

**SVCE Sunnyvale HQ Project:
AE RFP Questions & Answers**
15-May-25

**CUMMING
GROUP**

Please find attached responses to questions received as part of the AE RFP for the SVCE Sunnyvale HQ project. Please take note of the following attachments included with this Q&A response document:

- 1) MEPF As-Built
- 2) Property Condition Report (AEI, dated January 27, 2025)
- 3) ALTA Survey (Sandis (03/03/2021)
- 4) Property Flood Report
- 5) Roof Inspection Report (Alliance, dated January 29, 2024)
- 6) Phase 1 Inspection Report (AEI, January 15, 2025)
- 7) Sign-In Sheet from AE RFP Walk.

This RFP is being administered by Cumming Group, Inc. on behalf of SVCE. All correspondences shall be addressed to: Owyn Notario (owyn.notario@cumming-group.com) with Cc: SVCE's solicitation email (solicitations@svcleanenergy.org); Joseph Capps-Jenner (joe.cappsjenner@cumming-group.com)

#	Subject	Question	Answer
1	Proposal Requirements	Can you please confirm that only hourly rates are required at this time, and that a fixed-fee cost proposal is not needed as part of this submission.	The Base Bid shall provide a fixed fee cost proposal for Architectural Services broken down by phase of work as part of the Base Bid. Base Bid shall further include the following services as named sub-consultants: MEP, Structural, LEED, acoustic consultant, food service. Hourly rates/rate sheets shall further be provided for all personnel and sub-consultants. LEED consultant shall provide a cost for feasibility study only; <i>Bid Alternates may be listed for full scope. Otherwise, please rely on Exhibit A for the scope descriptions for the above named consultants.</i> <i>MEP + Structural may optionally also include Bid Alternates below for unknowns, however we expect the Base Scope to consider modifications to existing that may be required to satisfy the design vision set forth in Exhibit A.</i> <i>The Client confirmed the desire for a demonstration kitchen (vs servery, as was discussed on the walk) as part of the Community Space. This is not a commercial kitchen but rather a place to showcase induction cooktops and other commercial products in partnership with other vendors. We defer to the consultant to advise on how best to position this with the AHJ.</i> Bid Alternates shall further be provided for the following sub-consultants that are not yet defined or determined to be required: signage/wayfinding, lighting, civil, landscape, artwork. We are seeking input from proponents if these services are needed. After consultation with the client, Cost Services shall be excluded from the Architect's proposal and will be carried directly with the client.
2	Proposal Requirements	The proposal requires providing hourly rates for consultants but then lists "structural engineer allowance" which suggests a fixed fee. Please clarify if you need hourly rates for the structural engineer or an	See Question 1.
3	General	Will you be releasing the sign-in sheet from the site	Please see attached documents.
4	Scope	Is the all electric community Kitchen intended to serve as a "demo space" of a typical residential kitchen (with electric stove range) - for customers?	See Question 1. Correct; Exhibit A lists a "Communal all-electric demonstration Kitchen" as a desired area as part of the Community Space. This has not been confirmed as a program requirement; the owner's team wishes to assess the practicality and cost/schedule implications to including this in scope but the base scope should assume this will be included.

