Addendum No. 1

Administrative Office Tenant Improvements Project - RFQ

To: Request for Bid Recipients

From: Felipe Nistal, Senior Capital Projects Manager

Date: May 14, 2018

Re: Addendum No. 1

Addendum No. 1 consists of:

1. **Sign in Sheet from optional site tour visit 05.04.2018.** –
   See attached Exhibit 1
2. **Sign in Sheet from optional site tour visit 05.11.2018.** –
   See attached Exhibit 2
3. **Responses to questions issued during optional site tour meeting and visit.** –
   See attached Exhibit 3
4. **Amended Bid Package documents.** –
   a. The following elements of the Project Request for Qualifications have been amended:
      i. **RFQ Pages 3-7, including Bid Schedule**
         a. Added Sustainability experience to the services needed by the Architect
         b. Corrected the final date for requests for additional information and questions to be Thursday, May 17, 2018.
         c. Updated RFQ and Contract Award Tentative schedule to reflect correct dates.
5. **5050 El Camino Road study plans.** –
   See attached Exhibit 4
6. **5050 El Camino exterior building/site photographs.** –
   See attached Exhibit 5
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## Optional Site Tour Attendance Sheet

**Administrative Office T1 – 5050 El Camino**  
**May 4, 2018**

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## OPTIONAL SITE TOUR ATTENDANCE SHEET

Administrative Office TI – 5050 El Camino  
May 11, 2018

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ADDENDUM NO. 1 – EXHIBIT 3
ADMINISTRATIVE OFFICE TENANT IMPROVEMENTS PROJECT – RFQ
SITE VISITS 05.04.2018 AND 05.11.2018
QUESTIONS AND ANSWERS

1) Q: Can we take photos during the walk?
   A: No; however, there are some photos included in the assessment report and the District can provide additional photos (Refer to Exhibit 4, included).

2) Q: When was the last permitted work completed?
   A: All known permit information that we have was acquired from the City of Los Altos and was included in the RFQ documents. Please refer to PDF format attachments posted in our website at: https://www.openspace.org/about-us/bids/AO-tenant-improvements-rfq#

3) Q: Where is the property line?
   A: On the South side of the building, the property line runs approximately down the middle of the drive aisle. The above ground parking on the South side of the building is included in the property.

4) Q: Are any exterior alterations planned or being discussed?
   A: Exterior alterations are being discussed and the qualifications should be submitted assuming that exterior alterations will take place.

5) Q: Is there a conceptual budget for the project?
   A: The budget is between $6-10 Million, which includes the entire construction budget.

6) Q: Are there sustainability goals for this project?
   A: A sustainability goal has not been established at this time, however, sustainability is important to the District and this project, and the District will be seeking a design team with these qualifications.

7) Q: Will there be a WELL AP accreditation?
   A: It is unknown at this time, but you can include information as part of your qualifications.

8) Q: Is there a requirement for an ADA task survey?
A: It is not needed.

9) Q: It was mentioned that a furniture supplier has been chosen, can you tell us who it is?
   A: The District has chosen to work with Pivot.

10) Q: Will the design team assist the furniture procurement and design?
    A: Yes, the design team will work with the District and Pivot to assist in furniture procurement and design.

11) Q: Does the conceptual budget include the cost for the furnishings? Do you anticipate purchasing all new furniture?
    A: Yes, the furnishing costs are included in the conceptual budget. Yes, we expect to purchase all new furniture.

12) Q: Do you know the age of the roofing and the MEP equipment?
    A: Some information on these items are included in the assessment reports. The roofing and MEP systems are nearing the end of their life cycle.

13) Q: Will an environmental report be required, and what is the design team’s role if so?
    A: An environmental report will be required (CEQA). The District’s planning department will likely take the lead on this, but the design team shall assist with preparing documents obtaining permits.

14) Q: How much parking is currently provided at the 5050 El Camino Road building? Is it over parked?
    A: There are 153 spaces, 51 of which are underground parking. The District is not aware of it being over parked by the current tenants.

