

## City of West Hollywood

### Consultant Services for the Survey of Existing Buildings & Seismic Retrofit Plan RFP

#### Responses to Questions from Prospective Bidders

1. How many buildings in total are to be surveyed? What is the general breakdown of residential and commercial occupancies?  
**Staff Response:** This information is unknown, however the number of parcels within the city was estimated as 4552 in a study done for the City's General Plan.
2. How will access to the buildings be made available to the engineers?  
**Staff Response:** Access will be from the public right away and public alley ways only. Access to private property will not be provided.
3. Please provide a map of the area to be surveyed.  
**Staff Response:** A zoning map of the City can be found on the City's website at <http://www.weho.org/home/showdocument?id=5138>
4. Are there any buildings that will be excluded (i.e. Beverly Center, Cedars-Sinai Medical Center, etc.)?  
**Staff Response:** The survey should include all buildings within the City. Buildings listed above are not within the city limits.
5. What data is expected in the .shp file? Addresses, building characteristics? What is meant by "a method to identify potential vulnerable buildings"? (Last bullet of item 1)  
**Staff Response:** The file should include building information collected from the survey as listed in item 1 of the Scope of Work. There should also be a means by which to identify buildings or 'flag' buildings that are potentially at risk.
6. "All-access electronic venue for the building survey information and results" ← is an unlocked, interactive PDF acceptable?  
**Staff Response:** The City should be able to access and edit information; not to be limited by software/program requirements.
7. In regards to maintaining and updating the electronic deliverable, who will be responsible for this? If this is done through a website, is providing the source code acceptable?  
**Staff Response:** The City will be responsible for updating after the initial survey.

8. Depending on the number of structures to be surveyed, 6 months may not be enough time to survey all buildings and provide meaningful results. Will this time frame be extended if necessary?  
**Staff Response:** Currently the commitment to City Council is 6 months once the consultant has signed a contract. Future extensions will require City Council approval.
  
9. Will there be a need for an historic consultant on the team?  
**Staff Response:** A historic consultant will not be required.
  
10. Is the ease of access to existing building drawings that city could possibly have in their records. Will we be given access to those records? Also, will the city notify the building owners that this study is underway so that they will cooperate with the engineers in case access inside their buildings is needed?  
**Staff Response:** Access to building drawings and records may be limited. The building owners will not be receiving any notifications that the study will be performed. Access to private property will not be provided. Survey will be completed from the public right away and alley ways only.
  
11. Is the city considering implementing a seismic rating system for commercial and government buildings? For large multi-family properties?  
**Staff Response:** It is currently not the city's objective to create a rating system. Depending on survey results rating system may be implemented and presented to City Council.
  
12. Will the city's seismic evaluations for buildings be based on the current national standard ASCE 41-13 "Seismic Evaluation and Retrofit of Existing Buildings"?  
**Staff Response:** Undetermined at this time. The City will be looking for guidance from the consultant team.
  
13. Will the City utilize FEMA's HAZUS earthquake risk model as software for seismic risk evaluation and benefit/cost studies?  
**Staff Response:** Undetermined at this time. The City will be looking for guidance from the consultant team.

14. Has the State of California (CGS) developed a new surface fault rupture map (Alquist-Priolo Special Studies Zones) for the City of West Hollywood? Will it differ from the "City Fault Location and Precaution Zone Map" currently used by the City? Should the set of ordinances developed for seismic risk reduction consider surface fault rupture?

**Staff Response:** Updated maps are not set to be published until approximately next month however expectations are that they will be very similar. The City will be looking for guidance from the consultant team with regard to consideration of surface fault rupture and the ordinance.

15. Was there a preliminary study performed, or other outside input to help develop the current scope of work, and was a consultant involved? If so, who was the consultant?

**Staff Response:** No preliminary study is involved. Scope of work was determined by the City.

16. Does the City of West Hollywood have a record listing of all the buildings in the City with addresses?

**Staff Response:** A list of addresses can be found on the City website. [www.weho.org/streets](http://www.weho.org/streets)

17. Does the City of West Hollywood have a record listing of the building square footage from databases such as tax records? What City resources are available to the consultants to help determine the number of units and square footage of the existing buildings? How much information can we rely upon the City of West Hollywood to provide? (Will the chosen parties have access to building records, year of construction, address, and size?) In which format will those accessible records be? What information or database will be provided by the City? What information on these buildings is currently available from the City (i.e. addresses, year built, number of stories, drawings, etc.)?

**Staff Response:** They City has approximate information for square footage and year of construction for most properties. This information will be made available in Excel format.

18. Should structures with no occupancies such as Carports, Garages at Homes, Garages at Multi-Family Units, Parking Garages, Storage Units, Warehouses, electrical substations, etc. be included in the study? Should structures such as Schools, Office Building, Restaurants, Retail Stores, Gas Stations, other Commercial Buildings, etc. be included in the study? Are we to assume that all buildings are to be surveyed or will there be a benchmark triage (i.e. year benchmark, square footage, etc.)

**Staff Response:** All buildings within the city will be included in the survey with the exception of accessory structures to single family residences and duplexes.

