



May 21, 2021

RESPONSE TO BID REQUESTS FOR INFORMATION

PROJECT: REQUESTS FOR PROPOSALS FOR ARCHITECTURAL DESIGN SERVICES FOR IMPROVEMENTS TO THE EXISTING CITY OF ATWATER POLICE DEPARTMENT.

PROJECT No. 21-04

This response to bid requests for information is being issued to address inquiries received from prospective bidders about the Notice Inviting Bids and Project Specifications for the **PROJECT NO. 21-04, REQUESTS FOR PROPOSALS FOR ARCHITECTURAL DESIGN SERVICES FOR IMPROVEMENTS TO THE EXISTING PCITY OF ATWATER POLICE DEPARTMENT**. Bids for this proposal are to MUST be received by Tuesday, June 8, 2021 at 2:00 P.M. at the City of Atwater, at 750 Bellevue Road, Atwater, CA 95301

The following questions were received from prospective bidders:

1. During the site meeting and walk through for the above-mentioned project, it was mentioned that there are architectural record drawings of the facility. Can those drawings be shared with the potential respondents to assist with preparation of the RFP
 - a. Yes, these documents are shown in Attachment A
2. Does the 10-page limit mean 10 printed pages... or 10 double-sided pages (20 printed pages)?
 - a. The 10-page requirement is 10 single pages, excluding transmittal letter, appendix, etc.
3. Can the Certificate of Insurance required in Part I be included in an Appendix, excluding it from the 10-page count?
 - a. The Certificate of Insurance can be included in the Appendix, and yes excluded from the 10-page count.

4. Has a project budget been identified?
 - a. Yes, this project budget has been identified for the FY 21/22.

5. In Task 2 (65% Design Development) it is noted that the consultant shall meet with the CITY every 2 weeks. Is this expected to be in person or can some of these meetings be held virtually?
 - a. The bi-weekly meetings can be held in person or held virtually

6. Both design development drawings and construction document drawings are noted to be on 24"x36" sheets. Is it acceptable to submit these electronically or does the CITY expect these to be provided in hard copy?
 - a. Although hard copies are preferred, electronic submission on USB Flash Drive/Thumb drive will be accepted. The City will print out the drawings at the expense of the Firm.

7. The RFP references production of plans on 4-mil Mylar Film. Is it acceptable to provide electronic files in pdf format for approval and bidding?
 - a. Yes, although hard copies are preferred. The City will take electronic submissions in USB Flash Drive/Thumb drive and print them at the expense of the Firm.

8. The RFP references AutoCAD 2018 DWG format for construction plans. Is it acceptable to provide the latest version of Revit?
 - a. Yes, this is an acceptable format.

9. Section 2.2 of the RFP notes the Project Schedule is expected to be completed no later than 120 calendar days from the execution of the agreement and the Notice to Proceed. What is anticipated for the review period by the CITY between each task of deliverables? Is this to be included in the 120-calendar day schedule?
 - a. All reviews by the City are conducted in a timely manner. During the City's review process the Firm will not be penalized for delays by the City due to an unforeseen lengthy review period. While being reviewed by the City the calendar day count will be on pause.

10. Section 5.1 of the Proposal Evaluation and Selection indicates that failure to respond in a timely manner may be grounds for elimination from further consideration. How much time will be allowed and considered "timely"?
 - a. The City requests that response time is no longer than three (3) business working days.



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