

# CITY OF GUADALUPE

DATE: January 31, 2025

PROJECT: City Hall Repair Project Design Services

**ADDENDUM NO.: 4**

RFP SUBMITTAL DATE: Friday, February 14, 2025, by 5:00 PM

## **NOTICE TO ALL ENGINEERS/ARCHITECTS SUBMITTING PROPOSALS:**

You are hereby notified of the following changes, clarifications, or modifications to the Request for Proposal (RFP) documents. This addendum shall supersede the original contract documents and subsequent addenda. Wherein this addendum contradicts the original contract documents and previous addenda, this addendum shall take precedence. All other conditions shall remain unchanged. The change specified below shall become a legal part of the original contract documents.

### **1. CHANGES AND/OR CLARIFICATIONS TO THE RFP:**

The Preliminary RFP Timetable remains the same. Please see below.

#### **PRELIMINARY RFP TIMETABLE**

RFP Announced	October 10, 2024
Mandatory Pre-Proposal Meeting	Friday, November 22, 2024 at 10:00 AM Meet in the City Council Chambers
Deadline for RFP Questions	Friday, December 6, 2024, by 5:00 PM
Responses to RFP Questions	<b>Friday, January 31, 2025, by 5:00 PM</b>
Proposals Due	<b>Friday, February 14, 2025, by 5:00 PM</b>
Council Approval	<b>March 25, 2025</b>
Notice to Proceed	<b>March 31, 2025</b>

### **2. QUESTIONS RECEIVED:**

**Q:** The RFP states: ESTIMATED BUDGET/TIMELINE The Consultant shall submit an estimated budget/timeline for their services via a separate email to [jeff@eikhofdesigngroup.com](mailto:jeff@eikhofdesigngroup.com) with “City Hall Repair Project Design Services – Budget” in the subject line. The budget shall be broken down by task as outlined in Exhibit C, and include an estimate of the time/cost per employee/service item. A fee schedule shall be included with the budget. Do you mean Exhibit B? It states four tasks in Exhibit B.

**A:** ***Yes. Exhibit B in the Qualitative Structural Evaluation Report identifies the budget breakdown by task.***

**Q:** The scope of work mentioned that there may need to be a Complete inspection of the building by a Certified Building Inspector. Is this required as part of the scope of work? It states that asbestos and lead will be under separate contracts. Is the CBI also under a separate contract?

**A:** ***The Consultanta will be responsible for securing and providing inspection services for the building by a certified building inspector as part of the contracted proposal team’s scope of work.***

***The Asbestos and Lead Abatement Survey work will be completed as a separate contract and is not part of the proposed scope of work.***

Q: The analysis by Ashley & Vance references the recommendation to replace the Mechanical, Electrical, and Plumbing systems throughout. Can it be confirmed what the scope is for this engineer? Also, is a fire sprinkler or fire protection engineer required? Is there any need to include a civil engineer?

**A: *The Consultant will evaluate the existing mechanical, electrical, and plumbing systems. Where replacement is necessary, the design team shall include those systems in their plans. A civil/structural engineer may be required for seismic upgrades. Fire sprinkler and/or fire protection engineering services are not part of the contract.***

Q: Is there any allocation budget for the structural and non-structural repairs?

**A: *No. The 2022 Qualitative Structural Evaluation Report of probable costs summary is included in Table 3 and Table 4 of the report.***

Q: *Is there a topographic survey available?*

**A: *No. Topographic survey services are not part of the contract and will be secured separately by the City if required.***

Q: *Are CAD files available?*

**A: *No. CAD files are not available.***

Q: As a local historical site (Guadalupe 2042 General Plan, Community Design and 7 Historic Preservation), should the proposal include a SOI report (The Secretary of the Interior's Standards) to set the rehabilitation criteria guidelines?

**A: *No. Historical preservation reports and submittals are not part of the project scope of work.***

Q: Is there a page limit on proposal submittals?

**A: *No. There are no specific page limits for proposal submittals.***

Q: What is the overall grant amount that was awarded, and how much is budgeted toward various categories, such as design services, construction, and restoration?

**A: *There are no current approved grants for this project. The previously identified grant was reallocated to other projects due to funding deadlines. Approximately \$1M is available for design and repairs to City Hall. The City is actively pursuing additional funding. The intent is to phase the repair work based on available funding. Structural and roof repairs are the top priority.***

Q: Are there original drawings of the building available?

**A: *No. The City does not have any original drawings of the building.***

Q: Has hazardous material testing been conducted, and if so, is the report available?

**A: *No. The City does not have any records of previous hazardous material testing.***

Q: Will any companies that completed an evaluation report be considered as a candidate for this RFP?

**A: *Yes.***

Q: Section 2.2 of the July 2022 Qualitative Structural Evaluation Report lists a 2019 Structural Evaluation Report by SSG Structural Engineers. Can this report be provided during the proposal process?

**A: *Yes. Provided as an attached document.***

Q: Section 2.2 of the July 2022 Qualitative Structural Evaluation Report lists a 2019 Structural Damage Notification regarding Foundation / Floor Damage. Can this document be provided during the proposal process?

A: **Yes. Provided as an attached document.**

Q: The July 2022 Qualitative Structural Evaluation Report includes a Foundation & Floor Plan and a Foundation Plan (both base plans and repair plans), but they are not legible in the report. Can the original electronic PDF versions be provided during the proposal process?