15) Q: Can you further discuss the future growth plans and visions?
    A: This information is included in the RFQ documents. Please refer to the MKThink study, which is part of this inclusion.

16) Q: Is there a topography survey for the site? Would you consider this part of the upfront effort?
    A: We do not believe there is a topography survey available for the site. Yes, this should be considered as part of the upfront effort for the selected design team.

17) Q: Should landscaping be included?
    A: Yes, absolutely. We are an open space district and our new administrative office should reflect that.

18) Q: What are the ADA requirements? Will a CASp (Certified Access Specialist program) be needed/used on this project?
    A: The intent of the District is to meet the current ADA guidelines. Design Teams must address and meet the current guidelines as they should apply to this project. It is up to
the Design Team, if budget allows to apply CASp and bring a professional for assessing
the current implemented ADA components in the building.

19) Q: The RFQ listed a construction manager as part of the architect-led design team?
Typically this role would be brought on by the owner, how would you like to handle
this?
A: The Design Team does not need to include the construction manager and can be taken
on by the District if not included.

20) Q: Did you investigate adding a third floor?
A: Yes we did investigate this option but we are not currently looking into adding a third
floor at this time. We would like to renovate the existing roof.

21) Q: Will there be solar panels at the roof level?
A: Possibly, budget dependent.

22) Q: How many parking spaces does the District have at its current location?
A: We have a total of 44 parking spaces. Of which, we have 3 stalls designated for ADA and
5 with electric charging stations.

23) Q: Will the curtain wall be altered?
A: We are open to design proposals for the curtain wall. It could be discussed during the
design phase in detail.

24) Q: Are you considering solar panels for the roof?
A: We will look into it.

25) Q: Any LEED goals for the project?
A: The District wants to, at least, meet the CALGreen code requirements. LEED will be cost-
dependent. We want to look into it. Please include LEED experience in your qualifications.

26) Q: What is the CM component of the scope?
A: If you have a CM you have worked with, please add him/her to your qualifications and
one contract with you. IF you don’t, the District will carry it for cost estimating.

27) Q: Is a bid needed?
A: The District will select the lowest bidder.

28) Q: Additional staff outreach needed?
A: No outreach is needed by the Design Team. MKThink services conducted an extensive
staff outreach.

29) Q: Public outreach?
A: Public Affairs will be handling. Components of public facing building 4,000 SF.
30) Q: Is this Design Build?
   A: No; this is Design-Bid-Build delivery system. Senate bill allows for it, but not appropriate for this project.

31) Q: Should we reflect construction in the qualifications?
   A: No, not at this time. This is a Design-Bid-Build project.

32) Q: Can you pre-qualify the contractor?
   A: No, not at this time.

33) Q: Can the Brown Act affect this project?
   A: No. Not for this project.

34) Q: Who is the permitting agency?
   A: Local entity only. City of Los Altos.

35) Q: Is CEQA a requirement?
   A: Depends on façade. Will know before the proposals schematic design for a

36) Q: Will we know CEQA doc at the time of proposal?
   A: Schematic Design – proposal at each step; that is one at SD, DD, CD, CA, etc.

37) Q: C3?
   A: Likely, due to site work.

38) Q: Will there be stormwater remediation? Will C3 be triggered?
   A: Depends on what we do out there.

39) Q: Building more welcoming? Public facing aspects?
   A: Public in lobby conference rooms and board rooms.

40) Q: What will happen with current building (330 Distel Circle)?
   A: We will sell or lease.

41) Q: Do you have other office for operations?
   A: Field offices support that staff.

42) Q: Will you have all staff meetings take place at the new location?
   A: Field staff may come in but the district also does video conferencing with field staff.

43) Q: Do you see building aesthetics to be active part in recruitment/retention of staff?
   A: Yes, we want to contribute.

44) Q: Is it required to have a licensed fire/life safety engineer during design package – for alarm and sprinkler systems?
A: yes but it is not determent. Please include in your qualifications.

45) Q: How is the 10,000 Sq. Ft. lease phase to be incorporated onto the design?
   A: Phased out through the 30 year life analysis prepared by MKThink.

