

ADDENDUM #1
RFQ #1718-01, Request for Qualifications for Architectural Services

This Addendum forms a part of the Request for Qualifications (RFQ) and modifies the original RFQ. Consultant must acknowledge receipt of this Addendum by signing the last page of Addendum #1. Scan the signed page and send a PDF copy, via email, to Jenney Ho, District Director of Purchasing (jho@nocccd.edu) and Richard Williams, District Director of Facilities Planning & Construction (rwilliams@nocccd.edu). Failure to acknowledge may subject the Consultant to automatic disqualification.

I. REQUEST FOR INFORMATION:

1. Is double-sided printing acceptable for the 20 page limit?
A. Yes.
2. For Tab 6, letter G, would the District consider amending the requirement for change order history to three (3) community or public college/university projects completed in the last five (5) years?
A. No. Three is not a significant amount of projects that can be evaluated by the Selection Committee. The projects included can be small in size in scope of work.
3. Regarding Appendix B for “Registrations and Certifications – Firm Personnel,” will the District accept registration numbers, or is a copy of the physical registration certificate required?
A. Provide what is stated in Appendix B under Tab 7.B.7. District will not accept registration numbers.
4. Please confirm that financial statements fully reviewed by a highly qualified CPA firm are acceptable in response to Tab 11.
A. No. Financial Statement as requested in the RFQ under Tab 11 is required. Financial statements will not be accepted regardless of source.
5. Please confirm whether California state-funded university experience is acceptable for Tab 6, B and Tab 7, #8.
A. California State University (CSU) experience is not preferred as CSU has a different approach than Community Colleges. The Tabs clearly request Community College experience.
6. Please clarify whether non-construction projects, such as master plans and studies, are considered acceptable experience for Tab 6, A-C.
A. For Tabs 6A and 6B, if your experience in master plans and studies are for a California community college or California universities, then include your experience. Tab 6C is requesting your experience with non-traditional delivery methods which indicates that construction experience is required.

7. Would the District consider amending its insurance requirements for A. B. and C. to \$1,000,000 per occurrence and \$2,000,000 in the annual aggregate?
- A. No. The minimum requirements are stated in this RFQ.**
8. Section 3.0 Scope of Services lists A. Design Management, B. Program Development, Procurement Support & Delivery, C. Space Inventory, Enrollment Management & Capital Project Planning. Does the RFQ also include full A/E Services from design through construction administration for new construction and renovations/additions?
- A. Yes.**
9. Will the existing Pool of Architects established in Dec 2014 remain in effect for the full three years through Dec 2017?
- A. The existing pool of architects will remain in effect until the District Board of Trustees approves the new pool.**
10. Will the existing Pool of Architects established in Dec 2014 be renewed for the optional two one year periods?
- A. No. This RFQ will refresh the District's Pool of Architects.**
11. Does this RFQ supersede the existing Pool of Architects established in Dec 2014?
- A. Yes.**
12. Under Section 7.00, Instructions for Submitting SOQ, item A., it specifies that all submitted materials must be "bound in a plastic spiral bound notebook." Is it acceptable to use a metal spiral binding or a plastic comb binding?
- A. No.**
13. Under Section 7.00, Instructions for Submitting SOQ, item B., it specifies that we "submit seven complete hard copies (7) copies of the SOQ", but under item C., it specifies that "the original copy shall be marked "Original" and must be wet signed." Can you please clarify if you are looking for seven (7) total copies of the SOQ, including the Original or if you are looking for eight (8) total copies of the SOQ, including one (1) Original and seven (7) copies?
- A. The District is requesting for a total of seven (7) copies, one (1) original with wet signatures and six (6) copies.**
14. Under Section 7.00, Instructions for Submitting SOQ, item D., it specifies that the minimum font size should be "nine (9.5)." Can you please clarify whether you would like us to use a minimum font size of 9 or 9.5?
- A. 9.**
15. Under Section 8.00, Contents of SOQ – Required Information and Scoring, Tab 6, item B., you request that we provide a list of the current total number of State-funded California community college projects in progress by our firm. Given the nature of the industry in the last 10 years and the lack of a State School Bond until this past November, most architect's lists of State-funded California community college projects will be slim to none.

Is it acceptable to instead provide a list of our current projects in progress, regardless of funding source?