5	Scope	We understand that the kitchen is not a commercial kitchen. All meals would be catered (i.e. prepared offsite and served onsite). We will include Health Department Submittal, but based on the scope of work, a food consultant does not seem necessary.	See Question 4. We defer to the architect to propose what consultants they require in order to satisfactorily meet AHJ requirements.
6	Proposal Requirements	We understand that cost estimates are required at the following milestones: 50% CD, 90% CD and 100% CD. Will preliminary estimates be required at the earlier design phases: 100% SD, 100% DD?	Cost Estimates will be performed at the following design milestones, and packages shall be developed to provide sufficient detail accordingly: 100% SD, 100% DD, 50% CD, 90% CD and 100% CD.
7	Proposal Requirements	To level the playing field for all bidders, can we suggest that the Architect include the following consultants in their base bid? - MEP - Structural - LEED - Cost Estimating All other trades whose scope is not yet defined can be itemized as Bid Alternates. For example,	See Question 1.
8	Furniture	We understand that existing furniture will be relocated to the new HQ. Will this relocated furniture be primarily work space type (desk, cubicle)? If so, should the Architect include a bid alternate for furniture design of all ancillary furniture?	The base scope shall include architectural furniture layouts/furniture plan, design details indicating general finishes palette and materiality, and general "light coordination" with selected furniture designer/vendors in accordance with Exhibit A of the RFP. Detailed furniture design and selection can be submitted as a bid alternate if the proponent desires.
9	Proposal Requirements	The RFP includes Exhibit B Schedule of Performance and Exhibit C Compensation. Are we required to complete these forms as part of our RFP response?	The referenced Exhibits are part of Attachment A and will be completed as part of final contract negotiations with the preferred proponent. It is not required to be submitted as part of this RFP response, though it may be used as a basis for your response.
10	Schedule	Please clarify the target occupancy date. The RFP mentions May 2026 and 6/30/2026	Your proposal should align with the Project Timeline on page 5 of the RFP.
11	Proposal Requirements	Company financials are identified as a consideration of all candidates. Do you require company financials as part of the RFP response?	Please disregard.
12	Scope	Will fire sprinkler and fire alarm be design-build by the contractor?	Yes, although verification of existing services should be part of due diligence.
13	General	We assume that complete as-builts and AutoCAD drawings of the building and site will be provided to the awarded A/E team.	Yes. We have attached as-builts of the MEP system for reference. Architectural package will be provided to the awarded team.
14	Scope	We assume that A/V and Telecom will be handled direct by the Client. Or do you prefer that the Architect carry allowances for these trades?	AV and Telcom scope will be handled direct with client.
15	Budget	What is the approximate budget for the project?	We are anticipating a construction budget of \$170-250/SF. The target value design budget will be established at the end of SDs per the RFP documents.
16	MEP	Please confirm if and when the HVAC system due diligence report is available.	Please see attached documents.
17	MEP	Please confirm solar PV scope is by others. Or provide information of scope of work for this effort.	The client is interested in exploring the feasibility of including PV in this project. Please include an initial feasibility study as part of the MEP consultant scope or as a Bid Alternate.
18	MEP	Please confirm whether new EV Chargers are required for the project? None was observed on site. A project of this square footage could trigger EV chargers.	There are no requirements set forth by the client at this time, we will defer to the appropriate AHJ for minimum requirements.
19	MEP	Please confirm dates on prelim. schedule is for 2026. 02/02/2025 - Construction begins 06/30/2025 - Substantial Completion	Yes.
20	MEP	Please confirm OAC meetings will be for 21 weeks per schedule on plans. 02/02/2025 - Construction begins 06/30/2025 - Substantial Completion	Yes.
21	MEP	Based on recent google maps photos, the roof has 17 existing RTUs. Is it anticipated these units will be reused to provide conditioned air to the space?	Please see attached documents. We intend to reuse as much of the existing infrastructure as possible.

