REQUEST FOR INFORMATION
CLARIFICATION No. 1

July 17, 2013

To Train Depot Improvements RFP Holders:

RE: Clarifications to Request for Proposals for Train Depot Improvements Project

Below are questions submitted to the City with answers to them.

Q1: Regarding the scope of work and cost, do you want it for both Phase 1 and 2? The RFQ states that you may choose to proceed with the same consultant and negotiate a fee then. As far as Federal-Aid projects, could you please be more specific?

A1: The proposal package to be submitted to the City by 2:00 PM on July 30, 2013 is to include the required elements for Phase 1 as well as for Phase 2. The required elements include, but are not limited to, proposed work scope, schedule and cost. The proposal package is to include a proposal for Phase 1 and a separate proposal for Phase 2.

As specified in the Request for Proposals, Phase 2 will be negotiated with the Consultant. The negotiation of contract fees for Phase 2 will be based on the concepts the Consultant prepares for Phase 1. The proposed work scope, schedule and cost to be submitted for Phase 2 is for informational purposes only.

A federal-aid project is one that is funded by a federal agency and is bound by the federal-aid requirements relating to design, procurement of goods and services, employment practices, and other requirements.

Q2: Are you anticipating a civil engineer would be required for Phase 1 of the project?

A2: The City does not anticipate the Consultant needing a civil engineer for Phase 1. However, including a civil engineer as a member of the Consultant’s team in Phase 1 is entirely at the discretion of the Consultant.
Q3: Are there surfaces, finishes or fixtures related to the restroom remodel and ADA access scope that will require historical approvals?

A3: No.

Q4: Will the interior space planning alternatives require reconfiguration or replacement of any HVAC systems?

A4: The reconfiguration or replacement of any HVAC system will be dependent on the specifics of the interior space planning alternatives. Interior space planning alternatives will need to take into consideration the existing location of HVAC facilities as well as the project budget.

Q5: Our team for the Suisun Train Depot Proposal includes an architectural historian with more than 20 years' experience in architectural history, planning and historic preservation project review. However, she is not a licensed architect. She has been an instrumental team member on many similar projects and has not been required to have an architectural license. Could you please clarify whether her licensure is required? My business partner Brandon and I are (of course) licensed architects; our firm FOG Studio will lead our crack team of consultants and engineers, who are all leaders in this type of renovation project.

A5: The Consultant team should include EITHER:

- An historic architect; OR
- An architect AND an architectural historian

The Secretary of the Interior professional qualifications for these fields are listed below for convenience. The City hopes to hire a Consultant team that meets these minimum standards.

**Historic Architecture**

The minimum professional qualifications in historic architecture are a professional degree in architecture or a State license to practice architecture, plus one of the following:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
2. At least one year of full-time professional experience on historic preservation projects.

Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.
Architectural History

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history, or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Q6: Is there a formal pre-proposal meeting or walk through? If not, do we need to set up a building visit with anybody, or is most of the building publicly accessible, such that we can just show up and take photos?

A6: There is not a formal pre-proposal meeting or walk-through. Most of the building (interior and exterior) is publicly accessible, however, in order to access the entire interior of the building, you will need to schedule a building visit with Gemma Geluz. Ms. Geluz can be reached at either (707) 421-7340 or at email ggeluz@suisun.com.

Q7: Has the City established a budget for the project, and if so, can you tell us what it is?

A7: The project has received a total of $600,000 in grant funding for the project.

Q8: Is the 106 process part of the scope of the consultant team?

A8: The Section 106 process is not anticipated to be required on this project.

Q9: Do you have AutoCAD base drawings that will be available to the selected team?

A9: The City does not have AutoCAD drawings for the project building or its surroundings. However, the City has hard copies of the plans for the train station building rehabilitation, dated 1991, and for the surrounding improvements which include the plaza fronting the train station, bus stops and parking lot. These hard copies will be shared with the Consultant chosen for the project.

Q10: We assume that the City will provide all civil engineering services. Is this correct?

A10: The City will prepare the plans and specifications for the civil improvements outside the building in compliance with the concepts prepared by the Consultant in Phase 1. The Consultant is responsible for civil engineering services in Phase 1 and Phase 2 outside of said City work scope.
Q11: Under General Information, Consultant's Minimum Qualifications, the RFP requires key project personnel to demonstrate involvement in "two similar federal-aid projects requiring the preparation of construction documents for historic buildings...". Would privately funded projects that have applied for Federal Historic Preservation Tax Credit be considered to meet this requirement? These projects require compliance with the Secretary's Standards for Rehabilitation and review by State Historic Preservation Offices and the National Park Service, as do Federally funded projects.

A11: Privately-funded projects that have applied for Federal Historic Preservation Tax Credit (FHPTC) do not meet this requirement. If the projects secured and utilized FHPTC credits as well as complied with the Secretary’s Standards for Rehabilitation guidelines, then the projects would be considered for the fulfillment of this RFP requirement. In this case the Consultant will need to provide specific details on the projects before the City can make a determination.

Q12: Do you have a time frame for submitting questions regarding this RFP?

A12: Yes, the questions must be submitted in writing to the City by 12 Noon on July 24, 2013.

If you have any further questions or concerns, please email them to: Nick Lozano, Associate Engineer/Project Manager at nlozano@suisun.com.

Thank you,

Daniel A. Kasperson
Building & Public Works Director
CLARIFICATION NO. 1 – City of Suisun City:
TRAIN DEPOT IMPROVEMENTS

Please sign and fax this page back to confirm that you have received this Clarification #1 by fax.

________________________________________  _______________________________________
Name                                                Company

____________________________________
Date

Fax to:

City of Suisun City
707-429-3758

Attention: Gemma Geluz, Public Works Administrative Assistant II