



DATE: December 17, 2025

TO: Pre-qualified and Shortlisted Design-Build Entities

FROM: Contra Costa County Public Works Department
Capital Projects Management Division
255 Glacier Drive
Martinez, CA 94553

PROJECT: Sherman Recovery Center

This Addendum No. 4 forms a part of the Request for Proposal (RFP) and modifies the original RFP or previous addenda as noted below. Information in this addendum supersedes the noted portions of the RFP or previous addenda and any conflicting information.

ADDENDUM NO. 4

Modifications:

Item	Reference	Modification
AD 3-1	002100 – 16.1	Last Day to receive an RFI is January 8, 2026.
AD 3-2	002100 – 16.1	Last Day to issue an Addendum is January 14, 2026.
AD 3-3	013100	See attached updated Document 013100 – Project Management and Coordination.
AD 3-4	011216	See updated Milestone schedule
AD 3-5	N/A	Notwithstanding language in the County’s “Building Design and Construction Guidelines,” the County will allow all-electric HVAC solutions that utilize rooftop mounted mechanical equipment.
AD 3-6	N/A	Mechanical equipment manufactured by Daikin will be accepted, subject to compliance with the requirements of this RFP.
AD 3-7	N/A	Projects may comply with LEED v4.0 requirements in place of LEED v5.0, subject to County approval.

RFI Questions:

Item	Reference	Question	Response
AD 3-6	013234	Criteria Manual (Section 013234 – Construction Webcam) – Calls for 2 Oxblue construction cameras to be provided by the DBE. These cameras can be quite costly (\$12-14K per camera for a 12 month lease), we would like to confirm if these are still desired by the County?	The County has elected to remove the camera requirement previously included in the RFP. Proposers, including DBE firms, are not required to include camera-related equipment, services, or costs in their proposals.
AD 3-7	004200 & 004525	There appear to be two Non-Collusion Affidavit forms included in the RFP packet. One is page 8 of Document 004200, the second is Document 004525, titled "Updated Non-Collusion Affidavit". Can the County please provide clarification on which form they would like, and update the corresponding request in the Proposal Packet List, section J. Bidding Documents?	These two documents are different and need to be submitted at different times. NON-COLLUSION AFFIDAVIT form included on page 8 of DOCUMENT 004200, need to be submitted with the proposal, however the DOCUMENT 004525 UPDATED NON-COLLUSION AFFIDAVIT need to be submitted with response to request for supplemental information.
AD 3-8	002100-A	There also appears to be a partial sentence in the Proposal Packet List, Section J. Bidding Documents, line 6. "Design Builder Certifications: Document 004540 (Design Builder Certifications) filled out and". Can the County please provide clarity on the remainder of the sentence?	"Design Builder Certifications: Document 004540 (Design Builder Certifications) filled out and signed by Bidder." See attached updated section 002100-A.

ATTACHED SEPARATELY AS APPENDICES TO THIS ADDENDUM:

- A. 002100-A – Proposal Package List
- B. 013100 – Project Management and Coordination
- C. 011216 – Work Sequence, Project Milestone Schedule

