PLEASE FAX BACK

City of Atascadero

RFQ for Construction & Project Management Services for the Historic City Hall Rehabilitation

Attached is Addendum No. 1 for the above referenced project. Please sign, date, and return upon receipt. Our Fax number is (805) 470-3181.

Acknowledgment:

I acknowledge that I have received Addendum No. 1 for the RFQ for Construction & Project Management Services for the Historic City Hall Rehabilitation.

This Addendum is a total of 5 pages (including this page).

____________________
Company Name (Please Print)

__________________________________    ______________________
SIGNATURE                        DATE

Thank you for your prompt attention in this matter.
You are hereby notified of the following clarifications to the Request for Qualification documents. This addendum shall supersede the original documents. Wherein this addendum contradicts the original contract documents and previous addenda, this addendum shall take precedence. All other conditions shall remain unchanged. The changes specified below shall become a legal part of the original RFQ documents.

**CLARIFICATIONS TO THE RFQ:**

1. The City expects the Construction / Project Management (CM/PM) firm to act as an extension of the City’s staff, protecting the City’s interests while keeping the projects on schedule and on budget.
2. The general scope of services has been outlined in the RFQ. The final scope of services will be negotiated with the selected CM/PM firm based on the firm’s individual approach to the project, and final contract negotiations.
3. The CM/PM will assist the City in providing inspection of the project in accordance with FEMA requirements on a daily basis. The City will provide required construction inspection services utilizing a combination of existing qualified City staff, outside inspection specialists, geotechnical engineers, and the project design team outside of the proposed CM/PM contract.
4. The CM/PM firm will assist the City in developing and implementing an inspection program to meet the various Codes and FEMA requirements.
5. The CM/PM firm will be responsible for all documentation, data management and tracking of site / building conditions relevant to the processing of reimbursement of construction costs by FEMA.
6. CM/PM firms shall include in their responses to the RFQ:
   a. **Project Understanding and Approach to the Project.** The information provided should include but not be limited to the following:
      i. Provide a summary of your approach to the projects, including activities in each phase of the bidding, FEMA payment processing and construction.
      ii. Provide an outline of the proposed project staffing, with a summary of duties.
      iii. Provide an approach to technical reviews, value engineering, constructability review, development of alternatives, coordination of inspections, field engineering and industry surveys.
      iv. Provide a description of the organizational structure and staffing to be used for the project, including an organizational chart. Identify specific individual(s) that the City will interface with during different phases of the project.
   b. **List similar projects completed by the firm,** including specific individuals experience proposed for this project.
   c. **Firm’s experiences in controlling project costs and construction schedule,** including the firm’s philosophy.
   d. **List of similar projects** completed including the following:
      i. Construction Estimate and project timeline at date of bid
      ii. Bid opening date, and selected bid amount
      iii. If re-bidding was necessary
      iv. Award amount
      v. Construction start and completion dates
      vi. Final project cost
      vii. Client reference with contact information
7. The CM/PM firm’s **Scope of Work** as related to the project is expected to include industry accepted methods and standard practices, including but not limited to, the following services:
   a. Assist City in pre-qualification of contractors,
b. Provide pre-bid services including value engineering, constructability review, noticing and bid processing,
c. Assist in settling any disputes arising in the bid, construction or funding reimbursement process,
d. Oversee compliance of contractor with plans, specifications, testing requirements and materials handling processes; and offsite handling, transportation and storage of historic building materials,
e. Prepare progress payment and reimbursement requests to the funding agency(s),
f. Prepare project staff reports for City Council to be sent through City staff,
g. Prepare and attend all pre and post-construction meetings with utilities and the contractor,
h. Oversee the contractor’s and resident engineer’s efforts on a regular basis,
i. Verify all submittals, change orders, or design changes sent to the City, architect or engineer for approval; coordinating the process with the various parties,
j. Prepare monthly financial analysis of the project, construction, engineering, ad management costs for the City staff as a report to the City Council,
k. Prepare a filing system and maintain accurate and complete records of project de-construction and construction,
l. Maintain a photographic record of the project in a bound and labeled system, and coordinate the contractor’s maintaining a project web site for public relations,
m. Continual monitoring of the project schedule and budget for potential delays or budget impacts for discussion at weekly meetings,

n. Coordinate laboratory, shop and mill test reports on materials and equipment and distribute,
o. Assure the contractor and architect/engineer maintain “as-built” records, and the CM/PM is to verify the records for accuracy,
p. Oversee the site for safety issues and concerns, bringing same to the attention of the contractor, architect, engineer and City as required by Cal-OSHA and other labor regulations,
q. Review and certify all payroll information necessary as may be required by Davis-Bacon for the construction project prior to forwarding to the City,
r. Review progress payments and make recommendations after verifying quantities and the on-site materials and equipment that should be completed,
s. Liaison with the City, contractor, regulatory agencies and the engineer / architect at regular intervals (weekly typically). CM/PM will facilitate the meetings and prepare minutes, disseminate a listing of action items as a result of weekly meetings for all participants,
t. Attend City Council meetings when requested to inform the City Council of construction related issues as directed by the City Administrator,
u. Oversee project close-out including punch-lists and corrections, final inspections, record drawings, collection of operational and maintenance manuals,
v. Perform necessary audits, inspections, interviews, as required by law or the contract documents,
w. Surrender all project files, prepared for final audit by the funding agency(s) and be prepared to defend the payment requests, in detail, as needed and prepare other construction documentation typical of a project of this type. All files will be turned over by the CM/PM after completion of the project.

8. The City has requested a statement of responders DBE status due to the Federal Funding involved with the project. Consideration (5% or less of total evaluation points possible) will be given to qualified DBE firms.

9. On Page 7 of the RFQ, under “B. REQUIRED RESPONSE ITEMS” there is no Item #4, it was unintentionally omitted.

10. FEMA has issued three “Project Worksheets” for the City Hall Project, namely 0, 1 and 2. The current Project Worksheet is under a pending appeal being processed by the City. The City hopes to have that issue resolved in the near future, however an exact date is not available.

11. The proposals are due on the day and time specified in the RFQ.

(END)