

Bureau of State Audits
Response to Questions
Request for Proposal No. 11-02

Question Number	Question	Response
1	The project is described as “approximately 58,000 square feet of office space” Is this net square feet or gross? (i.e. exclusive or inclusive of restrooms, lobbies, stairs, elevators, etc.)	The approximate square feet is inclusive of restrooms, lobbies, stairs, elevators, etc.
2	Where is this project located? (i.e. which city/county in the State)	The project is located in Sacramento, California.
3	Is the building presently occupied by the Bureau?	The state has not selected the building.
4	Is this on one floor or more than one floor?	See response to question 3
5	Is this an existing, occupied building or a new, unimproved shell?	See response to question 3
6	If existing, will demolition be required? Any Haz Mat considerations?	See response to question 3
7	If existing, will adjacent spaces (including upstairs or downstairs) be occupied during construction?	See response to question 3
8	What mechanical, electrical, security and/or telecom services & equipment exist?	See response to question 3
9	Is this a State-owned or privately-owned facility? (This is germane in determining permit and regulatory agency jurisdiction)	See response to question 3
10	Will this project be publicly bid to competing contractors?	Yes, as stated in phase II of the scope of work. The State requires assistance in developing bidding documents for construction and other needs as determined, and responding to potential contractor questions.
11	Can you please provide the location (city) for the project	See response to question 2
12	Does the prequalification require a bond requirement?	See response to question 3
13	Can you please provide the location - city or county- of the project referenced in the RFP?	See response to question 2
14	Is there a way to get a list of interested bidders (architects) so that we could reach out to those firms as potential engineering sub-consultants? Please let us know if that is possible.	For a list of interested bidders, contact Ana Clark at AnaC@bsa.ca.gov

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15	In the RFP, it describes tasks to assess the selected space, evaluate existing systems, prepare drawings and obtain approvals and permits. Has the new space been selected? and if so, does it reside in a state or privately owned building? I am trying to determine whether DSA/SFM or local agency/permitting will be needed.	See Response to question 3
16	Is the state looking for an Hourly Not to Exceed format in the RFP? Or do you just want to see the hourly rates, but expect a lump sum (to be billed in a percentage each month)?	The amendment to the RFP dated November 3, 2011 removes the cost requirement of the bid. The sample contract terms and conditions of the resulting RFP address billing requirements. Refer to Attachment B of the RFP No. 11-02.
17	Will any changes to the contract language be permitted? We would like to propose a minor revision to the indemnity language.	Proposed changes to the contract language will be referred to the Bureau's legal counsel.
18	Will the project be seeking LEED Certification	It is the state's intent to work closely with the architect, space planner, and building management to design and build the most energy efficient and green space possible.
19	Is the proposal to include commissioning services to meet CALGreen and/or LEED Basic Commissioning?	See response to question 18
20	What is the building address, if not at 555 Capitol Mall	See response to question 3
21	Will fire alarm, fire sprinkler, and low voltage design services be required?	See response to question 3
22	Are there as- built or record drawings available for the space?	See response to question 3
23	Do the restrooms and the path of travel to the space meet current California Building Code and ADA accessibility requirements?	See response to question 3
24	Is it the intent to tie into the existing HVAC system of the building?	See response to question 3
25	Is it a single or multi-floor space?	See response to question 3
26	Will cost estimating services be required?	The State may request assistance with cost estimation for this project as needed.
27	What can you tell us about the prospective space i.e.: a) Previous general use? b) Is it anticipated that there will be major demolition needed to yield a clean shell space(s) or will BSA want to use a significant amount of the existing improvements? c) How many stories will BSA occupy? d) Is the building housing the prospective space LEED Silver? e) Will the design for the new space be based on	See response to question 3 and 18