46) Q: Do you see the lease space incorporated onto the design or separated from it?
   A: Separated.

47) Q: Will leased space have TI or is it included in the overall budget?
   A: Looking for Design Team to provide figuring that out with the District.

48) Q: When will questions and answers get posted after the question/answer phase closes?
   A: May 18th the latest.

49) Q: Can the qualified Design Team members change after qualifications have been submitted?
   A: The District is looking for continuity/longevity in regards to Design Team members and consultants. It is preferred team members do not get exchanged after qualifications have been submitted.
Request for Qualifications (RFQ) for the
Administrative Office Tenant Improvements Project
at 5050 El Camino Real, Los Altos, CA

Midpeninsula Regional Open Space District
330 Distel Circle, Los Altos, CA
Issued: Monday, April 23, 2018

Optional Pre-Proposal Site Visit: Friday, May 4th 2018 at 11:00 AM OR
Friday, May 11th 2018 at 11:00 AM
(RSVPs requested by 1:00 PM Wednesday, May 2nd 2018)

Statement of Qualifications Due: Tuesday, May 22nd 2018 by 4:00 PM PST

The Midpeninsula Regional Open Space District (District) is seeking qualified architect-led teams for the
design of tenant improvements to the new Administrative Office (AO) building (Project) at 5050 El Camino
Real in Los Altos. The purpose of the Project is to provide a new headquarters for the District’s
administrative personnel. Interested teams should submit a Statement of Qualifications (SOQ) by
Tuesday, May 22nd 2018. The District will shortlist a minimum of three (3) qualified teams to submit a
proposal and interview with various District representatives and Board members.

The Project team will provide full architectural and engineering services to remodel the approximately
40,000 square feet (sf) building located at 5050 El Camino Real in Los Altos, CA. The Project will follow a
standard design-bid-build process, with scope items including schematic design, design development,
production and submittal of permit drawings, production of construction documents, bid support,
construction administration, and preparation of as-built drawings. The selected architect will also be
responsible for selecting and managing any engineers and other subconsultants required to complete the
scope of work. The architect-led design team may include but is not necessarily limited to:

- Mechanical Electrical Plumbing (MEP) engineer
- Civil engineer
- Structural engineer
- Fire protection engineer
- Landscape architect
- Acoustics consultant
- Construction manager (cost estimating, value engineering, and constructability)
- Information Technology consultant (Audio Visual, data, servers, building/site security, internet,
etc.)
- Waterproofing consultant
- LEED/CalGreen consultant

The team will work with a furniture supplier/dealer selected by the District.

1. **PROJECT BACKGROUND & SITE DESCRIPTION**
The District owns and manages approximately 62,000 acres of land in 26 Open Space Preserves in the Santa Cruz Mountain Region in the San Francisco Bay Area. The District’s purpose is to acquire, permanently protect, and restore lands forming a regional open space greenbelt and to provide opportunities for ecologically sensitive public enjoyment and education. Find out more about the District at [http://www.openspace.org](http://www.openspace.org)

The District has completed a basic programming and space needs assessment process that will serve as the basis for the design of the tenant improvements. The space will need to accommodate approximately 100 staff at opening and growing to about 140 over the next 30 years. The District has identified the following goals as being priorities for the development of its headquarters:

1. **APPROACH AND POLICIES**
   - Utilize forward-looking and imaginative approaches for evaluating and designing each facility
   - Establish policies and provide the technology to support work from satellite offices, videoconferencing, and telecommuting
   - Pursue sustainable design and construction options that are cost-effective and are evaluated through a lifecycle analysis
   - Retain staff over a longer period of time and respond to the needs of diverse staff

2. **PHYSICAL SPACE**
   - Deliver an up-to-date, modern, and flexible work environment
   - Create spaces to facilitate collaboration among District departments and across service lines
   - Account for the unique needs of each business line and department
   - Provide quiet places for focused work
• Seek flexible and adaptable options to meet evolving needs and respond to outside factors influencing workforce and work culture

