Request for Qualifications (RFQ) for Design-Build Services for the Covina Senior and Community Center Design-Build Project at Kelby Park

Addendum #4
Issued: July 3, 2017

The changes in this Addendum shall be included in the RFQ and this Addendum will be part of the RFQ documents. All conditions not affected by this Addendum will remain unchanged.

Inquiries:

**Question 1**: Addendum #2 stated that the architect’s professional liability insurance coverage would be increased from $1 million per occurrence to $2 million.

In Exhibit A, Part II: B. ESSENTIAL REQUIREMENTS FOR THE ARCHITECT AND SUB-CONSULTANT TEAM MEMBER OF THE DBE:

**NOTE**: DBE will be automatically disqualified if the answer to any of the questions B-1 through B-3 is “no”.

B-2 Does the Architect Member have a professional liability insurance policy with a policy limit of at least $1,000,000 $2,000,000 per occurrence and $2,000,000 aggregate?

Our firm has the necessary coverage for the original amount, but not the amended amount. Would we be able to provide a letter from our carrier stating that we are able to get the additional coverage, and still be considered compliant for that question, i.e., not disqualified?

**Response 1**: Yes, the City will accept proof of the Architect Member’s current professional liability insurance policy (policy limit of at least $1,000,000 per occurrence and $2,000,000 aggregate) plus letter from the Architect Member’s insurance carrier indicating that that the firm is able to obtain a professional liability insurance policy with a limit of at least $2,000,000 per occurrence and $2,000,000 aggregate.

The successful proposer will be expected to execute the Design-Build Contract (to be issued with the RFP) at a minimum of five (5) business days prior to the date of City Council consideration of the contract award, if an award is made. Additionally, the successful proposer shall also secure all insurance required under the Design-Build Contract, and provide copies to
the City, at a minimum of five (5) business days prior to the date of City Council consideration, if an award is made.

**Question 2:** Will sub-consultants be required to have the same professional liability insurance coverage limits as the Architect? If yes, would they be able to provide a letter from their carrier indicating that they would be able to get that coverage if their current policy is not at that limit?

**Response 2:** Yes, Sub-consultants are required to have the same professional liability insurance coverage limits as the Architect Member. The City will accept proof of the Sub-consultant’s current professional liability insurance policy (policy limit of at least $1,000,000 per occurrence and $2,000,000 aggregate) plus letter from the Sub-consultant’s insurance carrier indicating that that the firm is able to obtain a professional liability insurance policy with a limit of at least $2,000,000 per occurrence and $2,000,000 aggregate.

The successful proposer will be expected to execute the Design-Build Contract (to be issued with the RFP) at a minimum of five (5) business days prior to the date of City Council consideration of the contract award, if an award is made. Additionally, the successful proposer shall also secure all insurance required under the Design-Build Contract, and provide copies to the City, at a minimum of five (5) business days prior to the date of City Council consideration, if an award is made.

**Other RFQ Adjustments:**

**Item 1 – 1.1 Introduction:**
The first paragraph of the Covina Senior and Community Center Building section is amended as follows:

**Covina Senior and Community Center Building**
The Covina Senior and Community Center is envisioned to be approximately 16,000 square feet, equipped with a reception area, multi-purpose rooms, warming kitchen, and staff offices. There will be an emphasis on maximizing use of the facility by designing spaces for multi-use and flexible sizing, flow between indoors and outdoors and between program activities and circulation, the suffusion of daylight throughout the Center, and the maintenance, durability, and sustainability of the facility. For the first five (5) years of use due to funding requirements, a portion of the facility will be restricted to serve seniors only. Approximately 7,000 square feet will be restricted for senior citizen activities, including the warming kitchen and possibly restrooms. Separate areas for general use, which may include restrooms, and a catering area, will be included in the design. **The City will be seeking DBE input on the most creative and cost effective way to design and construct the senior and general use areas.**
Item 2 – 1.4 Project Budget and Funding:

Owner Provided Items is amended as follows:

Owner Provided Items

The City will provide most FFE at the building interiors and patio area required for the operation of the facility. FFE is described as any item not attached to the structures or grounds as would normally be interpreted in the industry. The RFP details owner-provided items in greater detail. Some FFE will be provided by the DBE, such as the kitchen appliances, the smart televisions, work-out equipment, and stage, which shall be furnished and installed by the DBE.