



1. It appears to be a complete T.I. of the space, would want confirmation that the existing HVAC and Plumbing would be completely new within the building.
 - a. Yes, the HVAC and Plumbing would need to be replaced.
2. Confirm that the intent for the high efficiency kitchen will require kitchen hoods and a grease interceptor. My assumption would be yes to both.
 - a. We are looking for a catering kitchen that meets current building codes.
3. Is the architecture firm that previously conducted design charrettes for the project precluded from this solicitation?
 - a. The firm that provided services on previous stages of this project as a City consultant may continue in that consulting role and is not eligible for this solicitation.
4. The proposal format does not include relevant project experience of the firm. This information would be helpful for evaluating the team's knowledge and expertise. Would the City like us to include such information in our response under the miscellaneous section?
 - a. Please include relevant project experience in your proposal under Firm Qualifications and Project Team Overview.
5. The RFP lists "demonstration of cost control and budget management" as one of the selection criteria. We do not see a section of the proposal content that includes this information for the purpose of evaluation. How would the City like us to present information on cost control and budget management?
 - a. Please include relevant project experience in your proposal under Firm Qualifications and Project Team Overview.
6. Is there a required page limit for the proposal? If so, are there any sections that are excluded from the page limit?
 - a. There are no page limits.
7. Is the community center possibly expanding a patio space into the alley?
 - a. This was considered but vacating the alley and relocating the utilities would become cost prohibitive.
8. Has the alley been vacated and will it be part of the scope of work?
 - a. No.
9. Will the City provide an ALTA and topographic survey of the project site?
 - a. No, ALTA but a Topo will be required.
10. Will the City provide a geotechnical (soils) report for the project?
 - a. No, part of design teams research, consult and possible design scope.
11. The RFP does not mention a new electrical service, but if the City is contemplating PV and EV that might be required.
 - a. Part of design teams research, consult and possible design scope.
12. Is PV required, if so, will that be design build or full design?
 - a. No, part of design teams research, consult and possible design scope.
13. Does the City have specific EV requirements?
 - a. No, we expect this to be part of the design team's recommendation.
14. Does the Confidential Passport room require dedicated IT phone/data service provider that is isolated from the remainder of the building?
 - a. No.
15. Is there an existing fire sprinkler system? If it is, is it from the 1977 renovation or is it newer?