A. Executive Summary	
1	Statement highlighting Bidder's unique qualifications.
B. Certifications	
1	Fully executed Document 004540 (Design Builder Certifications).
C. Exceptions to Criteria Manual and Criteria Documents	
1	Statement of any and all exceptions to the Criteria Manual and Criteria Documents.
2	In accordance with Document 002100, provide certification regarding material changes and/or Bidder's Material Changes List per Document 004540 (Design Builder Certifications).
D. "Favorable/Unfavorable" Factors	
1	20.2.1 Green Building Criteria/LEED BD+C Silver: Plan and LEED scorecard outlining approach to achieve LEED BD+C Silver.
2	Skilled Labor Availability & Safety Record: Certification of Skilled Labor and Safety Record per Document 004540, confirming active apprenticeship program participation and EMR/OSHA rates within required standards.
3	Schedule Compliance: Provide CPM Schedule showing a realistic design and construction plan to achieve the Project completion date in accordance with Document 005200 (Agreement).
E. Subconsultant/Subcontractor Outreach/Procurement Plan (Evaluation Factor Category 1)	
1	Subconsultant/Subcontractor Procurement Plan: In accordance with Document 006230 (Subconsultant/Subcontractor Plan) describe bid packaging and selection method for all subconsultants and subcontractors. In accordance with Document 002219 (Outreach Program) describe good faith effort documentation process and effort to meet 30% Mandatory Subcontracting Minimum (MSR) requirement.
F. Criteria Documents Conformance (Evaluation Factor Category 2)	
1	Building Aesthetics: Provide (1) narrative, and (2) interior and exterior depictions of building design. Describe intent to meet or deviate from Criteria Documents.
2	Functional and Therapeutic Design: Provide (1) narrative, and (2) depictions of design features that support functional and therapeutic design. Describe intent to meet or deviate from Criteria Documents.
3	Sustainability: Describe method to meet or exceed energy usage requirements, stormwater management, and other sustainability measures.
4	Mechanical/Electrical/Plumbing/Technology (MEPT) Systems: Narrative and diagrams identifying MEP systems and ability to meet permitting and scheduling requirements.
5	Abatement and Demolition Strategy: Describe permitting approach to demolition of existing building as well as strategy for performing work with sensitivities to the surrounding neighborhood communities.
6	Logistics Plan:
	<i>a. Site Logistics:</i> Describe plan to minimize construction impacts to traffic and adjacent properties during construction including temporary fencing, gates, access, worker parking, layout, storage, staging, job trailers, fire department access, temporary utilities, and security.
	<i>b. Phasing:</i> Describe strategy for any incremental permitting, deferred approval packages, or demolition and construction phasing.
	<i>c. Equipment Lead Time:</i> Describe procurement strategy for long lead time materials or equipment.
	<i>d. Utilities:</i> Describe approach to obtaining required demolition and connection permits from Utility Companies. Include Utility Company application submittals and approval activities in the Schedule.

G. Team Qualifications (Evaluation Factor Category 3)	
1	Narrative and Organizational Chart: Provide an organizational chart demonstrating the proposed makeup of the Design-Build Team. The organizational chart provides an understanding how the team envisions working together. In addition, describe the teaming relationships within the Design-Build Team (Architects/Designers and General Contractor) for whom similar projects have been completed together. Describe how team members have directed or participated in projects with strong team organizations, clear lines of authority, and hierarchy. Provide information on how the schedules, budgets and quality have been maintained throughout the projects. Indicate how communication between the various team members and the Client was managed to ensure all project requirements were addressed and met.
2	Working Relationship Matrix: Select 6 projects from the 10 Project Profiles submitted in the RFQ and list them on a Working Relationship Matrix to provide an understanding of the proposed members' experience and ability to function as a team at the outset of the Project due to prior existing working relationships established on previous projects. For each position listed on the Working Relationship Matrix, indicate whether the key individual being proposed for the Project had a significant role in the listed project's success by placing a "mark" in the appropriate box.
3	Integrated Approach: Provide philosophy, approach, and relevant experience with similar projects. The response should highlight understanding of critical project elements, including design quality, accelerated schedules, site efficiency, sustainability, energy performance, and communication systems. The Bidder should describe its quality control processes, methods to prevent design errors, examples of resolving project issues, and demonstrate successful collaboration with public agencies. The section should also explain strategies for fostering teamwork and maintaining efficiency during construction.
4	Bidder Financial Strength: Confirm accuracy of all financial information provided during the RFQ process in accordance with Document 004540 (Bidder Certifications), Item 9. Provide letter from bonding company certifying that Bidder can obtain a bond in accordance with project requirements.
H. Best Value Enhancements (Evaluation Factor Category 4)	
1	Best Value Enhancements per Document 002100-B, providing measures, design concepts, or approaches beyond minimum Criteria Document requirements. Bidders must complete one Best Value Enhancement Form (Document 002100-B) for each proposed enhancement, identifying the subcategory, brief description, benefits, potential drawbacks, and total cost. Failure to submit a form for each subcategory will result in zero points. County will evaluate and award up to 10 points based on value and benefit across Aesthetic Material & Scope Upgrades (30%), Space Layout & Functionality (30%), Sustainability (20%), and MEPT Upgrades (20%).
I. Interview / Presentation (Evaluation Factor Category 5)	
1	County will award up to 25 points based on its determination that the Proposal provides the best value for the design and construction of the Project.
J. Bidding Documents	
1	Proposal Form: Document 004200 (Proposal Form) filled out and signed by Bidder.
2	Proposal Security: Document 004310 (Bond Accompanying Proposal) filled out and signed by Bidder. Bond shall be a check, cashier's check or corporate surety bond.
3	Designated Subcontractors and Subconsultants List: Document 004336 shall be provided by the Design Builder as part of the proposal package listing all the proposed Core Team Subcontractors. Pending Contract award, the attached form shall be updated and resubmitted for each subsequent Design Builder bid package.

