ADDENDA
RFQ/P NO.:19-20/04
Peralta Community College District

October 15, 2019
RFQ/P NO.:19-20/04 BOND PROGRAM MANAGEMENT SERVICES (MEASURE A & G)

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

Responses to RFI

1. How important and mandatory is the participation of the SLBE on this RFQ? Is the District encouraging SLBE process?
   
   Response: The district has added five points to the scoring to encourage SLBE and SELBE participation, but the choice is entirely up to the submitter.

2. SLBE, SELBE Program – Please clarify what the SELBE limits are for gross annual revenue – Is it 1.5 Million, 3 Million or more? Also, confirming that we need to Identify SLBE or SELBE Partners as part of the submission.
   
   Response: The SLBE and SELBE thresholds are described in Exhibit F of the RFQ/P. For the second question, see answer to question 1.

3. Regarding SLBE size limits, can you please verify the annual gross receipts for the two groups (non-professional and professional) listed in Exhibit F are correct?
   
   Response: See answer to question 2.

4. Exhibit G indicates certain points awarded for sub-consultants. Does an SLBE/ SELBE sub-consultant have to meet the same criteria as Exhibit F SLBE/ SELBE Small Local Business / Small emerging Local Business Enterprise Program?
Response: Page 24 of the RFP (page 2 of Exhibit F) is eliminated, as this is a professional service solicitation and not a construction project. Page 25 is modified as follows: The first two rows of the table are eliminated. SLBE and SELBE participation may increase a submitter's score by up to five (5) points.

5. To provide opportunities to a higher quantity of qualified Small Local Businesses Enterprises to participate in the bond program and to bring more local talent into the District, one portion of Exhibit F SLBE/ SELBE would need to be modified. We would request that the District modify the Geographic Location Requirements, #3 to read as follows: "If requested, the business that has an office outside of the District’s market area must provide proof of one or more past contracts citing the business address (such as contracts to perform work, to rent space or equipment, or for other business services) was within the District’s market area prior to the issuance of this RFQ."

Response: The RFP states one year in the service area “prior to contract award.” A shorter period than a year would allow a firm to create an office for the purposes of this solicitation.

6. There’s a 40 page limit, excluding an appendix and any attachments. We understand that the District doesn't want overly lengthy responses. However, would you consider extending the page limit, as the RFQ/P is requesting a lot of information and we fear we won’t have the room to be responsive and demonstrate our experience and capabilities?

Response: Submitters may add an appendix, so long as it is clearly marked. Submit all required forms, Exhibits A through N, in the appendix. These pages will not count in the 40 page limit.

7. There’s a tremendous amount of information required to be included in the Letter of Interest, including detailed Firm Information, Project Information, References and Areas we deem Important to Successfully Manage Program and Mitigate Challenges. The letter of interest could be very long, as many as ten pages. Would you consider adding other sections to include some of this information, such as Firm Background and References?

Response: It is in the best interest of the submitter to place requested information where it is easy to locate. See answer to item 6 for information about page count and the use of the appendix.

8. Please Confirm Which Exhibits we need to Submit with our Response?

Response: See page 4, “Exhibits to this solicitation,” and see answer to item 6 for information about where to place the Exhibits.

9. What do Yes, No and empty field mean for the column: Must be Returned with Qualification on p. 4? What does this table mean?

Response: The table is intended to show which of the exhibits are required to be filled in as part of the submission. Therefore, yes means “return as part of submission.” No means “not required to be returned as part of submission.” Empty field should be replaced with “yes.”
10. Confirming that the Exhibits Do Not Count towards the Page Limit. Should they be Included in the Appendix?

Response: Yes. Also see answer to number 6.

11. Upon reviewing the RFQ/P Submittal Requirements, we noticed there is not a section requesting information on the Program Team. The only reference to staff is the Organizational chart, where you list some potential positions. There is no request for resumes or any other information on the Program Team. Would you consider adding a Section for the Program Team? Again, the Page limit would need to be increased to account for this added Section.

Response: Resumes should be included in the response. Please note that score sheet item 3, sub-bullet 5 seeks “experience of team” and resumes are one way to express experience.

