

ADDENDA

RFP NO. 17-18/24

Peralta Community College District

January 5, 2018

RFQ NO.:17-18/24 CONSTRUCTION MANAGEMENT/PROJECT MANAGEMENT CONSULTING SERVICES

ADDENDUM No. 1

This addendum supersedes items of the original contract documents wherein it is inconsistent with it. All other conditions remain unchanged. The following changes, modifications, corrections, additions or clarifications shall apply to the qualification documents and shall be made a part of and subject to all of the requirements thereof as if originally specified or shown. It is the responsibility of the firm to review the list of attachments to ensure that the addendum is full and complete. **Acknowledge receipt of this addendum in the space provided on the Qualification. Failure to do so may subject the firm to disqualification.**

Revisions

- On RFQ Page 3 of 13 under (Full Opportunity), please **OMIT** 'Disadvantaged Business Enterprises (DBE).
- On RFQ Page 4 of 13 under (Attachments), number 5 **Must be returned with qualification, If Applicable.**
- On RFQ Page 5 of 13 under (Project Overview), the second list will be for large firms with annual gross revenues exceeding \$9.0 million and will be for projects ranging in size from \$2.5 million to **\$100 million and over.**
- On RFQ Page 8 of 13 under Minimum Qualifications, # 2 – **Firm's Relevant Experience:** The Construction Management (CM)/ Project Management (PM) firms should have construction program experience with higher education institutions **or K-12 in California,** including at least one Community College project.
- On RFQ Page 11 of 13, Evaluation Criteria, additional Item has been added. Please see table attached.
- Proposed plan on action for student intern participation should be described in detail if the option to provide internships is chosen. See additional information as # 8 on your Submission Requirements (Page 8 of 13, Section III) below:

“Please provide a plan of action to describe how you will implement an internship program with PCCD students in detail. Please explain how they will benefit from your experience provided and what benefits your firm will have by participating in the internship program”

Responses to RFI

1. With regards to the Minimum requirements and experience with DSA, must the PRIME meet this minimum requirement exclusively or may this requirement be met with a teaming member: either a JV partner or a sub-consultant?

Response: Whatever the arrangement is, the experience criteria must be met. Either team member can have experience, but they must meet the minimum requirements set forth in the RFQ. Combined experience will count as well.

2. Exhibit B from the Peralta Community College District Contract for Services was missing from the RFQ/ Attachments. Will we be provided with a copy of Exhibit B at a later date?

Response: When contract is awarded, this section will be included in the document and reviewed and accepted by both parties. We can issue a DRAFT copy for review and use.

3. We understand that there will be an addendum to be issued. What is the schedule for this addendum issuance? Will there be another Q and A process? Also, will the Submittal time for the RFQ Response be changed?

Response: An addendum will be issued with corrections described in the pre proposal meeting. Also we will issue questions and answers for review and use.

4. We understand the hiring of Peralta graduates or setting up internships be counted for 5 points. Can the hiring or internship be involved in our projects other than those with Peralta be counted? We have other projects that can provide hiring and internship opportunities. It would be more flexible if the internship can be expanded to other projects, in our humble opinion.

Response: We have since expanded our statement regarding the Peralta student internships. We are not mandating this requirement as previously stated, but encouraging vendors to provide this opportunity to our students. We would like to have you explain if you were to do that, how you would go about providing those opportunities to our students. This option will be negotiated at the contract award meeting and we want to provide an option for those who cannot provide that option at the time of qualifications, to still be able to participate in this process and at a later time will have the appropriate opportunity to provide access to our students to intern opportunities. The option of assignment to other projects will not be excluded from the option presented. Any and all assignments will be considered.

5. Similar to 4, Cornerstone has a renowned training program that we can offer to Peralta District. Would Peralta District consider extra point if a firm can bring in industrial and career training and education capability? This can increase our chance for getting suitable intern candidates into the hiring/internship program suggested by the Peralta District.

Response: We will not consider it as an option to provide additional points, but will be looked at in the consideration of qualifications at the time of review for appropriate qualifications and capacity to provide opportunity for students to participate on projects in the future.