22	MEP	The project is anticipated to be LEED Gold or Platinum. All the existing RTU's will need to be replaced as these existing units do not meet efficiency goals for LEED Gold or Platinum. Please confirm this is	Base scope shall include a feasibility study for LEED Gold or Platinum which shall also address modifications to existing building.
23	MEP	Please confirm if the building has any exiting DDC control system.	Please see attached documents.
24	MEP	Please confirm whether natural gas is available on	Please see attached documents.
25	MEP	Please provide mielstones for cost estimating services. Ie 50% and IFP.	See Question 1.
26	MEP	Please confirm that the IT/Server room will have loads similar to an IT Room and not a server room. If server room, provide loads and temperture requirements.	Confirmed. We do not anticipate any significant server requirements beyond typical office. Refer to Exhibit A otherwise.
27	MEP	Are existing MEP drawings available for the building?	Please see attached documents.
28	RFP Timeline	With the understanding that responses to our questions will be provided within 24 hours or so, offering roughly four business days before the current RFP deadline on May 21, we wanted to inquire if a slight extension of the submittal date to Friday the 23rd would be possible. This would help ensure all proposers have ample opportunity to address any key	The RFP scheduled dates shall be maintained.
29	Schedule	Regarding the project timeline, we've noticed there appears to be a period of time between the kickoff meeting and the Programming phase where the specific tasks aren't clearly defined. We wanted to inquire whether this time is intended for preparation leading into Programming, or if it's acceptable to consider this period as part of the Programming phase itself. Clarification on this would help us better	The dates listed in the Project Timeline of the RFP are the anticipated completion milestones.
30	Schedule	We wanted to inquire about the intent of the dates outlined in the Project Timeline to ensure we have a shared understanding of the project schedule. Could you clarify whether these dates are intended as suggested targets or if they represent key milestone	The dates listed in the Project Timeline of the RFP are the anticipated completion milestones. We are open to suggestions on modifying the design timeline but the overall dates must be maintained.
31	Fees	Is there a target design fee range you have in mind for this project?	No.
32	Budget	What is the target construction cost range for the	See Question 15.
33	Proposal Requirements	Regarding the Proposal Submission Requirements/Cost Proposal section, we wanted to request clarification on whether the "table listing all of the staff proposed" should be provided as an hourly rate sheet, detailing rates per position for	Yes, hourly rates per position for all key personnel of consultant and sub-consultants.
34	Scope	To ensure we're aligned, we wanted to confirm that the cost proposal should include base services for architecture, MEP, LEED, and Cost Estimation, and that allowances should be provided for all other sub-	See Question 1.
35	Scope	In Exhibit B (page 13 of 41 of the RFP), it calls for Plans, Specifications and Estimates (PS&E) for design levels "50%, 90% & 100%". However, under Design Deliverables (page 15-16), It states under heading Schematic Design that "The content of the package should have a good level of information, in order for the PM to provide good cost estimates at this phase." Further, on page 16 & 17 under header Design Development, it states "The Construction Document phase shall generally be developed to provide 50% and 100% drawing package deliverables". Then on page 18, under header Construction Documentation, it also calls for 50%, 90% and 100% Design levels. Can you clarify exactly what design levels are being procured from the design team? As	See Question 1.
36	General	If selected as the architect, can changes be negotiated on the contract?	Yes, please provide your redlines as part of your submission.

37	General	If so, how would you like to see those changes – redlines, exhibit asking for exceptions?	redlines.
38	Scope	Will a change of use application be required for the ground floor assembly spaces?	to be determined.
39	MEP	Will MEP, Structural, and Civil drawings be available to awarded architectural team?	Please see attached documents.
40	Food Service	Will there be food prep/cooking in the kitchen? Or just an area to provide catering?	See Question 1 and 2.
41	Furniture	What level of furniture coordination should be provided by the architect?	See Question 8.
42	Scope	Acoustics – Is there an STC rating the client is trying to achieve for each area?	No, we will rely on the consultant to define these parameters as part of programming.
43	Scope	Does the existing floor between levels 1 and 2 have a 1 hour rating?	to be confirmed.
44	Environmental Graphics	Is there a number of graphic 'displays/designs' to be included in our base bid?	Please assume 2 large signs as well as graphics for medium and large conference spaces listed in Exhibit A. Additional costs can be listed as a Bid
45	Scope	What is the anticipated exterior/shell work?	The consultant is expected to define this based on Exhibit A and knowledge of existing facility.
46	MEP	Any MEP as built dwgs?	Please see attached documents.
47	MEP	Are existing RTUs to be reused? Do you know the age of the units?	Please see attached documents.
48	MEP	Any clean room / special room with special MEP design criteria? Provide details if applicable.	No.
49	MEP	Any new EV chargers?	See Question 18.
50	MEP	Is lighting photometric required?	Not required by owner's team. The consultant should advise as to the necessity of this in base scope or as required by AHJ.
51	MEP	Any rooms / equipment requiring generator power?	No.
52	MEP	LEED level? Gold or Platinum	See Question 1.
53	MEP	Project timeline seems to be incorrect -- Assuming the 1/16, 2/02, and 6/30 dates are meant to be year 2026. Please confirm.	Yes.
54	MEP	Any generator?	No.
55	LEED	LEED level? Gold or Platinum	See Question 1.
56	LEED	Or CAL Green equivalent?	Yes.
57	LEED	Which LEED services should be included in the base proposal: a. LEED Project Management b. LEED Fundamental Cx c. LEED Enhanced Cx d. CAL Green Cx e. LEED LCA for embodied carbon f. LEED Energy Model g. Title 24 Energy Model h. LEED Daylight Model.	See Question 1.
58	Scope	Project Details describe scope that "may" be included. Should Proposers assume all suggested scope is included in the project?	
59	Scope	Will any new restrooms be needed to keep the public and private spaces separated?	Public shall have access to restrooms and shall be located accordingly. Restroom counts to be defined by Consultant based on code requirement.
60	Scope	(Per site walk feedback) Please confirm Proposer will be required to study solar/ PV, however, PV will not be included in this project (would be separate scope)	Correct.
61	Scope	Will any site work be included? Accessibility upgrades and EV charger upgrades are anticipated.	Consultant should determine and advise on this based on existing conditions.
62	Scope	Does SVCE have a goal to add additional EV charging stations beyond code minimum?	Not yet determined.
63	Scope	Elevator Modernization is mentioned later in the RFP. Clarify if this is in scope.	A 3rd party elevator consultant has been engaged for this scope.
64	Schedule	Please clarify the Project Timeline to include start and stop dates.	See Questions 29 and 30.