12. The District stated firms applying for Project Management (PM) position if successful, will not be allowed to have a Construction Management (CM) position as it would be a conflict of interest. O.K. However, if a firm is already a CM with the District does that mean they would have to relinquish their project, if they were selected to be a PM? If a CM is currently on the CM List, does this allow them an opportunity to be a PM, whereas a PM who was not on the CM List does not have an opportunity to be on the CM List? For equity, could an unsuccessful PM be placed on the CM List if their RFQ score is within a certain level?

Response: In the mandatory pre-submittal meeting, the District stated that the winning Program Management team would not be allowed to participate as a General Contractor, as this would be a conflict of interest. If the Program Management team selected happens to be one of the existing Construction Managers, there will be no impact to their existing contract, as the role of the Program Manager and the role of the Construction Manager is not the same.

13. Can you clarify whether you anticipate a new CM procurement for each of the campuses or will you be conducting procurement of CMs for each campus using your existing pool of CM firms? If the finalist Program Manager is not in your current pool of CM firms, can the Program Manager still be considered as a CM for one of the four campuses, if you intend to procure a new CM for each campus?

Response: There will be a separate procurement for CM firms from the existing “pool” of approved CMs. No additional firms will be added to the CM pool at this time. The pool will be refreshed every few years.

14. The District RFQ stated they would interview five (5) shortlisted firms. The mandatory meeting power point stated it would be a minimum of three (3). What is the number of shortlisted firms to be selected?

Response: The minimum number of interviewed firms will be three (3) firms. If the committee so chooses, the list may be expanded to not more than five (5) firms.
15. Those 4 positions named on p. 13 as mandatory participants in the interview, is there a cap on how many people can attend the interview from the team?

Response: No, the District should be presented with the team members that will be executing the work, and if the submitters work plan calls for additional key team members, then they should feel free to attend the interview. However, additional presentation time will not be provided to larger teams.

16. Is it the District’s expectation that the full array of Bond Program projects will be concluded within the 5-year term of this contract, and that we should, therefore, provide a fixed fee for the entire $865 million gross amount of work?

Response: The District expects to complete the work in as efficient manner as possible. One of the program management tasks will be to create a program schedule that is implementable in a manner that is manageable for each of the Colleges.

17. Is there additional funding from the State beyond the $865 for which we will also be responsible?

Response: Measure G is $800M (plus interest). The District will continue to advocate for State funding to leverage local dollars with State dollars. The program management team will assist with this effort.

18. Is there an alternative Bond Program term on which we should base our fixed fee proposal?

Response: For the first phase of this solicitation, the program manager should provide billable rates for each position associated with the program. The second phase will include a more formal RFP, with directions provided to the successful teams. A time period will be provided in the interview invitation letter.

19. Is there an alternative Bond Program value on which we should base our fixed fee proposal?

Response: Please provide an estimated fee percentage for program management services, based on the size of the bond.

20. Page 9, Technical Approach, number 1 requires sample “Program Procedures Manual” and sample “Cost Estimate”. Are these samples included in the page count?

Response: No.

21. Project Procedures Manual that we are looking to use as the requested sample document per p. 9 in your RFQ/P is 700 pages. Does PCCD require that we print out this entire document, or are we allowed to print out Table of Contents only?

Response: The intent is to demonstrate to the District that the procedures manual is usable and appropriate for this program. The decision is up to the submitter.
22. On Page 9 Technical Approach Guidelines, Both Items No. 1 and Item No. 3 Request a Sample Program Procedures Manual. Our Procedures Manual is comprehensive and is a Separate Bound Document. We would like to include it as a Separate Document and not bound as part of the RFQ/P Response – Is this Acceptable? Also, do you want us to Refer to the Procedures Manual in Section 3 and do you want the Sample Estimate in included in Section No. 1?

Response: A separate Procedures Manual is acceptable, as is a separate estimate. The intent is that the submitter demonstrates competence and appropriateness for a program of this size.

23. At the Mandatory Pre-proposal Meeting the Fee Section was discussed. A statement was made that a cost proposal was not required, but possibly submitting just hourly rates. If you only require Hourly Rates to be Submitted, do you want them in a Separate Envelope or Included as part of our Response, and if so Where?