A: **Yes. Provided as an attached document.**

Q: The July 2022 Qualitative Structural Evaluation Report describes the soils as expansive. Is there a geotechnical report for this building or any nearby buildings?

A: **No. The City does not have any geotechnical reports for the building.**

Q: Does the City of Guadalupe consider this building an Essential Facility? The report notes the city would confirm this.

A: **Yes. The City of Guadalupe City Hall building includes fire and police services and is designated as an Essential Facility.**

Q: Are there any reports of structural or non-structural damage from previous earthquakes? Or are there any post-earthquake inspection reports?

A: **No. There are currently no available records of any post-earthquake inspection damage reports.**

Q: Windows and doors were not specifically identified for repair in the evaluation report. What is the repair/restore/replace design intent for windows and doors?

A: **The successful Consultant shall prepare a comprehensive list of all building doors and windows and provide recommendations for restoration or replacement of each. Generally, all exposed, south-facing areas of the exterior courtyard are to be removed and replaced. All other doors and windows are to be retained and repaired in working condition**

Q: Are insulation upgrades intended for energy efficiency or occupant comfort at walls and/or roofs?

A: **Improvements in building insulation and energy efficiency are not part of the proposed scope of work.**

Q: Evaluation report Table 17 indicates new roofing materials shall weigh no more than existing roofing materials. Existing roofing materials include clay tile, asphalt roll roofing, and asphalt shingles. It is likely that all roofs were originally clay tile, which weighs more than the other existing roofing materials. Pending confirmation of structural capacity, what is the design intent for the new roofs – i.e., all clay tile; or combination clay tile, roll roofing, and asphalt shingles as is?

A: **The City intends to replace existing roofing materials to match the current roofing. New clay tiles must match the existing front-facing building design. The interior back and side-facing roofing material shall be composite shingle or rolled asphalt material.**

Q: Evaluation report Table 5 indicates 2011 roof issues and 2019 roof leaks, but no known repairs. Is there any other information on the history of leak repairs at the roof or any other locations?

**A:** *Water leaks and damage have been identified but not mapped. Upon award of the contract, City staff will meet with the Consultant to assist with identifying leaks and water damage.*

**Q:** Evaluation report Table 2 indicates a stucco replacement quantity. How much of this quantity, if any, is non-structural related? If non-structural, are there specific locations identified and how were the locations determined?

**A:** *The quantity of non-structural versus structural stucco replacement is not determined or available.*

**Q:** Can the City provide “boom” lift access to the tower exterior, tower roof, and cupola?

**A:** *A boom lift is not available. The successful Consultant will be responsible for securing the necessary equipment as part of the contract award.*

**Q:** Is there a comprehensive plan to service the building mechanically using a conventional commercial ducted system?

**A:** *No. Replacement and/or servicing the building mechanically using a conventional commercial ducted system is not part of the scope of work.*

**Q:** Will the seismic upgrade create the necessity for lighting upgrades?

**A:** *Undetermined. The Consultant shall make recommendations on lighting upgrades based on the seismic improvements.*

The RFP can be found online at <https://cityofguadalupe.org>. On the Home page, scroll down to Bid Packages and follow the link.

To ensure that interested firms receive timely notification of future addenda, please send your firm’s contact information to [jeff@eikhofdesigngroup.com](mailto:jeff@eikhofdesigngroup.com).

Sincerely,

Jeff van den Eikhof, PE, City Engineer



## **Addendum No. 4 - Attachments**

2019 Structural Evaluation Report  
SSG Structural Engineers  
(Draft)



structural engineers

EVALUATION REPORT

11/07/19

Job No.: S19386

to: City of Guadalupe
918 Obispo St.
Guadalupe, CA 93434
attn: Shannon Sweeny
Director of Public Works

project: City of Guadalupe – City Hall Evaluation
918 Obispo St.
Guadalupe, CA 93434

Table with 4 columns: Contractor, Owner, Time & Weather, Present at Site, and names/roles of attendees.

At the request of the City of Guadalupe, SSG conducted a site visit on November 1, 2019 at 918 Obispo Street, Guadalupe, CA for the assessment of current structural conditions of the Fire Department floor framing of City Hall. A rough manometer survey was performed along with the visual assessment of the structural condition.

The structure was originally constructed in 1939 and was initially designated as a school. Recently, there have been noticeable superficial cracks on the exterior and interior finishes to indicate distress of the structure. Furthermore, there have been noticeable differential elevations across the floor of the structure.



APPROXIMATE AREA OF OBSERVATION

Figure 1: Vicinity Map of the subject site



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**EVALUATION REPORT****11/07/19**

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Guadalupe, CA 93434

**SYSTEM**

The building is a single-story light wood framed structure on a raised wood floor. Raised wood floor framing consists of floor joists spanning between a wood floor girder and wood sill plate on a concrete wall. The wood floor girders are supported on wood posts and concrete piers bearing on soil.

**CONDITION**

The wood floor framing has several deficiencies, primarily due to age and lack of moisture barrier and delayed maintenance of the building's exterior envelope. The majority of joists are "soft" within 6-inches to 12-inches of the joist ends along with signs of fungus and decay. Along with water damage, it was observed that Joist J10 (location as noted on the provided conceptual plan on Appendix B) is splitting along the bottom of the joist. It is assumed that other joists within the vicinity not specifically observable may be in a similar condition.

