

ADDENDA

RFQ NO. 17-18/10

Peralta Community College District

May 9, 2018

**RFQ NO.:17-18/10 PROFESSIONAL ARCHITECTURAL DESIGN SERVICES
DISTRICT-WIDE**

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

- **The scope of work for this project has been expanded and redefined as follows:**

RFQ Page 5.

II. SCOPE OF SERVICES

General Services

The Architectural Design Firms, as directed by the Vice Chancellor of General Services, the Director of Capital Projects and/or the District Representative will assist the District with basic Architectural Design Firm Services including but not limited to:

1. Provide topographical surveys, underground utilities surveys, geotechnical surveys, if applicable.
2. Assist the DISTRICT in obtaining required approvals from governmental agencies (for both on and off-site approvals) and any other entities including, but not limited to, the fire department, as well as the County Health Department, and DSA. If necessary, the ARCHITECTURAL DESIGN FIRM shall secure preliminary agency approvals and notify the

DISTRICT in writing as to the actions the DISTRICT must take to secure formal approvals.

3. Assist the DISTRICT in determining the phasing of the PROJECT that will most efficiently and timely complete the PROJECT. This includes phasing the PROJECT's construction and the inspection approval process so Incremental Approvals as required under DSA's Construction Oversight Process Procedure can be obtained during the completion of the PROJECT
4. Provide a written preliminary evaluation of the DISTRICT's PROJECT, schedule, and construction budget requirements. Such evaluation shall include alternative approaches to design and construction of the PROJECT.
5. Provide planning surveys, site evaluations and comparative studies of prospective sites, buildings, or locations, as applicable to the project.
6. Attend regular PROJECT coordination meetings between the Architectural Design Firm's consultants, the DISTRICT's representative(s), and other consultants of the DISTRICT during PROJECT development.
7. Provide services required due to programmatic changes in the PROJECT including, but not limited to, size, quality, complexity, method of bidding or negotiating the contract for construction through the completion of the Schematic Design Phase of services.
8. Provide services in connection, collaboration and coordination with the work of a Construction Manager or separate consultants retained by DISTRICT.
9. Provide estimates of the PROJECT's Construction Costs. Quantity of three (3) total. A preliminary cost estimate, revised at 50 % complete CD and 98% complete.
10. Provide interior design and other services required for, or in connection with, graphics and signage, as an Additional Service.
11. Cooperate and consult with DISTRICT in use and selection of manufactured items on the PROJECT, including, but not limited to, paint, hardware, plumbing, mechanical and electrical equipment, fixtures, roofing materials, and floor coverings.

12. Prepare for and make formal presentations to the Governing Board of the DISTRICT, attend public hearings and other public meetings. The ARCHITECTURAL DESIGN FIRM shall be prepared to address concept and programmatic requirements for the PROJECT in such presentations, public hearings and public meetings. In addition, the ARCHITECTURAL DESIGN FIRM shall attend and assist in legal proceedings that arise from the errors or omissions of the ARCHITECTURAL DESIGN FIRM.
13. Make reasonable accommodations for maintaining the same PROJECT representatives from the commencement of services under this AGREEMENT through the completion of the Project Close-Out Phase. Any change in key project staff will require the written approval of the DISTRICT.

1. Schematic Design Phase

The Architectural Design Firm Shall:

- a. Meet with the DISTRICT to understand and verify the DISTRICT's requirements for its Program.
- b. Where the DISTRICT has not established a Program, the Architectural Design Firm Design shall work with the DISTRICT to help establish a Program and Budget based on available state funding, available grants, or available funds (in the cases where no funding or grants are available).
- c. Prepare, for approval by the DISTRICT, Schematic Design Documents consisting of drawings, renderings, programmatic outlines, and other documents illustrating the scale and relationship of the PROJECT's components. The Schematic Design Documents shall comply with all applicable laws, statutes, ordinances, codes, rules, and regulations of the State and local governmental agencies and/or authorities having jurisdiction over the PROJECT, including, but not limited to, the OPSC, the CDE, DSA, the County Health Department and the local fire marshal/department, which are required for the final approval of the PROJECT's completed Construction Documents.
- d. Prepare schematic design studies and site utilization plans leading to a recommended solution together with a general description of the PROJECT and PROJECT's priorities for approval by the DISTRICT.
- e. Submit a list of qualified engineers for the PROJECT for the DISTRICT's approval in conformance with Article XII. ARCHITECTURAL DESIGN FIRM shall ensure that each

