

**Addendum 1**  
**To RFP 23-1014 for West Kitchen Design**  
**Questions and Answers**

*Issued on September 13, 2022*

RFI #	Question/RFI	Answer/Clarification
1.	Under Section 3 of the RFP – Scope of Work (Overview), the last sentence states “A construction contractor will be selected to install the equipment”. Please clarify, is the intent to retain a separate contractor to just perform installation of kitchen equipment, or that a general contractor as part of its scope will retain a subcontractor for kitchen equipment installation?	Corporation will be issuing a separate solicitation to select a contractor to perform the demolition and installation of kitchen equipment.
2.	Under Section 3 of the RFP – Scope of Work (Design & Engineering: 1. Drawings), construction specifications for demolition, for your information, items to be demolished/removed/salvaged, etc. are in general noted on demo plans and not the specifications. Specification will refer back to the demo plans for detailed information.	Demolition plans and specifications are to be developed as needed for the construction contractor to utilize.
3.	Under Section 3 of the RFP – Scope of Work (Design & Engineering: 1. Drawings), with respect to “locations and types of hazardous materials to be abated”, are we to include a Haz Mat consultant to conduct survey of the facility to determine if there are any hazardous materials? The building was constructed and completed around 1987. It is my belief that no asbestos is present in the building as use of products with asbestos was discontinued after 1970.	Contractor shall have a hazardous materials company inspect and test the West Kitchen area to confirm no asbestos is present. <b>Please include this cost as a separate line item under "Exclusions and Clarifications" within the Bid Form (Section 4 of the RFP), and DO NOT include it in the overall lump sum bid price.</b>
4.	Under Section 3 of the RFP – Scope of Work (Design & Engineering: 1. Drawings), digital AutoCad files are indicated to be required. Would Revit files be acceptable as this has now become the industry standard in A/E firms?	All files must be submitted in AutoCad per the scope of work. Corporation also requires print copies of finalized drawings.
5.	Under Section 3 of the RFP – Scope of Work (Design & Engineering: 1. Drawings), for your information the “As-Builts” drawings are construction drawings which incorporate responses to RFI’s, and changes that occurred during the construction phase.	Correct. The Contractor selected through this RFP may be retained during the construction of the project in which as-builts would be created and submitted at completion of project.

6.	Under Section 3 of the RFP – Scope of Work (Design & Engineering: 2. Cost Estimates), please clarify the number of estimates required during the design phase. Typically, there would be one for the schematic design phase, another for the design development phase, and a final one for the construction document phase.	One cost estimate is requested for the construction phase of this project.
7.	Under Section 3 of the RFP – Scope of Work (Design & Engineering: 3. Schedule Forecast), the type of schedule being requested is prepared and issued by the selected general contractor which will need to incorporate dates in which no work or limited work can be performed due to scheduled events. Please clarify if what was meant was a design schedule indicating duration for each phase – SD, DD, CD, Plan Check, Bidding. Schedule would indicate submittal dates for review by Corporation staff, project meetings with Corporation staff during design phase.	"Schedule" in this paragraph refers to a construction schedule of estimated durations for various tasks to complete the West Kitchen remodel project. The construction contractor will develop a more detailed specific schedule as part of their proposal/while on-site. This schedule is to be used for internal budgeting/planning purposes.
8.	Under Section 3 of the RFP – Scope of Work (Design & Engineering: 4. Design Meetings), review meetings are indicated as completion milestone at 25%, 50%, & 90%. Please clarify if 25% is the schematic design phase, 50% is the design development phase, and 90% is the construction document phase. Within each phase there would be weekly architect/client/user meetings plus a review session.	Correct.
9.	Under Section 3 of the RFP – Scope of Work (Design & Engineering: 4. Design Meetings - Project Design Closeout Meeting), please clarify as project closeout only applies to end of construction for which specifications has detailed information on what contractor is to provide and submit.	A "Project Design Closeout Meeting" is to be held to review completed and approved drawings before heading into the construction phase. A separate closeout meeting will be held when construction is complete and where all final documentation will be submitted/reviewed and approved by Corporation personnel.