The sill plates supporting the joists are very "soft" and is easily penetrated with minimal amount of applied pressure to the wood. The sill plates are also beginning to show signs of crushing failure within the first 10 joists (Joists J1 to J10 on the provided conceptual plan on Appendix B). Beyond Joist J10, the sill plates have failed due to crushing and joists are bearing on the top of concrete wall.

There are noticeable cracks in the exterior and interior finishes due to structural distress. Cracks in the interior finishes ranged from 0.016" to 0.04". While on site, it was mentioned by a representative of the building site that cracks had noticeably propagated further up the wall over the span of a week's time. Cracks will continue to propagate and increase in size as sill plates continue to experience crushing failure.



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Figure 2: Observed damage to joist and sill plate



Figure 3: Observed crushing of sill plates from joists J10 and beyond

DISCUSSION

In addition to the observed structural deficiencies, the exterior plaster appurtenances are separating away from the existing building finishes. The separation is likely allowing for water intrusion into the raised floor framing system which is likely the root cause to the sill plate and joist decay. Delayed maintenance to the exterior appurtenances will likely lead to further damage to the floor joists.





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Figure 4: Observed cracking of interior finishes



Figure 5: Observed cracking of interior finishes

Furthermore, it is speculated that ventilation hatches on the exterior walls allow water intrusion into the floor system. It was observed that the location of these exterior vents coincides with the location of where the sill plates start to completely crush.



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**Figure 6:** Exterior Wall of the Fire Department. Location of vents are consistent with the location of crushed of sill plates



