



RFI Response

ID: 001

Date Sent: July 31st, 2026

Project: ARCHITECTURAL SERVICES
Subject: Questions Regarding RFP SYC-2026-001
Sent Via: Email

Questions and Responses:

1. What is the correct RFP/solicitation number to reference in proposals and email subject lines?
 - a. The correct solicitation number is SYC-2026-001. Reference this number on your proposal cover letter, email subject line, and all correspondence. The number OPS-2026-006 appearing on the cover page is an internal CAPK procurement tracking number and should not be used by proposers.
2. Which California Building Code edition applies — the RFP references 2022 CBC, but the 2025 CBC became effective January 1, 2026. Which code will the City of Shafter apply during plan review?
 - a. The City of Shafter will apply the 2025 California Building Standards Code, which became effective January 1, 2026, to permit applications submitted in 2026 and 2027. All references to the 2022 CBC, 2022 CEC, 2022 CMC, and 2022 CPC in the RFP are corrected to the 2025 code cycle. Proposers should design and specify to the 2025 editions.
3. Does the project require city approval by January 15, 2027, or can it be phased? The phase durations in Section II.D total approximately 240 days from NTP but January 15, 2027 is approximately 140 days from the projected NTP. Which governs?
 - a. February 11, 2027 is the end date of CAPK's SGC CRC Project Development Grant Agreement. All Work Plan deliverables under the Project Development Grant must be completed within this grant term.
 - b. The Work Plan (Exhibit B) specifies the following Task 5 deliverables due by End of Grant Term:
 - Completed site plans ready for approval by the City of Shafter;
 - Permit applications submitted to the City of Shafter Building Department and Kern County Environmental Health Department; and
 - The three SGC grant reports (Interconnection Analysis, Electrical Infrastructure Analysis, and Microgrid Feasibility Assessment).
 - A building permit does not need to be issued by February 11, 2027. Only the permit applications must be submitted.
 - c. The RFP schedule in Section II.D is amended as follows. The phase durations in the released RFP were approximate and did not account for CAPK/CSS review time between phase gates. This amended schedule governs:
 - Contract Award / Notice to Proceed: ~August 26, 2026
 - Phase 1 — Schematic Design: 40 calendar days | complete ~October 5, 2026
 - CAPK / CSS review and written approval: 10 calendar days | ~October 15, 2026
 - Phase 2 — Design Development: 55 calendar days | complete ~December 9, 2026
 - CAPK / CSS review and written approval: 10 calendar days | ~December 19, 2026
 - Phase 3 — 100% Construction Documents: 40 calendar days | complete ~January 28, 2027

- Permit applications submitted to City of Shafter Building Department and Kern County Environmental Health Department: no later than February 1, 2027 — **HARD DEADLINE**
- PDG grant term ends; all Work Plan deliverables complete and final invoice submitted: February 11, 2027
- Phase 4 — Plan Review Support: ongoing per City and County review timelines; may extend beyond the grant term

CAPK is seeking a grant term extension from SGC. If an extension is granted the deadline will be adjusted; CAPK is proceeding on the basis that it will not be granted.