65	Schedule	What is the anticipated permit submittal date?	Consultant should determine best permitting strategy to adhere to RFP Timeline.
66	Schedule	What are the 50% 90% and 100% CD deliverable dates?	Unclear what is being asked.
67	Schedule	Clarify owner review timelines.	Assume 2 weeks for review and feedback at all major milestones.
68	Schedule	(Per site walk feedback) Please confirm the General Contractor will be onboarded after completion of the CD phase and as part of a formal hard bid process.	Confirmed.
69	Schedule	Should the Proposer submit a design schedule as part of their proposal?	Yes.
70	Schedule	Why is there a 5-week lag between Kick-off and Programming start?	See Questions 29 and 30.
71	Schedule	Why is there a 2-week lag between Building Permit Issued and Construction Start?	Assume GC mobilization.
72	Schedule	Target date for move in is noted as May 2026 but Substantial Completion is 6/30/26. Please clarify.	Your proposal should align with the Project Timeline on page 5 of the RFP.
73	Proposal Requirements	(Per site walk feedback) Please confirm base bid to include arch, MEP, cost consulting, sustainability. All others will be allowances with design team members identified in the org chart.	See Question 1.
74	Design Vision	Should the services of an Acoustical Consultant be included as an allowance?	See Question 1.
75	Design Vision	Clarify if SVCE will carry any vendors (AV, IT, Security, Furniture, Art, Graphics, etc)	Client will carry AV, IT, Security as design build, as well as furniture directly. Art, Graphics, plants, etc. has not yet been determined.
76	Design Vision	Can SVCE provide a target (or range) for construction cost/ budget?	See Question 15.
77	Design Vision	(Per site walk feedback) Please confirm that Proposers will not be responsible for an inventory of all existing furniture. This will be provided by SVCE.	See Question 8.
78	Design Vision	(Per site walk feedback) Please confirm SVCE will be responsible for scope associated with moveable art displays, art, plants, décor.	See Question 75.
79	Design Vision	Does SVCE have a fitness vendor for the gym?	No. Consultant is expected to advise on this program or otherwise carry a sub-consultant in their base bid.
80	Programming & Conceptual Design	If new scope is defined during the Due Diligence phase, will Proposers be permitted to request additional fees?	This will be assessed on merit at the time of evaluation.
81	Programming & Conceptual Design	For MEP design, are as-built drawings available of existing conditions?	See attachments
82	Programming & Conceptual Design	(Per site walk feedback) Please confirm no food prep is anticipated in the kitchens (educational cooking only), however, Proposer should plan for a Health Dept review	Confirmed.
83	Programming & Conceptual Design	(Per site walk feedback) Please confirm no facilitation of community engagement is anticipated for the Proposer	Confirmed.
84	Programming & Conceptual Design	(Per site walk feedback) Please confirm LEED gold or platinum level certification is a goal/ wish list and not a requirement. Is there a minimum SVCE	See above.
85	Design Development	Will fire sprinkler/ fire alarm (Fire Protection) be design-build? Is there any scope for the Proposer?	Design-Build.
86	Design Development	Clarify if Fire Protection, AV/Tele-Conferencing, and Security drawings should be provided in the DD Phase.	This will be by others.
87	Construction Documentation	(Per site walk feedback) Please confirm Proposer will provide full MEP design/ documentation (EOR) for permitting.	confirmed.
88	Construction Documentation	Confirm if AV, IT, and Security Design will transfer to the Owner's vendors at this time.	confirmed.
89	Permitting & Bidding	(Per site walk feedback) Please confirm project will be design-bid-build.	confirmed.

