

**Oakland Housing Authority**  
**BID # 16-015**  
**Bid Description: Lead Architect**

**Addendum #1**  
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**Date issued and released: October 7, 2016**

**The following questions were submitted by the deadline and are answered in this addendum.**

**Question 1:** Will the construction contract be a public bid process?

**Answer:** The Oakland Housing Authority (the "Authority" or "OHA") anticipates issuing a targeted Request for Proposals for the general contractor. The general contractor, will in turn, be required to competitively bid all of the trades of work at the appropriate time.

**Question 2:** Will OHA handle any hazardous materials testing and removal/mitigation required?

**Answer:** Yes, the Authority will handle all hazardous materials testing and any necessary removal / mitigation.

**Question 3:** Can the qualifying firm include projects that meet the minimum requirements that were completed by key personnel under previous employment?

**Answer:** Firm principal(s) that will be specifically assigned to this project may use his/her experience under previous employment as long as it meets the requirements of Section 2 of the RFQ #16-015.

**Question 4:** Do you have an owner's preliminary construction cost estimate?

**Answer:** No.

**Question 5:** Do you have an owner's anticipated schedule?

**Answer:** The schedule is contingent upon the project's success in assembling financing.

**Question 6:** What is the anticipated delivery method? Negotiated GMP or Design-Bid-Build? At what phase of the design process do you anticipate the contractor coming on-board?

**Answer:** This is not a design-bid-build project. The Authority anticipates issuing a Request for Proposals for the general contractor. The general contractor, will in turn, be required to competitively bid all of the trades of work. The Authority is interested in retaining the general contractor earlier, rather than later, in the design process.

**Question 7:** Who will be the primary decision making personnel? A single source OHA project manager or a committee? Will there be resident input in the design process?

**Answer:** An OHA real estate program manager will be assigned to this project . The program manager is given limited authorization within a supervisory structure within the Authority. As this is a new construction project, there will not be any existing resident input in the design process however, the Lead Architect will be responsible for assisting with the planning and facilitation of community meetings with neighborhood stakeholders.

**Question 8:** For firms submitting a proposal as a joint venture, would both firms have to provide 5 project examples each or can the two firms as a team fulfill the 5 project minimum requirement?

**Answer:** Two firms acting as joint venture may submit a proposal to be Lead Architect so long as they demonstrate that they collectively meet the Minimum Requirements under Section 2 and the other requirements under the RFQ, and demonstrate that they will provide services to OHA in a manner likely to be equivalent to those provided by a single Lead Architect firm. To establish this, the joint venture's proposal must include the following information:

- a) The planned legal form of the joint venture (to be formed before contract execution, e.g., joint venture agreement, partnership, LLC, etc.)
- b) Whether the two firms have worked as a joint venture before (not required, but if so, please describe)
- c) How the firms would organize and coordinate responsibility for the work, including:
  - Roles of key principals
  - Identity of project lead
  - Methods to ensure quality control as well as efficient and timely work production between firms

**Question 9:** Please clarify if the Lead Architect is required to submit their team of sub-consultants for the RFQ at this time? Or is this optional for this stage of the process?

**Answer:** The Respondent is not required to submit their team of design (such as interior or landscape architects) or engineering sub-consultants (such as structural, MEP or acoustic) for the purposes of this RFQ.

**Question 10:** Our firm has completed an abundance of affordable multi-family, infill projects which have been rated Type V-A or Type III-A projects. These were subject to Federal, State and/or Local affordable housing public finance rules and regulations. These projects were also completed within the past ten (10) years. However, due to tight funding budgets, we have only completed a few that included structured Type I parking. Would this exclude us from submitting if we don't meet the minimum of five (5) projects with Type I parking?

**Answer:** In order to be considered eligible, Respondents must meet each of the Minimum Requirements detailed in Section 2 including documented experience with a Type 1 parking structure with Type III-A or Type V-A residential constructed above the podium deck.

**Question 11:** In reference to Section 3.3, it's stated that the respondent must identify all subcontractors in the proposal and submit Subcontractor Forms. However, during the pre-proposal conference on 9/22/16, it was verbally communicated that this would exclude sub-consultants such as engineering, structural, landscaping, etc. Could this be clarified?

**Answer:** The Respondent is not required to submit their team of design sub-consultants (such as interior or landscape architects) or engineering sub-consultants (such as structural, MEP or acoustic) for the purposes of this RFQ. Section 3.3 is referring to any necessary subcontractors that might be necessary for the primary Respondent to complete the Scope of Work outlined in Section 3.2 as the Lead Architect.

**Question 12:** Please confirm that the full consultant team (Structural Engineer, Civil Engineer, Landscape Architect, etc.) is not required in the RFP response.

**Answer:** The Respondent is not required to submit their team of design (such as interior or landscape architects) or engineering sub-consultants (such as structural, MEP or acoustic) for the purposes of this RFQ.

**Question 13:** Are there milestone dates related to the project funding that we should include in our project schedule?

**Answer:** No.

**Question 14:** Should attachment A (Minimum Requirements) and attachment C (Examples of Previous Work) be included in the "Experience" section as currently formatted? Do these forms count towards the 7-page limit for this section?

**Answer:** Yes, Attachments A and C can be included in Section 4.1.D Experience. No, these forms will not count towards the 7-page limit for this section.

**Question 15:** If the Prime is proposing subcontractors, are all subcontractors required to fill out the Profile and Certification Form?

**Answer:** Yes.

**Question 16:** For number 5 on the Profile and Certification Form, do you want *all* firm Principals listed with resumes attached, or only Principals directly involved in the project?

**Answer:** Only principals directly involved in the project should be included in the Profile and Certification Form.

**Question 17:** “A company qualification brochure data may be added as an attachment at the end of the Proposal.” Can you please clarify what a “company qualification brochure data” is?

**Answer:** If your firm has any collateral marketing material that promotes the firm’s relevant experience, that may be submitted as part of Section 4.1.D, Experience, and will not count against the 7-page limit for this section, or in Section 4.1.G, Certifications and Attachments.

**Question 18:** Clarification to Section 4.1.D – Experience

**Answer:** In addition to including a completed Attachment C, Respondents may also submit a short narrative description of the projects included in Attachment C as well as photographs in this Section. Please be sure to clearly correlate the narratives and photographs to the corresponding projects listed in Attachment C and be mindful of the 7 page limit (which does not include the Attachment C).

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**ACKNOWLEDGEMENT**

**Bidder hereby acknowledges this addendum:**

**Name of Firm:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Acknowledgement of this Addendum must be included with your bid.