

# *City of Eureka*



**ADDENDUM 1 TO THE**

**REQUEST FOR QUALIFICATION**

**FOR**

***C TO F STREET WATERFRONT CONCEPTUAL  
MASTER PLAN DESIGN CHARRETTE***

City of Eureka Bid#: 2015-10

**Submission Deadline May 1, 2015**

**ADDENDUM 1:  
RFQ City of Eureka Bid#: 2015-10 C TO F STREET  
WATERFRONT CONCEPTUAL MASTER PLAN DESIGN  
CHARRETTE**

To all general contract bidders of record on the Work titled:

**C TO F STREET WATERFRONT CONCEPTUAL MASTER PLAN  
DESIGN CHARRETTE**

This addendum is issued as supplemental information to the **RFQ City of Eureka Bid#: 2015-10 C TO F STREET WATERFRONT CONCEPTUAL MASTER PLAN DESIGN CHARRETTE**. This addendum includes the following points of clarification:

1. Conflict of Interest
2. Conflict of Interest
3. Site walk through of existing structures east of E Street
4. Level of City involvement with facilitating Charrette
5. Legal structure agreement for development of designated area
6. Responsibility for base drawings and maps
7. Topographic survey data and base map
8. Provision for time extension
9. How fixed are the “target dates” for the Design Charrette
10. Market studies/analyses
11. Allowable uses in project area and Coastal Commission authority
12. Availability of facility, furnishings and equipment
13. Materials required and who is responsible for providing
14. Expenses included in the \$30,000 budget
15. Existing Sea Level Data

Information regarding each of the above items is provided in the following pages.

1. **Question:** If one is already an agent (consultant) of one of the “4” non-city, private, property owners - is there a conflict of interest re: performing this task? And if not, is there a possibility for an appearance of a conflict, detrimental to its reception and/or delivery? In other words, I’m concerned that the perception that one might not have been in a position to perform “objectively”, could have a negative impression on someone reviewing the requested products.

**Answer:** The City encourages you to disclose anything you suspect could be a conflict of interest. The City also encourages you to disclose all existing contracts that you have in the project area and all existing contracts that you have with the City and/or with the private property owners. However, there is no conflict of interest associated with having an existing professional relationship with the City or any of the private property owners. If this were the case, the City would never be able to hire the same consultant twice. The fact that a consultant is currently under contract with one of the private property owners does not constitute a conflict of interest. Each member of the selection panel will score each proposal independently based on the criteria outlined in the RFQ. Scores will then be compiled and weighted against one another. The selection process will be objective and fair and will not take existing contracts into consideration.

2. **Question:** Would there be a conflict of interest for a design team member, if they also work for a government agency - e.g. Humboldt County, HCOG?

**Answer:** This question could be interpreted in two ways. Is the team member an actual employee of the government agency or is the team member currently under contract with the government entity as a consultant? If the team member is an employee of the government agency, then the City of Eureka cannot answer this question for that agency. You need to ask that agency if they think there is a conflict of interest. From the City’s perspective, there is no conflict if the team member is a direct employee of another government entity. However, there could be a potential conflict if the team member is a direct employee of the City of Eureka. The City does not recommend using a team member that is currently an employee of the City.

If the team member is currently under contract with another government entity as a consultant, than the City does not anticipate a conflict of interest. Ultimately, the City expects that the consultant project manager make his/her own determination and be confident that there will not be a conflict of interest prior to asking the City to make this determination.

3. **Question:** As a part of preparing the “3.2 - Pre-design Site Analysis,” would we be able to walk through the existing structures east of the E Street side of the project?

**Answer:** Yes. The selected consultant team will be permitted to tour the existing buildings on the subject properties.

4. **Question:** Please clarify further the level of involvement the City will provide in facilitating the charrette and the level of involvement expected from the consultant. For example, design charrettes often require the

attendants to break into groups; is the consultant expected to facilitate these groups? If the City is the facilitator, how do we know the staff level that is expected to be provided?

