



COUNTY OF SONOMA

ADDENDUM NO. 01
SUBJECT: Addendum Number 01 to RFP
RFP for Architectural & Engineering (A&E) Services for a New
Household Hazardous Waste Facility (HHWF)
DATE: 09/18/2024

This addendum is issued to furnish information that is supplemental to, will clarify, or modify the above-referenced solicitation.

SUPPLEMENTAL INFORMATION:

Question 1: Will the attendance list from the mandatory pre-bid conference be shared?

Answer 1: The sign-in sheet has been posted to the webpage.

<https://zerowastesonoma.gov/rfp/architectural-engineering-design-services-for-a-new-household-hazardous-waste-facility>

Question 2: What is the status of CEQA?

Answer 2: CEQA has not been started. The winning A&E team will have to work with the Town of Windsor to address CEQA requirements during the Referral phase with the Town's Planning Department.

Question 3: Where are the property lines?

Answer 3: The consultant is expected to use property deeds, GIS web maps, plat maps, or other resources to determine the property boundaries.

Question 4: What is the project budget? How is the project funded?

Answer 4: The project was budgeted for \$14 million. After the property purchase, approximately \$11 million remains for design and construction. The project is funded by a \$12 million loan from County to ZWS and ZWS savings from yearly profits.

Question 5: What is meant by the 10 large outside bays?

Answer 5: The bays will house 30-yard to 40-yard roll-off containers to collect larger materials such as carpet and solar panels. Each large bay requires overhead coverage at a minimum.



Question 6: What is the size difference between the new HHWF and the existing facility in Petaluma?

Answer 6: Per the RFP, "The Consultant will determine the appropriate footprint necessary to construct a HHWF with approximately 66% more capacity than the existing HHWF in Petaluma while considering the constraints of the parcel."

Question 7: How much will we need to raise the floor of the new HHWF?

Answer 7: Grading design and finished floor elevations will need to be determined by the A&E team in compliance with the Town of Windsor, California Building Codes, Title 22, and all other applicable codes and standards.

Question 8: Will ZWS share existing documentation and studies that were done?

Answer 8: Existing documentation has been posted to the webpage.

<https://zerowastesonoma.gov/rfp/architectural-engineering-design-services-for-a-new-household-hazardous-waste-facility>

Question 9: What is the space needed for each waste type?

Answer 9: The Consultant is expected to assemble a full project team to provide architectural, engineering, and specialty consulting services. The subconsultant specializing in household hazardous waste materials is expected to assess the current capacity of the Petaluma HHWF and propose a design for the new HHWF with approximated 66% more capacity than the existing HHWF in Petaluma.

Question 10: Can you confirm which agency (AHJ) will be issuing planning and building permits for this project?

Answer 10: The Town of Windsor is the AHJ for this project.

Question 11: Can you be more specific about the requirements and/or project goals for salvaging materials from the existing wood frame building for reuse in the new project?

Answer 11: While the project does not have specific sustainability goals, Zero Waste Sonoma (ZWS) hopes the project reflects their mission to reduce, reuse, and recycle materials in the

safest and most environmentally responsible way possible. Ideally, the project can reuse the wood from the existing cross-shaped building in creative ways that complement and highlight ZWS's mission. ZWS would like to donate or sell salvaged materials not utilized in the construction of the project.

Question 12: How many distinct design alternatives will be sought by ZWS?

Answer 12: The main design alternative sought by ZWS is the inclusion of all the spaces listed under RFP section B – “ZWS Office Spaces”.

Question 13: Existing documentation may include any of the following, most of which are noted in the RFP:

- Property Surveys (including but not limited to Boundary)
- Record maps
- Site Plan(s), with dimensions that locate existing buildings
- Improvement plans
- Utility base map.
- Drawing(s) of existing construction
- Phase I and Phase II environmental studies
- Geotechnical report

Are these document(s) in the possession of ZWS or County of Sonoma? If not, please clarify expectations for A/E team. If existing, can they be made available during the RFP process?

