Humboldt Children and Families Foundation: Design Services RFQ
Question and Answer Document
Posted 10/5/26

1. **The RFQ lists Sept 29 as the question deadline on page 2 and Oct 12 in the Submittal Requirements section. Which date is correct?**

   September 29

2. **Does the estimated $75,000 maximum cover all services through closeout, including construction administration and subconsultants? Or is it for the design phases, with later phases authorized by amendment?**

   At a minimum, the estimated $75,000 should cover the design process through completion of construction bid materials. If necessary, later phases would be authorized by amendment.

3. **What types and limits of insurance are required (general liability, auto, workers' comp, professional liability)? Contractual Requirement 13 (Insurance) says only "appropriate."**

   A. **Commercial General Liability Insurance**, written on an "occurrence" basis, which shall provide coverage for bodily injury, death and property damage resulting from operations, products liability, blasting, explosion, collapse of buildings or structures, damage to underground structures and utilities, liability for slander, false arrest and invasion of privacy arising out of construction management operations, blanket contractual liability, broad form endorsement, a construction management endorsement, products and completed operations, personal and advertising liability, with per location limits of not less than Two Million Dollars ($2,000,000.00) per occurrence for any one (1) incident. If a general aggregate limit is used, such limit shall apply separately hereto or shall be twice the required occurrence limit. Said insurance shall include an endorsement naming HCCF and First 5 Humboldt as 'Additionally Ensured'.

   B. **Business Automobile Liability Insurance** with limits of not less than One Million Dollars ($1,000,000.00) for each occurrence including coverage for owned, non-owned and hired vehicles.

   C. **Workers' Compensation Insurance**, as required by the California Labor Code, with statutory limits and Employers' Liability Insurance with a limit of no less than One Million Dollars ($1,000,000.00) per accident for bodily injury or disease. Said policy shall contain, or be endorsed to contain, a waiver of subrogation against the Commission and HCFF and their agents, officers, officials, employees and volunteers. In the event the Consultant is self-insured, a Certificate of Permission to Self-Insure, signed by the California Department of Industrial Relations – Administration of Self-Insurance, shall be filed with the Commission and HCFF.

D. **Professional Liability Insurance** – Errors and Omissions Coverage, including coverage in an amount no less than Two Million Dollars ($2,000,000.00) for each occurrence (Four Million Dollars ($4,000,000.00) general aggregate). Said insurance shall be maintained for the statutory period during which Consultant may be exposed to liability regarding the work performed pursuant to the terms and conditions of this Agreement. Such coverage shall be incorporated into Consultant's agreements with any other entities.

E. Coverage afforded under the policies will not be canceled, allowed to expire, or in any way changed, including alterations to conditions of the policy, until at least 30 days' written notice has been given to the Owner.

1. **What is the current construction budget for the project, and is it confirmed funding or a target? Is the project expected to be phased if the budget is less than the full program? If so, which elements are the priorities (building renovation, garden and playspace, parking, or the separate meeting building)?**

   The target budget for design and construction is $1.3 million. The project is expected to be phased if necessary, depending on the feasibility of remodeling the existing building to meet program needs.

2. **What are the funding sources, and do they trigger requirements beyond those listed in the RFQ? Do the prevailing wage requirements apply to the design services and subconsultants, or only to construction?**

   Prevailing wage does not apply to design services and subconsultants, only to construction. The funding sources are private foundation donations, private individual donations, the County of Humboldt, and Proposition 10 dollars.

3. **Have boundary, topographical or soil surveys of the property been completed? If not, are these survey costs expected to be included in the design scope or budget, or procured separately by the owner?**

   No, these surveys have not been completed. Additional surveys and assessments are subject to negotiation with the firm submitting the highest-scoring Statement of Qualifications (SOQ).

4. **Has any lead, asbestos, or other hazardous-materials testing been done, and will those reports be available to all bidders?**

   No, testing for lead, asbestos, or other hazardous materials has not been done.

5. **Does the building have a formal historic designation, or is preserving historic character a design goal only?**

   The building is on the City of Eureka's Register of Historic Places. Preserving the interior and exterior historic character is a design goal.

6. **Must subconsultants be named in the SOQ, and does the RFQ expect their fees to be included in the $75,000 maximum?**

Subcontractors are not required to be named in the Statement of Qualifications (SOQ). Inclusion of subcontractor fees within the $75,000 maximum is subject to negotiation with the agency submitting the highest scoring SOQ.

7. **Will the architect be expected to coordinate with the technical consultants?**
   Yes. The architect will be expected to participate in the procurement of subcontractors to ensure a smooth working relationship between subcontractors and the architect.
8. **Does the property consist of two separate legal lots?**
   Yes.
9. **How many workstations/people/private offices need to be included in the final design?**
   Workstations for up to 12 employees, inclusive of 3 private offices, a small kitchen on the first floor, and a restroom on each floor. Additionally, at minimum, a conference meeting room that could also be used as a parent education room and/or a room to meet with caregivers one-on-one.