3. EXPERIENCE DESIGN
• Improve outward facing or public facilities so visitors have a more welcoming experience when visiting District’s facilities
• Design physical space to reflect the culture, brand, and identity of the organization as a whole
• Prioritize access to natural light, views, and outdoor space when possible
• Deliver spaces that support health, wellness, and productivity

4. EFFECTIVE SPACE
• Increase the efficiency of space use through smart adjacencies
• Optimize staff deployment per District’s May 2015 Financial and Operational Sustainability Model (FOSM) recommendations and how departments and staff will work in the future
• Invest funds strategically and creatively, focusing on high-impact areas while being mindful of the bottom line
• Facilitate Midpen’s ability to effectively provide services to the public and to execute projects to the highest capability of the organization

The basic programming and space needs assessment can be found in Attachment A, “5050 El Camino Space Programming”.

The project will involve a remodel of the existing building located at 5050 El Camino Real, Los Altos, CA. Completed in 1981, 5050 El Camino Real is a Class-B, multi-tenant office building located within the City of Los Altos. The building is approximately 40,000 square feet, and comprised of a two (2) story structure with ample off-street parking and a semi-underground parking garage. The property has close proximity to several major arterial roads, local restaurants, and entertainment.

A high-level facility assessment was conducted by the District prior to the building’s acquisition that summarizes existing conditions, improvements required by current codes (including ADA compliance), including fire and life safety systems, and recommended (but not required) improvements to improve overall building performance. The assessment also provides an analysis of the following systems: Architectural, Life-safety, Accessibility, Structural, Mechanical, Electrical, and Fire Protection. This assessment is preliminary, non-destructive, and covers big picture items only. Additional assessments will be necessary by the Project team prior to design.

The facility assessment can be found in Attachment B, “Building Assessment, 5050 El Camino Real”.

2. PROJECT / SCOPE DESCRIPTION

The District is seeking to retain a licensed architectural design firm to provide architectural, Sustainability and engineering design services in accordance with District standard agreement (Attachment C). A full proposal for this scope of work will be submitted at a later date from the consultants shortlisted through this RFQ process. This Project/Scope Description section is for reference. We anticipate the work to be organized into the following tasks:

TASK 1 – PROJECT MANAGEMENT
Due to the time-sensitive nature of the project, project management and coordination will be essential to keep the project team focused and on schedule. Pertinent personnel shall attend meetings and conference calls. Consultant shall initiate the project with a “kick-off” meeting and keep the District informed of progress on a bi-weekly basis. Provide QAQC review of all deliverables to ensure that the work products are complete and District goals for the project are achieved.

**TASK 2 – REVIEW AND DOCUMENT EXISTING CONDITIONS**

Review existing reports and plans provided in Attachments A, B, D, and E, as well as additional project-related information provided by the District. Although basic programming work has been completed by the District, consultant should confirm the space program with and solicit detailed requirements from each of the District’s departments and sub-departments. Consultant will work with each District departments on the space needs prior to developing schematic plans. Consultant will also work with District to address any questions regarding project scope, space program, and requirements.

Existing building and site as-built plans are not completely available. Project team shall review available plans and documents, and develop a complete set of plans showing the existing conditions with the necessary information to acquire permits and develop construction documents. This effort may be completed with topographic survey and visual observations. These building and site components should include but are not limited to:

- Structural elements (columns, foundation, beams, etc.)
- MEP system (transformers, meters, plumbing, valves, etc.)
- HVAC system (heating and cooling units, duct work, ventilation system, etc.)
- Elevator
- Americans with Disabilities Act (ADA) compliance
- Stormwater drainage and treatment
- Waterproofing systems’ conditions
- Landscape architecture
- Parking
- Topographic survey including sidewalk infrastructure along El Camino Real
- Existing asbestos/lead contaminants

**TASK 3 – SCHEMATIC DESIGN**

Project team will use the data from the programming document and work with the District to develop Schematic Design Documents for both the interior and exterior improvements. Schematic design tasks may include:

