



**CITY OF MANTECA  
REQUEST FOR PROPOSAL  
FOR  
NEEDS ASSESSMENT, SITE SELECTION, DESIGN & COST ESTIMATE  
FOR NEW CITY HALL**

<b>Questions</b>	<b>Answers</b>
<p>1. Will consultants who win the City Hall Master Plan award be precluded from competing in the future Design Build RFQ?</p>	<p>If the purpose of the RFP was to receive bridging documents that displayed a significant portion of the build plan architecture, then we would be likely to exclude, however, since what the City is requesting is a primarily a space needs assessment, site selection evaluation, cost comparison, and not a design build, we do not plan to exclude any participants.</p>
<p>2. Under Contact Comments, the RFP states “Provide a written discussion of any proposed deviations to the included Professional Services Agreement.”</p> <p>3. We did not see a sample of a Professional Services Agreement. Will this be available for review?</p>	<p>The sample Professional Services Agreement can be found in the City’s RFP section off the main homepage at: <a href="https://bit.ly/2mCcCCD">https://bit.ly/2mCcCCD</a></p>
<p>4. We’re aware \$100,000 was set aside for a space needs assessment per Manteca’s proposed municipal budget for the upcoming fiscal year starting July 1; do you view that as the limit for the space assessment, site selection, and design and cost estimates described within the fee?</p>	<p>Yes, 100,000 is the cap for the assessment; however, architectural design is NOT part of the needs assessment. At this point, the City is looking for a space assessment (the amount of square footage needed), massing diagrams (by department), site selection evaluation, and cost estimate.</p> <p>Based on this information provided in the Needs Assessment, a future Request for Professional Services may be issued for either a traditional Design-Bid-Build project or a Design-Build project that would include programing and design.</p>

<p>5. Are funds secured to build the New City Hall?</p> <p>a. We know the original number from 2006 was \$20 million and a design-build project. Has that number been updated since?</p>	<p>No, funds have not yet been identified for the new facility.</p> <p>a. No, there has not been an additional study done since that time.</p>																
<p>6. Is there any existing data on department's staffing and current square feet occupied?</p>	<p>No information is available as to the current square footage occupied by City offices. The following are the current number of employees that would need to be housed in a new City Hall.</p> <p>Note: Some type of methodology would also need to be incorporated to account for growth/future employees:</p> <table data-bbox="852 703 1518 1081"> <tr> <td>General Government (H.R., Risk, Clerk, CMO, FIN)</td> <td>40 Employees</td> </tr> <tr> <td>Community Development</td> <td>24 Employees</td> </tr> <tr> <td>Public Safety</td> <td>151 Employees</td> </tr> <tr> <td>Mayor &amp; City Council</td> <td>5 members</td> </tr> <tr> <td>Parks &amp; Recreation</td> <td>37 Employees</td> </tr> <tr> <td>Water</td> <td>27 Employees</td> </tr> <tr> <td>Wastewater</td> <td>38 Employees</td> </tr> <tr> <td>Solid Waste</td> <td>37 Employees</td> </tr> </table> <p>Note: Most Public Works and Fire Staff will be located offsite</p>	General Government (H.R., Risk, Clerk, CMO, FIN)	40 Employees	Community Development	24 Employees	Public Safety	151 Employees	Mayor & City Council	5 members	Parks & Recreation	37 Employees	Water	27 Employees	Wastewater	38 Employees	Solid Waste	37 Employees
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<p>7. Can you provide a definition on the number of outreach forums, hearings, and planning sessions needed?</p>	<p>The Response to the Request for Proposal should include at least the following:</p> <p>Community Meetings (2)  Planning Commission Meeting (1)  City Council Meeting (1)</p> <p>Note: meetings with City Staff as required to complete the Needs Assessment.</p>																
<p>8. Do you have an anticipated completion date for the Master Plan?</p>	<p>The Needs Assessment should be completed no later than nine months after a Notice to Proceed is issued.</p>																
<p>9. Please confirm that CEQA is excluded from this assessment?</p>	<p>Confirmed. The Needs Assessment is exempt from CEQA in accordance with Article 18, Statutory Exemptions, Section 15262, Feasibility and Planning Studies.</p>																

10. Is the city going to procure separately a consultant for program level EIR?	Not at this time; refer to Answer 9.
11. Is a downtown location preferred?	The goal of the Needs Assessment is to provide an open and honest evaluation, listing and considering the pros and cons, of the identified locations. The intent is to have the Needs Assessment performed without preconceived biases.

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