engineer places his or her name, seal, and signature on all drawings and specifications prepared by said engineer.

- f. Investigate existing conditions or facilities and verify drawings of such conditions or facilities to the extent visually verifiable without destructive testing.
- g. Perform Schematic Design services to keep the PROJECT within all Budget and scope constraints set by the DISTRICT, unless otherwise modified by written authorization by the DISTRICT.
- h. Prepare and submit to the DISTRICT a written estimate of the Construction Cost.

2. Design Development Phase (Preliminary Plans)

The Architectural Design Firm Shall:

- a. Upon written approval by the DISTRICT of the Schematic Design services set forth above, the Architectural Design Firm shall prepare Design Development Documents based on the Schematic Design and based on the Program that has been approved by the DISTRICT. Such documents shall consist of site and floor plans, elevations, cross-sections, and other documents necessary to depict the design of the PROJECT, and shall outline specifications to fix and illustrate the size, character, and quality of the entire PROJECT as to the Program requirements, landscapes, architecture, civil, structural, mechanical, and electrical systems, materials, and such other essentials as may be appropriate. The Architectural Design Firm shall prepare the Design Development Documents to comply with the requirements of all governmental agencies having jurisdiction over the PROJECT including, but not limited to, the OPSC, the CDE, DSA, the County Health Department and the local fire marshal/department.
- b. Prepare and submit to the DISTRICT a written estimate of the Construction Cost.
- c. Perform all Design Development Services to keep the PROJECT within all Budget and scope constraints set by the DISTRICT, unless otherwise modified by written authorization by the DISTRICT.

3. Construction Document Phase (Final Plans)

The Architectural Design Firm Shall:

- a. Prepare, from the Design Development Documents approved by the DISTRICT, Construction Documents in an acceptable Building Informational Modeling format, such as Autodesk Revit or AutoCAD Civil 3D including, but not limited to, all drawings and specifications for the PROJECT setting forth, in detail, the requirements for the construction of the entire PROJECT in conformity with all applicable (on and off site)

governmental and code requirements including, but not limited to, the requirements of the OPSC, DSA, the local fire marshal/department, the County Health Department and any other governmental agency having jurisdiction over the PROJECT. The Construction Documents shall show all the work to be done, as well as the materials, workmanship, finishes, and equipment required for the completion of the PROJECT.

- b. Prepare and file all documents required for, and obtain the required approvals of, all governmental agencies having jurisdiction over the PROJECT including, but not limited to, the OPSC, CDE, DSA, CEQA, local fire marshal/department, City Design Review, County Health Department, Department of Public Works, and any other governmental agencies or authorities which have jurisdiction over the PROJECT.
- c. Identify all tests and special inspections on the Statement of Structural Tests and Special Inspections (Form DSA 103) that are required for the completion of the PROJECT as designed and submit such DSA 103 to DSA for approval along with all other Construction Documents. Upon DSA's approval of the Construction Documents, including the approved DSA 103 for the PROJECT, the ARCHITECTURAL DESIGN FIRM shall ensure that a copy of the approved DSA 103 for the PROJECT is provided to the DISTRICT, the Laboratory of Record, each Special Inspector working on the PROJECT, the Project Inspector and the Contractor.

