



## ADDENDUM NO. 2

August 16, 2021

### Gene Friend Recreation Center Project RFP for Architectural and Engineering Design Services

Acknowledge receipt of this Addendum in the space provided on this notice below and submit with Declaration and Certification Forms by bid due date. Failure to do so may subject bidder to disqualification.

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#### Table of Contents

Sections VI, VII, VIII, IX have been added to III. Selection Process as 6, 7, 8, and 9, as indicated below:

#### **III. Selection Process**

1. Introduction to the selection process
2. Submittal Evaluation Form
3. Not Used
4. Not Used
5. Not Used
6. Contract Award
7. Terms & Conditions for Receipt of Proposals
8. Contract Requirements
9. Objections to RFP & Protest Procedures

#### SECTION I: INTRODUCTION TO THE RFP

##### 1. ANNOUNCEMENT

The due date for questions and the due date for proposals have been updated to the following:

#### **RFP Questions:**

Questions regarding the RFP must be submitted in writing, no later than **9:00 A.M. on Monday, August 23, 2021**, by email to the Project Manager, Melinda Sullivan, at [Melinda.Sullivan@sfgov.org](mailto:Melinda.Sullivan@sfgov.org) and the Contract Manager, Sean McFadden, at: [sean.mcfadden@sfgov.org](mailto:sean.mcfadden@sfgov.org)

**Proposals Due:**

Proposals are due on **Thursday, September 2, 2021 by 5:00 P.M.** Submit proposals with a PDF version of all items, by email to the Project Manager, Melinda Sullivan, at [Melinda.Sullivan@sfgov.org](mailto:Melinda.Sullivan@sfgov.org) and the Contract Manager, Sean McFadden, at [Sean.McFadden@sfgov.org](mailto:Sean.McFadden@sfgov.org).

**SECTION I: INTRODUCTION TO THE RFP**  
**2. PROJECT INTRODUCTION & DESCRIPTION**

The following reference has been added in parentheses, following mention of the Maher Ordinance: Health Code Article 22A.

Program Diagram shown in original RFP, page 6, deleted from document, as it is available as an Attachment

**SECTION I: INTRODUCTION TO THE RFP 4. PRELIMINARY RFP SCHEDULE** is deleted in its entirety and is replaced with the following:

Pre-Proposal Conference: A Pre-Proposal Conference will be held via online video conference on Wednesday, August 18, 2021, at 10:00 am  
(<https://sfrpd.zoom.us/meeting/register/tZwvdOqrrTlqEt1Lf3rUv7aGyQgdC9rnq0uA>)

At the pre-proposal conference, City staff will review the provisions of this request for proposals, and the requirements of the Local Business Enterprise (LBE) participation.

Questions from interested proposers will be addressed at this conference and any new applicable information will be provided at that time. Questions raised at the pre-proposal conference may be answered orally. If any substantive new information is provided in response to questions raised at the pre-proposal conference, it will be memorialized in a written addendum to this RFP and posted on the project listing on SF City Partner website.

A preliminary schedule of events for the submittal and evaluation of Proposals is as follows. Attendees to the pre-proposal conference will be notified of any changes, however, all interested parties should check the SFCityPartner project listing prior to submittal.

RFP advertised and published	Thursday	July 22, 2021
Pre-Proposal Conference, 10:00 am	Wednesday	August 18, 2021

Deadline for written questions, 9:00 am local time	Monday	August 23, 2021
Issue responses to questions	Thursday	August 26, 2021
<b>Submit proposals no later than 5:00 pm local time</b>	<b>Thursday</b>	<b>September 2, 2021</b>
Notify candidates selected for interviews	Thursday	September 23, 2021
Interviews	Monday – Thursday (TBD)	October 11-14, 2021
Notify successful candidates	Thursday	October 21, 2021
Complete agreement negotiations	Thursday	November 18, 2021
RPD Commission Award		December 2021
Agreement certification/ Notice of Award		Late December 2021

SECTION I: INTRODUCTION TO THE RFP

7. MINIMUM QUALIFICATIONS

The first paragraph of this section is deleted in its entirety and is replaced with the following:

The minimum qualifications set forth below are required for a Proposer to be eligible to submit a proposal in response to the RFQ. Proposals must clearly demonstrate compliance with the specified minimum qualifications. Each Proposal will be reviewed for initial determination on whether Proposer meets the MQs referenced in this section. **This screening is a pass or fail determination and a Proposal that fails to meet the Minimum Qualifications will not be eligible for further consideration in the evaluation process.** The City reserves the right to request clarifications from Proposers prior to rejecting a Proposal for failure to meet the Minimum Qualifications.