4	Registration and Safety Experience: Document 004510 (Design Builder Registration and Safety Experience Form) filled out and signed by Bidder.
5	Non-Collusion Affidavit Form: Attached to Document 004200, Request for Proposals from Bidders, filled out and signed by Bidder.
6	Design Builder Certifications: Document 004540 (Design Builder Certifications) filled out and signed by Bidder.
7	Objections: List of Bidder's objections or protests (as needed).
8	Material Changes: List of Bidder's material changes (as needed).
9	Apprentice Program: Copy of Bidder's Registered Apprentice Program Agreement.
K. Plans	
1	Provide, at a minimum, the following items, drawings and narratives.
General	
1	Drawings explaining design and any proposed modifications or developments to the Criteria Documents.
2	Renderings explaining design and any proposed modifications or developments to the Criteria Documents.
3	Drawings describing Program Review of the Criteria Documents. Show ability to achieve the greatest conformance with the requirements outlined in the Criteria Documents.
Site	
4	Preliminary Site Plan (includes project boundaries, building orientation, connection to utility services such as water, fire water, irrigation, sewer, electrical, and low voltage systems, parking lot layouts, entrances, utility services, paving, curbing, walks).
5	Preliminary Landscaping Plan (including kind, size and type trees, shrubs and ground covering).
6	Construction Phase Site Logistics and Construction Management Plan including temporary fencing, gates, access, worker parking, layout, storage, staging, job trailers, fire-department access, temporary utilities, and security.
Architectural	
7	Preliminary Abatement and Demolition Plans.
8	Program Comparison that includes each program space described in the Criteria Documents with the associated net square footage from the Criteria Documents compared to Bidder's proposed net square footage.
9	Preliminary Floor Plans (includes all levels and all rooms, furniture, equipment, doors, windows, special doors, shelves, vanities, counters, built-in cabinets, and any special design features).
10	Preliminary Life Safety Plan and code analysis.
11	Enlarged Floor Plans as required to explain design solutions.
12	Roof Plans (includes roof slope, drainage, and future solar panel locations).
13	Preliminary Cross Sections (indicating building heights, structures, general construction).
14	Preliminary Exterior Elevations (includes material indications, windows, doors, signs, equipment, screens, lighting, etc.).
15	Preliminary Finish Schedule.
16	Preliminary Door Schedule.
17	Details of special construction.
18	Renderings of significant spaces or views.
Structural	
19	Codes, classifications, and criteria to be used for design, complete design loads, and material strengths.
20	Special structural requirements including specific loads.