4. Bidding & Award Phase

The Architectural Design Firm Shall:

- a. Following the DISTRICT's approval of the Construction Documents and of the latest estimate of Construction Cost, shall assist the DISTRICT in obtaining bids and awarding the Contract for the construction of the PROJECT.
- b. Prepare and sign all written Addendums that are necessary to incorporate changes into the DSA approved Construction Documents prior to the award of the PROJECT. The ARCHITECTURAL DESIGN FIRM shall assist the DISTRICT in distributing all Addendums to each bidder that has obtained a set of the DSA approved Construction Documents. The ARCHITECTURAL DESIGN FIRM shall ensure that all Addendums are submitted to and approved by DSA prior to certification of the PROJECT.
- c. Deposit a reproducible set of Construction Documents including, but not limited to, all drawings and specifications for the PROJECT at a reprographics company specified by the DISTRICT for the bid and for printing of additional sets of the DSA approved Construction Documents during the PROJECT. In addition, the ARCHITECTURAL DESIGN FIRM shall provide the DISTRICT with a BIM format file with all layers unprotected so the DISTRICT

may utilize with a Construction Manager or Design Build entity. It is expressly understood that the release of the underlying BIM documents is for the limited use only for the PROJECT (unless otherwise agreed to in writing) and that changes that are made to the underlying BIM documents are not the responsibility of ARCHITECTURAL DESIGN FIRM. For documentation purposes, one record set of the transmitted documents shall be placed on an acceptable electronic media properly labeled as the record set of documents transmitted to the DISTRICT.

- d. Make subsequent revisions to drawings specifications, and other DSA approved Construction Documents that result from the approval of any substitution request, RFI, or submittal. All Revisions shall be prepared in writing and signed by the ARCHITECTURAL DESIGN FIRM. The ARCHITECTURAL DESIGN FIRM shall ensure that all DSA required revisions are submitted to and approved by DSA prior to certification of the PROJECT.
- e. If the lowest bid exceeds the Budget by more than 10% (or if a complete detailed estimate is prepared by a certified professional cost estimator from Construction Documents that are at least 90% completed) for the PROJECT, the ARCHITECTURAL DESIGN FIRM, in consultation with, and at the direction of, the DISTRICT, shall provide such modifications in the Construction Documents as necessary to bring the cost of the PROJECT within its Budget.

5. Construction Phase

The Architectural Design Firm Shall:

- a. Certify, prior to the start of construction, that the following documents have been submitted to DSA:
 - 1. Contract Information Form DSA-102
 - 2. Inspector Qualification Record Form DSA-5 should be submitted 10 days prior to the time of starting construction.
- b. Meet with the Project Inspector, DISTRICT, Contractor, Laboratory of Record and Special Inspectors as needed throughout the completion of the PROJECT to verify, acknowledge and coordinate the testing and special inspection program required by the DSA approved Construction Documents.
- c. Prepare Interim Verified Reports (Form DSA 6-AE), if applicable, and submit such Interim Verified Reports to DSA, the Project Inspector and the DISTRICT prior to the Project Inspector's approval and sign off.
- d. Be responsible for reviewing and confirming, on a monthly basis, that the Contractor is maintaining an up-to-date set of as-built documents which will be furnished to the

DISTRICT upon completion. The ARCHITECTURAL DESIGN FIRM shall review the as-built documents prepared by the Contractor on a monthly basis and report whether they appear to be up to date, based upon the ARCHITECTURAL DESIGN FIRM's observations of the PROJECT.