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	LEED Silver Criteria? f) What is the age of the space's significant building systems?	
28	Can we assume no ADA work beyond the space and no ADA upgrades to existing toilets etc...is required within the space?	See response to question 3
29	Since the prospective building's existing systems are unknown to us, please clarify assumptions to be made and extent of the work for which our mechanical, electrical, security, telecom and fire protection consultants should be responsible.	When the space is selected, the successful firm will work with the building management of the selected space to evaluate the condition of the building's systems , as necessary, to prepare construction drawings.
30	Are the proposal Attachment C, D, F, and G (See Page 36 of the RFP – Required Attachment Checklist) to be provided by the Prime Contractor only? If any are also required by subcontractors, which specific attachments?	The attachments should be provided by the prime contractor.
31	Are all six sealed proposals to include a copy of the Attachments 1 (Checklist), 3 (Bidders Declaration), 4 (Certification of Special Terms and Conditions), 5 (Proposal/Proposer Certification Sheet) & 6 (Darfur Contracting Certification)?	Yes all six should include a copy of the attachments.
32	What is the current and the anticipated staffing mix? How many units and/or divisions will occupy the new space?	The state plans to build space appropriate for 225 employees including meeting, storage, and common areas.
33	Does a preliminary facility program exist?	No, a preliminary facility program does not exist.
34	Are there preliminary construction and furnishing budgets that can be disclosed?	Not at this time
35	Wouldn't BSA expect schedules as noted in Ph. III be required by the proposer in Ph.I "Responsibilities" and the general contractor after being selected would plug into the Phase I schedule and be responsible for its own construction schedule under Ph. III, then this schedule would be monitored by the proposer and the state?	The Responsibilities are outlined in the RFP as Phase I Planning, Phase II Pre-Construction, and Phase III Construction.
36	Clarify extent of work anticipated in Ph. III second item re: temporary relocation and the part that BSA will take (Will BSA develop an overall move strategy plan document?).	The State plans to use furnishings that employees are currently using. As the existing furnishings are moved and installed in the new office space, some employees may need to be temporarily relocated until the newly designed space is ready for occupancy. The State will

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		work with other interested parties to develop an overall move strategy plan.
37	What part of the work will BSA provide relative to phones, data and security systems?	The successful firm will assist the State in overseeing the construction activities including installation on phone systems, data and security systems.
38	Other than the RFP attachments, are there any other format requirements for the proposal package and its contents?	No. Also refer to the RFP amendment November 3, 2011 for proposal information.
39	Will BSA utilize State Administrative Manual processes, procedures and standards for the programming and space planning of this project?	The Bureau will use internally developed standards for space allowances.
40	Is the 58,000 square feet in the prospective building usable versus leasable space? Will all of the proposed area require planning and furnishing by the proposer?	See response to question 1
41	Are we to assume the A/E scope will not require any work involving existing hazardous materials investigation or handling?	See response to question 3
42	Will BSA utilize State Administrative Manual processes, procedures and standards for the procurement of furniture and equipment for this project, including coordination with DGS? If not, what is anticipated?	No. The successful bidder will work closely with the Bureau's space planning team. Also see response to question 39.
43	Will existing State contracts be utilized for the relocation of existing BSA furniture and equipment or does the proposer need to coordinate this process?	The Bureau's space planning team will utilize existing state contracts as appropriate and coordinate necessary services with the successful firm.
44	Will existing State contracts be utilized for the inventory and evaluation of existing BSA furniture and equipment or does the proposer need to coordinate this process:	As the existing furniture is assessed and evaluated as described in Phase I of the RFP, the selected contractor will develop an inventory of re-usable furniture.
45	Will BSA provide the Architect with an inventory of existing BSA furnishings and equipment that are available for use in the project?	See response to question 44
46	For cost estimating purposes, will "prevailing wage" and other similar state bidding requirements be required on this project?	See response to question 16
47	Are building as-built drawings available?	See response to question 3

