

## Questions and Answers for the City of Fort Bragg City Hall Workplace Modernization Remodel Project RFP

- 1) In response to The RFP for City of Fort Bragg City Hall workplace modernization remodel project, we would like to know what the total construction budget is for this project.

The project budget is \$185,000 and can be found in the CIP Five-Year Summary tab of the City's 2024-2025 Adopted Budget, on the City's website @ <https://city-fort-bragg-ca-budget-book.cleargov.com/17714/capital-improvements/cip-5-year-summary>

- 2) Much of the work appears to be new finishes and rearranging work spaces. I wouldn't anticipate any HVAC (unless we're reconfiguring interior walls and rooms), plumbing or structural work, however there may be some relocation of electrical outlets, switches, data pathway, etc. I'm guessing that there will be some electrical to relocate and add new power outlets as needed (limited to the existing available power and circuits)?

We are primarily looking for ways to make the existing spaces better accommodate having multiple work stations in close proximity. We do not anticipate upgrading the power and circuits at this time.

- 3) Do you anticipate new wall construction or utilization of new or existing systems furniture/cubicles?

We do not anticipate needing any new full-height walls – partition walls, if needed, could serve the need without requiring the modification of the fire sprinklers or HVAC.

- 4) There was no mention of accessibility upgrades in the scope of work. Is there an Accessibility Survey available? Has there been accessibility work done recently – path of travel (I see there is a ramp at the main entrance), parking upgrades, restrooms?

We appreciate your diligence in ensuring compliance with all necessary regulations. The City Hall building is listed on the local historical building registry. Due to its historical designation, the building is exempt from certain modern accessibility requirements, including those mandated by the Americans with Disabilities Act (ADA). As a result, an accessibility survey was not conducted, and ADA upgrades are not required as part of this project. However, the City remains committed to ensuring that our facilities are as accessible as possible within the constraints of preserving the historical integrity of the building. Should any accessibility concerns arise during the design process, we are open to discussing potential solutions that respect both the historical significance of the building and the needs of the community.

- 5) What is the approximate square footage of the proposed work?

The project area is approximately 4,000 ft<sup>2</sup>.

- 6) What is the source of funding for the project? We don't see it on the CIP, so perhaps it is grant funding? If it is grant funding, what are the requirements of the grant?  
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- 7) May we make a site visit?  
You certainly can – please let me know when you would like to schedule it. Wednesdays are our in-service days, if you feel it would be helpful to access the areas when only staff are utilizing it.
- 8) For item H. Insurance, what shall we include in our SOQ? Do you want a COI for this project or just a statement that we will procure and maintain required insurance for the duration of the contract?  
Just the statement that you will procure and maintain the required insurance is sufficient.
- 9) Is there an asbestos survey for this project?  
No, I don't believe that will be necessary for this project.
- 10) What is the allocated budget for professional A/E fees for the project design?  
This is the amount that your firm feels is commensurate with the work being requested, given the overall Project budget previously mentioned, and should be included as part of your bid package.
- 11) Does this include Construction Administration or is this to be excluded?  
As the Project Manager for this project, I will assume most of the duties of construction management, but in the RFP Scope of Work, under Design Services, section 5, third bullet, you will see that we require "Construction Support Services for questions and minor amendments as needed in coordination with the Project Manager during project construction and until project completion."
- 12) For the Budget and Schedule of charges, are you looking for hourly rates only or a complete fee spreadsheet to include rates, hours, etc.? Or are you looking for a lump sum for all projects?  
It is up to you how you would like to provide the information. You will need to include discrete "Not to Exceed" amounts for the base project and each Add Alternate. Additionally, a list of personnel rates and any other equipment charges or travel reimbursement costs.
- 13) When you say Add Alternates, should we do costs separately for these projects?  
Yes, you will need to include discrete "Not to Exceed" amounts for the base project and each Add Alternate.

14) I see that \$185,000 and \$140,000 are allocated for FY24/25. Then I see FY25/26 - \$250,000. Then I see FY26/27 - \$2,000,000. Are these all for the current projects under this contract? So is the total \$2,575,000?

**Under the current FY 24/25 Budget, the project is titled "City Hall Remodel +carpet layout". The total project budget is \$185,000.**

15) In the RFP, it also mentions these projects too:

**Lobby / Conference Room:** Reorganize space(s) for better flow and security.

**Finance Department:** Replace the existing customer service counter with a teller-style window with enhanced security design features.

**Community Development Department:** Enclose and redesign the existing customer service counter to provide a teller-style service window with enhanced security design features.

Are these going to come out in a different contract?

**Add Alternates:**

1. Finance Department

Redesign office spaces to enhance privacy and functionality.

2. Community Development Department

Reorganize office layout to accommodate the new economic development department, improve workflow, and minimize sound travel.

3. **Signage:** Departmental, informational, and directional signage in the lobby should be evaluated for consistency with the current organizational structure, and new signage should be recommended as necessary.

4. Value-added suggestions for cost savings and opportunities for inclusion of other project elements are encouraged.

**The bulleted list under the heading "Project Components" are the components of the base Project. The Add Alternates are the additional components that should have their own discrete bid amounts separate from the base project.**