- A. If you think that your current projects in progress will qualify you to be part of the District's pool, then include those projects regardless of funding source.**
16. Under Section 8.00, Contents of SOQ – Required Information and Scoring, Tabs 10 and 11, you request that we provide litigation information and financial information in separately sealed envelopes marked "CONFIDENTIAL." Will the pages in these envelopes count towards our page limit or only the pages bound in the actual SOQ submission? Additionally, for these two sections is it acceptable to list a statement, "Please refer to the separately sealed envelope..." on the tab divider for each of those sections so as not to waste a page counted towards the page limit?
- A. No, these pages will not count towards your page limit. Yes, do write the statement in the Tab section "Please refer to the separately sealed envelope".**
17. Under Section 1.00 Introduction, 1.01 Purpose of RFQ, it states that the Consultant will sign the agreement "as-is" (sample agreement included as Attachment A). Language further goes on to state that modifications to the agreement "may be discussed should the District choose to exercise this option." Further, under Section 2.00 General Instructions, 2.09 Exceptions/Deviations, it states that "any exceptions or deviations from the requirements set forth in this RFQ must be declared in the submission by the Consultant." Is the District willing to allow exceptions or modifications to the Standard Agreement to be included in our SOQ submission? If so, will such exceptions count towards our page limit?
- A. You can propose the exceptions and deviations with a thorough explanation per section 2.09; however, the District reserves the right to decide how to proceed forward with your SOQ. Per the directions under section 2.09, it clearly states that you must segregate the exceptions and deviations as a separate element of the SOQ. This will count towards your page limit.**
- The District may consider modifications to the Standard Agreement on a project by project basis. However, if the District chooses to modify the agreement, the modified Standard Agreement must be signed as-is.**
18. Under Section 8.00, Contents of SOQ – Required Information and Scoring, Tab 7, Personnel, item 7, you request "copies of professional registration(s) including California Registration number(s), certifications, and affiliations for your firm. Since California Professional Registration numbers are specific to licensed professionals, rather than a firm, we would like to clarify what registrations, certifications, and affiliations you are seeking.
- A. Provide copies of all registrations, certifications, and affiliations for your personnel that will be assigned to work on the District's projects. The copies will not count towards your page limit.**
19. Under Section 8.00, Contents of SOQ – Required Information and Scoring, Tab 11, Financial Statement, you request "an audited balance sheet from a valid financial source."

Is the District agreeable to accepting full, complete, audited financial statements? If so, how many years are you looking for?

- A. No. A full, complete audited financial statement is not acceptable. Work with your valid financial source to provide your latest, most recent audited balance sheet as part of your SOQ. The District is looking for the last fiscal year that you have an audited financial statement from a valid financial source (i.e. CPA).**

A sample audited balance sheet has been pulled from the internet and is provided as a sample for your reference.

20. Attachment C: Non-Collusion Affidavit requires that it be notarized, but the District does not specify what type of notarial act/language is required. Please provide the language you are seeking as California notaries are not allowed to specify language.

- A. An affidavit per the title “Non-Collusion Affidavit”.**

21. Under Section 8.00, Contents of SOQ – Required Information and Scoring, Tab 1, Cover Letter of Interest, bullet G requires a Statement of Understanding of the Insurance Requirements in the Sample District Standard Consultant Agreement, including a statement that the Consultant is able to meet those requirements if the contract is offered to the Consultant. The District’s Insurance Requirements as stated in said Agreement conflict with Tab 9, Insurance (see page 14) and Attachment D (see page 35). Therefore, we are seeking clarification from the District as to which insurance requirements we would be held to. The insurance provisions as stated for Tab 9 and Attachment D are not typical within the architecture and engineering industry, and without the use of an Umbrella Policy, these limits would be unobtainable for most firms, as well as most sub-consultant firms.

- A. Tab 9 and Attachment D have the same insurance requirements. The District will accept Umbrella Policies to fulfill what is required by the District.**

22. Under Section 8.00, Contents of SOQ – Required Information and Scoring, Tab 9, Insurance outlines the minimum insurance requirements for the Consultant and sub-consultants and requests that we include the deductible of each insurance policy listed, the number of years with the insurance carrier(s) and any claims made on any policy of insurance held by the organization. Are we to provide the requested information only for our firm or for our firm, plus any listed sub-consultants?

- A. This SOQ is to qualify your Firm for the District Architectural Services Pool. Therefore, all requirements in this SOQ will apply for your Firm. You will be responsible for your sub-consultants.**

23. Under Section 8.00, Contents of SOQ – Required Information and Scoring, Tab 9, Insurance we are required to include “claims made history” on any policy of insurance held by the organization. How long a period of time is the District looking for?

- A. For the past five (5) years.**

24. Where in our SOQ response document are we to declare the individual scopes of work (identified below) we would like to be qualified for?

- A. Design Management;
- B. Program Development, Procurement Support & Delivery;
- C. Space Inventory, Enrollment Management & Capital Project Planning.

A. Under Tab 4.

25. As it pertains to Section 11. Financial Statement, may we submit our RFQ response if we do not have an audited balance sheet? In regards to previous RFQs for NOCCCD, the District has waived this same requirement. Would the District do so again if we submit our un-audited balance sheet as our accountant has stated to us that it will take weeks for their office to accommodate this request. Therefore, we would like to confirm that by submitting an unaudited balance sheet, we would not be automatically disqualified.

