asp>

Question 8: What is the target completion date for the project?

Answer 8: Working drawings completed 6-8 months with construction completed 12-18 months.

Question 9: Would you please provide a more detailed image of the scope of work and the boundaries?

Answer 9: See attached for the exterior scope of work boundary map.

Question 10: Who are members of the selection committee?

Answer 10: Conejo Recreation and Park District Parks and Planning Staff will be reviewing proposals and make a recommendation to our elected board for design contract award.

Question 11: Is there an existing survey and as-builts or is surveying part of the scope?

Answer 11: District will provide a survey of the project area and available as-builts. However consultant should include any additional scope to confirm survey accuracy and building dimensions/layouts.

Question 12: How many meetings are required at each stage of design?

Answer 12: The amount of meetings is to be assessed by each proposer as they see fit to accomplish the scope. The proposal should include the quantity of proposer's recommended meetings.

Question 13: Please specify which forms are required by the lead/prime consultant and which are required for subconsultants?

Answer 13: Lead consultant to submit all forms that have been included in the packet. Any additional forms, insurance, etc. needed from subconsultants can be provided once a contract is awarded.

Question 14: No additional parking is required. Please confirm.

Answer 14: No additional parking is required at this time. However, during the city coordination efforts this requirement can be confirmed if scope alters.

Question 15: What are the sustainable goals for this project?

Answer 15: The District strives to be a steward of the land through responsible development and maintenance of its facilities. This includes energy/water efficient fixtures, drought tolerant landscaping and low impact development features (i.e. permeable asphalt, onsite drainage basin, biofilters etc.).

Question 16: On page 3, other than the legend that specifies the desired elements for the exterior, are there other wish list items from the community?

Answer 16: These are the main elements, further detailed design features can be reviewed with the awarded proposer.

Question 17: Can you provide more details about the fitness area that is currently the putting green?

Answer 17: This is a creative element of the project for interpretation of the proposer. However, the fitness area will include permanent fitness equipment commonly found in

public settings such as parks, with rubber safety surfacing and fabric shade sails.

Question 18: On page 5, section F, would you please clarify "services and data to be provided by Conejo Recreation & Park District?" What are you looking for in this section of the proposal?

Answer 18: This section discloses additional information proposer understands the District to provide (i.e. Survey, soils report, permit fees etc.).

Question 19: For the proposer's bank record, are you looking for bank of credit or the general account for cash flow?

Answer 19: General bank account.

Question 20: Are you looking for certificate of insurance from the full team or only the lead consultant?

Answer 20: Certificate of insurance from lead consultant to be provided, any additional forms needed can be provided once a contract is awarded.

Question 21: What is the breakdown of landscape architectural and architecture services of the proposal?

Answer 21: The scope is to be assessed by each proposer as they see fit to accomplish the work. However, approximately 65% of the scope is landscape architectural and 35% architectural services.