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- a. Yes, we have a sprinkler system but we are unsure of the age.
16. You mention that 2019 Nous Engineering provided a structural evaluation of the existing Monrovia Community Center. Could you please share it?
 - a. The memo related to the structural evaluation has been included in the supplemental documents found on the City's website <https://www.cityofmonrovia.org/Home/Components/RFP/RFP/50/141>.
 17. Would the city be able to share autocad files of the as-builts or measured drawings?
 - a. Unsure at the time of posting; need to request from consultant.
 18. On Page 7, you mention project completion to be no later than December 2024. Do you mean the end of the bidding phase and the beginning of construction?
 - a. Project completion refers to complete Construction Specification and Bid documents.
 19. Will the City be able to provide a Site Survey, Hazmat Assessment and a Geo-Tech Report?
 - a. No, part of design teams research, consult and possible design scope.
 20. Is the plan shown in the document "2023 March Staff notes.pdf" with the Lobby along the street the preferred direction?
 - a. The project team are in favor of providing more public space facing the park to the south.
 21. Do you want to include interior design and FF&E as part of design services?
 - a. Yes.
 22. In the RFP it was mentioned the research and outreach list below, could you confirm if they refer to the support documents included within the downloadable link, if not could we have access to them? Also, this RFP mentions a structural retrofit done in 2019, could you provide that structural evaluation?
 - Hosted several town hall meetings
 - Conducted an on-line survey
 - Visited neighboring community centers
 - Conducted a program needs assessment
 - Conducted a parking assessment
 - Updated the current facility As-Builts
 - Completed significant design charrettes along with an architect and staff to develop space planning options
 - a. Most of the documents have been included within the downloadable link or have been summarized <https://www.cityofmonrovia.org/Home/Components/RFP/RFP/50/141>.
 23. Do you envision the entire parking lot to be redone?
 - a. Yes.
 24. What is the future of the racketball courts? Is that going to be discontinued?
 - a. Racquetball has been discontinued and we are looking to maximize this space for something new, possibly storage.
 25. We are trying to get a better understanding of this project by requesting any available information (elec.,civil,wet utilities, etc.).
 - a. Available documents have been included within the downloadable link or have been summarized <https://www.cityofmonrovia.org/Home/Components/RFP/RFP/50/141>.
 26. The scope indicates that the updates to the facility shall "meet current building codes...". Does this apply to the lateral force resisting system? Should we assume that a full seismic upgrade meeting the requirements of the 2022 CBC will be required?
 - a. Part of design teams research, consult and possible design scope.
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27. As a seismic upgrade to the building would be voluntary, what is the target Performance Objective for the building? BPOE or BPON?
 - a. Part of design teams research, consult and possible design scope.
 28. Are the original structural drawings of the building available? If so, can we review those prior to the deadline?
 - a. Available documents have been included within the downloadable link or have been summarized <https://www.cityofmonrovia.org/Home/Components/RFP/RFP/50/141>.
 29. Are the insurance premiums listed in the standard contract able to be lowered through our contract comments section? At the current rates it will affect the Fee proposal and just want to be prepared.
 - a. No.
 30. Is landscaping anticipated as part of the scope?
 - a. Yes.
 31. Is it possible to get as built of the community center before Oct 5th?
 - a. Available documents have been included within the downloadable link or have been summarized <https://www.cityofmonrovia.org/Home/Components/RFP/RFP/50/141>.
 32. Can we obtain a copy of the sign in sheet to give us an idea of what firms are potentially submitting proposals?
 - a. This will be added to the supplemental documents on the City's website <https://www.cityofmonrovia.org/Home/Components/RFP/RFP/50/141>.
 33. Is the firm that did the initial feasibility study qualified / expected to submit for this stage of the project or were they hired only for the initial completed phase of work?
 - a. Please see the response to question 3.
 34. An architecture firm was referenced on page 5 of the RFP. Is said firm precluded from responding to this RFP?
 - a. Please see the response to question 3.
 35. Please describe the extents of the exterior facade Scope of Work.
 - a. The scope may include but not limited to: Exterior finishes, doors, window, hardscape design, landscape, parking lot redesign, lighting, and signage.
 36. Is the existing or proposed kitchen expected to be a full-service kitchen (w/food preparation)?
 - a. We are looking for a catering kitchen that meets current building codes.
 37. Are any proposed contractual revisions expected to be included in the RFP response or will the opportunity to present those revisions occur 1) prior to a shortlist; 2) after the shortlist; or 3) after award?
 - a. Yes, please include with RFP response.
 38. Will the Concept Phase architect be precluded or disqualified from proposing for this RFP?
 - a. Please see the responses to question 3.
 39. Is FFE [fixtures/furnishings/equipment] included in the \$20M project budget?
 - a. Yes.
 40. Will the Concept Phase architect be involved in the subsequent phase[s] in any way?
 - a. Please see the response to question 3.
 41. There is no Scope of Services Attachment [Exhibit A]; please provide
 - a. Attachment A is intended to be a sample of the Consultant Services Agreement and the Scope of Services would be the project proposal from the selected firm.



