

1. Atherton Civic Center RFQ Q&A

September 26, 2014

1. What is the composition of the selection committee?

The Civic Center Advisory Committee consist of seven (voting) community members and two (non-voting) City Council members, assisted by city staff, which includes one architect.

2. Could you share with us the list of the 40 invited architects?

See list below

Anderson Brule Architects	Interactive Resources
Avila Design	Janke & Associates
BMS Design	John Grimes Sally Swanson
Boor Bridges	Karin Payson
Bull Stockwell Allen Architects	Leddy Stacy
CJW Architects	LPA
Cody Andersen Wasney Architects Inc.	MIG
DES	Mithun
Dougherty & Dougherty Architects	Noll & Tam Architects
Edward Gee	PFAU Long Architects
EHDD Architecture	Rob Wellington Quigley
Field Paoli	Ross Drulis Cusenberry
Frank Bergomaschi & Associates	Royston Hanamoto Alley & Abey
Gelfand Partners	Siegel & Strain
Gensler	Stanley Saitowitz
Goring& Straja Architects	Studios Architecture
Group 4	SWA Group
Harley Ellis Devereux	Swatt Miers Architects
HKS	The Planning Center DCE
	Tracy Wood
	VBN Architects

3. How was that list of architects compiled?

From a variety of sources.

4. Regarding evaluation criteria, please expand on what "Technical Experience" is specifically being considered - engineering? sustainability? urban design? other?

The CCAC will consider all of the information provided.

5. Regarding evaluation criteria, does Project Team Members' graphic presentation refer to the submittal itself?

Graphic presentation refers to examples of the firm's work.

6. Aside from the 90 mile radius limit, is there any further advantage to being closer to or within the town of Atherton?

The 90 mile criterion was included to facilitate timely responses to Town concerns. There are no commercial zones in Atherton.

7. Is the deadline for submission still October 3?

Yes.

8. Are either or both of the following two requested items part of the evaluation criteria?

DISCLOSURE: of any past, ongoing, or potential conflicts of interest that the firm or person may have as a result of performing the anticipated work. Yes, this will be considered.

PROFESSIONAL FEES: Include standard hourly fees and charges. Yes, this will be considered.

9. Are there any preferred sub-consultants?

No

10. What is the Town's interest in Net Zero Energy?

The CCAC formed a Green Building Ad-hoc Committee to explore various concepts, and is interested in learning what experiences and capabilities proposers have.

11. Shall tabs be included in the SOQ? If so, do they count towards the 15 page limit?

Yes, tabs may be included, and would not count against the page limit.

12. Should a cover letter be included? Does it count against page limit?

Yes, please include a cover letter. It will be counted in the page limit.

13. Do subconsultant firm bio's count toward the 15 page limit?

No

14. Can we include a letter of interest?

See # 12

15. Does the organizational chart count towards the 15 pages?

Yes

16. Is the SOQ content 15 single sided pages, or 15 double sided pages?

Single sided

17. Can we print the entire document double sided?

Yes, but content is limited to 15 single-sided pages of material.

18. Will joint ventures and/or associated personnel be acceptable?

Yes

19. Are individuals that worked on the Master Plan precluded from participation?

Not known at this time. If considering their involvement, consider submitting 2 SOQ's, one with their participation and one without. A decision should be made by the City Attorney prior to final short-listing of firms.