



ADDENDUM I

SUBJECT: Informal Request for Qualifications: Accessory Dwelling Unit Program Permit-Ready Plans.
RFQ#: 6100017985
FROM: Jonathan Miranda, Procurement Administrator
DATE: May 06, 2024

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. I –
TO THE ABOVE REFERENCED REQUEST FOR QUALIFICATIONS**

1. The following changes and/or additions to the Contract Documents, via this addendum, shall apply to submittals made for and to the execution of the various parts of the work affected thereby.
2. Careful note of the addendum shall be taken by all interested parties and all trades affected shall be fully advised in their performance of the work involved.

This addendum is separated into sections for convenience; however, all Respondents, and other parties shall be responsible for reading the entire addendum. The failure to list an item or items in all affected sections of this addendum does not relieve any party affected from performing as per instructions, providing that the information is set forth one time any place in this addendum. These documents shall be attached to and become part of the Contract Documents for this project. The Respondent shall be required to acknowledge the receipt of this addendum.

**QUESTIONS SUBMITTED IN ACCORDANCE WITH RFQ SECTION 007
RESTRICTIONS ON COMMUNICATION:**

Question 1: If an ADU plan is selected by a resident, is the architect contractually obligated to work with this client and their selected contractor?

Response: Respondents must have capacity to complete up to 5 ADU Permit-Ready Plans from the 80% to 100% stage. There will be a standard services scope outlined and agreed upon by all selected ADU Permit-Ready Plan designers. This will be the base 100% plan that designer needs to complete for the community member purchasing the ADU Permit-Ready Plan. Anything beyond the standard services scope is deemed to be a more customized ADU Permit-Ready Plan design. The architect is not contractually obligated to work with a client beyond the standard services at 100% building plan stage.

Question 2: Will the city prescribe a contract for finalization of the Construction Documents and Construction Administration? What is that contract, or how is the standard scope of work defined?

Response: No, this is solely a contract for design. See response to Questions 1, 4, 7, 13, 15, 23, and 27.

Question 3: Is the vendor under any obligation to unknown parties or contracts?

Response: See response to Question 1.

Question 4: On page 3, the scope of work is described as requiring 80% building plans and then in the next paragraph as requiring 50% building plans. I think from reading elsewhere in the document that you're only asking for 50% for now, but could you confirm?

Response: As outlined in Section 2. Scope of Work, Project Objectives and General Requirements: "This solicitation of proposals is to receive ADU Permit-Ready Plans that include a rendering and 50% ADU building plan. Upon closing of this solicitation, all submissions will be reviewed by a cost estimator and assigned an estimate value. The department will review each design based on compliance to the criteria outlined in Section 5 and the estimated construction cost. Up to 15 designs from Respondents will be selected and awarded. Through June – July 2024, the selected designs will be responsible for completing 80% ADU building plans. The Project will require the selected Respondents to assemble a team with structural engineering and MEP expertise to complete an 80% ADU building plan. Final ADU Permit-Ready Plans will be featured on the City's online ADU Permit-Ready Plan Library."

Respondents must provide 50% ADU building plans for their responses to the Informal RFQ. After closing and review of all submissions, selected submissions will be required to complete their ADU building plans to 80% building plans.

Question 5: Is the architect or contractor beholden to the city's cost estimate of the work based on the 80% Documents? Is this cost estimate advertised to prospective buyers?

Response: The cost estimate allows the City to provide an accurate estimate of what a 100% prototypical build out of that ADU design will be. Each ADU Permit-Ready Plan shown on our website will have an estimated cost to build included in the description of the plan with the estimate date and a note stating the estimate is subject to change based on construction material costs. This transparency gives community members an understanding of complete build out costs prior to purchasing an ADU Permit-Ready Plan.

Question 6: What is the set award fee if a design is selected? Do I understand correctly that this award fee is intended to cover the cost of standard scope of services for finalizing Construction Documents and Construction Administration?