90	Permitting & Bidding	What will the Proposer's role be in the bidding process for GC and subcontractors?	Consultant shall provide RFI support to the PM and CM.
91	Permitting & Bidding	What will the Proposer's role be in bidding furniture?	Consultant shall provide RFI support to the PM and CM.
92	Permitting & Bidding	What scopes are identified that will require Planning review?	Not yet determined. It is our desire to minimize scope requiring Planning review.
93	Existing Building Photos	(Per site walk feedback) Please confirm that space plans should assume that all existing conditions will generally be maintained.	confirmed.
94	Contract	Should Proposers provide a list of requested contract modifications?	yes provide redlines.
95	MEP	Will the mechanical due diligence be shared with the design teams ahead of the pursuit deadline?	See attachments
96	Food Service	Can you confirm if we should carry an allowance for the food service consultant? What scope should we assume?	See Question 1.
97	Budget	Does SVCE have an established construction cost budget or range that can be shared?	See Question 15.
98	Proposal Requirements	Is there a preferred fee table template SVCE would like us to use?	No.
99	General	Can SVCE provide a copy of the most recent permit set for the completed upgrades?	See attachments
100	General	Does SVCE anticipate requiring architectural and engineering (A/E) services during the bidding phase?	Support to PM and CM only.
101	General	Can SVCE provide any existing project documentation, such as as-built drawings, a 3D base model, Revit files, or CAD files?	See attachments
102	General	Will this project be Design-Build through the GC or fully engineered contracted through the architect?	We will follow design-bid-build model.
103	General	Are any Consultant proposals (Price, Quals, and Resumes) required as part of the RFP? Please list.	Please provide details (scope assumptions, price, resumes) for any subconsultants proposed.
104	Budget	What is Tenant's target hard construction budget \$/RSF of the project? (Exclusive of soft costs, Furniture and equipment, IT, AV and Security). *If budget is TBD/Confidential, please provide \$/RSF for bidders to assume for purposes of level fee bidding.	See question 15.
105	General	Are there any percent of existing improvements that are expected to be retained? What is the level of quality of space and design desired, on a scale of 'good, better, best'?	Maintain all existing where possible. Quality of space and design should align with budget.
106	Food Service	From the walk it was confirmed that the "kitchen" will be at most a warming kitchen and not full-service, however we should plan for a HD permit in our fees. Please confirm.	See above.
107	Environmental Graphics	Are branding guidelines or corporate identity elements that need to be integrated into the design?	Branding guidelines are not available but it is desired to incorporate this into the design.
108	General	What consultants partners are anticipated as part of this scope in addition to LEED and structural to be under the architectural contract? i.e. Lighting, acoustical, AV/IT?	See Question 1.
109	General	What are you looking for in a Design Partner?	Refer to RFP.
110	General	What about your culture is important to consider in the design of the new space?	Refer to RFP.
111	General	On the walk we heard that the remediation is unknown and can be excluded from the proposal at this time, please confirm.	Confirmed. See attachments.
112	General	When will the GC be onboarded to the project?	Refer to RFP.
113	General	Allowances will be provided for consultants recommended, please confirm this is ok. Refined budgets can be established once the scope is defined.	See Question 1.
114	General	Shall architect be required to engage in GC bidding and onboarding process, such as attend GC interviews, review bids, assist in leveling, etc.?	Consultant shall assist PM and CM with answering RFIs as needed during the bidding process. Attendance to the interviews is highly preferred but not required.