Response: Provide hourly rates and an estimated percentage for the bond program management fee in the appendix.

24. Regarding a pricing proposal in a sealed envelope – is it to be provided as part of this proposal submission or provided at the time of a shortlist during interview process?

Response: At this stage of submission, a sealed envelope is not necessary. Provide fee information in the appendix.

25. At which point will the selection committee be reviewing fee proposals? After you select and notify the finalist, or will the fee be reviewed at the time of deliberating and as part of the final selection? If at the time of deliberating and scoring our technical proposal, can you tell us the number of points assigned to the pricing proposal?

Response: The selection committee will review the proposal during their deliberation following the interviews. The scoring will be made part of the selection criteria. This is a professional services contract, and the selection will be made accordingly.

26. On P. 9 – you are requesting us to provide a sample document for a Cost estimate, would you provide more detail with regards to what you are specifically looking for?

Response: Provide a sample cost estimate that your firm has developed or provide a sample from the sub-consultant that is part of your team. The goal is to understand the format that your firm will provide at each step of the design process.

27. Also there’s a form titled, “Financial Strength of Company” – Does this Form need to be submitted with the Proposal. Please also confirm that you still require a Financial Statement me included and if so, can it be included in the Appendix? In General, please clarify what your requirements will be for this Section.

Response: Yes, please include the completed “financial strength of the company” form in the appendix, along with other required forms.
28. Page 12, Financial Strength of Company, requires “unaudited financial statement”. We only have audited financial statements. Can we submit a audited financial statement? Is the financial statement included in the page count?

Response: Yes, audited financial statements are preferred. The statement may be provided in the appendix.

29. Our financial statement is 144 page document, do you want to see the entire document? We are publicly traded company, as such our financial statement is nearly 150 pages, do you want the entire financial report?

Response: The goal is to establish that the company is viable and will not have problems completing the assignment. Please provide the relevant data that you believe will demonstrate financial stability over the life of the program.

30. In one of the forms we are to list residential zip code for each employee and a subcontractor for awarded contract – is that intended for the positions that have been listed only, or for each person we are submitting a resume for?
I don't believe they are allowed to ask to state the zip code of the employee. Maybe our question is: for private and safekeeping reasons, we prefer to not provide the home zip code of our employees assigned to this project. We are willing to share the city of residence for anyone assigned to this project and named on our org chart. For our sub consultants will provided the office address.

Response: In Exhibit B, the final question was to better understand whether the team is local or not. In lieu of this request and in the interest of privacy, please state whether the (day to day) Program Manager, Design Manager and Financial and Contract manager are Alameda County residents. Optional: If they are not from Alameda County, provide the county in which they live.

31. Regarding a fixed fee – how do we approach the pricing so the selection committee is able to compare apples to apples when reviewing all fee proposals? At the preproposal conference it was stated that it’s up to each firm to either propose scheduling, cost estimating, and other services if these are within the expertise of the firm and its sub-consultants, or to help the District select a prequalifled pool of these vendors. This would affect the fee proposal. Also, Exhibit I – Basic Services Scope Description Guidelines – Dispute Resolution Support we are instructed to (amongst other activities) respond to request for production of copying public records…participating as an advisor in….mediation, arbitration, litigation and discovery proceedings. We recommend Peralta request the proposers to provide an allowance for this work. Please confirm this is acceptable.

Response: Before considering how to price the proposal in detail, your team must be deemed one of the finalists. More information will be provided to the final interview teams.

32. We write procedure manuals that are specific to every and each client and deemed proprietary, can we provide you with examples of Tables of Contents from numerous manuals in response to this request? Would that suffice Exhibit M? Conversely on Page 4 of the RFP “Exhibits to the Solicitation it states Examples of Program Management Procedures are not to be returned with our response. Please clarify.
Response: If you deem the procedure manual a proprietary document, share what you feel is appropriate. If you choose not to share, the committee may decide that the lack of information demonstrates a lack of experience. The District makes no representation as to whether the provided information is suitable and will rely on the discretion of the selection committee.

End of Addendum One