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42. Will cost estimating services be required?
 - a. Yes.
 43. Does the City have a kitchen consultant on board for this project?
 - a. No.
 44. There are not Attachments A, B, or C provided in the RFP, please provide.
 - a. Attachment A, B, and C are a part of the sample Consultant Services Agreement and will be completed with the project proposal from the selected firm.
 45. The RFP is unclear as to the expectations of services and deliverables beyond the completion of Construction Documents.
 - a. Project Design Deliverable can be found on page 7 of the RFP.
 46. Please confirm that the City will require the Architect / Engineering team to include services to support plan review/approval, bidding and construction administration as part of the project scope.
 - a. Yes, part of the scope.
 47. The RFP notes that the project shall “improve the building exterior façade”. Please confirm if improvements are intended to include replacement of the entire building envelope including finishes, doors, windows and roofing.
 - a. Yes.
 48. The RFP indicates prior effort completed by the City for programming and conceptual design of the desired improvements. Could you please issue this document as well as any prior building conditions assessments as part of the RFP?
 - a. Available documents have been included within the downloadable link or have been summarized <https://www.cityofmonrovia.org/Home/Components/RFP/RFP/50/141>.
 49. The RFP addresses audio/visual upgrades but does not say anything about technology or security. Will City provide design for these, or shall we include in proposal?
 - a. AV upgrades included in the design should include but not limited to sound system, WiFi support, video monitors, security system, fire alarm, etc.
 50. Are current as-builts (AMEPS) available in both PDF and CAD format?
 - a. Unsure at the time of posting; need to request from consultant.
 51. Will you provide an existing seismic analysis?
 - a. The memo related to the structural evaluation has been included in the supplemental documents found on the City’s website <https://www.cityofmonrovia.org/Home/Components/RFP/RFP/50/141>.
 52. Are there any LEED requirements for this project?
 - a. No.
 53. Will you provide the existing Hazmat report for this project?
 - a. The City does not have an existing Hazmat report.
 54. Is the architect responsible for contracting with a cabling vendor or will the client handle this?
 - a. Part of design teams research, consult and possible design scope.
 55. Will the architect be responsible for securing a furniture dealer and working with them to select furniture or will the client bring on own furniture vendor?
 - a. The design team will be expected to coordinated furniture needs for the project.



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56. Will the architect be responsible for selecting final artwork and accessories to be purchased by the client or just provide general inspiration ideas?
 - a. The design team will be asked to provide general inspiration for final artwork
 57. Will you require photo-realistic renderings in both the SD and DD phases or will Enscape renderings suffice for both phases? Please clarify.
 - a. Please propose what works for you which was successful with your last project of this scope.
 58. Will a kitchen consultant be needed for the new high efficiency kitchen?
 - a. Dependent on bidder.
 59. Please elaborate on “An open and enhanced building entrance.” Does this also include the exterior?
 - a. Yes.
 60. Please elaborate on “Improve the building exterior façade.” Is this just at the entrance? Is this the entire building? To what extent?
 - a. The scope may include but not limited to: Exterior finishes, doors, window, hardscape design, landscape, parking lot redesign, lighting, and signage.
 61. Please expand on “Provide more adequate storage for building equipment.” Will this be storage rooms on the interior, or do you also need exterior storage sheds?
 - a. Storage for all rooms on the interior for tables and chairs as well as additional storage within the overall footprint for typical recreational program equipment.
 62. Please elaborate on “Improve the circulation paths.” Is this interior, or exterior or both? Improve in terms of what?
 - a. Yes, both to include improved more identifiable entrance, improved sight lines throughout the building, more intuitive flow of traffic within the building, etc.
 63. What is the total budget for the project, all in?
 - a. The current project estimate is \$20M based on the information available at this time.
 64. Will an acoustical consultant be required?
 - a. Dependent on the bidder.
 65. Will a Landscape Architect be required?
 - a. Dependent on the bidder.
 66. Would you be willing to sign a waiver to release liability related to the geotechnical scope of work?
 - a. No.
 67. Is any structural input required related to new mechanical units? If so, please describe.
 - a. Part of design teams research, consult and possible design scope.
 68. Does the project have any sustainability certification goals? LEED, WELL, LBC etc.?
 - a. No.
 69. Are civil plans required at all project stages (SD, DD, CD)?
 - a. Yes, for DD and CD.
 70. Is an ALTA survey required or just Topo?
 - a. No ALTA just topo.