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48	Will there be a furniture inventory provided?	See response to question 44
49	Will furniture vendor be involved from the on-set and do the detailed drawings/specifications?	The furniture vendor may work closely with the architect / space planner and may be involved in the process from the on-set. The vendor will be able to provide manufacture's drawings and specifications.
50	Will there be a change of use to the building?	See response to question 3
51	Any work to the exterior/ site?	See response to question 3
52	How many departments / groups will be housed in the building?	See response to question 32
53	Will programming interviews be scheduled on the same day?	Not yet determined
54	Is there a construction budget?	See response to question 3
55	Do they need a CASP survey	See response to question 3
56	Does the project need to be LEED? If so, what level?	See response to question 18
57	Will we see other participant's questions?	Yes, all participants in the RFP receive the questions and responses at the same time.
58	What is the project address?	See response to question 3
59	How old is the building?	See response to question 3
60	Is fire alarm, fire sprinkler and low voltage design required?	See response to question 3
61	Is there a preliminary space plan drawings?	See response to question 3
62	Are there existing restrooms? Do they require ADA work?	See response to question 3
63	Will be tying into the existing HVAC system or new ones?	See response to question 3
64	How many floors are there and which floor is the TI?	See response to question 3
65	Is commissioning services required per Cal Green? If not LEED?	See response to question 18
66	Is this project a renovation of the space currently occupied by the State Auditor or a design for a new location?	This project is a design for a new location.
67	Are the entire stakeholder groups currently located in one building or fragmented in different locations or buildings.	The Bureau of State Audits is currently located in one building.
68	Are CAD drawings available for the 58,000 square feet	See response to question 3

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	<p>areas the State Auditor is planning to occupy?</p> <ul style="list-style-type: none"> a. Architectural floor plans (showing existing conditions) b. Reflected ceiling plans (showing existing conditions) c. Mechanical, Electrical, Plumbing, Engineering (as-builds) d. Security and Telecommunications (existing conditions) 	
69	<p>The state plans to use existing systems furniture and compliment with new where needed. Are the following services to be included in this proposal:</p> <ul style="list-style-type: none"> a. Furniture Inventory b. Furniture bid preparation/procurement assistance services. 	a) See response to questions 44 and 49
70	Do you have space standards that are to be used for this project?	See response to question 39
71	Do you have specific source from where you plan to procure your furniture?	The State plans to procure furniture through leveraged procurement agreements. .
72	Can you provide a list of bidders participating in this RFP?	See response to question 14
73	Where is the project located?	See response to question 2
74	Is the project in an existing multi-tenant building?	See response to question 3
75	Are there issues outside the tenant improvement space that need to be addressed (I.E. disabled access) If so, what are they ?	See response to question 3
76	Are there any structural issues we should be aware of? Is there any excess weight loads?	See response to question 3
77	Is this a one story tenant improvement? If not, how many stories or mezzanines ?	See response to question 3
78	Is there sufficient electrical power to the space or will new switchgear and/or transformers be required?	See response to question 3

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79	Is there sufficient existing parking?	See response to question 3
80	Is there an existing HVAC system that is to be reused?	See response to question 3
81	Will the space require a new fire suppression system?	See response to question 3
82	Will this building require MEP upgrades and if so does it have an existing Mechanical or Electrical room? If the roof is to hold the mechanical and electrical equipment, will the roofs require upgrade?	See response to question 3
83	Can you provide a list of bidders participating in this RFP?	See response to question 14
84	Can you give us the address or city for this project?	See response to questions 2 and 3
85	Are there CADD files of the existing location and are they available to review for this RFP?	See response to question 3
86	Will there be a pre-bid walk or mandatory walk for the Space Planning Project?	See response to question 3
87	Are there any drawings of the anticipated space we may look at or receive through electronic format (E-mail, Plan Well or BidSync posting)?	See response to question 3
88	Is there a selected space? If so, what is the address of the site?	See response to question 3
89	Will CAD drawings of the existing furniture systems be available? If not, electronic, are there any hard copies of the plans?	See response to question 49. The State does have hard copies of the plans of the existing office space that include the furniture designs.
90	Will CAD drawings of the existing office spaces be available? If not electronic? Are there any hard copies of the plans?	See Response to question 89
91	Will CAD drawings of the new building be available?	See response to question 3
92	Will the successful firm be asked to assist in the selection	No, the successful firm will not assist in the

