



**RESPONSES TO QUESTIONS RELATING TO THE
REQUEST FOR PROPOSALS FOR ARCHITECTURAL/ENGINEERING DESIGN SERVICES
FOR WRD’S FIELD OPERATIONS AND STORAGE ANNEX PROPERTY**

Updated as of March 20, 2017

<http://wrd.org/content/business-opportunities>

Below are responses to questions that were asked during the Water Replenishment District of Southern California’s (WRD) Request for Proposals (RFP) process.

QUESTION	RESPONSE
1. Are the sample tables – Attachment A and B available in a fillable format or do we need to recreate the documents?	The fillable tables, Attachment A and B are available on the WRD website: http://wrd.org/content/business-opportunities , and are listed under the bulleted “RFP –Architectural/Engineering Design Services”
2. a) If our office is located in Downtown Los Angeles, do we qualify as a Local Business Enterprise (LBE)? b) In addition to the preference given for LBE, SBE and VBE. Is a MBE (Minority Business Enterprise) considered as part of the evaluation?	a) Please refer to Section 9.6 of the RFP which states the evaluation requirements to be defined as an LBE. “The District may give preference in the evaluation of proposals to proposers based on the extent of participation demonstrated through compliance with LBE, SBE, and VBE participation. For purposes of this evaluation, the District may provide preference of up to 5% of the total evaluation points for consultants with at least 20% participations of LBE or at least 20% participations of SBE/VBE. A Local Business Enterprise (LBE) is defined as a vendor, contractor, or consultant who has a valid physical business address and an established place of business: (1) located within five miles of the District’s service boundary or (2) located within a city that is situated within five miles of the District’s service boundary.” b) Please refer to Section 9.6 of the RFP. If a firm is an MBE it will not be considered for the 5% of the total proposal evaluation points.
3. Project Costs and Labor Hours: Are you requesting a fee proposal for services? If so, should it be submitted in a separate sealed envelope? Or do you want the labor hours and billing rates on the same spreadsheet, but not have the hours and rates calculated to show the fees?	Please refer to Section 5.12 of the RFP.



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4. Will the teams be evaluated on their qualifications first? Will fees be considered in the evaluation of the selected team? Or are you requesting fees so that you can have a good head start on negotiations once the team is selected?	This is a “Request for Proposals”. WRD will be evaluating on all components of the proposer’s submitted proposal as stated in Section 9 – Evaluation Criteria of the RFP. This includes project team and qualifications, project understanding and approach, performance on similar or related projects, billing rates, organization and support resources, and preference to a firm that is of LBE, SBE, or VBE.
5. Regarding TASK 3 - Project Management and Meetings: Does the discussion refer to the design process and not the construction process? The verbiage seems to relate more to the construction phase rather than a Concept and Design Development Phase.	The scope of this RFP is for the Conceptual Design Phase and will require project management and meetings, as stated in Section 3 Task 3 – Project Management and Meetings.
6. The scope of the RFP is for Conceptual Design, Design Development only? No construction level documents will be included.	The scope of this RFP is for the Conceptual Design Phase.
7. Does the project need to LEED certified or LEED equivalent? If Leed Certified, what certification level - silver, gold or platinum?	Yes, we would like the project to be LEED Gold certified
8. Will the as-built documents, to be provided, include MEP information?	Yes, the selected firm is to provide As-Built documents which will include MEP information.
9. While it is understood that the shortest schedule possible is desired, may the interior walls of the building be reconfigured as necessary to accommodate the new program?	Yes
10. Is it intended that the ceiling and lighting, MEP be completely replaced?	Yes



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11. Has the ductwork been removed from the building as well as the air conditioners?	Please assume that all ductwork and air conditioning units have been removed.
12. Is there any asbestos testing or known remediation to be done?	This is unknown at this time
13. Will the new design for the building accommodate ADA requirements?	Yes
14. Will the parking / storage lot require any accessible elements?	Yes
15. Will the parking / storage lot lighting be retrofitted?	Yes
16. If the building on Cover Street will be used for training, will it require any modifications to its interior, parking, and access to the building?	The building on Cover Street will not be used for training. Yes, modifications will be required for the building.
17. Has a target budget and schedule been established as a starting point (Other than as soon as possible)?	No budget and schedule has been established. This Conceptual Design Phase is to be completed by mid-summer of 2017.



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18.	How many design options will be required?	<p>A minimum of three separate options will be required.</p> <p>The architectural firm that is awarded this project will be expected to provide a minimum of 3 creative options for the space at 3919 Paramount. As mentioned during the Pre-Proposal meeting, the buildings were originally designed for Union/Labor Offices, a Dispatch auditorium and a Training Location. The existing layout does not meet the needs of the District and its operation and the first task of the project is for the selected architectural firm to assess what the District needs and how this site can accommodate everything that is determined. The level of modifications will be part of the concepts/schematic designs that the firm submits.</p>
19.	How many square feet is the Cover Street building? Is it part of the 9,000 sq ft mentioned in the RFP?	The Main Building is 8,500 sq. ft, and the Cover Street Building is 1,093 sq. ft.
20.	Will the Cover Street building retrofit be as extensive as the 3919 building - has its systems been ripped off too?	The extensiveness of retrofitting the Cover Street building is to be determined. Its systems have been ripped out.