ADDENDUM No. 1

Re: RFQ NO., 13-14/01 REQUEST FOR LEGAL SERVICES

The following questions were submitted by the deadline and are hereby answered in this addendum.

1. Regarding the request that “submittals must fit into an 8 ½ x 11 folder” on page 4 under “Submittal Format,” our firm folders measure 9.25” x 11.5” would this size be acceptable?

   Answer: No. The District is unable to accommodate paper sizes beyond 8 1/2 x 11. Reasons being, the folders are designed to accommodate a large number of documents which is inclusive of the bid file.

2. Regarding the “Vendor Questionnaire” form, could you please clarify how we measure whether “our workforce is proportionate to the area from which the workforce is drawn” in order for us to make a responsive determination?

   Answer: The District provides that “workforce is proportionate to the area from which the workforce is drawn” and is based upon the diversity, racial and ethnicity of your company’s location (i.e., urban, suburban, rural, etc.).

3. Also, regarding the “Vendor Questionnaire” form, in the last section we are requested to name and list residential zip code +4. Unfortunately, due to the size of our firm, we lack the capability to efficiently produce a report for each employee. Can we provide this information for the attorneys proposed for the RFP?

   Answer: Yes.

4. Regarding the “SLBE/SELBE Self Certification Affidavit,” we are not certified so should we select “Not Applicable” in the table?

   Answer: Yes. If your organization does not meet the criteria as defined in the “SMALL LOCAL BUSINESS ENTERPRISE and SMALL EMERGING LOCAL BUSINESS ENTERPRISE PROGRAM” as referenced in the RFP.
5. Our firm is preparing a response to the District’s RFQ. The District’s Vendor Questionnaire and Certificate of Compliance ask that respondents “Name and list residential zip code for each employee…” Is the District looking for a list of zip codes, or is the expectation that there would be an employee’s name with each zip code? Also, our firm has more than 150 employees state-wide. Does the District want zip code for each or just those employees within the Bay Area?

   Answer: The District provides that names and residential zip code of each employee that will have “direct contact” in providing services to the District, must be identified.

6. Could you please tell us the status of the MOU for the International Union of Operating Engineers, Local 39? According to our preliminary research on the District’s website, the MOU expired last year.

   Answer: The District and the International Union of Operating Engineers, Local 39 are currently in negotiations.

There are no other changes to RFP 13-14/01