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	of the new office space?	selection of the new office space.
93	Will all of the State staff meetings be held in Sacramento?	Yes, all of the meetings with state staff will be in Sacramento, California.
94	Approximately how many staff members will be relocating to this new space?	The State is planning to build office space for approximately 225 staff members.
95	Is there currently an inventory list of existing furniture, which will be relocated to the new space?	See response to question 48
96	Will the successful firm be asked to provide finishes for the new office?	Yes, the successful firm will be asked to provide finishes that match or complement existing furnishings for the new office space.
97	Will the successful firm be asked to provide design direction for art, signage and accessories for the new office?	Yes, the successful firm will be asked to provide design direction for art, signage, and accessories for the new office.
98	Should the pricing include HVAC, electrical, security and telecommunications systems design?	Pricing has been removed from the RFP submittal requirements. Refer to the amendment to RFP dated November 3, 2011.
99	Should the pricing include any/all Permit Fees?	See response to question 98
100	Will the state employ a Construction Management company to direct the project on its behalf?	The successful firm will work with the State to oversee all construction and furniture installation activities as described in Phase III of the scope of work.
101	Will the State use a local furniture vendor to generate installation drawings of any new furniture?	The State has not yet identified a furniture vendor. Also, see responses to questions 44 and 49
102	Will there be any rendered drawing required?	The RFP scope of work requires the development of drawings, plans, and specifications necessary for construction space planning and furniture.
103	Will the planner be interviewing each employee or will there be an assigned staff member from the Bureau of State Audits to assist in the programming process and to make decisions?	The planner will interview assigned staff from the Bureau of State Audits.
104	Will the list of bidders be available?	See response to question 14
105	Will this be a design build project or a design, bid, build?	There are three phases to this project: Planning, Pre-construction, and Construction.
106	What is the projected budget for the project?	See response to question 34
107	Will plans be submitted to the building department or only	Plans will be submitted to all applicable entities

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	the State Fire Marshall for approvals?	for the appropriate approvals and permits.
108	Is there a separate budget for the new furniture with a specified vendor?	See response to question 34 and 112
109	Will there be scheduled weekly site meetings required during the construction?	The State will schedule site meetings at least weekly or as needed during all phases of the project.
110	The RFP states delivery of the RFP Response “via Federal Express or other similar delivery service.” Does stipulation of this requirement infer that a system of tracking the package with a delivery number is what is required? Is personal hand delivery by our office an option or does this delivery method disqualify our RFP response?	Hand delivery of the RFP response is acceptable.
111	Is the 58,000 SF project area contained to one floor in the building of 555 Capitol Mall?	See response to question 3
112	What is the manufacturer of the existing office systems furniture used in the office?	Kimball Office Furniture
113	Phase 1 tasks indicate that we are to “participate in a series of space requirement meetings with the State staff from various units and divisions.” In order to provide an accurate estimate of hours please answer the following: a) Is “State staff” defined as only BSA employees or will we be working with State Departments such as RESD of DGS? b) What is a general estimate of how many meetings are anticipated? c) What is an estimate of how many “various units and divisions” are involved in providing programming input? d) Will we be working with all levels of staff for input or key individuals representing State staff?	a) State staff is defined as BSA employees. b) The State estimates six to eight meetings for space planning requirements. c) See response to question 32 d) Representatives from all levels of staff will participate in space requirement meetings.
114	Will we have an opportunity to visit the existing offices of the BSA?	The top five bidders selected for interviews will have an opportunity to visit the existing offices.
115	Will this be a leased space or will the agency be occupying a state-owned building?	See response to question 3
116	Have you selected a space yet? If so: a) Are you able to disclose the building, its location and year built?	See response to question 3

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	<ul style="list-style-type: none"> b) How many floors is the building and which floor is your space located? c) Is the space currently occupied or empty? d) Is it your intent to re-use existing interior components, i.e. walls, doors, etc.? e) Are there as-built drawings available showing architectural, mechanical, electrical, and plumbing conditions. f) Are there any preliminary test-fit or “bubble diagram” space planning documents available? g) Are there existing restrooms in the building and has it been determined whether or not ADA improvement work is required? h) Is the lease actually signed yet? i) Will you be tying into existing HVAC systems or will a new system design be required? 	
117	Will you require our scope to include a seismic analysis and report for the building or space?	See response to question 3
118	Will you require our scope to include a hazardous materials survey and report for the building or space?	See response to question 3 .
119	Will you require that our scope to include an Accessibility Survey and report?	See response to question 3
120	Will this project be LEED certified? CI or otherwise? What level certification?	See response to question 18
121	Will the California Green Code be applicable to your project?	See response to question 18
122	Will you require our scope to include commissioning services that may be required per Cal Green and/or LEED?	See response to question 18
123	Will this project scope be limited to a tenant improvement, or do you anticipate any site, structural or alterations to the building core and shell?	See response to question 3
124	Do you currently know what growth percentage you would like to factor into your program for growth?	See response to question 32
125	How many user groups (divisions) are included in the project with which we will be meeting during the initial programming phase of the project?	See response to question 32