Subconsultants may participate on multiple teams. Subconsultants on multiple teams should disclose in writing to prime proposers that they have a non-exclusive arrangement.

7.1 Prime Consultant or Joint Venture (JV) Partners Qualifications: A.3: “with CM/GC project delivery” is replaced with “with Integrated Project Delivery (IDP: CM/GC, CMAR, and /or Design Build)

Non-leading JV Partner qualification C.3 “with CM/GC project delivery” is replaced with “with Integrated Project Delivery (IDP: CM/GC, CMAR, and /or Design Build)

7.2 Prime Consultant Key or Lead Personnel Qualifications A.1: “diploma” is replaced with “resume”

7.2 Prime Consultant Key or Lead Personnel Qualifications A.5: “with CM/GC project delivery” is replaced with “with Integrated Project Delivery (IDP: CM/GC, CMAR, and /or Design Build)

7.4 Team Qualifications Section A: “together” is deleted after “successful experience working”

7.5 Technical Qualifications Section A is deleted in its entirety.

7.5 Technical Qualifications Section B becomes Section A.

7.5 Technical Qualifications B.5: “with CM/GC project delivery” is replaced with “with Integrated Project Delivery (IDP: CM/GC, CMAR, and /or Design Build)

7.5 Technical Qualifications Section C. Subconsultant Qualifications: Civil, Structural, Geotechnical Engineers is deleted in its entirety and is replaced with the following:

B. Subconsultant Qualifications: Civil, Structural, Geotechnical Engineers

1. Demonstrated success developing innovative solutions to site specific constraints, including high water table, adjacent structures, great depth to bed rock, challenging soils conditions and dense urban context
2. Demonstrated success with the delivery of 3 relevant building projects, at least one (1) of which is over 10,000 gross square feet in size, at least one (1) of which being a recreation center or similar recreation / athletic facility, with building as well as landscape components, and at least one (1) of which was with a government agency client
3. Experience working on Integrated Project Delivery (CM/GC, CMAR, and /or Design Build), in pre-construction phase (desired but not required)

7.5 Technical Qualifications Section D. Subconsultant Qualifications: Electrical / MEP Engineer is deleted in its entirety and is replaced with the following:

C. Subconsultant Qualifications: Electrical / MEP Engineer

1. Demonstrated experience working on at least 3 projects requiring new primary electrical service from Pacific Gas & Electric (PG&E), whereby Electrical Engineer played a key support role in coordinating with Project Owner, (SFPUC), and PG&E

2. Demonstrated experience on at least three (3) projects with photovoltaic roof arrays, at least 2 of which were permitted through a government agency in compliance with Green Building Requirements for roofs of new buildings exceeding 10,000 gross square feet

7.5 Technical Qualifications Section E. Subconsultant Qualifications: Cost Estimator is deleted in its entirety and is replaced with the following:

D. Subconsultant Qualifications: Cost Estimator

1. Valid current CPE (Certified Professional Estimator) certification through the American Society of Professional Estimators (ASPE) or valid current CEP (Cost Estimating Professional) certification administered by the Association for the Advancement of Cost Engineering (AACE International)
2. Experience as key / lead estimator on at least ten (10) relevant projects, including
  - i. at least five (5) projects with building over 10,000 square feet
  - ii. at least five (3) with a government agency client
  - iii. at least five (2) projects delivered through CM/GC

7.5 Technical Qualifications Section F. Subconsultant Qualifications: LEED Consultant is changed to Section E, and “the San Francisco Department of Building Inspection (DBI)” is changed to “a government agency”

7.5 Technical Qualifications Section G. Subconsultant Qualifications: Commissioning Agent is deleted in its entirety and is replaced with the following:

F. Subconsultant Qualifications: Commissioning Agent

1. Experience with enhanced and monitoring based Commissioning on at least three (3) projects, including
  - i. At least five (1) project with a government agency client; and
  - ii. At least five (2) projects with LEED Gold or LEED Platinum certification

