

Washington Unified School District

Request for Proposals Architectural Services Elkhorn Village School Modernization Project

ADDENDUM NO. 2

September 8, 2023

Owner: Washington Unified School District
930 Westacre Rd.
West Sacramento, CA 95691

Project Manager: Capital Program Management, Inc.
1851 Heritage Lane, Suite 210
Sacramento, CA 95815

This Addendum has been prepared to clarify, modify, delete, or add to the Request for Proposals (RFP) for the above referenced project, and revisions to items listed here shall supersede description thereof prior to the above stated date. All conditions not specifically referenced here shall remain the same.

TOTAL PAGES IN THIS ADDENDUM (including attachments): **08**

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PART A - RESPONSE AND CONTRACT REQUIREMENTS

- 1.1 The deadline for submitting proposals has not changed. Proposals are due on Wednesday, September 20, 2023 by 2:00:00 p.m. at the Washington Unified School District Office located at 930 Westacre Road, West Sacramento, CA 95691.

PART B – RESPONSES TO QUESTIONS

1. Is this open to all architects, or just their pool of architects selected as part of the selection for architects process in 2021?

A: This RFP is open to all architects.

2. It appears that the District is looking for some concept Renderings for this project? Is this the intent?

A: Respondents are encouraged to provide a rendering as part of their Project Design Proposal.

3. The PDP states that designs should not include pre-fabricated buildings. Does this also apply to permanent pre-fabricated construction buildings?

A: Yes, this applies to permanent pre-fabricated construction buildings.

4. Is the RFP limited to the prequalified architectural firms the District has currently?

A: No, this RFP is not limited to the prequalified architectural firms currently in the District pool.

5. Please confirm that the administration wing will additionally require the (4) following rooms: meeting room, VAPA classroom, nurse area, outreach room. And, that an additional youth outreach room is required near the cafeteria.

A: Yes, space requirements remain the same although the District is open to revised layouts. A recommendation would be that the administration wing also include the VP Office and Staff Lounge.

6. The RFP states that the District would like to modernize (3) “Existing Permanent Classrooms.” We assume this means (3) classroom wings and not just (3) classrooms. If so, please confirm there are 10 or 11 classrooms total to be modernized in these (3) wings, as one of them is currently labeled a VP office.

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- A: The RFP should read “Modernize (11) Existing Permanent Classrooms” that would include the VP office.
7. **Please confirm how many ECE classrooms need dedicated restrooms. The list in the RFP (5) classrooms with restrooms and (4) without, however the site plan in the RFP indicates (7) classrooms with restrooms and (2) without.**
- A: (5) ECE classrooms with in-room restrooms and (2) ECE classrooms (#14 and #15) with restrooms located within the same building.
8. **Relevant experience - Do all six (6) projects (delivered in last 10 years) need to be full campus modernizations, or can some be modernizations for portions of the campus and/or individual buildings and their immediate surroundings?**
- A: Any combination of full campus or partial modernization examples are acceptable.
9. **As-builts versus record drawings – please clarify what is meant under I. Close Out Phase, item f. Indicates that Architect shall prepare as-builts. That is typically the GC’s responsibility, given that they are on-site throughout the duration of construction. Record drawings incorporate those changes into the digital version.**
- A: Objections to the District’s form of agreement, reasonably described and including proposed change(s), can be included in the respondent’s proposal appendix.
10. **At what stage would WUSD plan on bringing in the LLB entity into project?**
- A: The District will bring on the LLB entity after preliminary programming is complete and before the start of the design development phase.
11. **Is the District intending that the LLB entity will be a part of the meetings (as described in Exhibit A, under J. Meetings/Site Visits/Workshops? Does WUSD anticipate any additional meeting for LLB entity (coordination), if this delivery method is selected for the project?**
- A: Yes, the District intends to include the LLB entity in design phase meetings.
12. **Are there site issues associated with parking and queuing that need to be addressed as part of the modernization?**
- A: A new kinder drop off loop is requested along Douglas Street.

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13. **Does WUSD have an accessibility assessment report or hazardous materials assessment report for the Elkhorn Village School site? If so, will those be made available at the start of the project to the firm awarded the project?**

A: An accessibility assessment report and hazardous materials assessment report are not available. The District will rely on the selected architect for accessibility upgrade recommendations. The District will consult with an environmental consultant to provide a hazardous materials report prior to construction commencing.

14. **Our firm only carries \$1,000,000 per occurrence, \$2,000,000 aggregate for Commercial General Liability. We also carry Excess/Umbrella. Can our firm combine its primary with the excess to meet the \$5,000,000 Commercial General Liability requirements?**

A: Your firm can use Excess/Umbrella coverage to meet the Commercial General Liability requirements.

15. **The Professional Liability insurance specifies an aggregate limit but does not specify a per-claim amount. What is the per-claim amount?**

A: There is no per-claim amount - just an aggregate limit.

16. **Please confirm that all six new Early Childhood Classrooms should have a restroom. The two located at the former Staff Lounge aren't specifically called out to have restrooms on the new plan or in the bullet point scope of work, although are shown with restrooms in the FMP.**

A: The (2) Early Childhood classrooms replacing the staff lounge do not require restrooms. A total of (4) new Early Childhood classrooms should have restrooms.

17. **Please clarify if the Early Childhood Classrooms are part of the same District run program or if any of them are separately run as private childcare or other? Or are all of the Early Childhood classrooms Transitional Kindergarten operated by the District?**

A: All Early Childhood programs are District run including Kidzone - the District and City of West Sacramento run child care program.

18. **The bullet point Project Scope list includes security cameras, does the scope also include intrusion alarms, and are card access keys required?**

A: Scope also includes intrusion alarm upgrades as well as card access keys.