- e. The ARCHITECTURAL DESIGN FIRM shall provide general construction administration of the project including, but not limited to, the following:
 1. Visiting the PROJECT site.
 - i. Become familiar with, and to keep DSA and Project Inspector informed about, the progress and quality of the portion of the work completed and for the preparation of the necessary Interim Verified Reports the ARCHITECTURAL DESIGN FIRM
 - ii. The ARCHITECTURAL DESIGN FIRM shall not be responsible for construction means, methods, techniques, sequences or procedures or for safety precautions and programs as these are the responsibilities of the Contractors;
 2. Making regular reports as may be required by all governmental agencies or authorities having jurisdiction over the PROJECT;
 3. Review schedules and shop drawings for compliance with design;
 4. Approve substitution of materials, equipment, and the laboratory reports for conformance to construction documents and specifications;
 5. Respond to DSA field trip notes;
 6. Prepare Construction Change Documents for approval by DSA;
 7. Prepare change orders for written approval by the DISTRICT;
 8. Prepare Punch List observations when the PROJECT reaches Substantial Completion;
 9. Determine date of Substantial Completion and the date of final completion of the PROJECT;
 10. Assist with assembling and delivering to the DISTRICT written guarantees, instruction books, diagrams, charts, and as-built documents that will be provided by the Contractor pursuant to the Contract between the DISTRICT and the Contractor;
 11. Issue the ARCHITECTURAL DESIGN FIRM's Certificate of Substantial Completion, Certificate of Completion and final certificate for payment.

- f. Review and approve, or take other appropriate action, upon the Contractor's submittals of shop drawings, product data, and samples for the purpose of checking for conformance with the Construction Documents.
- g. Provide at the ARCHITECTURAL DESIGN FIRM's expense, compile and produce a set of reproducible record drawings showing significant changes in the work made during construction based on the marked-up prints, drawings and other data furnished by the Contractor to the ARCHITECTURAL DESIGN FIRM.
- h. The Architectural Design Firm Shall:
 - 1. Review all requests for information ("RFI"), submittals, and substitution requests that are submitted by the Contractor in connection with the PROJECT;
 - 2. Determine the data criteria required to evaluate requests for substitutions; and
 - 3. Be responsible for ensuring that all RFI's, submittals and substitution requests by the Contractor are responded to not later than seven (7) work days, or as soon as the circumstances require.
- i. Be responsible for gathering information and processing forms required by any applicable governing agencies and/or authorities having jurisdiction over the PROJECT including, but not limited to, the County Health Department, the local building departments, local fire departments, the OPSC, and DSA, in a timely manner and ensure proper close-out of the PROJECT.

6. Project Close- Out

The Architectural Design Firm Shall:

- a. Within thirty (30) days after the completion of the PROJECT's construction and the ARCHITECTURAL DESIGN FIRM's receipt of as-built documents from the Contractor, ARCHITECTURAL DESIGN FIRM will review the as-built documents prepared by the Contractor and revise the record drawings and specifications so that they include all material changes made necessary by CCD's, change orders, RFI's, change order requests ("COR's"), Bulletins, clarifications as noted by the Contractor in its as-built documents and/or any other DISTRICT approved document which details the changes that were made to the DSA approved Construction Documents. The ARCHITECTURAL DESIGN FIRM shall incorporate such changes into a complete AutoCAD as-built file, in the original, executable, software format, and PDF files, and provide all such documents, including three (3) hard copies, to the DISTRICT at no additional cost.

- b. Upon the completion of all construction, including all Punch List items, the Architectural Design Firm shall assist the DISTRICT in securing the delivery of the following documents to DSA:
1. Copy of the Notice of Completion.
 2. Final Verified Report Form DSA-6A/E certifying all work is 100% complete from the ARCHITECTURAL DESIGN FIRM, structural engineer, mechanical engineer, and electrical engineer.
 3. Final Verified Report Form DSA-6 certifying all work is 100% complete from the Contractor or Contractors, Project Inspector, and Special Inspector(s).
 4. Verified Reports of Testing and Inspections as specified on the approved drawings and specifications, i.e., Final Laboratory Report, Welding, Glued-Laminated Timber, etc.
 5. Copies of the signature page of all Addenda as approved by DSA.
 6. Copies of the signature pages of all deferred approvals as approved by DSA.
 7. Copies of the signature pages of all Revisions as approved by DSA.
 8. Copies of the signature page of all applicable Construction Change Documents as approved by DSA.
 9. Verification by the Project Inspector that all items noted on any "Field Trip Notes" have been corrected.

End of Addendum One