- Develop up to three (3) preliminary planning concepts including plans, sections, elevations, renderings, and any other representations needed to effectively communicate the schematic-level design of the space
- Coordinate with a furniture supplier/dealer selected by the District.
- Upon approval of preferred planning concept by the District, prepare Schematic Design Documents
- Prepare an estimate of the cost of the work
• Organize a number of work sessions with the District.
• Submit Schematic Design Documents for approval by the District
• Attend, facilitate, and/or present at Board/Committee meetings to communicate the planning concepts, preferred planning concept, and cost estimate to Board members and District staff

**TASK 4 – DESIGN DEVELOPMENT**

Upon approval of the Schematic Design Documents, Consultant will prepare Design Development Documents, organize a number of work sessions with the District and update the estimate of the Cost of the Work. The completed Design Development Documents will be submitted for approval by the District. Consultant team shall attend, facilitate, and/or present at Board and public meetings to communicate the design and cost estimate to Board members, stakeholders, public members, and District staff.

**TASK 5 – CONSTRUCTION DOCUMENTS, ENVIRONMENTAL REVIEW AND PERMITS**

Once the District has approved the Design Development Documents, Consultant will proceed with the Construction Documents. Responsibilities in this Task includes:

• Prepare Construction Documents and Specifications
• Coordinate with a furniture supplier/dealer selected by the District.
• Prepare submittal packages appropriate for local permitting agencies
• Submit documents to agencies and provide clarifications to documents as required
• Provide clarification if necessary to the City of Los Altos as it conducts environmental review per the California Environmental Quality Act (CEQA)
• Provide updated cost estimates
• Support the District in the preparation of materials related to the bid process
• Attend, facilitate, and/or present at Board and public meetings to communicate the design and cost estimate to Board members, stakeholders, public members, and District staff.

**TASK 6 – BIDDING AND CONSTRUCTION ADMINISTRATION**

The following services shall be included for Bidding and Construction Administration:

• Attend pre-bid site walk and respond to questions during the bidding process (assume 3 Addenda)
• Attend pre-construction (construction kick-off) meeting
• Review and respond to Request For Information (RFI) and submittals
• Attend construction meetings and site visits during construction to raise and address design issues
• Perform punchlist walk through with District and contractor

**TASK 7 – AS-BUILT DRAWINGS**

Update Construction Documents to address revisions made during construction by the Consultant, Contractor, and/or District. Redline markups will be provided by the contractor upon completion of the project.

3. **PROJECT SCHEDULE / WORKPLAN**

In their proposals, shortlisted teams shall prepare a detailed project workplan to ensure the project conforms to the following tentative outline.
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<tbody>
<tr>
<td>7/16/2018</td>
<td>District issues Notice To Proceed</td>
</tr>
<tr>
<td>3/2021 – 3/2022</td>
<td>Bid Support, Construction Administration</td>
</tr>
</tbody>
</table>

4. PROPOSAL DEADLINES & SUBMISSION INSTRUCTIONS

Optional Pre-Proposal Site Visit

Two optional pre-proposal site visits have been scheduled for **Friday, May 4th 2018 at 11:00 AM and Friday, May 11th 2018 at 11:00 AM PST**. Information on how to participate will be provided prior to the sessions. Please RSVP to Melissa Borgesi, Administrative Assistant, at (650) 691-1200 or mgarcia@openspace.org by Wednesday, May 2nd at 1:00 PM. Prospective proposers should participate in at least one session to develop a better understanding of the project and ask of the District any questions related to the project or proposal process.

Requests for Additional Information and Questions

Outside the site visits, specific questions related to the RFQ should be addressed in writing to the District via email by **8:00 AM on Thursday, May 1417, 2018**. Answers will then be distributed to all teams who have attended a site visit. Please submit all requests to:

Felipe Nistal  
Senior Capital Project Manager  
fnistal@openspace.org

Statement of Qualifications Submission

SOQ packages must be submitted by **4:00 PM PST on Tuesday, May 22nd, 2018**. Four (4) copies of each final proposal are to be hand-delivered, mailed, or delivered by courier to:

Felipe Nistal  
Senior Capital Project Manager  
fnistal@openspace.org
An E‐mailed “PDF” proposal should also be submitted to fnistal@openspace.org

Shortlisted teams shall deliver proposals in a sealed manner and clearly marked on the outside of envelope:

“5050 El Camino Real Administrative Office Tenant Improvements Project”

The District at its sole discretion may grant an extension to all candidates if circumstances require additional time. Responding teams should assume that District may initiate discussions simultaneously with all respondents. No facsimile will be accepted.