115	General	What's the "minor roofing" entail, is that repair work or work related to new potential scope for HVAC?	See attachments.
116	General	Are you anticipating any site work?	None at this time. Consultant should make a recommendation based on observations of the site and known conditions as well as desired program defined in Exhibit A.
117	Elevator	We will exclude any elevator work at this per the walk and after an evaluation is done with findings. Please confirm.	Confirmed.
118	ADA	We assume that all ADA is compliant with the site and any upgrades required are ones triggered by the layout only. Please confirm.	Consultant should determine and advise on this based on existing conditions.
119	Schedule	The project timeline on page 5 lists the start of construction being this past February and substantial completion June 30, 2025. Assuming those are typos, what are the correct dates for this project?	2026
120	General	Did they do documentation on the shell's renovation?	See attachments
121	Procurement	There are notes that the General Contractor will provide feedback to the 50%, 90% milestone packages. Will this be a negotiated contract with the GC?	Typo. This will be hard bid.
122	Procurement	When will the GC be brought on board?	Refer to RFP.
123	Procurement	Will there be a select set of subcontractors bidding the project or will there be an open public bidding process?	Open public bidding process.
124	General	Please confirm the existing rooftop mechanical equipment.	See attachments.
125	LEED	Please confirm LEED V4 Gold / Platinum feasibility study is part of base scope and actual certification is an alternate.	See above.
126	Photovoltaics	Please confirm if the solar PV study is part of base scope and actual design and installation are separate projects.	See above.
127	General	Please confirm if the project has any intent of achieving "all-eletric" readiness, including the	Confirmed. Refer to RFP.
128	General	Please confirm if the project's intent with wellness design and certification, such as pursuing Fitwel and WELL certification	This may be submitted as a Bid Alternate. The client will want to understand the benefits and implications.
129	Schedule	Project Schedule (Page 7) -Could you please confirm the intended timeline and sequencing for this project?	See above.
130	Fees	Fee Structure (Page 10) -The RFP notes a fixed-fee engagement but also asks for fully burdened hourly rates. Should we assume a fixed fee for known scope, with hourly rates provided for additional or to-be-defined services?	See above.
131	Proposal Requirements	Optional Consultants (Page 10) - Several subconsultant roles are listed as "if necessary." Should we include allowances for these in our proposal, or exclude them unless confirmed?	See above.
132	General	Existing Building Drawings (Page 6; Exhibit C) - Will existing architectural or MEP drawings from the 2020 rehabilitation be made available to the selected team?	Yes.
133	Scope	Environmental Remediation (Page 6) - The scope references "minimal environmental remediation." Can you share any additional detail or reports regarding the nature or location of this work?	See attachments.
134	Furniture	Furniture Reuse (Page 18) - The RFP encourages reuse of existing office furniture. Will an inventory or specification guide be provided?	See above.
135	Design Vision	Community Space Programming (Page 20) - The community space is described as still under development. How would you like us to approach programming and cost estimating for this area in the proposal?	Engagement of stakeholders will be an internal effort. The consultant will be expected to formalize this as part of programming and confirm this with the client as part of their base bid.

136	Design Vision	Board Chambers AV Requirements (Page 21) - Will SVCE provide any specific expectations regarding AV/streaming capabilities or acoustic treatment for the Board Chamber?	Yes.
137	LEED	LEED Certification Goals (Page 18) - Should we plan to pursue LEED Gold or Platinum certification, or provide options for both? Will certification itself be a project deliverable or just feasibility analysis?	See above.
138	General	General Contractor Role (Page 28) - Has a general contractor already been selected, or will that occur during or after design development?	See above.
139	General	Prevailing Wage Scope (Page 9) - Which portions of the work are expected to fall under prevailing wage requirements?	Undetermined.
140	General	Community Engagement (Pages 18 & 20) - Will the design process include any formal community input or public presentations?	The consultant will be expected to be available to present to the Board at all major design milestones.
141	Scope	Technology Standards (e.g., AV, IT, Security) - Are there any existing SVCE standards or preferred vendors for AV, IT, or security systems that the design team should coordinate with from the outset	No current standards. SVCE will engage with a vendor separately.