10.	Under Section 3 of the RFP – Scope of Work (Design & Engineering: 5. Permits & Inspections), for permitting and inspection reports, the architect submits plans and specification for plan check and permit approval. The selected general contractor obtains the actual permit which is posted at the job site for review by building inspectors. Building Inspector issues inspection reports to the general contractor. It would be responsibility of the general contractor to provide Corporation with copy of the permits and any inspection reports issued by building inspectors.	Correct. Please note any exclusions from the bid within the Bid Form on Section 4 of the RFP.
11.	Under Section 3 of the RFP – Scope of Work (Design & Engineering: 7. Engineering Support), written construction scope of work: there is a general overall description of the work to be performed that needs to be stated in the plans as required by the building department. The plans themselves provide the detailed information of the work to be provided.	A scope of work document is requested by Corporation to utilize on a future RFP effort to select a construction contractor. The overall description of work will need to be included per the requirements from the building department, but is separate from the "scope of work" mentioned in this paragraph.
12.	Under Section 3 of the RFP – Scope of Work (Design & Engineering: 7. Engineering Support), "Assist with responses to RFI's" during the construction phase: The architect is responsible for providing responses to RFI's issued by the general contractor. I believe this is the intent in the RFP.	Correct.
13.	Under Section 3 of the RFP – Scope of Work (Design & Engineering: 7. Engineering Support), "Make recommendations on the requirements for permitting for local, state, and federal requirements for construction with expected timelines". Please clarify as there should not be any additional permits required during construction other than if there is a construction change requiring building department approval.	Correct. Please note any exclusions from the bid within the Bid Form on Section 4 of the RFP.
14.	Under Section 3 of the RFP – Scope of Work (Design & Engineering: 8. Construction Meetings), please clarify this section as it appears to imply that no fee is to be included for construction administration services.	There shall be no additional charges for meetings. The "cost" shall be included in the bid pricing.

15.	Under Section 3 of the RFP – Scope of Work (Design & Engineering: 8. Construction Meetings - Weekly Meetings), this part states attendance at weekly meeting is required, but another sentence stated “as needed”. Please clarify.	There may be additional meetings beyond those listed within the scope due to issues that may arise and need immediate attention. However, attendance is mandatory at the meetings listed in the scope.
16.	Under Section 3 of the RFP – Scope of Work (Design & Engineering: 8. Construction Meetings - Construction Completion Meeting), I believe what was meant was “project closeout”. The specifications will include a section on the requirements for project closeout.	The "construction completion meeting" will be the final meeting for the project where Corporation will sign-off on punch list items, receive final copies of all as-builts, and complete a walk-through of the site to ensure no items remain.
17.	Under Section 3 of the RFP – Scope of Work (Schedule & Hours of Work), I believe the hours of work indicated only apply to construction activities by general contractor and subcontractors and not the design team. All design work is performed in office of each respective design discipline.	Correct. However, if the design firm needs to visit the site, it must be arranged during this timeframe and pre-coordinated with Corporation personnel.
18.	Under Section 3 of the RFP – Scope of Work (Schedule & Hours of Work), February 1, 2023 is indicated as required completion of paragraphs 1 – 5 scope. Please clarify if paragraph 5 is for submittal for plan check by this date or permit approval by this date. If for permit approval, then, realize that current plan check duration is approximately 3 to 4 months which means plans and spec would need to be submitted by Nov. 1 of this year.	Correct. Corporation does not expect permits to be complete by February 1, 2023. 100% drawings with the rough order of magnitude cost estimate should be completed by this time.
19.	Under Section 4 of the RFP - Bid Form – (Bid), Please confirm that a fixed lump sum fee is only required for the design phase, and that services for construction phase are to be performed on a “Time & Material Basis” (paragraphs 6 – 8 in the scope of work). Please be aware of conflicting information in paragraph 8. In one part it states attend meetings as needed, and in another it states “attend weekly construction meetings”.	Correct. In regards to meetings, please refer to the answer in RFI #15.
20.	What is the project budget? Does it include an allowance for possible abatement of hazardous materials?	The project is to be reviewed and approved by Corporation’s Board of Directors at a later date upon award.
21.	Is there a building program for the kitchen remodel, and if so, can it be issued now for review?	No. Corporation does not have a building program for the West Kitchen.

22.	If there is currently no program for the kitchen remodel, can one assume that part of the services to be provided is development of a building program for the project? A program would be needed that establishes size of rooms for various functions prior to start of design.	Please include all items that are necessary for completion of scope and list those within the "exclusions and clarifications" section on the Bid Form on Section 4 of the RFP.
23.	Will the scope of work be limited only within the existing kitchen footprint as shown on Exhibit 'A' or will it extend beyond?	Scope of work is limited to only within the existing kitchen footprint plus any demolition required by the construction to the West Kitchen. This may include walls, ceilings, and floorings of the West Kitchen.
24.	Can a plan showing location of the grease interceptor be provided? What is its size and capacity? Will it need to be changed?	Successful bidder will be provided with Corporation drawings as needed.
25.	Is it possible to have copies of existing plumbing, mechanical, and electrical drawings of the existing kitchen issued?	Successful bidder will be provided with Corporation drawings as needed.
26.	Is Corporation just replacing all equipment with new equipment, or will Corporation be revising the layout any?	The layout will be revised. Corporation needs design and engineering support for a remodel of the West Kitchen.
27.	Does our bid need to include taxes? Is Corporation tax exempt?	Corporation is not tax exempt. <b>Bid pricing must include labor, materials, taxes, parking and trip charges, and all overhead costs.</b>

RFP documents are available for download at: [RFP 23-1014 - West Kitchen Design - San Diego Convention Center \(visitsandiego.com\)](https://visitsandiego.com)