19. Are non-structural components of the buildings part of the study? Some of these could pose as Life-Safety issues.

**Staff Response:** Yes, these issues should be identified and noted at time of survey.

20. There are likely many cases where occupied buildings are located in the back of other properties without being visible to the street or without access. How do we get access and permission to survey these buildings?

**Staff Response:** The survey will only be performed from the public right away or public alley ways.

21. Will the City of West Hollywood coordinate the site visits with the property owners?

**Staff Response:** No. The survey will only be performed from the public right away or public alley ways.

22. Will the City of West Hollywood inform all property owners about the intent of the study?

**Staff Response:** Public outreach is part of the program that the city will be developing as noted in the RFP.

23. Will the City of West Hollywood provide us with permits to take photographs of buildings within the City? Will the City of West Hollywood provide us with permits to conduct the surveys should some property owners call the police to report our activities in and around their properties?

**Staff Response:** As part of our building survey, the City is asking that photos be taken as part of Scope of Work Item #1. Consultants should conduct this visual evaluation from the public right of way only, and it can be supplemented by aerial images (such as from public or private sources, e.g., Google Earth or Nearmaps.com). Consultants are not being asked to enter private property. Permits are required to take photos from public rights of way such as the sidewalk or the street. Such permits are requested through the City's Film Office. Permit fees for the selected consultant will be waived by the City.

24. Will there be additional funding should we need to visit some of the properties multiple times to gain access?

**Staff Response:** There will be no additional funding. There will be no access to private property. Survey will be conducted from the public right of way.

25. Will the City of West Hollywood personnel accompany us during the surveys?

**Staff Response:** City staff will not accompany the consultant during the survey.

26. "Information developed by the Consultant shall be delivered in a digital format (interactive website, app, etc.)" Will the City require the website to have two versions: a full version on a computer and a mobile device-friendly version?  
**Staff Response:** Only one type of digital format will be required.
27. What type of ESRI / GIS mapping platform and infrastructure is already provided by the City of West Hollywood? Is there a current GIS database used by the City of West Hollywood? And if so, will we have access to it? Will the user need any special permission to access the GIS data? If so, at what ESRI license will the final product need to be delivered as? If final users will only be using an ESRI Basic license then the Consultant will be limited to what ESRI tools can be used to develop with.  
**Staff Response:** The City can provide the selected Consultant with GIS data in the form of Shape Files or Geodatabases. The City cannot provide access to any sort of GIS tools to create layers.
28. Does the City of West Hollywood have an approved budget for this work and if so what is the approved budget amount?  
**Staff Response:** The City has an approved budget.
29. What format should the electronic copy of the proposal is provided (i.e. CD, flash drive, etc.)?  
**Staff Response:** Flash drives are acceptable.
30. Is it acceptable to have the proposal delivered via messenger service, in lieu of hand delivered in person by the consultant?  
**Staff Response:** Yes.
31. Does the City expect the consultants to provide survey information for all existing buildings or just the predetermined vulnerable existing buildings (i.e. non-ductile concrete, soft story wood, Pre-Northridge steel frame, etc.)?  
**Staff Response:** All buildings within the city will be included in the survey with the exception of accessory structures to single family and duplexes.
32. Is it expected the City and Consultant will determine which buildings will be considered potentially seismically vulnerable prior to the start of the survey, or is this expected to be determined after the survey is concluded?  
**Staff Response:** This will be determined after the survey is concluded.

33. Are single family residential buildings included in the scope of the survey or just multifamily housing? Are all wood buildings expected to be included in the survey or only the buildings determined to have a potential soft story?

**Staff Response:** All buildings within the city will be included in the survey with the exception of accessory structures to single family residences and duplexes.

34. Will Sanborn maps be available?

**Staff Response:** Yes, Sanborn maps are available.

35. Can we expect a peer review?

**Staff Response:** A peer review is not anticipated at this time.

36. Please clarify the Conflict of Interest Clause on page 17. Will we be excluded from pursuing any retrofit work in West Hollywood as a result of this survey and ordinance work?

**Staff Response:** Consultants will not be excluded from pursuing future retrofit work with the City as a result of this work. However, if the consultant:

1. is currently engaged in retrofit work in the City, or
2. seeks to engage in retrofit work in the City during the course of the RFP or during the consulting engagement, or
3. employs a subcontractor or an employee who is now engaged in retrofit work in the City, or
4. engages in retrofit work in the City during the course of the RFP or the consulting engagement, then the consultant potentially has a Conflict of Interest. If the Consultant is potentially engaged in a Conflict of Interest, they should disclose the potential conflict to the City and we can let them know if it excludes them from responding to the RFP.

37. Are there priorities the City expects to focus on (i.e. similar to San Francisco ESIP/CAPSS program which focused on soft story's first, then private schools, non-ductile concrete, etc.)?

**Staff Response:** Priorities will be determined after building survey has been completed.

38. Are the potentially vulnerable buildings to be identified in this project limited to "Potentially Hazardous Building" types recognized by the State of California?

**Staff Response:** No.