**Figure 7:** Cracks in exterior plaster likely leading to water intrusion into the wood floor framing system

**DRAFT**



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**EVALUATION REPORT**

**11/07/19**

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Guadalupe, CA 93434

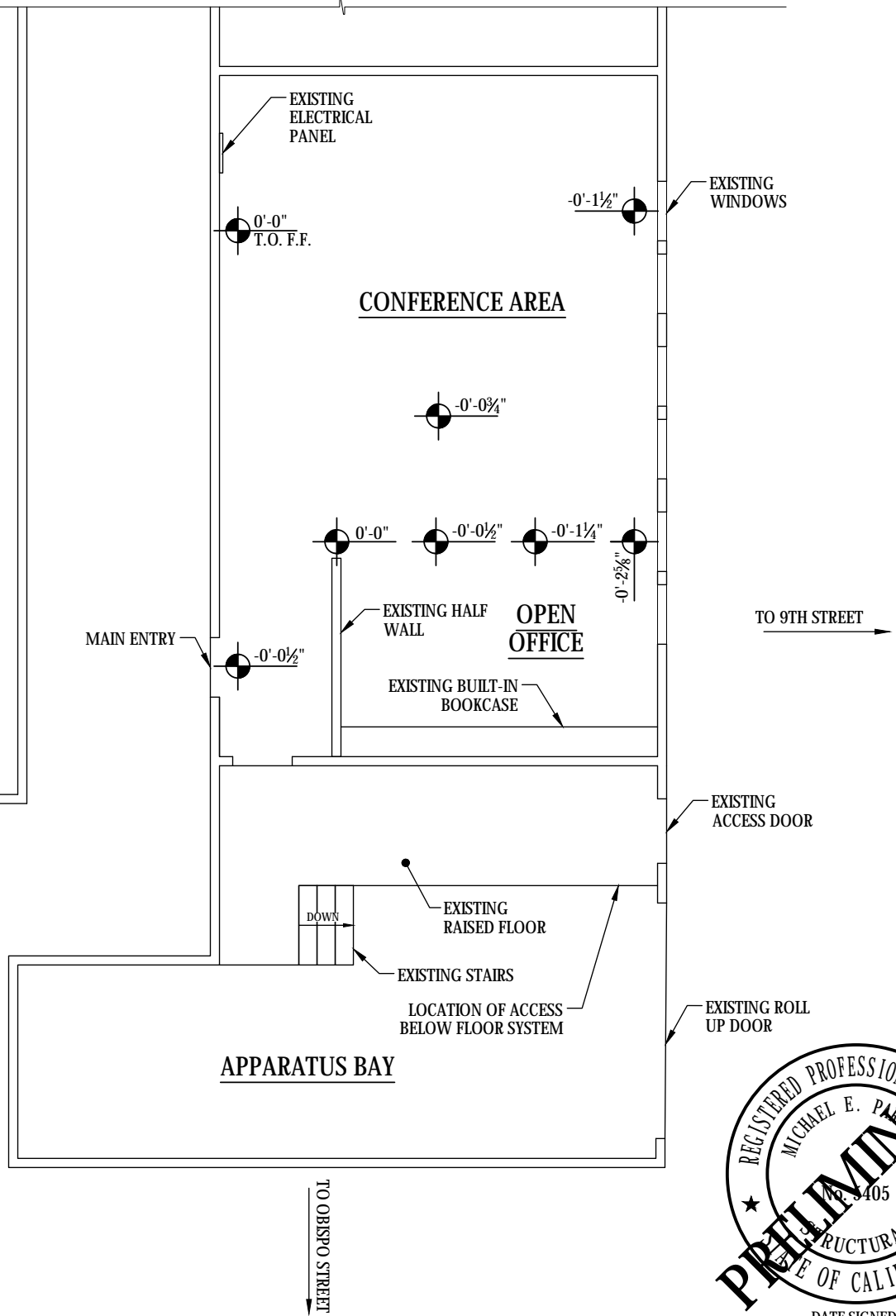
**RECOMMENDATIONS**

It is recommended that the joists be immediately shored to provide a sufficient bearing surface for the floor joists and prevent further damage to the structure. Appendix B includes a detail of the temporary repair until a retrofit solution can be implemented. A repair plan should be developed that incorporates structural retrofit plans and details as well as other reports and documentation required by the California Building Code. In addition to replacing the deteriorated structural components of the structure, it is imperative that the exterior of the building is has an appropriate moisture barrier installed to prevent damage to the structural repairs.

**LIMITATIONS**

This evaluation includes only a generalized visual inspection and observation of the subject property. It does not include and specifically excludes, opening and observation of inaccessible areas, testing of any nature (either destructive or non-destructive), subsurface exploration and detailed specific inspection of the subject property unless otherwise discussed herein.

**DRAFT**



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11/07/19

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JOB NUMBER:	S19386

**APPENDIX A  
MONOMETER SURVEY PLAN**

**GUADALUPE CITY HALL  
918 OBISPO STREET  
GUADALUPE, CA 93434**



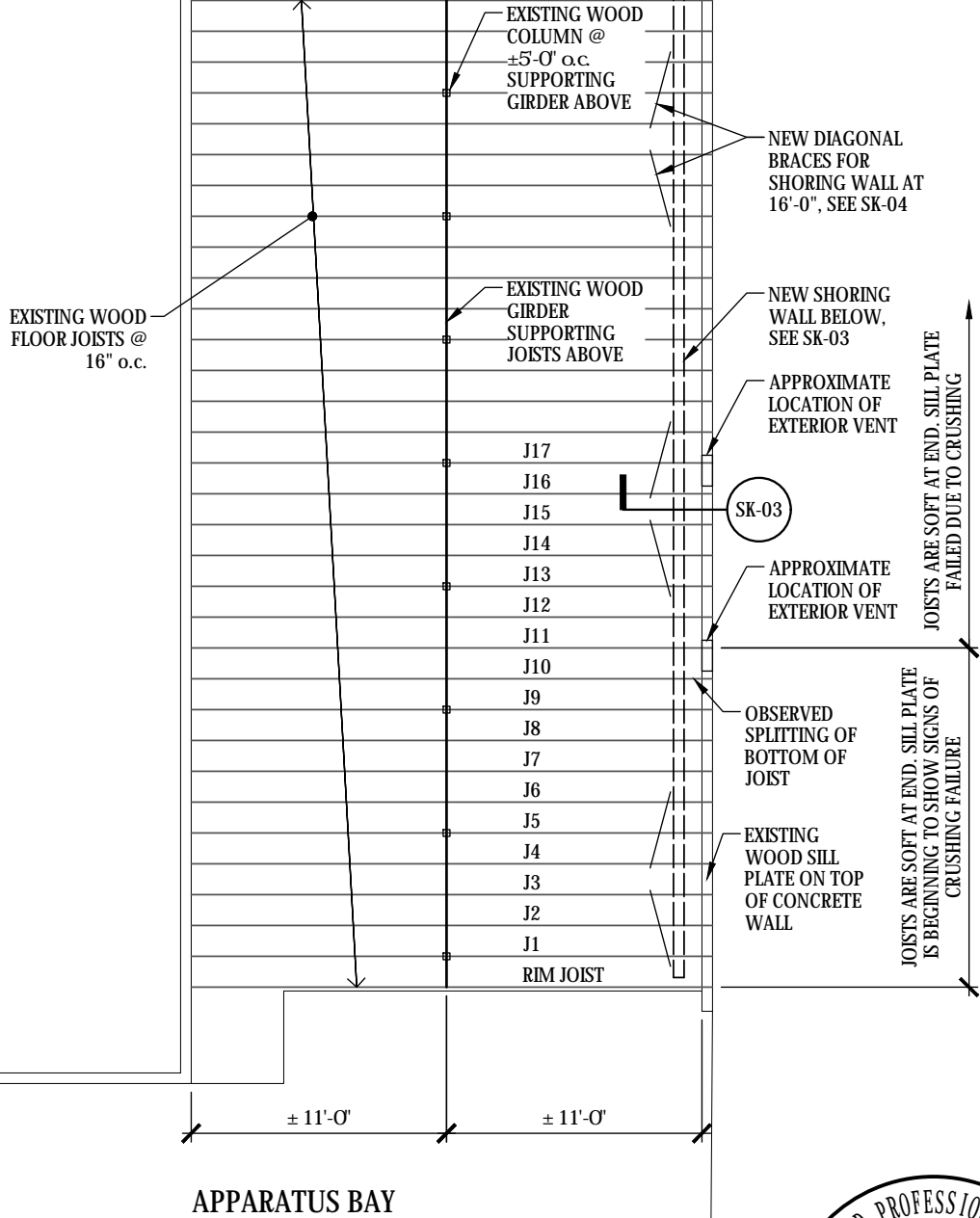
**SSG Structural Engineers, LLP**  
805.439.2110 ssgse.com  
811 E Captain Way, Suite 240 San Luis Obispo, CA 93401 8405 N. Fresno Street, Suite 129 Fresno, CA 93720