**Answer:** The City will provide a Project Manager and staff to coordinate the logistics and facilitation of the five-day design charrette. The consultant should also provide a Project Manager to work in tandem with the City's Project Manager. The consultant Project Manager will be expected to assist with logistics and facilitation where appropriate. However, the consultant Project Manager will be primarily responsible for overseeing the design process and the production of the "development vision products" (as defined in the RFQ) throughout the life of the project. To some degree, the answer to this question depends upon the scope developed by the consultant. As stated in the RFQ, during the five-day design charrette, the City will do the following:

- Coordinate logistics, schedules, and facilities
- Provide key City staff as needed
- Facilitate meetings as needed

During the charrette, the selected consultant will be expected to:

- Attend all meetings and record (in writing or visually/graphically) all relevant information
- Participate in facilitation of meetings
- Produce graphic materials as appropriate
- Begin production of "Development Vision" products
- Produce materials and presentations for use during charrette meetings
- Provide other services as proposed by consultant

5. **Question:** Have the City and property Owners being part of the design area entered or negotiated an agreement outlining the legal structure that would develop this area? If not is this a service that would be expected of the consultant?

**Answer:** No, the City and property owners do not have a formal agreement outlining the legal structure that would develop this area. Unless the consultant recommends otherwise, the City and property owners do not believe that this step would be necessary at this time. Drafting such an agreement is not expected of the consultant as a part of this project. However, as stated in the RFQ, "this RFQ is requesting interested consulting teams to describe the 'Development Vision' products and 'development considerations' that your firm believes will be the most useful in assisting the City with accomplishing the Project Goal." Accordingly, the consultant may propose working with the City and property owners during the process to develop a draft development agreement if the consultant believes that this would be a worthwhile way to invest a portion of the \$30,000 budget.

6. **Question:** Base drawings: Does the City have accurate CAD compatible documents showing property lines, boardwalk edge, Mean High water line, existing buildings, etc. available to the consultant for planning services? Or is the consultant expected to prepare these base maps?

**Answer:** The City can provide survey-grade as-built record drawings of the boardwalk, the F Street Plaza, the C Street Plaza, and all the areas in between (the project area). This data will be provided in AutoCAD dwg

format. One-foot or two-foot contours will also be provided within the interior of the project site and surrounding the project site (AutoCAD dwg format or ESRI GIS format). Parcel data and utility mapping will be provided at an accuracy level of +/- 5 feet (ESRI GIS format). A georectified 3-inch resolution aerial image of the project will also be provided (at a +/- six-inch accuracy) (ESRI GIS format). Regardless of the data's accuracy or quality, the consultant will be expected to work with the existing data that the City currently has available. The consultant should not propose to expend project funds on collecting topographic or survey data. For the objectives of this project, precision accuracy is not required.

7. **Question:** We note that topographic survey data is not available. Parcel maps are available. Will overall base maps (of both the downtown and the site area) be provided or will the consultant be responsible for researching and assembling a base map?

**Answer:** Consultant will be provided with all of the data outlined above under Question #6. Consultant will be expected to compile that data into a working base map. However, the City expects that the consultant will not expend a significant portion of the budget compiling the base map. In order to accomplish the objectives of this project, the base map(s) and resulting products will be conceptual, graphical, and exploratory in nature. The consultant is not expected to produce engineered drawings as a part of this project.

8. **Question:** The schedule is aggressive. Consensus between multiple parties is not an easily controlled endeavor and the time required to achieve this consensus may vary. Is there a provision to extend the schedule if more time is required?

**Answer:** The schedule was designed to be aggressive. The City and private property owners are seeking a conceptual development vision for the site within the identified timeline. The City will facilitate the process to reach group consensus. If consensus cannot be reached, the consultant should be prepared to produce various versions of the development vision products. As described in the RFQ, "in the production of the final 'Development Vision' products, it is strongly recommended that consultant provides between two and four concepts for the City to select from at the conclusion of the project." This approach should alleviate any scenario in which consensus cannot be reached. The City anticipates that a schedule extension will not be necessary.