Response: Award fee:

1) General ADU Permit-Ready Plans:

- Small ADU: 0 – 300 square feet: up to \$1,400
- Medium ADU: 301 – 500 square feet: up to \$2,000
- Large ADU: 501 – 800 square feet: up to \$2,600

2) Historic ADU Permit-Ready Plans:

- Historic Small ADU: 0 – 300 square feet: up to \$1,650
- Historic Medium ADU: 301 – 500 square feet: up to \$2,250
- Historic Large ADU: 501 – 800 square feet: up to \$2,600

Plans selected that utilize at least 30% salvaged materials will be awarded an additional award per selected plan.

Selected designers may independently coordinate necessary services to complete the ADU Permit-Ready Plan to 80% or they may elect to utilize the City of San Antonio's existing consultants for Structural Engineer and MEP services to assist them in completing the ADU Permit-Ready Plan to 80%. Utilizing the City's existing consultants will be at no cost to the selected designer.

Question 7: On page 4, is the amount of the 'set fee' solely at the discretion of the designer? Does the City have any expectations for this amount or limits?

Response: The set fee will be set and standardized across ALL ADU Permit-Ready Plans featured in the library. The City will determine the set fee based on cost estimates of the designs and fee schedules shared by the selected designers.

Question 8: Are architects compensated if City selects ADU Permit-Ready Plan design?

Response: See response to Question 6.

Question 9: Is it going to be a stipend offered to the 15 selected submissions, to cover the cost of generating the plans and hiring subconsultants to advance the drawings from 50% to 80%?

Response: See response to Question 6.

Question 10: What are the owner's responsibilities when they purchase the plans? E.g., Property title, property metes & bounds or topo/tree surveys, geotechnical surveys, zoning approvals?

Response: An owner is not responsible to obtain these items when purchasing an ADU Permit-Ready Plan. However, to receive building permits, they need to have these items secured. The Development Services Department outlines all items required for new residential permits in Information Bulletin 101 - <https://docsonline.sanantonio.gov/FileUploads/dsd/IB101.pdf>.

Question 11: On page 3, says that unselected designs and work etc. are the property of the Respondent; does the City have any ownership of selected designs? Is the designer restricted from using the selected design elsewhere or outside of the ADU program?

Response: The intent of this statement in the RFQ is to ensure there are not copyright concerns with the submissions provided to the City. Designs not selected for the ADU Permit-Ready Plan Library will not be utilized by the City in any way in the future and is the sole property of the Respondent. Designs selected for the ADU Permit-Ready Library are still ownership of the respondent to remove any liability concerns. However, the selected designs will have permissions to be utilized on the City's website.