4. The SGC CRC Round 2 Implementation Grant deadline appears to be September 25, 2026 on grants.ca.gov. The RFP states February 11, 2027. Which date governs?
 - a. See Q3. The September 25, 2026 date is the current SGC CRC Round 2 Implementation Grant application deadline. CAPK is not applying in the current round and will apply in a future round. The February 11, 2027 date referenced in the RFP is the end date of CAPK's Project Development Grant, not an Implementation Grant application deadline.
5. Has CAPK confirmed whether the project will require discretionary approvals such as Site Plan Review, Design Review, or a Conditional Use Permit, or will it proceed solely through the building permit process?
 - a. CAPK has not yet conducted a formal pre-application meeting with the City of Shafter. Determining whether discretionary approvals are required is within the scope of Phase 1 for the selected architect, in coordination with City staff.
6. What happens if the January 15, 2027 plan approval milestone is not met? Would this affect grant funding?
 - a. The controlling milestone is submission of permit applications to the City of Shafter and Kern County Environmental Health Department by February 1, 2027, as set out in the amended schedule in Q3. Plan approval by the jurisdictions is not required within the grant term. Once applications are filed, City and County review timelines are outside the architect's control and outside CAPK's control.
 - b. If a delay arises from circumstances outside the architect's control including CAPK's own delay in providing a phase approval, a CAPK-directed scope change, or a jurisdiction requirement not reasonably foreseeable at the time of proposal, the architect should notify CAPK in writing promptly and the schedule will be addressed through the contract amendment process. Per Section 14 of CAPK's Project Development Grant Agreement, CAPK may also request a grant term extension from SGC, which is granted at SGC's sole discretion. Proposers should note that SGC processes amendment requests on a defined annual cycle and will not consider new amendment requests less than three months before the end of the grant term.
7. Is there a proposed budget for construction and/or project costs? What budget should proposers use for cost estimating and value engineering?
 - a. No construction budget has been established. The RFP at Section III.D.3.c requires the architect to identify value engineering options at DD phase if the estimate exceeds Implementation Grant budget parameters. Developing the construction cost estimate at each phase is a primary deliverable of this engagement per Section III.D.3 of the RFP.
8. Has any community engagement occurred? What is the Community Stakeholder Structure (CSS) and what is expected at CSS presentations?
 - a. Yes. The HARC, Inc. Needs Assessment (June 15, 2026) is attached to the RFP and incorporated by reference. It documents surveys of 1,578 Shafter residents and interviews with 50 community stakeholders. A Community Stakeholder Structure (CSS) is established and actively engaged.
 - b. Per Section III.D.2 of the RFP, the selected architect must attend a minimum of two CSS presentations at SD and DD phases to present design progress, incorporate feedback, and obtain written phase approvals. All presentation materials must be bilingual (English/Spanish). CSS presentations are substantive review meetings where stakeholder feedback may result in design revisions before phase approval is granted.

9. Are you looking for a complete fee proposal for all phases and scope, or a phased fee approach?
- A complete fee proposal for all phases is required with the proposal submission.
10. Are existing as-built drawings available — architectural, MEP, structural, fire alarm, sprinkler? Will they be shared?
- As-built plans including architectural, MEP, fire alarm, fire riser, and structural are available and are supplied with this RFI Response. Fire sprinkler plans are not available. Internally created CAD and Revit files are available and can be provided.
11. Are single-line diagrams, panel schedules, or electrical plans available for the existing building?
- Electrical as-built documentation is limited to what is included in the as-built package referenced in Q10. The selected architect's electrical engineer should plan to field-verify existing electrical conditions as part of Phase 1 existing conditions documentation.
12. Are topographic surveys, ALTA surveys, geotechnical reports, utility records, or hazardous materials reports available?
- None of these are available. The selected architect must conduct a thorough site survey including as-built documentation, measurements, and utility locations as a Phase 1 deliverable.
13. The RFP references Task 5 Physical Infrastructure Analysis, Electrical Infrastructure Analysis, and Microgrid Feasibility Assessment as prior reports to review. Are these available?
- RFP Correction: The language in Section III.D.1.b referencing these three documents as prior reports to review is an error. These documents do not exist as predecessor reports. They are deliverables the selected architect and engineering sub-consultants are contracted to produce under this agreement as formal SGC grant deliverables (Task 5, Subtasks E, F, and G). This language is hereby deleted from Section III.D.1.b of the RFP. The March 2024 Microgrid Narrative defining preliminary system parameters is available upon request to procurement@capk.org.
14. Where can proposers obtain the HARC Needs Assessment Final Report and the Shafter Infographic?
- Both documents are attached to the released RFP. Please visit our website at to pull the RFP which contains the reports. <https://www.capk.org/business/>
15. Does CAPK have CAD or Revit files of the existing facility?
- Yes. CAPK has internally developed Revit (.rvt) and AutoCAD (.dwg) files.
16. What are the existing building square footage and site area?
- Please refer to the provided plan set.
17. MQ-2 requires two completed institutional, civic, or community-use projects. What qualifies as 'community-use'? Would nonprofit offices providing public services qualify? Tab 3 says 'Min. 2 completed CA institutional projects' — does the full MQ-2 category list apply to Tab 3?
- MQ-2 has been amended. The amended language governs both MQ-2 and Tab 3:
 - Amended MQ-2: The Lead Architect firm must have completed a minimum of two (2) building projects in California within the past seven (7) years, from design through construction completion, in any of the following occupancy categories: institutional, civic, community-use, educational (K-12 and higher education), religious/assembly, healthcare/medical, recreation/sports, or mixed-use commercial with significant public assembly components. Purely residential-only or single-tenant commercial/retail projects without public assembly do not satisfy this requirement.
 - Nonprofit offices providing direct public services qualify if they involve significant public assembly or community-serving occupancy. A standard staff-only office does not qualify.
18. Is there flexibility on PG&E Rule 21 BESS experience (MQ-5)? Does SCE or SDG&E territory experience qualify? Can a specialist be brought in rather than the lead EE? Who submits the Rule 21 application?