Answer 13: All existing documentation has been posted on the RFP webpage mentioned in Answer 8 above. Documentation that is currently not in the possession of ZWS must be acquired by the Consultant as needed for the design of the project.

Question 14: Will ZWS be contracting separately with an environmental consulting firm to address CEQA compliance and/or to determine appropriate path (i.e. Exempt/Neg Dec/EIR, etc.) and to prepare and process appropriate compliance documentation? If not, is the design team responsible for this?

Answer 14: No. The Consultant is expected to assemble a full project team to provide architectural, engineering, and specialty consulting services. The subconsultant specializing in CEQA compliance must be acquired by the Consultant.

Question 15: Under section II, Design Services, e. there are eleven (11) separate deliverables required. This number of milestones is much more than this type of project typically requires and will add significant cost and time including ZWS reviews. Would the agency be open to a more streamlined phasing approach?

Answer 15: Yes. ZWS is open to fewer design milestones but would like all proposals to be based on the eleven separate deliverables. Proposals may include an alternate streamlined phasing approach with the associated cost and time savings in comparison to the eleven separate deliverables.

Question 16: Do page dividers count in the maximum page count? Can they have photos on the divider pages?

Answer 16: No. Page dividers will not count and they can have photos on the dividers.

Question 17: Item G Constructability Reviews (CR) on page 4 of 14 seems open-ended. Can you clarify what consultants and contractors are anticipated to be added to the team by ZWS, and what the design team's role and expectations would be? Can you quantify the number of CR iterations and duration of CR phase?

Answer 17: ZWS plans on procuring a contractor to conduct a constructability review of the 50% CD and 100% CD documents. The design team is expected to provide all plans, specifications, and estimates for these design milestones, answer questions from the contractor, and participate in value engineering as determined by the contractor.

ZWS has also contracted with Sweetser & Associates to provide technical expertise on HHW design elements and best practices. Sweetser & Associates will be conducting design reviews.

Question 18: Item II. j. indicates a minimum number of meetings between ZWS and the Consultant should be anticipated as biweekly. Are virtual meetings acceptable and does biweekly mean every other week or twice per week?

Answer 18: Virtual meetings are acceptable for most meetings. The Consultant should plan on attending some in-person meetings as public outreach may require in-person attendance. Biweekly means every other week.

Question 19: Does the project need to include landscape design? If so, is there an assumption we can use for percentage of landscaped site versus non-landscaped?

Answer 19: Yes. The project needs to include landscape design. The percentage will likely corresponds to the Storm Water Low Impact Design needs of the project.

Question 20: Can you be more specific about the requirements for the bat survey? Is a full biological assessment required? Do we need a biologist on our team, or will the Town of Windsor provide this?

Answer 20: For this proposal, please include this in the scope and list the cost as an itemized line item. Requirements for a bat survey and/or biological assessment will be determined by the Town of Windsor during the environmental review process. Here is the language from a recent project:

1. A bat habitat assessment shall be conducted prior to removal or trimming of trees and/or demolition structures. The habitat assessment of the structure would consist of a visual examination of the exterior and interior surfaces and spaces for suitable entry points, and signs of roosting bats (fecal pellet accumulations, urine or fur staining at entrances, insect prey remains, live or dead bats, characteristic odor, etc.). The habitat assessment of trees will determine the presence of suitable roosting habitat in the form of tree cavities that could harbor colonial bats or exfoliating bark or suitable foliage to support solitary bats. If no bat habitat is found during the assessment, the structure can be demolished or the tree can be removed or trimmed. If trees or structures contain suitable potential bat habitat, presence of roosting bats is presumed, and additional mitigation is necessary:

