

ADDENDA

RFQ NO. 17-18/10

Peralta Community College District

May 14, 2018

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

ADDENDUM No. 2

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 RFQ due date has been changed from May 17, 2018 to May 21, 2018 at 11:00am.

- On RFQ Page 7 (III. Submission Requirements – Submittal Format), the total number of pages should be forty (40 pages) one sided or twenty (20 pages) double sided. The same information applies to RFQ Page 9 (IV. Evaluation Criteria) Item number 1.

Responses to RFI

1. If a consulting engineer was not at the pre-proposal meeting, is our firm allowed to list them as a sub consultant on our team?

Response: Yes, you can list them and be sure to list their specialty and what service they will be providing you.

2. In Section III, #2.4), it states “Ability to Interface with Local Agencies.” Are these Local Agencies this refers to the District Office, Department of General Services, and the Capital Projects Building Program? If not, who are the relevant Local Agencies?

Response: If we require any interface with City of Oakland, Alameda, State of CA and any DSA agency or organization that governs the Community College. Also any Transportation or Power company that we will be working with on projects districtwide. Port of Oakland etc.

3. Do the front and back cover and the 7 submittal section dividers count in the total 30 page limit?

Response: No, the dividers don't count toward the page count.

4. Other than Civil, Structural, MEP consultants, is there any specific consultants which the District what us to list?

Response: If you have a specialty that you have such as sound, LEED or any other related specialty please list them.

5. What type of information or qualification the District wants the bidder to include for our consultants? And does that count to the proposal page limit?

Response: Please answer the ability to provide the services requested in the RFQ.

6. Are the 5 points identified in the evaluation criteria for SLBE given to firms includes SBE/LBE consultants? Or are the points dedicated to prime consultants who are SBE/LBE?

Response: They will also be considered for the SLBE as well.

7. Are the 5 points identified in the evaluation criteria for SLBE given to firms includes SBE/LBE consultants? Or are the points dedicated to prime consultants who are SBE/LBE?

Response: The points will be awarded based on the ability to meet the full criteria of the RFQ and the qualifications of the primes and the sub to meet the requirements set forth.

8. Our understanding is that multiple sub-consultant firms can be included for a specific discipline for the purpose of this RFQ. With the limited page amount, would the District like to see qualifications of the sub consultant firms or specific team members from those firms?

Response: Please list the firm and their qualifications as it relates to how they will support you. If we want full disclosure on the subs we will ask for it later.

9. Are cover pages and tabs included or excluded in maximum number of pages allowed?

Response: They are not included in total page count.

10. Addendum No. 1, Item II. 1 indicates "Provide topographical surveys, underground utility surveys, geotechnical surveys if applicable". These surveys are typically contracted by the owner directly, and not carried as sub-consultant services under the architect's scope. Is the architect required to submit sub consultants for topographic, underground utilities, and geotechnical services as part of this RFQ response?

Response: No, but want to be able to see if the firm has the capacity to assist the District in procuring these services for projects. There maybe instances where that scope may need to be included in your scope of work.

11. The Deliverables noted on page 6 appear to be for a specific project. Is there a more generic description of deliverables the District will be expecting?

Response: No, all projects will be required to have the services provided as described in the addendum.

12. The paragraph under **Additional Services**, does not apply to additional services. Can the District clarify?

Response: See new Scope of work.

13. Under **III Submission Requirements** no cover letter is mentioned; however, a cover letter is mentioned under **A. Evaluation Criteria**. Is one required? If so, where is it placed?

Response: Yes a cover letter is required, and in the letter, please identify your firm and what your specialty is and what you are interested in doing for the district ie. large cap projects or small cap projects.

14. Page 7, **3A Qualifications and Experience** Should consultant team members to be listed? For what type of project should we base our team composition? Is an ORG chart required?

Response: No org chart is required. Consultant team should be mentioned as to the specialty that they provide and how that service supports your company in providing service to PCCD.

15. Are resumes required for each key team member?

Response: Yes.

16. Are firm descriptions required for each team member?

Response: Brief description as to what services are being provided. One to two paragraphs max.

17. Page 8, **3B** Does providing “professional licenses your team holds” mean architectural licenses for key staff? Can we just provide license numbers or do you want copies of the licenses?

Response: No copies of the license, but please identify what the license is for. General business, architecture, structural etc...

18. Page 9, **IV Evaluation Criteria A 5** Is the SLBE designation only for the prime design professional?

Response: No all primes and subs please list designation.

19. **In Attachment 6 the Non-Collusion Affidavit** references a bid. We are only responding to this RFQ, no bid is involved. Please clarify.

Response: No affidavit is required for qualifications, but upon contract execution it will be required.

20. If a full team with supporting information is required, then the 30 page limit may be difficult to achieve and still be responsive.

Response: Page count was increased to 40 pages.

21. Based on the prequalification meeting, sub consultants are now required – will their information be included within the set page limit?

Response: Resumes can be in the appendix which is not counted in the page count.

22. Are the sub consultants required to fill out the required forms?

Response: Yes.

23. Can you confirm that this RFQ is for modernizations only, or is also for new buildings? New buildings were discussed at the mandatory meeting and we want to make sure our qualifications address what the District is looking for.

Response: Both modernizations and new work will be covered under this contract.

24. Regarding 2.A on RFQ Page 7: Does the list of all key team members include, in addition to the architectural team, sub-consultants such as MEP, Structural, Geotech and Civil Engineers, and Cost Estimating?

Response: Yes.

25. Do you have an approved list(s) of Architects and Engineers for the Peralta Community College District? If so, who else has a working relationship with your Campuses?

Response: No we will be generating it from this list.

26. Are proposers expected to have a full team of consultants (mechanical, structural, etc) as part of this submittal? Or are only individual Architectural Firm Qualifications expected at this time?

Response: Yes, we expect full package details of the team you propose to use.

27. In regards to a question on the Vendor's Questionnaire and Certificate by Compliance form, is the "Amount of Annual Business" in reference to a specific year, or can it be an average?

Response: Please specify most current year.

28. In regards to a question on the Vendor's Questionnaire and Certificate by Compliance form, where will we find information on the makeup of race/ethnicities in the local workforce for Oakland and/or Alameda County?

Response: Yes, that is part of the attachments that are required for submission.

29. Please explain why you want us to list the residential zip code + 4 for all proposed team members?

Response: We are requesting that info to determine that the local hiring goals are met as listed in the RFQ.

30. For Item 2 General Qualifications should we include only K-14 education experience or projects that fit the different project types/sizes/costs that were discussed during the preproposal meeting (projects under \$500K / large capstone projects)?

Response: Yes, all projects that you feel are relevant and will best represent your skills to PCCD.

31. The RFQ mentions that the selected architects will help the District with modernization projects on existing facilities and prepare documentation for Division of State Architect review and approval. Are the modernization projects referenced in the RFQ already designed?

Response: NO. All design work will be new.

32. Is the intent of this RFQ to select architects whose services will specifically be to support the DSA review process?

Response: In some instances yes. Not all are applicable.

33. In regards to the project above, is there a budget established for the project as a whole?

Response: We are developing project budgets individually and there is no program budget at this time.

34. Are there any union labor requirements for the project?

Response: On the trade and construction side, not in design services. In design build instances, we will require adherence to the PLA.

End of Addendum Two