Interviws and Proposals
Upon review of the qualifications, the District will shortlist minimum of three top qualified teams and request full proposals for services. The District will also conduct interviews at the District office in Los Altos, CA on the week of June 18, 2018. The District reserves the right to request more detailed information from one or more proposers to provide for a reliable comparison between proposals.

RFQ and Contract Award Tentative Schedule
The following is a tentative schedule that is subject to change. The District will inform all teams of changes in the schedule by email correspondence.

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE &amp; TIME</th>
<th>ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>4/23/2018</td>
<td>RFQ Issued</td>
</tr>
<tr>
<td>Monday</td>
<td>5/4/2018 @11:00 AM PST</td>
<td>Optional Pre‐proposal site visit</td>
</tr>
<tr>
<td>Monday</td>
<td>5/11/2018 @ 11:00 AM PST</td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
<td>5/17/2018 @ 8:00 AM PST</td>
<td>Written requests for Additional Information Due</td>
</tr>
<tr>
<td>Tuesday</td>
<td>5/22/2018 @ 4:00 PM PST</td>
<td>Statement of Qualifications Due</td>
</tr>
<tr>
<td>Tuesday</td>
<td>5/29/2018 by 5:00 PM PST</td>
<td>Shortlisted Teams Notified</td>
</tr>
<tr>
<td>Monday</td>
<td>6/18/2018</td>
<td>Proposals Due</td>
</tr>
<tr>
<td>Friday</td>
<td>6/22/2018 week of 7/16/2018</td>
<td>Interview for Selected Teams</td>
</tr>
<tr>
<td>Monday</td>
<td>7/1630/2018</td>
<td>Notice to proceed</td>
</tr>
</tbody>
</table>

5. STATEMENT OF QUALIFICATIONS CONTENT REQUIREMENTS

Clarity and conciseness in the qualifications are essential and will be considered in assessing the submitter’s capabilities. SOQs that do not follow the required format may be eliminated from review and further consideration. Teams wishing to respond to the RFQ must provide the following information in the order listed below.

a. Project Team and Consultants (maximum of 2 pages printed on both sides)
Provide an organization chart describing the project team, including potential subconsultants. List key members and titles of consultant and subconsultant teams. Clearly specify the name and title of each individual proposed level of involvement in the project and employer.

b. **Team Qualifications (maximum of 1 page printed on both sides per firm)**
Provide a statement of the team’s experience and qualifications to provide the services as described in the Project Description. Provide a brief overview and history of each firm on the team, including location(s), number of employees, organizational structure, and number of years in business.

c. **Team Relevant Experience (maximum of 5 pages printed on both sides)**
Provide an overview of the team’s relevant experience. Supply a brief description of at least five past or current projects of a similar nature – 40,000 sf office tenant improvement, public agency owner, etc. This section should only describe those projects completed by the proposed Project Principal, Project Manager, Project Management Team and Subconsultants. Clearly specify the name and title of each individual, level of involvement in the project(s) and employer. The description of each project should include a current contact person, telephone number and e-mail address for reference.

d. **Staff Qualifications (maximum of 5 pages printed on both sides)**
Provide the resumes and qualifications of the staff members who will complete the work. Highlight experience on similar projects.

e. **Consultant Agreement and Insurance Requirements**
Submit a statement of the team’s acceptance of District’s standard contract terms, insurance and indemnification requirements. See Attachment C, Midpeninsula Regional Open Space District Agreement for Professional Services.