- a. Bat Habitat in Trees. Schedule removal of trees with suitable bat habitat with a bat biologist present during seasonal periods of bat activity (March 1 to April 15 or September 1 to October 15). If trees containing suitable potential bat habitat are scheduled for removal outside of these seasonal periods of bat activity, conduct a visual survey of all suitable roost features to determine if bats are present, and remove the tree if bats are not present. If roost features cannot be completely surveyed due to access, cavity depth, etc. and uncertainty remains regarding the potential presence of roosting bats, tree removal should be delayed until the appropriate seasonal period of bat activity under the supervision of a qualified bat biologist.
- b. Bat Habitat in Structures. If structures are found to contain suitable potential roost habitat or signs of past or present use by bats, presence of roosting bats would be presumed and a detailed visual survey or night emergence survey will be conducted in an effort to verify the absence of bats. Night emergence surveys can only be conducted when bats are active. Buildings containing bats or signs of past or present use by bats will require either humane eviction (installation of blockage materials and one-way exits), or partial dismantling, and only during seasonal periods of bat activity between March 1 to April 15 or September 1 to October 15.

Question 21: Can you provide more information for "other studies required by the Town of Windsor?"

Answer 21: These requirements will be provided by the Town of Windsor as the project goes through the Town's Pre-Application and Referral process.

Question 22: Please confirm that the Consultant responsibility for technical specifications is limited to Division 02 through 33 and that ZWS or the County will provide Division 00 and 01 specification sections.

Answer 22: The County will provide specifications for Division 00 and 01 specification sections.

Question 23: Can we include projects from our subconsultants?

Answer 23: Yes.

Question 24: Would ZWS consider an extension for the Proposals deadline based on the quick turn around after answers are submitted?

Answer 24: The deadline for proposals will be extended to Friday, 10/4/24 at 5pm.

Question 25: Does the Town anticipate accepting a General Plan Consistency Checklist Pursuant to CEQA Guidelines Section 15183 as the appropriate level of environmental review for the proposed project?

Answer 25: The Town of Windsor will decide once the Consultant submits relevant documents for review.

Question 26: What is driving the aggressive schedule? Is there a reason for the specific date mentioned for completion (July 10, 2028) on Page 8?

Answer 26: The schedule is driven by rising costs of construction and the need to service residents of northern Sonoma County.

Question 27: Page 3, item b: "contact adjacent property owners or agencies" -- What form of contact is anticipated? Is the architect's role to support the owner in this task?

Answer 27: The Town of Windsor will specify forms of communication necessary during the early stages of design. The Consultant's role is to comply with requirements set forth by the Town of Windsor.

Question 28: Page 3, item f: "participate in public outreach" -- Could ZWS clarify the scope of this task? Is it performed by others with A/E support, or is it part of our scope to design the public outreach process?

Answer 28: Public outreach will be performed by the Consultant as required by the Town of Windsor.

Question 29: Page 3, item h, then i: "Consider impacts of 'Shiloh Business Park' on the adjacent parcel (APN 059-0271-095)" -- What are the anticipated impacts to the Shiloh Business Park that would require further study?

Answer 29: The development of Shiloh Business Park will likely impact the HHWF project. ZWS anticipates the Town of Windsor will have requirements such for the HHWF project as a result of Shiloh Business Park. For example, a Traffic Impact Study.

Question 30: Page 9, under Section IV, Cost of Service – Please explain what is meant by, "all ongoing costs for recommended or required products and services, such as maintenance"? Is ZWS looking for a lifecycle cost analysis from the A/E firm?

Answer 30: No, ZWS is not seeking a full lifecycle cost analysis. The Consultant is expected to provide a high-level cost estimate of on-going costs for services and maintenance of features unique to the building and landscaping, excluding HHWF equipment.

Question 31: Page 9, under Section VII, Accessibility Standards, "For any proposal that includes scope involving such website content, Proposers shall indicate their capacity and plan for compliance with these requirements." -- What documents does ZWS anticipating publishing on a website?

Answer 31: Should the Town of Windsor require public outreach for the project, the Consultant will have to prepare flyers, presentations, or other documents that may be published on a website.

Question 32: Page 5, under Section IV, Project Closeout Services, item f: "Final deliverables shall include an AutoCAD drawing of the final design in DWG and PDF formats." – We produce documents in Revit, will that be acceptable to ZWS? If AutoCAD is required, is an export from Revit acceptable?

Answer 32: If Revit was used, the Consultant shall submit the Revit files, AutoCAD as an export from Revit, and PDF formats.