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SECTION II: PROPOSAL REQUIREMENTS

1. SUBMITTAL CONTENTS

3. Team Qualification and Experience (Limit to 10 Pages). Point a: “among prime consultant and sub-consultants. Proposer’s team must be able to perform all tasks described in Section I.6 Potential Scope of Services. More than one firm may be listed for each discipline” added after “Describe how the workload might be organized, divided, or assigned”

2. SUBMITTAL REQUIREMENTS

3. Proposals shall be submitted as follows. Points 2, 3, and 4 are deleted in their entirety and replaced with the following:

2. Submit **one (1) digital copy (PDF) of all required CMD FORMS**, including Good Faith Efforts Documentations (if any), in a separate PDF file. The file shall be titled “CMD FORMS,” include the title of this RFP, and the name of the Consultant. Refer to Section VI.3 (Appendix, Contract Monitoring Division Forms).
3. Submit **one (1) digital copy (PDF) of all required CONTRACT FORMS** in a separate PDF file. The file shall be titled “CONTRACT FORMS,” include the title of this RFP, and the name of the Consultant. Refer to Section VI.4, 5, 6 (Appendix, Declaration and Certification Forms, First Source Hiring Agreement for Professional Services, Standard Consultant Contract).
4. Submit **one (1) digital copy (PDF) of the FEE PROPOSAL** in a separate PDF file. The file shall be titled “FEE PROPOSAL,” include the title of this RFP, and the name of the Consultant.

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Section III: Selection Process

1 INTRODUCTION TO THE SELECTION PROCESS

A. RFP WRITTEN PROPOSAL SUBMITTAL EVALUATION. Point 1 is deleted in its entirety and is replaced with the following:

1. CMD and RPD staff will review each proposal for initial determinations on responsiveness. Elements reviewed will include, without limitation: proposal completeness, compliance with format requirements, compliance with minimum qualification requirements, verifiable references, compliance with LBE requirements, and responsiveness to the material terms and conditions of the Agreement (See Appendix E for Sample Contract). This review will provide a pass/fail determination as to whether a proposal meets the threshold requirements described above. The City will deem non-responsive any proposal that fails to meet these requirements and will not include any Proposal deemed non-responsive in the Evaluation Process described in Section 5.2 below. The City reserves the right to request clarification from Proposers prior to rejecting a proposal for failure to meet the Initial Review requirements. The City will limit clarifications to exchanges between the City and a Proposer for the purpose of clarifying certain aspects of the Proposal and will not provide a Proposer the opportunity to revise or modify its Proposal.

A. RFP WRITTEN PROPOSAL SUBMITTAL EVALUATION. Point 2 is deleted in its entirety and is replaced with the following:

1. Responsive Proposals will be evaluated by a panel (“Evaluation Panel”) comprised of individuals who are knowledgeable of the subject matter. The Evaluation Panel will be comprised of individuals who are knowledgeable on the subject matter, and may include staff from RPD, other City agencies, and/or other organizations. The Panel will not include staff closely involved with the preparation of this RFP and the development of the scope of services. Proposals will be scored according to the Submittal Evaluation Form (refer to Section III.2 Submittal Evaluation Form). No interviews will be held during this phase.
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## 2 SUBMITTAL EVALUATION FORM

In the “Technical Qualifications” section, “Prime Consultant or Joint Venture” is replaced with “Architect.”

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## 7 TERMS AND CONDITIONS FOR RECEIPT OF PROPOSALS

7.13 Local Business Enterprise Sub-consulting Participation Requirement. Point e: Forms to be Submitted: “Public Works” is replaced with “The City,” “the Contract Compliance Officer for Public Works” is replaced with “the Contract Compliance Officer for RPD,” and “[Finbarr.Jewell@sfdpw.org](mailto:Finbarr.Jewell@sfdpw.org)” is replaced with “[Finbarr.Jewell@sfgov.org](mailto:Finbarr.Jewell@sfgov.org).”

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Recommended:

*Melinda Sullivan*

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Melinda Sullivan, Project Manager  
Recreation and Park Department

Acknowledgement of Receipt:

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Signature of Authorized Representative

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Print Name and Title