- a. MQ-5 requires at least one approved PG&E Rule 21 interconnection application for a BESS and is a pass/fail threshold. SCE or SDG&E territory experience does not satisfy MQ-5 as written — the requirement specifically states PG&E Rule 21.
 - b. Per Section III.C of the RFP, the Rule 21 BESS experience may reside with a named specialist sub-consultant on the electrical team rather than the lead EE personally, provided that person is specifically named in the proposal and their Rule 21 project experience is documented to the same standard required for the lead EE.
 - c. The architect's electrical engineer or named specialist is responsible for preparing and submitting the PG&E Rule 21 interconnection pre-application as a Phase 3/4 deliverable under this contract.
19. Will CAPK accept an electrical engineer with two (2) completed California microgrid projects plus two more currently under construction with a 2027 delivery?
- a. Yes, since it may be difficult to find qualified electrical engineers with the experience outlined two completed projects with one or two in progress satisfies the requirement.
20. Who is responsible for submitting the SJVAPCD permit application for any backup generation equipment?
- a. The architect and their consultant will be responsible for submission with assistance from CAPK.
21. Has CAPK considered the location for the PV solar array, BESS, and microgrid? Is there sufficient space on site?
- a. No specific location has been predetermined for BESS, but have considered the gym roof top for a portion of the array. It will be up to the design team to evaluate space needs that meet code requirements.
22. Is the microgrid sized purely for critical load backup during outages, or should it also be optimized economically? Who defines critical loads and the required outage duration?
- a. The microgrid is to be sized based on critical load analysis for emergency operations. The electrical engineer will define critical loads as part of the microgrid design scope. The project cashflow model and 20-year lifecycle operations plan should include economic optimization analysis alongside the resilience-first sizing. The outage duration target will be determined in consultation with CAPK during Phase 1.
23. Will the commercial kitchen use gas appliances or electric? Will HVAC heat pumps use gas lines?
- a. The RFP does not mandate all-electric design. The choice of gas versus electric for commercial kitchen equipment and HVAC is a design determination the architect and mechanical engineer will evaluate and recommend to CAPK during Phase 1. The key resilience consideration is that gas service may be interrupted by a seismic event or physical damage independent of electrical grid status, whereas electric equipment powered by the microgrid remains operational when gas service is disrupted. The architect should present the gas versus all-electric implications — including resilience, lifecycle costs, and Title 24 compliance — at the SD phase for CAPK to decide.
24. Will the facility need a holding tank for fresh water or wastewater for emergency operations?
- a. This was not considered as part of the scope but can be evaluated during design. If it is decided to move forward with the tanks based on available space this addition can be handled as a change order.
25. How many days will generators be expected to run during emergency operations? What fuel storage is required?
- a. The outage duration target will be determined through the critical load analysis in Phase 1. The backup generation is included as a potential component of the microgrid system architecture alongside solar PV and BESS. The electrical engineer will determine whether backup generation is necessary based on the critical load analysis and BESS sizing, and will specify fuel storage accordingly. KCAPCD permit requirements for any diesel generation must be met.
26. Are there specific sustainability goals such as LEED or WELL certification?