21	Preliminary Foundation and Framing Plans (includes typical foundations, slab, floor and roof framing, and retaining walls).
22	Descriptions of any deviation to structural system from the Criteria Documents.
Plumbing	
23	Preliminary Plumbing Plans including plumbing fixtures, diagram of mains for water and gas supply and sanitary waste.
24	Descriptions of any deviation to plumbing system from the Criteria Documents.
Mechanical	
25	Preliminary HVAC Plans (includes single line diagrams indicating zoning, distribution, capacities of equipment, and roof top or equipment room layouts).
26	Systems Selection Analysis and Narrative (life cycle cost plus discussion of why system was picked).
27	Special mechanical equipment.
28	Descriptions of any deviation to mechanical system from the Criteria Documents.
Fire Protection	
29	Preliminary Fire Detection and Protection Plans (includes site, fire system, densities, and occupancy/hazardous classification for each area).
30	A description of the control system such as activation of the system, interlocks with HVAC system, and connection to detection and alarm system.
31	Define the type of Automatic Fire Detection that will be provided.
32	Identification of any alternative fire suppression systems such as FM-200.
33	Descriptions of any deviation to fire protection system from the Criteria Documents.
Electrical	
34	Preliminary Electrical Plans including typical lighting and power layout, handicap requirements, fire alarm, telephone and sound systems, site lighting, service type and size.
35	Define any hazardous area and indicate type of equipment proposed for use in the area.
36	Descriptions of any deviation to electrical system from the Criteria Documents.
Low Voltage	
37	Preliminary system plans including audio/visual, data/communications, security cameras/locking systems, and access control.
38	A narrative description of each of the systems.
39	Descriptions of any deviation to low voltage systems from the Criteria Documents or County Building Design and Construction Guidelines.
L. Specifications	
1	Outline Specifications for any section where the Design-Builder may clarify, modify, enhance, delete, deviate from, or add to the Criteria Documents.
2	Provide, 5-10 page outline specification summary including but not limited to architectural elements and materials, structural, MEPF, audio/visual, data/communications, security cameras, access control, and other low-voltage systems.
3	Preliminary System Plans (includes audio/visual, data/communications, security cameras, access control, and other low-voltage systems identified in the Criteria Documents)
M. Other	
1	Additional items required by the Request for Proposal that are not itemized above.

SECTION 013100

PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS AND PROVISIONS:

1.1.1 All Contract Documents should be reviewed for applicable provisions related to the provisions in this document, including without limitation:

- 1.1.1.1 General Conditions
- 1.1.1.2 Special Conditions

1.2 WEB-BASED PROJECT MANAGEMENT SOFTWARE

1.2.1 General Project Management Objectives

1.2.1.1 Mandatory Use of PMIS

1.2.1.1.1 The Contractor shall utilize the County's web-based Project Management Information System (PMIS), Kahua, for the submission, tracking, review, and management of all project documentation, communication, and reporting. Kahua shall be used for all formal project correspondence unless otherwise directed in writing.

1.2.1.2 Official System of Record

1.2.1.2.1 Kahua is the Official Record of the Work. If discrepancies arise between the Contractor's internal systems and Kahua, the data and timestamps contained in Kahua shall govern.

1.2.1.3 Dual Entry & Integration

1.2.1.3.1 The Contractor may maintain its own internal software systems (e.g., Procore, CMiC) at its own discretion. However, this does not relieve the Contractor of the obligation to populate Kahua. If a separate system is used, the Contractor is strictly responsible for the manual or automated transfer of data into Kahua concurrently with the creation of the record. All costs associated with dual entry, API integrations, or administrative time are the sole responsibility of the Contractor and shall be considered included in the Contractor's overhead

1.2.1.4 Contract Responsibilities

1.2.1.4.1 Use of this project management software will not replace or change any contractual responsibilities of the Contractor team members.

1.2.2 Software and Hardware Requirements

1.2.2.1 Device Requirements:

1.2.2.1.1 The Contractor is required to provide computer hardware and software that meet the requirements of Kahua. This includes a workstation, laptop, or tablet for each major team member.

1.2.2.2 Connectivity:

1.2.2.2.1 The Contractor shall have Internet access through an Internet service provider of their choice. A reliable connection to the Internet is required for the duration of the project.

1.2.2.3 Photo Documentation:

1.2.2.3.1 The Contractor is required to furnish and use a digital camera (or mobile device with camera capabilities) to photo-document job progress and upload the associated images on a regular basis to the Kahua app.

