

ADDENDUM NO. 4

PROJECT NAME: REQUEST FOR PROPOSALS FOR CONEJO COMMUNITY PARK AND CENTER ASSESSMENT PROJECT ENVIRONMENTAL, ARCHITECTURAL, AND LANDSCAPE ARCHITECTURAL SERVICES

May 1, 2020

RFI

Question 1: Does the Conejo Recreation and Park District and/or City of Thousand Oaks have a minimum LEED rating mandate?

Answer 1: There is no LEED requirement or scope of work at it relates to this proposal.

Question 2: Will the existing preschool program be absorbed in the classroom program area of the new building program? Or is the classroom program intended for another use such as multi-gen?

Answer 2: The existing preschool program will be included in the new building program, and be programmed as classrooms designated for preschool, but serve the community as general meeting rooms as the need requires.

Question 3: Please clarify the building square footage proposers should be using when completing a response for this RFP.

Answer 3: The proposed building square footage is 10,500.

Question 4: Is there an established building program and/or a preferred number of rooms and room sizes for the new community center? The bubble diagrams in the RFP Packet indicate two desired multi-purpose rooms (one per floor); how big are these rooms meant to be in the new building?

Answer 4: Utilize the provided information in the RFP, specifically the bubble diagrams which has proposed program with room types and counts. Once a proposer is selected more specific details can be reviewed.

Question 5: Do any of the forms need to notarized?

Answer 5: No forms need to be notarized.

Question 6: Page 32 of RFP - Proposal Documents to be returned. The following forms were not included in the RFP. Can you please send /or clarify?

- Certificate of Compliance (insurance of sub-consultants)
- Contractor's Nondiscriminatory Employment Certificate

Answer 6: Please submit all forms that have been included in the packet to the best of your ability. Any additional forms needed can be provided once a contract is awarded.

Question 7: Will there be a time extension of the due date?

Answer 7: The due date will remain per the RFP instructions.

Question 8: Is there a defined scope for the park (i.e. ballfield bleachers, regrading ball field, artificial turf) that can help justify a base bid? With a loose park scope this could create a large variation in cost due to the interpreted scope.

Answer 8: Proposer should provide costs as it is associated with its approach to the project, District will assess and equate costs dependent on scale and complexity of proposals received. Final scope of work to be negotiated with awarded proposer.

Question 9: The proposal has language that identifies warranties and agreements, but it is unclear as to what is needed.

Answer 9: Proposals must include all proposed terms and conditions per the proposing firm. Proposers may provide their own standard contract agreement or edit the sample contract provided.

Question 10: Do the schematic and design development phases expect to occur concurrently with the environmental phase of work?

Answer 10: Correct, schematic and design development phases will occur with environmental assessment and then construction drawings to follow once environmental approvals are in place.

Question 11: Does the site programming elements shown on pages 4 and 5 of the RFP reflect the entire community input for the park?

Answer 11: The detailed information provided in the project summary as well as the supplemental packet which includes the concept plan elements reflect the community input and direction for the RFP. Additional minor details can be shared with awarded proposer.

Question 12: It appears that parking is reduced in the site plan render provided in the RFP package. Is the intent of the project to keep the same amount of parking that currently exists in the park or to reduce parking as shown in this example?

Answer 12: The plan provided is conceptual in nature, parking counts are to be reviewed and coordinated with staff per local requirements. Goal of the project would be to limit parking to not impact existing site conditions. However, provide enough parking to facilitate proper balance for daily operations of park site and center per local requirements.

Question 13: Can you confirm that you still will be receiving RFP submittal hardcopies to your office?

Answer 13: Hard copies will still be required per RFP instructions, we are accepting mail and deliveries per social distancing standards during our business hours 8am-5pm Monday through Friday.