SHEET NUMBER:

**SK-01**



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11/07/19

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JOB NUMBER:	S19386

**APPENDIX B  
EXISTING FLOOR FRAMING PLAN**

**GUADALUPE CITY HALL  
918 OBISPO STREET  
GUADALUPE, CA 93434**

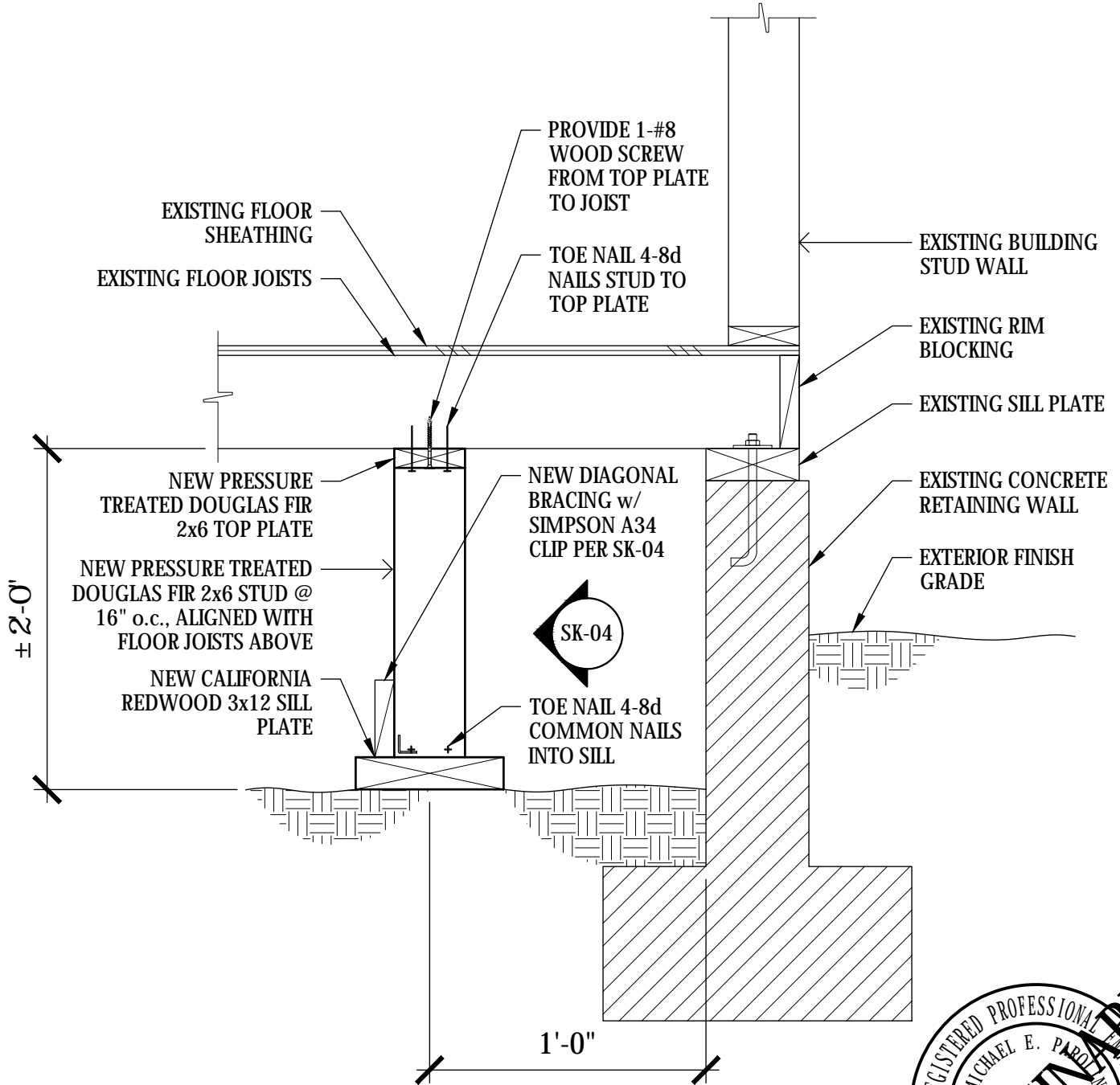


SSG Structural Engineers, LLP  
805.439.2110 ssgse.com  
811 El Capitan Way, Suite 240 8405 N. Fresno Street, Suite 129  
San Luis Obispo, CA 93401 Fresno, CA 93720

SHEET NUMBER:

**SK-02**

**DRAFT**



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11/07/2019

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JOB NUMBER:	S19386

**APPENDIX B  
SHORING WALL**

**GUADALUPE CITY HALL  
918 OBISPO ST  
GUADALUPE, CA 93434**

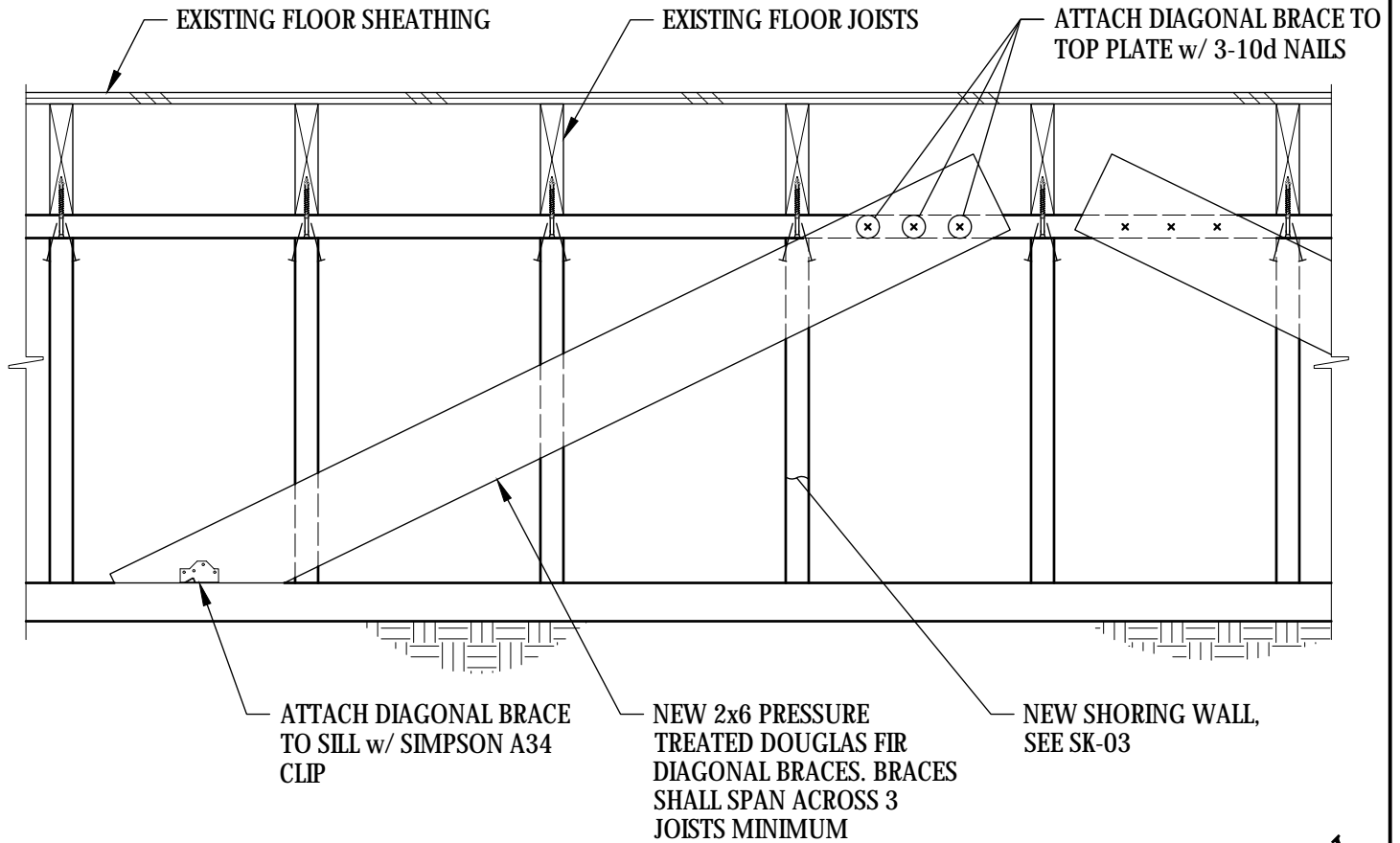


**SSG**  
Structural Engineers, LLP

805.439.2110      ssgse.com  
811 E Captain Way, Suite 240      8405 N. Fresno Street, Suite 129  
San Luis Obispo, CA 93401      Fresno, CA 93720

SHEET NUMBER:  
**SK-03**

**DRAFT**



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11/07/2019

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DATE:	11/07/19
JOB NUMBER:	S19386

**APPENDIX B**  
**SHORING WALL DIAGONAL BRACING**

**GUADALUPE CITY HALL**  
**918 OBISPO ST**  
**GUADALUPE, CA 93434**



SSG Structural Engineers, LLP  
805.439.2110 ssgse.com  
811 El Capitan Way, Suite 240 8405 N. Fresno Street, Suite 129  
San Luis Obispo, CA 93401 Fresno, CA 93720

SHEET NUMBER:

**SK-04**

Foundation / Floor Damage Email



Ian Shoebridge &lt;ian@ashleyvance.com&gt;

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**FW: Foundation / Floor damage**

1 message

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**Shannon Sweeney** <ssweeney@ci.guadalupe.ca.us>  
To: Ian Shoebridge <ian@ashleyvance.com>

Mon, Apr 18, 2022 at 1:36 PM

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**From:** Pat Schmitz <pschmitz@ci.guadalupe.ca.us>  
**Sent:** Friday, October 25, 2019 4:02 PM  
**To:** Shannon Sweeney <ssweeney@ci.guadalupe.ca.us>  
**Cc:** Ryan Mack <RMack@ci.guadalupe.ca.us>; Fernando Garcia <FGarcia@ci.guadalupe.ca.us>; Michael Cash <mcash@ci.guadalupe.ca.us>  
**Subject:** Foundation / Floor damage