- Question 12:** Is the 800-sf limit measured to the outside of the exterior walls or to the inside? Does it include unconditioned space such as porches?
Response: Square footage is calculated from the outside framing of the wall. If the structure is two stories, the stairs are counted once for the first floor. Decks and porches are not included in the maximum square footage limit.
- Question 13:** Is embodied energy required to be documented or evaluated in some way?
Response: No, embodied energy will not be evaluated.
- Question 14:** Are respondents required to be licensed architects?
Response: No, but it is highly encouraged.
- Question 15:** Is this a design/build solicitation?
Response: No, this solicitation is ONLY to receive designs. Selected designers will not be contracted by the City or obligated to perform the construction or construction management of the ADU.
- Question 16:** Can we get a base pay amount and how it will be distributed. Is it turnkey?
Response: See response to Questions 6, 7, 15, and 19.
- Question 17:** The solicitation mentions "all submissions will be reviewed by a cost estimator and assigned an estimate value" does this mean the city determines the cost of the plan and construction?
Response: See response to Questions 5 and 7.
- Question 18:** Who is the cost estimator?
Response: The cost estimator is a consultant to the City.
- Question 19:** After selecting and paying for the design the resident is responsible for locating their own contractor, is that correct?
Response: That is correct. Through our ADU Program we are also coordinating with City-Licensed contractors that will be included in an ADU Contractor List. This ADU Contractor List will be located on the City Website and is intended to be a resource for community members to reference when they need to hire a contractor to construct their ADU.
- Question 20:** "the design must be modifiable and accessible modifications can easily be made with minimal additional cost" Will the city set and approve the minimal cost involved to modify the selected plan?
Response: This statement refers directly to Adaptable Design features. It is the charge of the respondents to determine the best way to implement a design that incorporates adaptable features that can be updated to support aging in place and mobility, vision, hearing, and sensory disabilities with minimal additional cost associated with these adaptations.
- Question 21:** What about attached ADU's? How will this be incorporated?
Response: Our ADU Permit-Ready Designs are focusing only on detached ADUs at this stage. Detached ADU designs allow flexibility to be standardized and can be constructed anywhere in the City, in theory. Attached ADU designs may be considered in the future and could be part of a future phase to expand the online ADU Permit-Ready Library.
- Question 22:** "However, only one submission per category is permitted." Does this mean a respondent can only submit 1 Small ADU plan, 1 Medium ADU plan and 1 Large ADU plan? With 3 more under historic ADU's?
Response: Yes, that is correct. A respondent may ultimately submit up to 6 designs in total, one per category:
1) General ADU Permit-Ready Plans:
 - Small ADU: 0 – 300 square feet
 - Medium ADU: 301 – 500 square feet
 - Large ADU: 501 – 800 square feet2) Historic ADU Permit-Ready Plans:
 - Historic Small ADU: 0 – 300 square feet
 - Historic Medium ADU: 301 – 500 square feet
 - Historic Large ADU: 501 – 800 square feet
- Question 23:** "assuring timely completion of construction" Is this solicitation strictly for design?
Response: See response to Question 15. However, a standardized time to complete an ADU Permit-Ready design from 80% to 100% once the design is purchased by a community member will be determined and agreed upon with City staff and the selected designers.

Question 24: One of the more popular and historic configurations of ADUs is an apartment over carport or garage. The following seems to indicate that this option will not be considered. Is that the case?

Response: An apartment over a carport or garage may be submitted and will be considered. Regardless, the design must still be less than 800 square feet in size. 800 square feet is the maximum standard square footage permitted for an ADU. Anything beyond 800 square feet becomes too customized as the size of the primary structure must be considered. Additionally, we discourage ADU Permit-Ready Plan designs being over 800 square feet because the property owner is required to have a dedicated on-site parking space for the ADU, in addition to any on-site parking requirements for the primary structure.

Question 25: Is the firm submitting required to be in San Antonio?

Response: No, but it is preferred.

Question 26: If approved will the plans set be available to all SA Residence (via the online library).

Response: Yes, the plans will be available for all residents of San Antonio via the online library. Residents outside the City may also purchase plans but need to directly contact the designer to do so.

Question 27: Will the residence be directed to contact the designer to have the ADU built? Or will they be able to submit it with any Contractor of their choosing?

Response: The property owner purchasing the ADU Permit-Ready Plan will coordinate with that designer to purchase the plan and complete the plans to 100% building plans. Beyond that, the property owner may coordinate with a contractor of their choosing.

Question 28: Are we able to use those same approved plans for any future clients as well?

Response: Yes. See response to Question 26.

CHANGES TO RFQ: REVISIONS

1. V. Submission Instructions, Optional Submission by E-mail:

REVISE: Language “Submit one entire document with all forms and requirements as described on Section IV. Submittal Document Requirements and Evaluation Criteria by email to the Staff Contact Person or directly to Neighborhood and Housing Services at NHSDDevelopment@sanantonio.gov by the due date provided on the Cover Page. All times stated herein are Central Time. Any modification received after the time and date stated on the Cover Page shall be rejected. Utilize the latest version of FORM 1 SUBMITTAL COVER/SIGNATURE FORM for submittal.”

END OF ADDENDUM #1

DocuSigned by:

Jonathan Miranda

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Jonathan Miranda

Procurement Administrator

Finance Department, Procurement Division