



## Board of Harbor Commissioners

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### Addendum #3

## San Mateo County Harbor Admin Bldg D&E, RFP 2019-07

### Questions, Clarifications, Requests for Modifications

**Q1:** On Addendum 2 answer A2a/b it is stated "To ensure there is equity, proposers will assume a 6 month construction duration for task "c"." We advise you that the construction duration will likely be equal to or exceed 12 months. We therefore advise that the duration be changed from 6 months to 12 months.

**A1:** There will be no change. The construction Notice to Proceed will be issued once the chosen contractor is prepared to begin construction. The yet to be determined project design detail will determine how long actual construction will take. In the unlikely event it was determined that prefabricated building modules were to be used, construction could take 3 months. The assumed 6 month construction duration will allow all bidders to provide the District with their costs for a this incremental period, which can later be doubled, tripled, via change order if need be.

**Q2:** Will SMCFD require assistance with the selection and procurement of FF&E? Please confirm that this is not required for the other tenant.

**A2:** The District does not require that the winning proposer assist the SMCFD (San Mateo County Fire Department) with anything other than what is required to comply with regulatory fire safety requirements for a new office building. The only FF&E (Furniture, Fixtures and Equipment) that are included in this RFP are those consistent with any new office build design, e.g., toilets, mirrors, carpet, lighting, doors, windows, ADA/safety signage, required fire protection, interior/exterior paint, etc... This will be required for the entire building, District may, or may not, lease out a portion, depending on final design and allowed sqft. No moveable furniture, e.g., desks, chairs, etc... are included in this scope.

**Q3:** Please confirm that the services include interior design of SMCFD and common (lobby, restrooms) spaces. Please confirm that the interior design does not include the other tenant. For purposes of uniformity among proposers, what percent of the 5,500 sf building should we assume that SMCFD will occupy?

**A3:** The SMCFD has not expressed any interest in leasing office space from the District. Only Harbor District administrative staff will occupy this building. The conference/meeting rooms will be used by the District and the community. Potentially a portion could be leased as office space for another small business/governmental agency, if decided upon design, space and parking allows. Confirmed, determining floor plan, interior wall placement, size of offices, restroom placement and size, lobby location and size, etc... and basic FF&E as described above in A2

are included in this RFP scope. With regard to interior design, there will be no difference between space occupied by the District and space potentially occupied by a tenant for the scope of this RFP, District will be deciding on final floor plan, carpet, lighting, etc...for the entire building interior. Therefore, assume 100% District.

**Q4:** What is the scope of work that will be required for the Environmental Impact Report (EIR)? Does the planning department have an outline of what will be necessary to provide in that document?

**A4:** Scope of work for CEQA, and EIR if required, will be determined by design detail. If it is determined that an underground parking garage must be constructed there may be more challenges than for just a conventional parking lot. For purposes of this RFP proposers should assume a normal parking area for a normal office building. The District expects the proposer to understand and be familiar with regulatory requirements for design/construction of an office building, or partner with a sub-consultant who does. The District does not believe constructing an office building poses a significant threat to the environment, a Negative Declaration or a Mitigated Negative Declaration could be all that is necessary. However, the District does not have a Planning Department and District staff are not professionals in the regulatory field, thus this RFP to hire professionals in the field.