RFQ Question Responses:

1. Which, if any, of the following items are included in the 20-page limit?
   Cover, Dividers, Resumes
   Answer: All of the items noted should be include in the twenty page limit.

2. Are structural drawings available for the building?
   Answer: No.

3. Does the building have an official exemption from the sprinkler requirement? If so, does it also cover assembly occupancy (as opposed to retail) on the ground floor, or will securing that modified exemption be part of the scope of work?
   Answer: No official fire sprinkler exemption has been pursued. If necessary, this will be included in the scope of work.

4. What is the current exiting from the space, and has it already been sized for assembly occupancy (as opposed to retail) on the ground floor?
   Answer: Refer to the existing floor plans. The space is served by two exits, the primary entry/exit at the storefront and a second exit that leads to the 130 Sutter lobby. The new design will need to incorporate necessary exiting based on the space plan use designations.

5. Relatedly, we didn’t see a second means of egress. To accommodate exiting for assembly use can we utilize the 130 Sutter lobby?
   Answer: See question 4 response.

6. Will the asbestos abatement be 100% performed by the landlord? Will the cost be part of this project?
   Answer: Hazardous material removal will be by the Landlord and excluded from the project cost.

7. What is the lease term (in years) for the triple net lease? Will you meter power and water use?
   Answer: Twelve (12) years. Power and water will be paid directly by AIASF; meter requirements to be confirmed with the Landlord.

8. What is the retail front glazing type (updated in 1994)? (laminated, single pane, tempered etc.)?
   Answer: Unknown at this time and we have requested clarification from the Landlord.

9. Will the HVAC system for the space be completely replaced as part of this project?
   Answer: Yes.

10. Please advise which major components (Bendheim glazed demountable partitions, furniture….?) you wish to re-purpose from the existing [AIASF] office space.
    Answer: It is desirable to re-use the demountable aluminum and glass partitions located at the southeast corner of the space. All other improvements to remain. A majority of the existing FF&E will be re-used.
11. Please advise if there are already specific materials / components that you know will be in-kind donations.
   Answer: No specific materials or components at this time but some manufacturers have expressed interest in providing materials. AIASF welcomes in-kind donations of materials and labor for the new headquarters and will negotiate these donations with the project designers.

12. Do you wish us to propose a full team including all consultants?
   Answer: Not at this time. Shortlisted firms will be required to provide full consultant team qualifications. See question 21 below for additional response.

13. Who (landlord?) will be handling the planning application for the use change?
   Answer: The AIASF has been in contact with SF Planning to clarify if a CUP is required and has been told informally that a CUP is not required. The AIASF has requested a Letter of Determination from SF Planning and expects to receive this within eight weeks. AIASF will continue to work with SF Planning on this issue and will expect the selected design firm to engage with SF Planning as necessary when procuring building permits.

14. Is the door landing (slope) at the building entrance accessible?
   Answer: The existing conditions were compliant for the last permitted improvements in 1994. New improvements will need comply with current code requirements.

15. Can you provide a list of the selection committee members?
   Answer: The selection committee is still being finalized, very close, and we will provide this after we have received confirmations from those invited.

16. Will the selection committee members continue during the design process as the owner representatives and decision makers?
   Answer: No, the selection committee will only participate in selecting a firm. The AIASF Office Relocation Task Force will be the primary decision makers.

17. During the initial design process to understand the project drivers, vision and objectives will workshops be held to get input from the AIASF board and members?
   Answer: Project drivers, vision, objectives and program clarifications will be provided by the AIASF Office Relocation Task Force and will include meetings to address these issues.

18. Can we assume that the new site is accurately captured in available CAD plans for the design team to use as base plans and CAD / Revit files are available from the building landlord?
   Answer: 2D CAD files have been requested from the Landlord and field conditions will need to be confirmed by the design firm. No Revit files are available.

19. Can we assume that there will be no site or building exterior scope?
   Answer: Any exterior improvements are at the discretion of the design firms and will be considered in the context of the proposed design and the merits they would provide to the overall project goals and budget.

20. Is there a macro program of space requirements for the facility available?
   Answer: Not at this time. Generally, the program uses are similar to the existing AIASF offices and the new space will allow for larger gallery/exhibition spaces as well as separate meeting/classroom spaces. A detailed program will be provided to the shortlisted firms.
21. Should we include in our RFQ response a team of consultants? What consultants should we assume will be required; MEP, Structural, Food Service, Acoustical, Lighting, LEED, Audio/Visual, Elevator, others?
   Confirm which consultants will be handled under architect’s contract or direct with AIASF?
   **Answer:** Consultants are not required for this RFQ.
   Shortlisted firms will need to submit full consultant teams and we anticipate the following consultants: MEP, Structural, Acoustical, Lighting, Sustainability, AV, possibly elevator. A small office/catering kitchen are anticipated but not an extensive food service operation. All consultants will be under the architect’s contract. If any consultant services are donated to AIASF the design team will work with those consultants and utilize a pro-bono services agreement. This will be further clarified during the shortlisted firms’ proposal process.

22. Is there a base building MEP engineering firm that should be considered for the project based on their knowledge of the building systems?
   **Answer:** No.

23. Can we assume that the project will be implemented?
   **Answer:** Yes.

24. Will Furniture services be required for the project?
   Can we assume that that the architect’s services will be to work with AIASF’s chosen furniture dealer to coordinate finishes and upholstery and that the dealer will select and specify the furniture?
   **Answer:** Most of the existing AIASF furniture will be re-used in the new space. A furniture dealer has not been identified at this time and the design firm should work with a furniture dealer as necessary to realize their design vision.

25. Should the architect include Experiential Graphics Design scope of services?
   **Answer:** Experience Graphic Design scope will depend on the proposed design.

26. Will there be a historic consultant on board to help navigate the various agency submissions and reviews? Has any historic due diligence been done?
   **Answer:** It is not anticipated that a historic design consultant will be required for the interior renovations. Exterior design alterations will be at the discretion of the designers within the context of the proposed design (see question 5 above). No historic due diligence has been provided for the interior. Historic surveys were performed for the exterior curtain wall renovation several years ago and may be available from the Landlord.

27. Does the building have any structural load limitations that may affect any of the areas that the AIASF plans to occupy that would require additions structural reinforcing?
   **Answer:** AIASF is unaware of any structural load limitations at this time. It is anticipated that a new lift will be installed, which may require structural modifications to the mezzanine level depending on the lift location.

28. Please identify if any part of the project scope will be handled design/build.
   **Answer:** The following scopes of work are anticipated to be design-build: fire sprinklers and fire-alarm systems; data and AV systems.

**END OF RFQ Question Responses**