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71. Will we be responsible for obtaining an up-to-date title report if an ALTA is desired?
 - a. No ALTA.
 72. Are there any anticipated public improvements that should be included in the proposal?
 - a. If the question refers to offsite public improvements, none are expected.
 73. Who will be responsible for carrying the geotechnical engineer?
 - a. The design team will be responsible.
 74. Confirm this be a prevailing wage project (for surveyors)?
 - a. Yes.
 75. Will you provide record drawings of existing utilities, or should we include an underground utility locator in the fee?
 - a. No, we expect this to be part of design teams research, consult and possible design scope..
 76. Does the completed conceptual program include the proposed site improvements?
 - a. We currently do not have a completed conceptual design.
 77. Confirm there are no required utility upgrades or improvements for sewer, water, firewater.
 - a. Part of design teams research, consult and possible design scope.
 78. Confirm if CASP assessment post construction is needed.
 - a. Part of design teams research, consult and possible design scope.
 79. Confirm Building Measurements Services are needed.
 - a. Part of design teams research, consult and possible design scope.
 80. Confirm if an entitlement Strategy for the addition has been determined already?
 - a. This will be determined based on the project design and implementation timeline. It is anticipated that City staff can complete CEQA documents.
 81. Should exterior and interior signage services to support site/building identification and wayfinding be included?
 - a. Signage should be included.
 82. Does the City of Monrovia have an existing signage standard? Or will signage solutions be new/original to complement the design solutions specific to this project?
 - a. There is no existing standard sign plan for the facility, although the Municipal Code has some sign standards.
 83. Should environmental branding services be provided to include mural and/or graphic design to feature the City's brand and culture to create a unique experience for the Community Center?
 - a. Public Art may be included in the project; however if so, the design would be completed via a separate process.
 84. Should public art coordination services be included as part of this proposal?
 - a. Public Art may be included in the project; however, if so the design would be completed via a separate process.
 85. The insurance limits in the Consultant Agreement are quite substantial for one of our consultants. Please confirm if an exception is possible.
 - a. The insurance policy limits are City-standard and are not expected to change.
 86. Please confirm no CA services are requested.
 - a. CA=Contract Administration? Yes, Contract Administration services are needed.



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87. In terms of lighting, is any exterior work expected? Should we include lighting for facades? Should the parking lot or any other areas be included?
- Yes.
88. Do you have the structural drawings of the existing structure?
- Available documents have been included within the downloadable link or have been summarized <https://www.cityofmonrovia.org/Home/Components/RFP/RFP/50/141>.
89. Are there any prelim plans already done for the renovation?
- Available documents have been included within the downloadable link or have been summarized <https://www.cityofmonrovia.org/Home/Components/RFP/RFP/50/141>.
90. Are there existing roof leaks or suspicion of mold?
- There does appear to be some minor roof leaks; however, we have no knowledge of mold.
91. Any window replacement required for improved performance?
- Yes.
92. Will there be a historical consultant needed?
- No, the building has been evaluated and determined as not historically significant.
93. The RFP indicates the intent is to "...update the facility to meet current building codes...". Does this include a seismic retrofit/upgrade? We believe that there have been previous seismic evaluations completed, has the building been retrofitted? Will the retrofit be part of the scope?
- The memo related to the structural evaluation has been included in the supplemental documents found on the City's website <https://www.cityofmonrovia.org/Home/Components/RFP/RFP/50/141>.
94. It is indicated that the building is to be used as an emergency shelter and information center when needed. Should we consider the building to be a seismic Risk Category IV structure for design purposes?
- Yes.
95. Is an alta survey required?
- No.
96. Will the city provide the title report if required?
- Yes.
97. Is a topo survey required?
- Yes.
98. Are exterior ada improvements/verifications required? (ADA parking stall and path of travel compliance)
- Yes.
99. If a geotechnical engineer is required, will the city carry this?
- No.
100. Please confirm if entitlements are required or this is by-right?
- See response to question 80.
101. Are any offsite improvements anticipated to be included in this scope?
- No.



