

**Millbrae Recreation Center Project and Construction Management RFP**  
**Responses to Written Questions**

- Question 1. How soon until you release an RFP for the design-builder? Will there be a prequalification process?  
Answer 1. The City intends to go through a prequalification process, which is preliminary scheduled for end of this year/early next year
- Question 2. What level will the bridging design be at?  
Answer 2. Please refer to Section 2 of the RFP.
- Question 3. Is it possible to see current design and scope?  
Answer 3. The 30% plans were provided as part of the RFP, see attachment 3.
- Question 4. What is the timing for precon and construction?  
Answer 4. Our preliminary construction schedule is July 2020 through February 2022. We reserve the right to update this schedule as the project progresses.
- Question 5. What will be the design-build delivery method? Lump sum or progressive design-build?  
Answer 5. The City intends to obtain lump sum design-build proposals, but will consider input from the construction management firm after selection.
- Question 6. Paragraph 1.1.1.3: "At the request of the City, the Consultant and the Design-Builder will use and maintain a Management Information System ("MIS")." Will the MIS be provided by the City or is it expected that the Consultant shall provide their MIS for use during the project?  
Answer 6. Consultant shall provide a MIS system.
- Question 7. Paragraph 2.1.1.1: "Develop recommendations to the City.....i.e. LEED/Sustainability". Is the City pursuing LEED Certification as part of this project? Or is the intent to design per LEED parameters but not necessarily seek certification by the GBCI (Green Business Cert. Inc.)?  
Answer 7. The City intends to design per LEED parameters, but will consider input from the construction management firm after selection.
- Question 8. Please clarify paragraph 3.11 and 3.17. In 3.11 it appears the CM is to provide daily site observance/inspection; in 3.17 it appears the CM is to provide periodic site observance/inspection. Please confirm.  
Answer 8. Consultant will provide DAILY site inspections.
- Question 9. Paragraph 3.13: "In conjunction with the inspector" .... please confirm who the "inspector" is in this paragraph. Is it the City Building Official or is this referencing the inspector being provided for site observance by the CM consultant?  
Answer 9. Per Answer 8, Consultant will provide Inspector for daily site inspections. "Inspector" referenced in 3.13 refers to the City Building Official, who will provide inspections as required by the Building Department.

- Question 10. Paragraph 4.1, will the City provide their own Commissioning Agent or is the expectation that the Consultant will carry one on retainer?  
Answer 10. The City intends to provide Commissioning Agent.
- Question 11. Shall the Consultant provide an on-site office for the full duration of Construction?  
Answer 11. Consultant is not required to provide an on-site office for the full duration of Construction.
- Question 12. What is the City's expected design/construction schedule and/or duration?  
Answer 12. The preliminary schedule is as follows:  
January 2020 – Pre-qualify Design-Build Entities  
May 2020 – Award Design – Build Contract  
July 2020 – Construction Begins  
Jan 2022 – Final Completion  
Feb 2022 – Grand Opening  
  
Preliminary schedule is subject to change as the project progress.
- Question 13. We understand that Group 4 has completed schematic design of the new community center. Will Group 4 have a continuing role during the Design-Build process? As bridging or criteria architect? As a City consultant after the Design-Builder is selected?  
Answer 13. The City intends to retain Group 4 as City consultant as criteria architect in the pre-construction and construction phase, and will consider input from the construction management firm after selection on the level of services needed from the Criteria A/E.
- Question 14. Is it the City's intent to revise Schematic Design so that it is in budget before going out to Design-Build RFP, or will the City be issuing the existing Schematic Design with the Design-Build RFP?  
Answer 14. The City intends to issue the existing Schematic Design as part of Design-Build RFP. However, Construction Management firm selected will work with City and Criteria A/E to develop Bridging Design needed to reduce overall project cost.
- Question 15. Does the City wish proposers to include Special Testing & Inspections scope in their proposals?  
Answer 15. Special Testing & Inspections scope can be proposed per Section 3.11 and Page 10, "Additional Services".
- Question 16. Does the City wish proposers to include the cost of contracting for the project's web based Project Management Information System (MIS) licenses in their Cost Proposal, or will the City be contracting directly for licenses for the CM and Design-Builder's use?  
Answer 16. See response to Question 6.
- Question 17. Do you have a list of prospective proposers?  
Answer 17. The City does not have a list of prospective proposers.