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126	Will you appoint a committee or a small group of representatives for the project who will possess decision-making authority regarding planning and design, or do you expect that our team will be meeting with each user group for such decisions?	The Bureau will select representatives from various divisions to meet with the Bureau's space planning team and the successful bidder.
127	What manufacturer of modular systems furniture are you intending to re-use in the project, and do you have a current inventory of this furniture?	See response to questions 48 and 112
128	Do you have a current inventory of freestanding furniture intended for re-use?	See response to question 44
129	Who will be soliciting the construction bids for the project, the State or the building owner/management, or otherwise?	See response to question 3
130	Will State of California Exhibits B and C be used for performance criteria on this project?	Exhibits B and C are standard contract language. Performance criteria will be established through responses to this RFP and through further discussions between the State and the successful bidder.
131	Will there be an opportunity to view your existing space to understand the general quality and complexity of your tenant improvement? If not, will you provide a description of such so that the team may get a sense of the overall design effort?	See response to question 114
132	Will fire alarm, fire sprinkler and low voltage design be required?	See response to question 3
133	Has a project location been determined? If so, are drawings of the building available in electronic format?	See response to question 3
134	Can the space(s) be previewed to assess the existing condition of the space(s)	See response to question 3
135	Is the 58,000 s.f. identified net, gross, or leasable area?	See response to question 1
136	Has a construction budget been established for the project?	See response to question 3
137	Are there any spaces requiring special mechanical, electrical, telecommunications, security or other performance standards that are unique or above the typical for an office space?	See response to question 3

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138	How many units and divisions are anticipated in the space program? This will have a bearing on the number of programming meetings required.	See response to question 32
139	How many locations (buildings) is the existing systems furniture located in?	The existing furniture is located in one building.
140	It is difficult to provide a fee quote by hours for "other needs as determined." Will the Contractor's proposal be rejected (Section II, Item 8) if an allowance is provided for this requirement?	See response to question 16
141	It is very difficult to provide a fee proposal to the level of detail requested without a project location, space program, building owner requirements, client requirements and knowledge of the existing conditions as indicated by the questions above. Is an hourly not-to-exceed fee proposal the only fee format the State will allow for the project?	See response to question 16
142	Can an allowance be identified to compensate Contractor for the time and effort required to bring a new Project Coordinator, if necessary, up to speed on the project?	The State reserves the right to approve of critical changes to contract staff in advance of any change. Circumstances related to allowances for time will be discussed and agreed-upon on a case by case basis between the State and the successful firm.
143	How many people will be occupying the new space?	See response to question 32
144	How many departments and how many managers will be involved in the programming/information gathering for the space analysis?	The state has a space planning team that will coordinate programming and space analysis with the contractor.
145	Is the Bureau moving from more than one existing building?	See response to question 67
146	Is the Bureau remodeling an existing space or moving to a new location? What is the address?	See response to question 3
147	Is this in a state owned or privately owned building?	See response to question 3
148	Do furniture space standards exist and will they be followed?	Yes, the space planning team for this project will oversee the Bureau's space standards and ensure consistency and adherence to those

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		standards.
149	Do you require an “orderable” parts list for systems furniture or will the representing dealer of the existing product provide the “orderable” parts list?	See response to question 49 and 89
150	Will as-built and/or electronic drawings be available for the selected space and existing furniture?	See response to question 49 and 89
151	What are the manufacturers of the existing furniture systems?	See response to question 112
152	Is the attachment documentation (checklist, declarations, certifications) to be bound into the proposal package, or does it need to remain separate, attached as a transmittal to the two sealed packages	See response to question 31.
153	Will this project take place in just one location, a certain number of locations throughout the state, or potentially state wide?	See response to question number 2
154	Can you please tell me what city the project is in?	See response to question 2
155	Where is the building located?	See response to question 3