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19. **Is there a site and facility conditions assessment report available that can be issued in the final Addendum?**

A: A facility conditions assessment report is not available.

20. **Are as-built drawings available that can be issued in the final Addendum?**

A: As-built drawings are not available to be issued with the final addendum.

21. **Does the District have current, accurate as-built documentation?**

A: The District has electronic and hard copy as-built drawings that will be made available to the selected architect.

22. **Are the Appendix items included in the page count?**

A: The Appendix items are not included in the page count.

23. **Is the intent to provide a modernization approach that will avoid mandatory retrofit, or could a retrofit be considered if within the project budget to better achieve the project programming goals?**

A: The intent is to provide a modernization that will avoid a mandatory retrofit but, a retrofit could be considered if within the project budget.

24. **If a retrofit could be considered, or ends up being required, should the Evaluation and Design Criteria Report process and retrofit design be provided as an add alternate scope and fee?**

A: No add alternate is requested at this time.

25. **Traffic and parking mitigation plan is required for the Project – Can you share any specific current traffic and parking challenges on the site?**

A: Current traffic and parking challenges exist due to the lack of a designated kindergarten drop off loop along Douglas Street.

26. **Are we replacing the fire alarm system throughout the site, existing and new?**

A: Upgrades to the fire alarm system were last completed in 2019 but, verification to confirm age, condition, and remaining useful life will be required.

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27. **Should we include Commissioning in our fee proposal or is this going to be provided separately by the District?**

A: Commissioning will be explored and provided separately by the District.

28. **Do all existing classrooms require technology upgrades? Electrical upgrade?**

A: It will be the responsibility of the design team to confirm the need for an electrical service upgrade.

29. **Do all existing HVAC units being replaced? Are they being replaced with gas units or heat pumps?**

A: HVAC units require field verification to confirm age, condition, and remaining useful life.

30. **Do you have the as-built drawing for the installed PV on-site and the calculations?**

A: The District has as-built drawings for the installed PV on-site and will share the documentation with the selected architect.

31. **Does the District have a PV consultant that we shall coordinate with or should our scope include the full design and engineering for new PV required?**

A: Any new PV that is required should be coordinated by the selected architect.

32. **Does or will this school receive food from a commissary or another school?**

A: This school receives direct delivery and has a full cooking kitchen.

33. **Can we get the number of meals served daily?**

A: The site serves the following number of meals: Breakfast (147 per day), Lunch (450 per day), Supper (200 per day), and snack (125-150 per day).

34. **Does the food service provided require full preparation equipment or warming servery equipment only?**

A: The site is a full preparation site – they do as much on-site scratch cooking as possible. Additionally, they often receive farm-direct produce, which requires additional cleaning.

35. **Will all updated and new classrooms require updated audiovisual systems?**

A: No, WUSD IT is currently utilizing TVs on wheels for the Classroom A/V system.

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36. **Will new network backbone (outside plant fiberoptic) and horizontal copper cabling be required throughout the project?**

A: Potentially. At Elkhorn, the current MDF is shared with Staff and there is no dedicated AC. If new MDF space is relocated, new fiber backbone pulls from existing IDFs to new MDF will be required. The existing MDF is also directly attached to the current Admin Office. If separated, a new Admin Office IDF will be required. MDF WAN circuit from WAVE may need a re-pull if the MDF is relocated. For the WAN circuit, there may be enough existing fiber in the service loop to back-pull and relocate. IDFs have been consolidated in a previous E-Rate project and horizontal copper should be reusable.

37. **Will the campus head-end IT server room (MDF) and other building equipment rooms (IDF) be upgraded with new cabling and infrastructure?**

A: Yes, the MDF will need new cabling and infrastructure. The District's standard site MDF UPS power requires an L5-30R, a new MDF cabinet, and separate cooling for the MDF with a split AC. If in a new building, IDF space should be located in an exterior or interior closet space with a split AC system.

38. **Is there a CAD file of the Elkhorn Village campus showing existing buildings, hardscape, and site amenities that you will provide to interested firms?**

A: A CAD file is not available.

39. **Wellness Centers can take many forms and be of many different sizes. Please provide an approximate size for the proposed Wellness Center. Is this a Wellness Center that is meant to provide services only to the campus, or also to the local community?**

A: A specific location for the wellness center has not been determined. The location/size is open to the discretion of the design team. Other locations around the district are between 500 and 960 square feet.

40. **We were advised by the District at the walk-through that the park area is not available for any building development although it is used by the students. Is the District open to including site amenities within the park area that will serve both the students and the community?**

A: The District is not interested including site amenities within the park.

41. **Is the District open to allowing access by the community to part of the hardscape courts area outside of school hours if the rest of the campus is still secured?**

A: The District is not open to allowing access by the community to part of the hardscape courts.

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42. **Is the District open to relocating part of the solar array if a very similar solar orientation is provided? Could the panels be mounted on the roof of a campus building (with the same orientation)?**

A: The District is not open to relocating part of the solar array.

43. **Does the District have a Central Kitchen to service Elkhorn Village? What level of equipment should we plan for with the Proposed Kitchen Remodel? Is a larger space needed since the current equipment spills out into the Cafeteria?**

A: The District does not have a central kitchen. The kitchen at Elkhorn needs to increase in space, particularly for the refrigerator and freezer, which are already at full capacity.

44. **Should we use the District's enrollment projections from the demographics report (April 2023) at 533 or is there another number we should plan for (The Master Plan showed current enrollment in 2019/2020 as 622 and a projected peak at 704 in 2024/2025).**

A: Use the most current data from April 2023.

45. **Are divider pages between sections of the proposal counted with the 20/40-page limit?**

A: Divider pages do not count towards the page count.

46. **Does content in the Appendices count towards the 20/40-page limit?**

A: Appendices do not count towards the page count.