

**Request For Proposals Process  
City Hall Space Needs Assessment  
Answers to Questions  
Updated 9/27/2019**

Below are the answers to questions received by September 25, 2019. Questions are answered to the best of staff's knowledge. Some questions were asked by multiple people and have been consolidated into one question and answer.

1. Plans: Are there plans showing the layout of the building?  
**Answer: Yes, there is a set of PDF building layout plans that have been posted as an addendum to the RFP as of 9/25/19. The plans that are available are not completely updated. There are also CAD drawings for the second floor only, which will be provided to the successful bidder.**
  
2. Will an Organizational Chart be available?  
**Answer: Yes, an organizational chart for the City of Goleta for Fiscal Years 2019/20 and 2020/21 was posted as an addendum to the RFP on 9/25/19. All City staff on that chart are located in City Hall with the exception of: Library staff (only the Library Director and her Management Assistant work in City Hall); staff working under the "Public Works Manager" (working at the City yard facility).**

**The Organization Chart does not show contractors' staff who may be working part-time in City Hall at any given time.**

3. Are job descriptions available?  
**Answer: Yes, job descriptions for the reflected positions are available and on the City's website through the following link:**  
  
<https://www.cityofgoleta.org/city-hall/city-manager-s-office/human-resources/city-of-goleta-salary-and-classification-plan/classification-specifications>
  
4. How old is the building?  
**Answer: The building was finished in 1989.**
  
5. What has the growth rate in staffing been by department?  
**Answer: The attached chart shows budgeted staffing changes since Fiscal Year 2008-09 through Fiscal Year 2018-19. The growth averaged 5% per year, though part of that was taking over management of the Goleta Library in 2018-19 and did not affect City Hall.**

6. What is the projected growth in staffing over the next 5-10 years?  
**Answer: The City does not have any long-term plans for growth in staffing at this time. However, since staff has grown at an average of 5% per year over the last several years, that rate in further annual growth over the next 5-10 years could be estimated. If staffing were to increase, it would likely be related to services currently contracted or not yet provided. Likely, this would be in: information technology (City Manager); recreation (Neighborhood Services Department); housing programs (Neighborhood Services Department or Planning and Environmental Review Department); engineering and capital improvement (Public Works Department).**
7. What will be done with extra space not needed by the City over the next 5-10 years?  
**Answer: The City anticipates attempting to lease excess space, most likely to qualifying non-profit agencies.**
8. Will the City be adding an elevator?  
**Answer: Yes, the City wishes to add an ADA compliant elevator as soon as possible. The City has done some preliminary exploration of elevator placement, though no plans have been drawn up. Both of the most likely elevator placement options would include an elevator entry off of the existing entry hall at the bottom of the main staircase from the first to the second floor. Before a decision about where to place the elevator is made, the City needs to determine how to divide the space between its own needs and any lease income opportunities. Ideally, as soon as decisions about the City's space needs are made, design and construction of an elevator to the second floor could begin.**
9. Which operations would need a separate public counter?  
**Answer: There will be one main entrance with reception. The Planning and Environmental Review department needs a separate public entrance and counter with sufficient space to discuss and review architectural drawings and plans with two or three members of the public at one time. The Sheriff's Offices do not need a separate public counter, but will need to be located on the ground floor with easy access to vehicles and equipment lockers.**
10. Have there been any mechanical equipment assessments on the building?  
**Answer: The City did a standard property condition assessment as part of the building purchase price. This assessment has been added as an addendum to the RFP as of 9/27/19**

11. Will this be a LEED project?

**Answer: While this is not necessarily a LEED project, given the scope, the City is interested in pursuing an environmentally responsible project.**

12. What is the projected budget associated with reworking the city offices?

**Answer: There is no set budget for the changes, which will be determined based on the options developed. However, as a general principle and to the extent reasonable and practicable, the City would like to maximize the use of its existing spaces and its equipment and furnishings that are in good to excellent condition, and minimize renovation and new construction.**

13. Is the project schedule set in stone or does the City of Goleta have some flexibility?

**Answer: The RFP includes the City's preferred schedule, and proposers should be prepared to commit to meet that schedule. That said, the City wants the project done right, and small variances to the schedule may be negotiated.**

14. To provide pricing for proposed layouts a contractor will need to be engaged. Will the contractor then be able to bid on the actual project once started or will they be excluded from bidding?

**Answer: They will not be excluded from bidding provided that there is documentation that more than one contractor has been consulted in developing proposer's cost proposal.**

15. What is the projected overall project schedule? When does the City target starting design and construction on the renovation?

**Answer: It is anticipated that decisions about available options will be made in early 2020, and that the design and construction of the new elevator and any other renovation needed to meet the City's space needs would occur shortly thereafter, sometime in calendar year 2020.**

16. Furniture, fixtures and equipment (FF&E)

a. Will all the furniture be new?

**Answer: No.**

b. Will it be a combination of new and existing furniture?

**Answer: As mentioned above, the City would like to maximize the use of its existing furnishings and equipment that are in good to excellent condition.**

c. All existing to be relocated?

**Answer: Furniture can be relocated as it makes sense.**

d. Does an inventory of existing furniture exist?

**Answer: No.**

e. Equipment: is there an inventory of equipment (copiers, printers, etc.)?

**Answer: No.**

17. Will the costs to be provided include the projected costs of:
- a. Conceptual / Design Development / Construction Documents / Const. Administration.
  - b. Construction
  - c. Millwork
  - d. Furniture & Systems
  - e. Moving / Reconfiguration

**Answer: The selected consultant will need to evaluate the adequacy of the current facilities and make recommendations that address the City's needs and requirements for the next 5-10 years. The recommendations must include estimated costs to renovate and/or expand these facilities. All of the above costs should be estimated.**

**The City has been provided an preliminary high estimate of \$600,000 for installation of an elevator. The selected consultant need not include this cost in their final cost estimate.**

**18. What firms attended the mandatory tour of the facility?**

Some records from the first tour (9/19/19) are unaccessible until next week, but to the best of our knowledge the following firms attended.

**Firm**

Cupiec Architects  
Santa Barbara Office Interiors  
RRM Design Group  
Environ  
KBZ Architects  
IBI Group  
196 Architects  
Bildsten Architects

Note: If you submitted a question that you believe was not answered, please contact Kristy Schmidt at (805) 961-7522.

**Attachment 1**

**History of Growth in City of Goleta Staffing July 2009- June 2019**

Department	FY 2009/10	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19
	Adopted									
<b>General Government:</b>	12	12	13.2	13.55	14.55	14.55	16.3	16.3	16.4	16.4
<b>Library:</b>									9.38	9.38
<b>Finance:</b>	4	4	4	4.45	4.45	4.45	6	6	6	6
<b>Planning &amp; Environmental Review:</b>	12	11.5	11.5	13.8	13.8	13.8	14.8	15.8	14.8	14.8
<b>Public Works</b>	14	15	15	15.9	16.9	17.9	22.9	22.9	21.9	21.9
<b>Neighborhood &amp; Public Safety Services</b>	4	4	4	5	5	5	5	5	5	5
<b>Grand Total:</b>	46	46.5	47.7	52.7	54.7	55.7	65	66	73.48	73.48