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102. Will as-built/existing plans of the facility be provided?
- Available documents have been included within the downloadable link or have been summarized <https://www.cityofmonrovia.org/Home/Components/RFP/RFP/50/141>.
103. Should we include underground utility locating in the scope for potential stormwater quality treatment?
- Part of design teams research, consult and possible design scope.
104. Are there any existing water quality treatment (LID) facilities onsite?
- The City Engineer is not aware of any. Part of design teams research, consult and possible design scope.
105. Can we assume that existing site lighting will remain?
- No.
106. Who worked on the charrette and is the documentation available? Is the firm eligible to bid?
- Available documents have been included within the downloadable link or have been summarized <https://www.cityofmonrovia.org/Home/Components/RFP/RFP/50/141>.
107. What is the extent of the building? Is the Church a part of the building?
- The Church is not part of the building. Available documents have been included within the downloadable link or have been summarized <https://www.cityofmonrovia.org/Home/Components/RFP/RFP/50/141>.
108. Are there available as-builts?
- Available documents have been included within the downloadable link or have been summarized <https://www.cityofmonrovia.org/Home/Components/RFP/RFP/50/141>.
109. Can you clarify the expectations for the fee?
- Please refer to page 8 in the Request for Proposals under, CONTENT OF PROPOSAL (6.) Fee Proposal, for additional information.
110. What grant funding is being pursued? Referring to Selection of Firms 2.e.
- Various grant funding will be pursued, including but not limited to County, State, Federal, and private.
111. Are any of the following anticipated as part of the scope of work? Such modifications may trigger code-mandated strengthening, the extent of which will not be fully understood until concept designs are finished.
- Modifications to existing load-bearing structural elements, and/or additional imposed loads. Examples would include but not necessarily be limited to cutting or modifying roof or floor framing, relocating stairs, new floor or roof penetrations for skylights, new openings in interior or exterior bearing/shear walls, removing/relocating bearing walls or columns, or adding rooftop mechanical units.
- Revisions to the building occupancy classification.
- New structures within the existing shell building (such as mezzanines).
- Unclear. Part of design teams research, consult and possible design scope.
112. Should our scope include seismic evaluation of the existing building to identify structural deficiencies for voluntary seismic strengthening, in the case where code-mandated strengthening is not required?
- The memo related to the structural evaluation has been included in the supplemental documents found on the City's website <https://www.cityofmonrovia.org/Home/Components/RFP/RFP/50/141>.
113. Please confirm intent to expand/improve existing fire sprinkler system or demolish and replace throughout with new construction?
- Part of design teams research, consult and possible design scope.



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114. Are as-built plans for existing fire sprinklers also available?
- Available documents have been included within the downloadable link or have been summarized <https://www.cityofmonrovia.org/Home/Components/RFP/RFP/50/141>.
115. Please confirm that existing fire service main is adequately sized for a fully sprinklered facility.
- It is expected that upgraded fire service will be needed; available supplemental documents can be found on the City's website <https://www.cityofmonrovia.org/Home/Components/RFP/RFP/50/141>.
116. We assume that all existing plumbing utilities (water, gas, sewer) are adequately sized for the project scope of work and no upgrade will be required. Please confirm.
- Part of design teams research, consult and possible design scope.
117. Please clarify scope of work statement, "Enhance the efficiency for all utilities."
- Part of design teams research, consult and possible design scope.
118. Please clarify scope of work statement, "Modernization of audio / visual equipment."
- The plan should include current industry standards as it relates to supporting program and event needs such as board meeting, large celebrations (Weddings, Fundraisers, etc.), etc.
119. Please confirm age of existing rooftop HVAC units. Is the intent to re-use any of the existing HVAC units and/or roof exhaust fans?
- Age is unknown and a full replacement is expected.
120. Will there be an offsite temporary swing space available for users during construction?
- Yes, the City has a plan to relocate all programs and services during construction.
121. Are the walls of the multipurpose meeting rooms intended to be collapsible partitions or permanent walls?
- Permanent wall are preferred.
122. What is the approximate anticipated overall construction cost?
- The current project estimate is \$20M based on the information available at this time.
123. Is there a budget for M, E and P? (if so, what is it?)
- The current project estimate is \$20M based on the information available at this time.
124. The addition of EV Chargers may necessitate an upgrade with Southern California Edison. Should that effort be included in our proposal?
- Part of design teams research, consult and possible design scope.
125. Much of the electrical systems appear to be original 1977 gear. Should they be reused?
- Full replacement is expected.
126. The HVAC equipment appears new. Should they be reused?
- Full replacement is expected.
127. Can we assume that the water, gas, and sewer services are adequate?
- Part of design teams research, consult and possible design scope.
128. The building appears to be partially sprinkled (only in the large event space). Is the City looking to have the building fully sprinkled with this remodel?
- Part of design teams research, consult and possible design scope.
129. Should we include an addressable fire alarm system?