1.2.3 System Management and Licenses

1.2.3.1 Licenses:

1.2.3.1.1 The County will provide the Contractor with the required number of user licenses to use the existing project database for the duration of the project. These licenses will permit access only to this project, in accordance with permission levels configured by the County's Kahua administrator.

1.2.3.2 Additional Costs:

1.2.3.2.1 The Contractor may purchase their own Kahua software for internal use, but only the hardware and internet access required to access the County's system are strictly required. All costs associated with computer hardware, internet service, and additional licenses beyond those provided by the County are the responsibility of the Contractor.

1.2.3.3 User Accounts:

1.2.3.3.1 The County will administer the Kahua user accounts. The Contractor must provide the names, positions, and email addresses of all users immediately upon receipt of the Notice to Proceed.

1.2.4 Communication Process and Workflows

1.2.4.1 Digital Workflows:

1.2.4.1.1 Most project communication will take place in the Kahua system by creating and distributing documents directly within the system. Most documents requiring formal signatures will be executed through Kahua.

1.2.4.2 Submittal Log:

1.2.4.2.1 The official submittal log will be maintained within Kahua. The Contractor will use Kahua to transmit submittals using bookmarked PDF files.

1.2.4.3 Required Modules:

1.2.4.3.1 The Contractor is required to utilize modules including but not limited to: Messaging, Architect's Supplemental Instructions (ASIs), Progress Payments, Change Orders, Construction Change Directives (CCDs), Punch Lists, Requests for Information (RFI), Daily Reports, Expenses, etc.

1.2.4.4 RFIs:

1.2.4.4.1 The Contractor (and their Designers) can respond to RFIs completely within Kahua without creating a hard copy.

1.2.4.5 Hard Copies:

1.2.4.5.1 Support documentation available only in hard copy format must be scanned into an electronic file and attached to the relevant document in Kahua.

PART 2 - PRODUCTS

2.1 PMIS Provider (No Substitutions):

2.1.1 Kahua – www.kahua.com

PART 3 - EXECUTION

3.1 Execution and Training

3.1.1 Training Provision:

3.1.1.1 The County will provide initial Kahua training for up to 3 Contractor staff members.

3.1.2 Mandatory Attendance:

3.1.2.1 The Contractor's Project Manager and Project Coordinator are required to attend these training sessions.

3.1.3 Training Costs:

- 3.1.3.1 While the training session is provided by the County, all costs associated with the Contractor's staff time and attendance shall be borne solely by the Contractor.

3.1.4 Staffing:

- 3.1.4.1 The Contractor shall provide an adequate number of users to properly manage the project in accordance with the Project Timetable. The Contractor shall ensure that all major team members on this project have Internet access and valid email addresses available during the duration of this project

END OF SECTION

**Contra Costa County
Sherman Recover Center Project**

PROJECT MILESTONE SCHEDULE

- | | |
|---|---|
| 1. Release of Request for Proposals | November 13, 2025 |
| 2. Proposals Due to County | January 22, 2026 |
| 3. Bids Tab Summary due to County | February 5, 2026 |
| 4. Design Build Award by County (Board of Supervisors) | February 24 <u>March 3, 2026</u> |
| 5. Design Build Award Approved by Department of Finance | March 3, 2026 |
| 6. Notice to Proceed Start Date | March 5, 2026 |
| 7. Acquire Demolition Permits for Entire Site | June 22, 2026 |
| 8. Demolition Start “ Break Ground ” | June 29, 2026* |
| 9. Demolition of Entire Site Complete | December 15, 2026 |
| 10. Acquire Construction Permits | December 16, 2026 |
| 11. Construction of Recovery Center & 5 Supportive Housing Units Complete | May 10, 2027 |
| 12. Occupancy / Substantial Completion | May 10, 2027 |
| 13. Final Completion | June 24 <u>July 09, 2027</u> |
| 14. HS Team Move-in | August 27, 2027 |

AD-4

AD-3

AD-4

* Homekey+ Grant Award notice expected on ~~November 17~~ January 15, 2026. Date subject to change, pending Homekey+ Grant Award.

END OF SECTION