



## **Responses to Q+A for Building Development Consulting Services**

1. Have you chosen the architect/AE team for this interior build-out project, and if so, is it underway yet?
  - a. No. The selected Project Manager will manage the solicitation and oversee all activities for the architect/design professional firm and the construction contractor, which will happen at a later time.
2. With regards to engagement on an as-needed basis, how many people does SVCE plan to utilize to aid in the development process? What is the anticipated time commitment of each individual?
  - a. SVCE does not have a predetermined plan for these services and is open to solutions developed by respondents to the RFP. It is possible that one person will take this project on, and it is also possible that a team of people will respond, each contributing different skills.
3. Given you are selecting people on an as-needed basis, is there a chance multiple people/firms from the RFP process will be selected?
  - a. SVCE does not anticipate contracting with more than one firm. While this project is large enough to justify bringing in an outside resource, it is not a large project compared to most public works projects. We will hire a Project Manager who will be our representative in bringing the building from its current state to occupancy.
4. The RFP states that the project will start in April 2025 – where is SVCE in the process today? Has any work started?
  - a. SVCE has purchased the building and is now soliciting a Project Manager to oversee the work. No work is currently in process. We plan to have the Project Manager engaged and working in April.
5. The RFP states the building is in shell condition – is it a warm or cold shell?
  - a. In the continuum between warm and cold shells, the building currently is more of a cold shell.
6. Is there a specific format you would like used for the cost proposal?
  - a. No specific format, the budget should be as detailed as possible.
7. Is there an opportunity to provide sustainability support? If so, should a rate be included in the RFP response or will there be another opportunity for sustainability pricing to be provided?
  - a. Please elaborate on what “sustainability support” means.
8. Material & Equipment Provision: Can you please identify any materials or equipment that will be directly provided by SVCE.
  - a. SVCE will provide no materials related to the Project Manager.
9. As-Built Drawings & Specifications: Clarify whether as-built drawings and specifications of the existing building will be provided.
  - a. Yes, the selected Project Manager will receive these documents.

10. Would it be acceptable for us to submit a proposal for architectural and project management services, or are you exclusively looking for project management support?
  - a. SVCE will only receive proposals for building project management services at this time. The selected Project Manager will manage future solicitations and oversee all activities for the architect/design professional firm and the construction contractor, which will happen at a later time.
11. Could you confirm if there is any potential overlap between project management activities and architectural design services? Our firm can offer comprehensive support, including programming, bidding assistance, and other owner's program activities as needed. While we specialize in architecture, we also have the expertise to manage the entire process. We are well-versed in the complexities of public procurement and the formalities involved in working with general contractors.
  - a. The selected Project Manager will manage future solicitations and oversee all activities for the architect/design professional firm and the construction contractor.
12. Please confirm or specify any design or scope approvals required by the board or other stakeholder groups.
  - a. Most approvals will be conducted by SVCE staff and the Chief Executive Officer. Items required by law to be approved by SVCE's Board of Directors will be presented to them for approval.
13. Is there a due diligence report available for the property?
  - a. Yes, this will be provided to the selected Project Manager.
14. Is there a geotechnical survey available for the property?
  - a. No.
15. Is there an ADA compliance report available for the property?
  - a. No, however, the building was substantially remodeled recently and complied with permitting at that time.
16. Has an elevator modernization study been completed?
  - a. No, we anticipate replacing the elevator.
17. Has the roof recently been replaced?
  - a. Yes.
18. Are you anticipating needing new mechanical rooftop equipment?
  - a. No.
19. Are you anticipating needing a power upgrade to support EV chargers?
  - a. To be determined.
20. Do you have a target budget established?
  - a. No.

21. Do you have a target program established?

a. No.

22. Are you expecting to build anything more than a breakroom?

a. The first floor of the building will be a community space for SVCE's Board of Director meetings and public engagement. The second floor will be the sole workspace for staff.

23. Is there a lease exit at the existing office that we should be aware of?

a. No.

24. Who was the base building architect and are the permit documents for the market-ready project available?

a. Any documents related to the building will be provided to the selected Project Manager.