

**Alameda Theater Conservancy**

**ADDENDUM I**

**SUBJECT:** Request for Qualifications for Architectural Design Services for Alameda Theater Complex, Scheduled to Close: November 3, 2017 (deadline extension); Date of Issue: October 10, 2017

**DATE:** October 23, 2017

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. I TO THE ABOVE REFERENCED REQUEST FOR QUALIFICATIONS**

**QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION VIII., COMMUNICATION RESTRICTIONS:**

Question 1: Will there be a pre-submittal conference for the RFQ?

Response: We do not have one scheduled.

Question 2: Will the use of SWMBE/DIBE/VBE/HUB vendors count towards or against the scores outlined in Evaluation Criteria A, B, C, or D? There was no mention of any SWMBE/DIBE/VBE/HUB vendor requirements or scoring in the RFQ.

Response: There is no SWMBE/DIBE/VBE/HUB vendor requirement for this RFQ, but these firms are strongly encouraged to apply.

Question 3: Can out of USA any firm take part in completion? Is the competition open to international firms?

Response: Yes, all firms that submit a RFQ proposal will be considered.

Question 4: What do you understand for Executive Summary?

Response: Executive Summary should state number of years Respondent has been in business, Respondent's number of employees, and high level summary of qualifications related to project scope. Executive Summary should be limited to one page.

Question 5: How much should be the minimum for insurance proof as requested in this RFQ?

Response: There is no minimum insurance proof outlined in the RFQ. Respondents should submit a copy of its current insurance certificate.

Question 6: Can you verify the "required Forms" necessary for this project and listed on page 9 of the RFQ? We understand through the RFQ that two required forms are requested; A submittal Cover and Proof of Insurability. This is different from typical COSA Projects that require several other forms. Can you verify that these are the only required forms?

Response: Required forms include all items outlined in Section IV. Submittal Document Requirements:

- Executive Summary
- Letters of Reference

- Statement of Qualifications: Experience, background and qualifications
- Statement of Qualifications: San Antonio experience
- Statement of Qualifications: Understanding of the Project and Proposed Management Plan
- Required Forms outlined in Section V. (Submittal Cover and Proof of Insurability)

Questions 7: Will the project have a Project Manager representing the owner? Is that person in-house to COSA or Bexar County? Can you identify the Project Manager?

Response: A decision for Alameda Theater Conservancy to hire a Project Manager has not yet been made.

Question 8: We have noticed that the RFQ timeline on Page 7 lists RFQ Submittal Date (October 31, 2017) and then RFQ Shortlist determination ( November 9, 2017), then it becomes an RFP for additional information. Will this be a qualifications based selection or does this mean that the intent is for Architecture/Engineering teams to submit a fee proposal for the work?

Response: The RFQ is a qualifications based selection and Architecture teams are not required to submit a fee proposal during the RFQ process. Shortlisted teams will be notified and requested to submit a detailed Request for Proposal.

Question 9: How will the contractor be hired? Construction Manager at Risk (CM@Risk), traditional design – bid-build, or design build?

Response: Contractor engagement process has not yet been determined.

Question 10: The RFQ references “Heritage Management” as part of the design team qualifications. Can this be elaborated on as far as what specifically the client is looking for from the design team with regards to this item?

Response: The design team qualifications should encompass all forms of Heritage Management including knowledge of city, state and national best practices for managing historical assets.

Question 11: Will interested firms have access to tour the building? If so, how do we go about gaining access?

Response: The short-listed firms will have the opportunity to tour the building at a date and time to be determined.

Question 12: Does the client wish for the design team to include a third-party project managing company oversee the project?

Response: No, this will be provided by the owner.

Question 13: Does the client wish for the design team to include a public-relations company to handle the logistics of all future public meetings, press releases, interviews, etc.?

Response: No, this will be provided by the owner.

Question 14: A maximum of three project pages were specified to be included in the RFQ response. Is the design team limited to three projects total, or can multiple projects be included on each of the three project pages?

Response: The limit is three pages, front and back, not three projects.

Question 15: Does the client wish for the design team to include a food service consultant as part of the team?

Response: Not at this time.

Question 16: Does the client anticipate any civil engineering or landscape work as part of the scope in relation to the neighboring San Pedro Creek project?

Response: No

Question 17: What about asbestos? Has a survey been done and can it be made available to the interested firms? How will they want the design teams to address this as part of the project?

Response: An asbestos survey has been conducted and found asbestos containing materials in: floor tiles and associated mastic, black mastic under carpeting, vibration damper, black mastic in HVAC duct work, black mastic behind lobby mirrors, stage curtain, exterior window glazing, some wall texture, thermal system insulation on pipes and pipe elbows. Abatement will be required if the materials are to be disturbed during the renovation. Once selected, the design team will be responsible for reviewing the existing environmental data to determine the appropriate strategy for avoiding or minimizing the impact on asbestos containing materials. Based on the design plans, the Environmental Management Division of the City of San Antonio will determine if abatement is required.

Question 18: Can the environmental report, referenced in the RFQ, be made available to interested firms?

Response: Not at this time.

Question 19: Some page limits are provided for specific sections (i.e. executive summary, experience, etc.), is there an overall page limit for the RFQ?

Response: There is no overall page limit.

Question 20: The RFQ references "Heritage Management" as part of the design team qualifications. Can this be elaborated on as far as what specifically the client is looking for from the design team with regards to this item?

Response: See question 10.

Question 21: Being a sub-consultant I would greatly appreciate it if you could provide me with a list of the firms who are seeking this project and their contact information as they become available.

Response: We do not have a list of interested firms at this time, as the deadline to submit is October 31. The Alameda Theater Conservancy will keep sub-consultant information on file for future reference.

Question 22: Will the Conservancy be handling environmental considerations within the building such as asbestos remediation, or should we include those consultants as a part of our team?

Response: See question 17.

Question 23: Is there any projected landscape or civil engineering scope, particularly in relation to San Pedro Creek?

Response: See question 16.

Question 24: Will this project be delivered with a CM@ Risk contractor or Competitive Bid construction delivery method?

Response: See question 9.

Question 25: Could you please define "Heritage Management" mentioned on the bottom of page 5?

Response: See question 10.

Question 26: Please confirm which "Required Forms" are to be submitted (mentioned at the top of page 9)?

Response: See question 6.

Question 27: Will there be Small/Woman/Minority-Owned Business Enterprise (SWMBE) goals for this project? If so, would certifications from certifying agencies other than the South Central Texas Regional Certification Agency, such as the City of Austin, be permitted to reach these goals?

Response: See question 2.

Question 28: What type of construction contract does the client anticipate using for this project?

Response: See question 9.

Question 29: Regarding section VI ("Submission Instructions"), will you clarify (i.e. name) the six required sections referenced in the first bullet after "Firm shall submit the following items"? By our count there are 5 sections plus the package of Required Forms.

Response: See question 6.

Question 30: Per VI, the six copies must be tabbed into 6 sections. Can you clarify what those sections should be?

Response: See question 6.

**Additional questions will be answered in Addendum II.**