Shannon,

We have noticed multiple cracks developing in the wall between the fire station and the engine bay. I have marked the cracks so we can monitor the rate of spread. Per your request I took photos of that rotten/ water damaged floor joist and foundation bottom plate. The pictures have been placed in the F:drive in the Fire Department folder under Public Works Service Request Orders (F:/Firedepartment/PublicWorksServiceRequestOrders/FireDeptfoundation-floordamage10-25-19). Attached are just a few pictures for your reference. Also while we were under the floor we noticed that an existing water line is being put under strain as the building has settled it is now transferring the load on the pipe. And we also found a large section of a gas line approximately 100ft in length that is unsupported and sagging. The dip in the line between the 2 supporting points is about 24-30 inches.

*Patrick Schmitz**Captain (B-Shift)*

Guadalupe Fire Department

918 Obispo St

Guadalupe, CA 93434

Ph: (805) 356-3905

Fax: (805) 343-0362

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**5 attachments****IMG\_8140.JPG**  
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Oct 25, 2019 at 3:33:57 PM  
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Guadalupe, CA 93434

Foundation & Floor Plan  
Roof Plan



The use of these plans and specifications shall be restricted to the original site for which they were prepared and publication thereof is expressly limited to such use. Reproduction or publication by any method, in whole or in part, is prohibited. Title to these plans and specifications remain with Ashley & Vance Engineering, Inc. without prejudice. Visual contact with these plans and specifications shall constitute prima facie evidence of the acceptance of these restrictions.

Engineer of Record:  
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Guadalupe, CA 93434

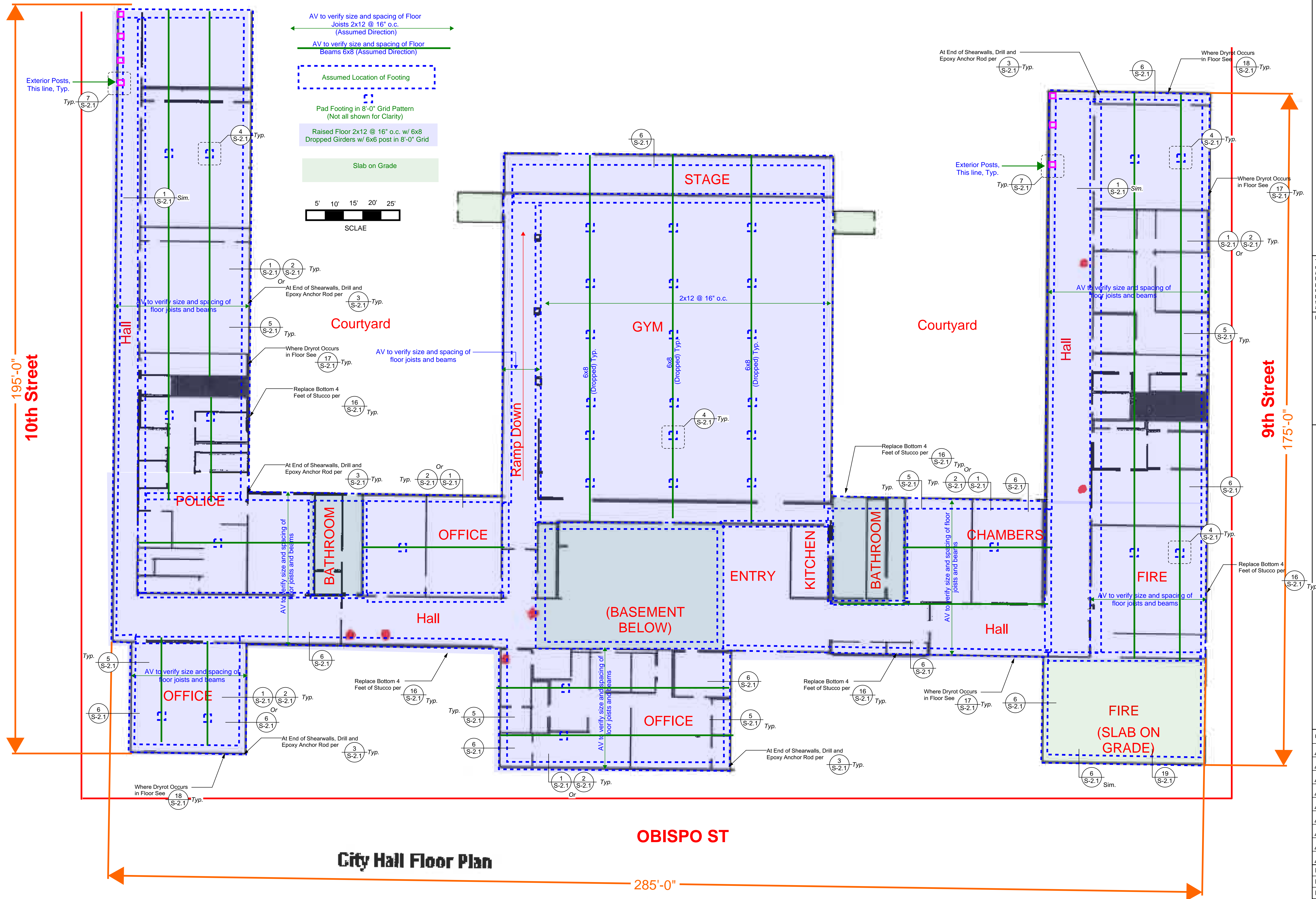
Revision:


