



TO: All Prospective Proposers
FROM: City of Capitola Public Works
DATE: April 18, 2024
RE: **Construction Management Services - Community Center Renovation**

RFP Questions & Answers

Questions 1 and 2 refer to the section of the RFP in the image below

- Provide a list of at least three (3) prior projects within the last five (5) years in which firm provided relevant services similar to this assignment. The list shall include the following for each assignment:
 - Name of client
 - Location (city and state)
 - Name and brief description of construction project
 - Name of Project Architect
 - Start date of construction and (expected) date of completion for CMS
 - Construction value and CMS contract value
 - Respondent's scope and role in the project (include explanation of methodologies and approaches used)
 - Client reference for services provided including name, position, phone, and email.
 - Identify the personnel that will be assigned to the key positions (refer to Section IV.F - Resumes and Qualifications of Proposed Personnel). Provide a brief biography and highlight special qualifications, including:
 - Total years of experience, including number of years with the current firm.
 - Up to three (3) recent relevant projects; include a brief description of the project (scope, size, cost, etc.), the individual's specific role on the assignment, the year the individual's work on the assignment was completed, and the individual's employer while working on the assignment.

If relevant, Firms should note any projects with clients who used grant funding in their projects. For those projects only, please note what grant was used and how the firm assisted the client in grant management.

1. The project experience requirement includes language that appears to belong in a different section. Can you please clarify if the highlighted section below should be provided under Section IV.C or in a different section of the proposal related to the respondent's proposed personnel/key positions to provide construction management services?
Section IV.C should identify the personnel assigned to key positions.

2. Q: To address the highlighted requirement, can respondents refer to resumes included in Section IV.F, provided that all necessary information is included?
Yes, respondents can refer to resumes in Section IV.F to address the requirement, as long as all required information, including project experience, is included.
3. Is there any relocation/move management scope that the CM will be responsible for, or is it the Owner's responsibility?
The relocation/move management scope is the City's responsibility.
4. Who is responsible for coordinating the removal of existing furniture & kitchen equipment, and who handles pricing, purchase coordination, and installation of new Owner furnishings & equipment?
The City is responsible for removing existing furniture & kitchen equipment. The Project Manager (PM) will be responsible for pricing, purchase coordination, and installation of new Owner furnishings & equipment.
5. Q: Will there be a formal General Contractor (GC) Request for Qualification (RFQ)/Qualification process followed by a GC Request for Proposal (RFP) process, or will qualification and bids be requested simultaneously?
The qualifications of a GC will be part of the Bid package.
6. Will it be the Construction Manager's responsibility to create and issue the GC RFQ & RFP?
The City is responsible for the creation and issuance of the Bid package.
7. Will the project be awarded to the lowest bidder/cost during the GC selection process?
Yes, the project will be awarded to the lowest responsive and responsible bidder.
8. How will special inspection be handled? Will it be a separate RFP/bid package, or will it be part of the GC's Scope of Work (SOW)?
Special inspections is part of the GC's Scope of Work.