- a. LEED or WELL certification is not specified as a requirement. The project requires compliance with Title 24 Part 6), Title 24 Part 11, and a cool roof specification meeting minimum aged solar reflectance.
27. Is there a Program of Requirements? Will programming and visioning work occur before design phases begin?
- a. No formal Program of Requirements exists. As part of phase I programming and visioning will be required.
28. Are renderings, illustrative plans, or models required as design deliverables?
- a. Per Section III.D.2.b of the RFP, the architect must prepare clear, non-technical bilingual presentation materials including renderings, diagrams, and 3D views suitable for community stakeholder audiences at each CSS presentation phase gate.
29. Which meetings must be in-person versus virtual?
- a. The RFP at Section III.D.2 requires in-person attendance at a minimum of two CSS presentations (SD and DD phases) and one community meeting at the Shafter Youth Center. The RFP does not prescribe a format for other project coordination meetings. The architect determines what additional site visits and coordination meetings are necessary to support the design process.
30. Will CAPK provide Spanish translation and interpretation for community meetings, or should those costs be in the architect's fee?
- a. The architect is required to prepare bilingual (English/Spanish) presentation materials. Translation and interpretation costs for required CSS and community meetings should be included in the architect's fee proposal.
31. Should low-voltage, IT, security, and AV consultants be part of the architect's team, or will CAPK provide them separately?
- a. Low-voltage and public Wi-Fi infrastructure design for the resilience zone is explicitly within the electrical engineering scope of this contract. The architect's team is responsible for this work. CAPK's IT staff will provide coordination input on existing network standards and infrastructure.
32. Are Bidding Assistance and Construction Administration excluded from the base contract?
- a. The scope of work in the RFP covers design phases only: Schematic Design, Design Development, Construction Documents, and Plan Review Support. Bidding Assistance and Construction Administration are not described as part of this contract scope. These cost will be covered under the implementation grant where CAPK will need to issue a new contract for Bidding assistance, construction administration and closeout.
33. Is a Cost Proposal Worksheet template provided? May proposers use their own format?
- a. No specific worksheet template is provided in the released RFP. The cost proposal must be organized by phase, task, and sub-consultant with hourly rates by classification. Proposers may use their own format that satisfies these requirements.
34. Tab 11 requires audited financial statements. What qualifies as equivalent documentation?
- a. This RFI response serves as notice that Tab 11 Financial Viability: Two (2) years of audited financial statements or equivalent documentation, is not required and is removed as a requirement from the RFP.
35. How should confidential financial documentation be handled when proposals are public records under the CPRA?
- a. See Q34.
36. Are Appendices A, B, and C required to be submitted with the proposal?
- a. Appendix A (Vendor Information Sheet) and Appendix B (W-9) must be submitted. Appendix C (Additional Terms and Conditions) must be signed and included per the nonresponsive

proposals criteria in Section VI — a proposal that does not include Appendix C signed on behalf of the Vendor may be deemed nonresponsive.

37. Is the 3-page maximum for Section 4a inclusive of 4b and 4c, or are 4b and 4c separate?

a. Please disregard the 3 page maximum. Priposer may use as many pages as necessary.

38. Will CAPK accept a digital-only proposal submission?

a. Proposals must be submitted as a single PDF document. Electronic submission via email to procurement@capk.org is accepted. The proposal may also be submitted by mail or hand delivered to: CAPK, ATTN: Liz G Vargas - Procurement, 1300 18th Street Suite 200, Bakersfield CA 93301. No physical copies are required if submitted by email. Proposals are due by 2:00 p.m. on August 11, 2026.

39. Will CAPK consider extending the proposal due date?

a. No. The proposal due date remains 2:00 p.m. on August 11, 2026.

40. MQ-2 and Tab 3 reference qualifying projects. Tab 3 says 'Min. 2 completed CA institutional projects.' Does only institutional qualify, or does the full MQ-2 category list (civic, community-use) also apply to Tab 3?

a. See Q17 above.

41. Does the RFP require a Landscape Architect as a sub-consultant?

a. A Landscape Architect is not listed as a minimum required discipline. If landscaping is required based on determination improvements during phase I any landscaping amendments can be addressed through a change order to the agreement.

42. What additional information should proposers know?

- a. Site Walk: An optional pre-proposal site walk will be held at 455 E Euclid Ave, Shafter CA on August 4, 2026, 9:00 a.m. to 11:00 a.m. CAPK staff will be present. All questions raised during the site walk must be submitted in writing to procurement@capk.org by 5:00pm August 5th, 2026 to receive an official written response.
- b. Sub-Consultants: The scope of work in the RFP defines what this project requires. Assembling the right sub-consultant team is a professional determination the Lead Architect is best positioned to make.
- c. All inquiries must be directed to procurement@capk.org. Vendors shall not make personal contacts with any member of CAPK's Board of Directors or program personnel prior to selection and award.

Acknowledgment/Receipt of RFI Response

Signature

Date

SIGNED ACKNOWLEDGEMENT OF RFI MUST BE SUBMITTED WITH PROPOSAL