6. **SELECTION PROCESS – EVALUATION CRITERIA**

**Evaluation Criteria**
- Ability to perform the tasks outlined in the Project Description.
- Demonstrated experience with project requirements.
- Team members and firms have demonstrated understanding of how to execute the scope of work required for this project.
- Proven track record and technical ability to create concise, well-coordinated contract documents for the scope of work described herein.
- Qualifications of the specific individuals who will work on the project.
- Relevancy of past experience provided.
- Ability to provide required insurance.
- Acceptance of District’s standard professional services agreement.
7. **STIPULATIONS**

**General Stipulations**
The District is not responsible for any expenses which proposers may incur in preparing and submitting the proposal. The District will not be liable for any costs incurred by the proposers that are related to the RFQ and RFP process; this includes production of the proposal, interviews/presentations, travel and accommodations. The District reserves the right to request or negotiate modifications to the proposals that are deemed appropriate. All proposals received from proposers in response to this Request for Proposal will become the property of the District and will not be returned to the proposers. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the District. The District reserves the right to reject any and all proposals and to waive minor irregularities. The District also reserves the right to seek new proposals or re-advertise if responses have not been satisfactory or for any other reason.

**PUBLIC RECORDS AND PROPRIETARY INFORMATION, INDEMNIFICATION**
The District recognizes that proposers will occasionally believe that all or portions of their proposals are confidential or proprietary. This can present problems in participating in a public agency RFQ and RFP process. All proposals, strategies, supporting information, rate schedules and other information and documents are presumptively public records under the California Public Records Act (Gov’t Code section 6250 et seq.), subject to prompt disclosure upon request by any member of the public.

The District is not soliciting, does not wish to receive, and will not treat any information received under this proposal as proprietary or confidential information, unless specifically called for or expressly accepted by the District General Counsel in writing, and will be accepted and considered only when, in the sole discretion of the District it is necessary to serve the public purpose of the project. If the inclusion of confidential or proprietary information is determined to be necessary to the proposal, proposers must identify each and every specific item and each and every page, and segregate the information into a separate envelope or electronic file labeled conspicuously as confidential, with a cover page describing the information and applicable law exempting the same from disclosure. Any material marked or claimed as confidential or proprietary may be returned to the proposer by the District or destroyed and may not be considered in the review of proposals if the claim does not appear justified or would inhibit the public purposes of the project proposed.

If the documents have been properly marked and expressly accepted as confidential and proprietary in writing by the District General Counsel, the District will make its best effort to advise the proposer of any Public Records Act request, should any be received, seeking documents claimed to be confidential or proprietary, to give the proposer an opportunity to take legal steps to protect such property from disclosure to third-party requester. The District expressly disclaims any duty and will not defend the confidentiality or proprietary nature of any information submitted. **By submitting any confidential or proprietary information to the**
District, the proposer agrees to holds harmless and indemnify and defend the District and its officers, employees, and agents for any and all costs, including attorneys fees, incurred by the District or awarded to a Public Records Act requester relating to a request for release of proposer’s data should the proposer ask the information to be handled as proprietary or confidential.

8. **LIST OF ATTACHMENTS**

Attachment A: 5050 El Camino Real Space Programming
Attachment B: Building Assessment, 5050 El Camino Real
Attachment C: Midpeninsula Regional Open Space District Agreement for Professional Services
Attachment D: Available Plans
Attachment E: Storage inventory
Attachment F: Due Diligence Reports
ADDENDUM NO. 1 – EXHIBIT 5
ADMINISTRATIVE OFFICE TENANT IMPROVEMENTS PROJECT – RFQ
SITE VISITS 05.04.2018 AND 05.11.2018
5050 EL CAMINO EXISTING BUILDING/SITE PHOTOGRAPHS

A. Existing main entrance door and center egress stair enclosed in glass.
B. Detail of existing egress stair enclosed in glazing.
C. Existing surface parking and landscape.
D. Existing south elevation and parking area.
E. Current ADA ramp on the south side of the building.

F. Existing ADA parking stalls.

G. Southeast corner of building and parking area.

H. Existing entrance to covered parking under the building.