Question 33: Page 4, under Section II, Design Services, item a(ii): "Asbestos/Lead Survey of existing structures."—A Hazardous Materials consultant is not usually contracted by the A/E firm

since our professional liability insurance excludes coverage for this type of service. Would the County consider contracting directly with the HazMat consultant for (Asbestos/Lead) hazardous materials studies, reports, and treatment recommendations for the existing building and site?

Answer 33: ZWS will not be contracting directly with a hazmat consultant. The Consultant is expected to assemble a full project team.

Question 34: Page 4, under Section II, Design Services, re: number of milestone submittals -- Does each milestone imply a formal review period and is ZWS looking for formal deliverables at each? Or is it more to indicate the points at which ZWS would want to provide input? Could some be meetings without formal deliverables which add time and cost?

Answer 34: For the purposes of this proposal, please assume the milestones are a formal review period.

Question 35: Page 2, under item 2. Desired Goals/Objectives/Outcomes, "... with potential inclusion of offices depending on a subsequent cost comparison between incorporating offices in this project versus leasing separate office space." – Should our fee proposal include taking the office building beyond schematic design? At what point will a decision be made as to whether the office building is included in the design scope?

Answer 35: For the purposes of this proposal, please assume the decision as to whether the office building is included in the design will be made after 100% Schematic Design.

Question 36: Page 3, under Section I, Planning/Environmental Services, item g: "Review the completed Phase I and Phase II Environmental Studies, soil sampling, and bridge assessments for this parcel" and item h(ii) "Conduct a bat survey and any other studies required by the Town of Windsor." – What studies are anticipated to be needed based on the completed Phase I and Phase II environmental studies; when are they determined, and by whom? Also, please confirm that the bridge is not a part of the scope of this project, as stated at the pre-bid meeting.

Answer 36: The Consultant shall review all existing documentation that has been posted on the webpage specified in Answer 1 above. Additional studies required of the project will be determined by the Town of Windsor during their Referral phase.

The bridge is no longer a part of this project.

Question 37: Page 3, under Section I, Planning/Environmental Services, item j: "Soil management plan for all earthwork construction and design of engineered barriers informed by the Phase II Environmental Study." – What are the recommendations of the Phase II study regarding engineered barriers?

Answer 37: See Answer 1 above.

Question 38: Has a geotechnical study of the site been completed, and will ZWS contract directly with the Geotechnical consultant during design and construction for further soil studies?

Answer 38: A geotechnical study of the site has not been completed. The Consultant is expected to assemble a full project team to provide architectural, engineering, and specialty consulting services. The geotechnical subconsultant must be acquired by the Consultant.

Question 39: Will ZWS contract directly with a Survey firm for the topographic survey?

Answer 39: The Consultant is expected to assemble a full project team to provide architectural, engineering, and specialty consulting services. The surveyor firm must be acquired by the Consultant.

Question 40: Will there be need for a Letter of Map Amendment (LOMA) or a Letter of Map Revision Based on Fill (LOMR-F) for the project?

Answer 40: For this proposal, please include this in the scope and list the cost as an itemized line item.

Question 41: If a new drainage outlet is required in Pruitt Creek, who will be responsible for regulatory permitting through Army Corp, CA Fish and Wildlife, and the North Coast Regional Water Quality Control Board?

Answer 41: The Consultant shall be responsible for permitting.

Question 42: Does the Town of Windsor anticipate accepting a General Plan Consistency Checklist Pursuant to CEQA Guidelines Section 15183 as the appropriate level of environmental review for the proposed project?

Answer 42: See Answer 25 above.

CLARIFICATIONS:

1. Sonoma Public Infrastructure has moved offices. Protests must be filed in writing to:

County of Sonoma
Attn: Soojin Park
400 Aviation, Suite 100
Santa Rosa, CA 95403

All other terms and conditions of RFP remain unchanged.

Please sign and date below as acknowledgment of receipt of Addendum No. 1 and include with your submittal.

Signature and Date: _____

Printed Name: _____

Firm: _____