6. There are two (2) types of Joint Venture Arrangements: A “Contractual Joint Venture” and a “Corporate Joint Venture”. The “Contractual Joint Venture” is entered into by way of a Contractual Agreement between two (2) or more separate entities and “operates” very much like a “Corporate Joint Venture”. However, the “Contractual Joint Venture” is not – in and of itself, a separate legal entity established/approved by the State. The “Corporate Joint Venture”, however, is an agreement entered into between two (2) or more separate entities and is established/approved by the State and is itself a legal and separate business entity. Is a “Contractual Joint Venture” acceptable to the District if a Joint Venture arrangement is chosen as a way of forming a team?

Response: Yes the CONTRACTUAL joint venture is acceptable for submission requirements for this RFQ. The prime (the entity that has most percentage of work) will be required to enter into agreement with PCCD for contract execution. Corporate will be at the discretion of the team to initiate or not.

7. Is it acceptable for 2 smaller firms to partner?

Response: Yes it is. As long as you can meet the required experience there is no limitation for small firms to join forces.

8. If two small firms partner, does their combined revenue need to be below \$9M annually or can each firm independently fall below that threshold to be considered for the small pool?

Response: Each can fall below the threshold. If you are only contractually partnering then that is fine, if you are creating new entity that entity must fall below \$9M to be considered in the small pool.

9. On Page 9 of 13 in the RFQ, item 3A indicates that we should provide a list of all team members that will be assigned to provide the CM/PM services, however during the mandatory meeting, we were told it was about the positions and not the specific people. Can you confirm that this is correct and we should submit positions that will be filled and not the specific people that will fill those roles?

Response: Our preference is to show that you have capacity to handle work being assigned. If there are specific staff you wish to highlight, please do, if there are specific positions that provide a specific services, also please identify that capability and any staff that can support that role. We will determine what specific staff will be assigned when we negotiate the contract and assign work.

10. Is the District looking for the PM/CM firm to provide any accounting services related to the projects they are brought on to manage? If so, does the District have a software system that the PM/CM will be required to utilize or can the firm select the software to track the projects?

Response: We are in the process of procuring PM Web and we currently use Oracle Primavera for scheduling. Smaller projects use MS Project. We are looking at PROMPT for financial monitoring. Any software experience or knowledge should be highlighted in your response.

11. If selected for a project will the District elect to have the PM/CM located on site at the District and provide appropriate office space?

Response: That can be discussed, but we have not determined the exact set up at this time. We have an opportunity to provide some limited space for team members to be at DAC offices.

12. Does the District have a preferred delivery method that we should highlight in our response?

Response: Follow instruction and also provide an electronic copy of the proposal in the form of a flash drive.

13. Are you anticipating any of the positions to be PCCD staff augmentation or will they be full time on a specific project?

Response: All assignments will be for specific projects and not staff augmentation. We will negotiate terms once scope of work is determined for each consultant.

14. Will there be percentage points allocated with in the scoring criteria for firms teaming with SLBEs? If yes, what is the allocation percentage?

Response: We do not have percentage points or select criteria for the allocation of SLBE's. As long as the percentage of work is equitable to that you will be sharing based on what you state the service is and what will be provided is clear. You will receive credit for the inclusion of the SLBE on your team. Once contract is negotiated, PCCD will expect that hat team member will provide the scope of work identified for your team. Please clarify in your response how you will be distributing the work load amongst your team.

Evaluation Criteria

Item	Criteria	Points
1	<u>Qualifications and Experience</u> Vendor's knowledge and experience and capacity to provide professional service as evidenced by meeting the District's minimum qualifications, past performance, resources, qualifications and experience, debarment, and from list of key personnel. (Your response to Items 1, 2, 3, and 5 of Submission Requirements section.)	65
2	<u>Client References</u> Your response to item 4 of Submission Requirements section and or results of reference checks.	15
3	<u>Submittal Requirements and Adherence to the Maximum Page Limit</u> Maximum page limit of 28 pages and item 7 of the Submission Requirements item. (Note the required forms do not count against the maximum page limit.)	5
4	<u>Environmentally Sustainable Procurement</u> Does your product or service meet the District's Environmentally Sustainability initiatives? (Item 5 of Submission Requirements section.)	5
5	<u>SLBE</u> (Only applicable for firms qualifying for the Small Firm's Qualification List) . Does your company meet the District's definition of an SLBE or SELBE?	5
6	<u>Students/ Interns</u> State if you can use PCCD students for your projects.	5
	Total	100

End of Addendum One