Proj. Engr.: V. Ramos Phone Ext.: 128  
Proj. Mng.: I. Shoebrieger Phone Ext.: 116  
Date: 07/11/2022 Scale: 1/4"=1'-0"  
A&V Job No.: 22391

**FOUNDATION & FLOOR FRAMING PLAN**

**S-1.1**

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Jul 12, 2022  
2:27:50 PM





1229 Carmel Street  
 San Luis Obispo, CA 93401  
 (805) 545-0010  
 www.ashleyvance.com

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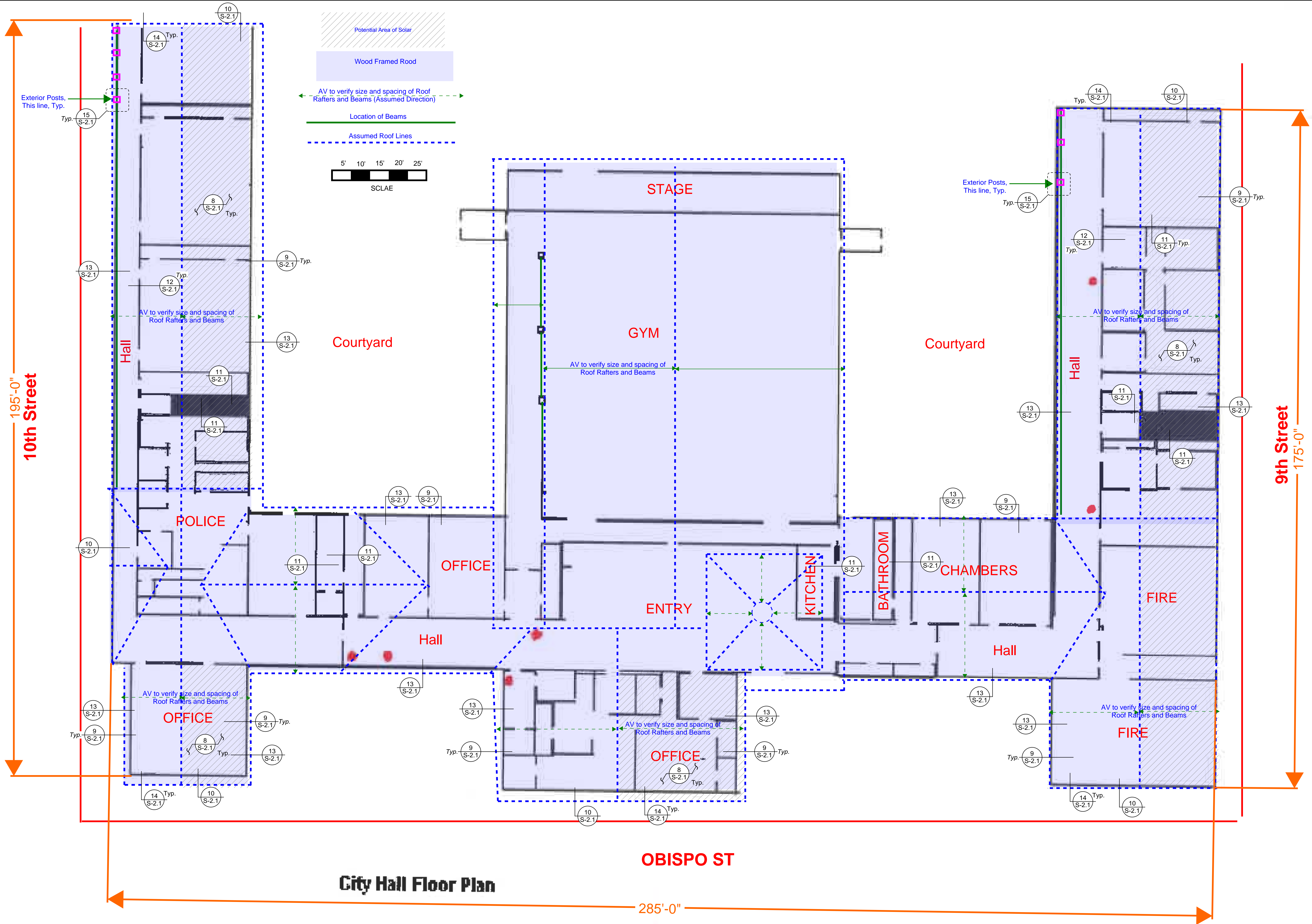
Revision:


Proj. Engr.: V. Ramos Phone Ext.: 128  
 Proj. Mngnr.: I. Shoebridge Phone Ext.: 116  
 Date: 07/11/2022 Scale: 1/4"=1'-0"  
 A&V Job No.: 22391

ROOF FRAMING  
 PLAN

**S-1.2**

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DATE: 04/27/2022  
 By: Victor Ramos (Ashley & Vance)

**ROOF PLAN**