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- a. Upgraded fire and security alarm is expected.
130. Does the City wish to pursue LEED certification or other green building initiatives such as WELL Building, or Net Zero Carbon?
- a. No.
131. Does the City have a current Hazardous Material Report for the building? If not, will the City provide one?
- a. No.
132. Does the City have a current topographic and utility survey for the site? If not, will the City provide this or does the proposing team need to include fee for this?
- a. No, the City does not have a current topo or utility survey and yes, the proposing team is expected to provide.
133. What is the condition of the existing roof?
- a. There are some minor roof leaks but overall condition has not been assessed.
134. Is the City requesting an AV consultant for this project to be included?
- a. Dependent on the bidder.
135. Is the City requesting a CASp consultant for this project to be included?
- a. Dependent on the bidder.
136. Is the City requesting a Signage consultant for this project to be included?
- a. Dependent on the bidder.
137. Your RFP notes that there has been significant community and stakeholder outreach previously completed and that concepts were generated. Would you be able to provide any of this information?
- a. Available documents have been included within the downloadable link or have been summarized <https://www.cityofmonrovia.org/Home/Components/RFP/RFP/50/141>.
138. Was there a design team that assisted you with the outreach or concepts completed to date? If so, are you able to share the name of the firm(s)? Also, will they be precluded from proposing on this project?
- a. Please see the responses to question 3.
139. Has a Facility Assessment been completed for your existing building?
- a. Yes.
140. Are there any LEED, WELL, or other Sustainable certifications that the City would like to pursue for this project?
- a. No.
141. It appears that a design team that assisted you with the outreach or concepts completed to date. Are you able to share the name of the firm(s)? Also, will they be precluded from proposing on this project?
- a. Please see the responses to question 3.
142. Has a Facility Assessment been completed for your existing building? If so, would you be able to share it?
- a. Available documents have been included within the downloadable link or have been summarized <https://www.cityofmonrovia.org/Home/Components/RFP/RFP/50/141>.
143. Is there an established Construction Budget? If so, please provide.
- a. The current project estimate is \$20M based on the information available at this time.



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144. Will the design team be required to submit for, and obtain approval, from the local Authorities Having Jurisdiction (AHJs) for purposes of permitting the project?
 - a. Part of design teams research, consult and possible design scope.

 145. Will the project be put out to public bid for selection of a General Contractor? If so, will the design team be required to support the Bidding process?
 - a. Yes and yes.

 146. Will the design team be expected to provide Contract Administration (Construction Support) services, during the construction phase of the project?
 - a. Yes.

 147. Will Landscape design be required as part of the Parking Lot and exterior upgrades? If so, should a licensed Landscape Architect be included as part of the Design Team?
 - a. Yes a landscape plan designed by a licensed Landscape architect will be required.

 148. Will the design team be expected to coordinate new utility services and activation as representatives of the city? If so, should a
 - a. No.

 149. Dry-utility Consultant be included on the design team?
 - a. Part of design teams research, consult and possible design scope.

 150. Will the design team be expected to provide cost estimating services throughout the design process, to confirm design conforms with the project's construction budget?
 - a. Yes.

 151. Will the design team be required to provide a commercial kitchen design consultant?
 - a. We are looking for a catering kitchen that meets current building codes.

 152. Can you share the Structural Assessment that NOUS Engineering provided in 2019?
 - a. The memo related to the structural evaluation has been included in the supplemental documents found on the City's website <https://www.cityofmonrovia.org/Home/Components/RFP/RFP/50/141>.

END