9. **Question:** The RFP says "the target dates" for the Design Charrette are July 27-31. How fixed are these dates at this time?

**Answer:** Unless there are very strong compelling reasons to do otherwise, the Design Charrette will occur from July 27 to July 31.

10. **Question:** Does the City have specific market studies or analyses for the historic downtown waterfront area that can help inform the uses of the sites?

**Answer:** No, the City does not have any recent market studies or analyses that can help inform the project. The City had considered conducting a market study of the project area prior to conducting the development vision process. However, the City decided to determine the desired vision (including uses) at the project site first. The development vision and the market analysis will require a feedback loop. First we will determine a vision for the site, then we will conduct a market analysis, then we will refine the vision.

For the purposes of this current project, the City and property owners are seeking an overall “development vision.” Market studies will follow in future phases to determine the degree to which the development vision is viable. If necessary, the development vision products produced during this project can be scaled-down or scaled-up in the future depending on the outcome of the market studies conducted in future phases.

11. **Question:** Have preliminary conversations already been held with the Coastal Commission regarding allowable uses in the project area?

**Answer:** The project area is in the “CW” zoning district. The Coastal Commission (CCC) does not determine the allowable uses in the project area or any of the City’s zoning districts. Instead, the City’s zoning code and Local Coastal Plan (LCP) determine the allowable uses. The CCC approves the City’s zoning code and the City’s LCP, including the uses listed in the CW zone. During the last General Plan Update (in the 1980s), the CCC approved the zoning code and the LCP for this area. Accordingly, the uses that are currently allowed in Old Town (CW zone) will automatically be allowed at the project site and the CCC will have no approval authority over those uses. However, the ultimate development of the project site would require a Coastal Development Permit (CDP) through the CCC. Through the CDP process, the CCC will have the authority to approve or deny the CDP in part based on the “aesthetics” of the project. This could impact the allowable building heights and other elements of the project (though not the uses). It is also worth noting that the City is in the process of increasing the number of allowable uses and the number of principally-permitted uses in the CW zone. These changes will need to be approved by the Coastal Commission. Approval (or denial) of the changes is expected in September of 2015. In the meantime, the consultant can work from the list of currently allowable uses.

These sorts of topics can be explored further during the project kickoff meeting and the regulatory agency stakeholder meeting.

12. **Question:** What facility will be used for the Charrette and what equipment and furnishings will be available?

**Answer:** This is to be determined. It is likely that the charrette will occur in various buildings owned by the City and by the private property owners. The public meetings will likely occur in the Warfinger Building, which has capacity for 140 individuals. The City has other facilities that can hold larger audiences if necessary. The City will coordinate the logistics of meeting locations. Each location will be equipped with tables, chairs,

telephone, and wifi internet access. Consultants will be expected to provide their own computers and their own drafting/sketching/drawing materials (including easels, flip charts, etc). The City can provide the following if the consultant cannot do so:

- Computer projector
- Color printer (located at City Hall, which is no more than 5 minute drive from various locations in which the charrette will be held)
- Large-format plotter (located at City Hall)
- Two easels and two flip charts

13. **Question:** What materials will be provided and what materials will the consultant need to provide?

**Answer:** See answer above. Consultants will be expected to provide their own computers and their own drafting/sketching/drawing materials.

14. **Question:** Are direct expenses, such as travel, accommodations, graphic supplies and printing, included in the \$30,000 budget?

**Answer:** The total budget allocated to the consultant cannot exceed \$30,000, including any costs associated with travel, accommodations, graphic supplies, printing, or any other direct expenses. Proposed budgets certainly may be under \$30,000. Consultants will be allowed to include in their proposed budget the costs of travel, accommodations, graphic supplies and printing. However, consultants are not required to incur these direct expenses.

15. **Question:** Is data to existing sea levels (mean and high/high tides) as well as projections / requirements needed to address potential sea level rise in the area available?

**Answer:** Yes. This data will be provided via ESRI GIS shapefiles and/or ESRI GIS geodatabases.