A. Without an audited balance sheet, you will be automatically disqualified. Read Tab 11 instructions carefully. The District will not waive the requirements of the Financial Statement.

If you submit an unaudited balance sheet with your SOQ, you will be automatically disqualified.

A sample audited balance sheet has been pulled from the internet and is provided as a sample for your reference.

26. Is the submittal to be 7 copies + 1 original (8 total)? Or, does the 7 copies include the original. Submit seven complete hard copies (7) copies of the SOQ and one (1) copy as a digital file, PDF format, on a USB flash drive, in a sealed envelope. The original copy shall be marked "Original" and must be wet signed by a person authorized to bind the Firm. Additional copies may be photocopies.

A. See answer to question 13.

27. We are a small business and do not have an audited balance sheet (by a CPA). We can provide a Financial Statement prepared in Deltek by our Business Manager.

A. As long as Deltek is a valid financial source, you can submit your Financial Statement. However, you must submit an audited balance sheet by Deltek.

A sample audited balance sheet has been pulled from the internet and is provided as a sample for your reference.

28. Are the Transmittal Letter and the Cover Letter of Interest the same thing? In other words, does the Cover Letter of Interest count toward the page limit?

A. No. The Cover Letter does not count towards the page limit.

29. Bottom of Page 7: Are wire-bound notebooks acceptable?

A. No.

30. Top of page 8: Is the original copy included as part of the required 7 copies, or in addition to the 7 copies of the submittal?

A. See answer to question 13.

31. Page 8, letter D: Please clarify if minimum font size is 9 or 9.5. (9 point font preferred)

- A. See answer to question 14.**
32. Page 9, 8.00 letter D.: Where in the response does the proposer include any and all wet-signed addenda? Perhaps after the cover letter?
- A. See instructions for the Addendum 1 above.**
33. Page 11, 6. Experience, letters A and B: Is it acceptable to also include relevant current projects in section A, as section B limits current project experience to only include state-funded projects?
- A. Yes, as long as your experience focuses on California community colleges and university education project(s).**
34. Page 13, questions 5 and 6: Is it acceptable to provide the information required in question 5 on each individual's resume (question 6), or should that information be provided separately?
- A. In the instructions for Tab 7.A.6, Appendix A should have the resumes of all personnel who will be assigned to the District's projects.**
35. Page 13, question 7: Are copies of licenses/registrations required, or is it sufficient to provide license numbers and expiration dates, as applicable?
- A. See answer to question 18.**
36. For scope 2 "Program Development, Procurement Support & Delivery," will these documents be criteria documents for Design Builds, or for process/project oriented management?
- A. Section 3.00, B – Services may encompass criteria documents for Design Builds should the District choose to do a Design Build project. Services may also include assistance to review procedures but not management of projects and procedures.**
37. Under Tab 4 Services, how does C. "Professional consultant's services provided by your firm" differ from points B "Additional services provided by your firm" and D "services not provided in-house"?
- A. Section 8, Tab 4B: Some Firms are full-service firms and may include engineering, interior design, and other services. The additional services as part of the Firm should be included here.**
- Section 8, Tab 4C: Professional consultant's services are for Firms that are not full-services firms. The services may include other outside consultants that your Firm uses consistently such as cost estimators, engineering services, and other specialty consultants.**
- Section 8, Tab 4D: Services not provided in-house include delivery services, large format printing services, and other services.**
38. Please clarify Tab 5, Professional Fees, if this will also be needed for each consultant.
- A. Professional fees listed should be for your Firm, not your consultants.**

39. Under Tab 6, Experience, for D, process from Program Validations through Close Out, does this apply to scope 1?
A. "Scope 1" is not a valid reference in the RFQ. For Tab 6D, list your processes from Program Validation through Close Out. Read the instructions for Tab 6D for details.
40. Under Tab 6, H, please define "collaborative building.s"
A. Describe how your Firm works collaboratively with other consultants and entities including, but not limited to, District, Campus, and District hired consultants.
41. For Tab 6, F, estimator, it states "as part of the Appendix labeled "Resumes," is this to be included in Appendix A – Resumes – Firm Personnel or Appendix C – Resumes – Professional Consultants"?
A. If your Firm has an in-house estimator, then include them as part of Appendix A. If your Firm hires a professional consultant, then include the resume in Appendix C.
42. For Tab 8, Regulatory Offices, which scope do each of these apply to?
A. The question is confusing. Tab 8 is requesting your processes, understanding, and experience in working with regulatory offices.
43. For Tab 11, Financial Statement, what will be accepted in place of an audited balance sheet?
A. A sample audited balance sheet has been pulled from the internet and is provided as a sample for your reference. No other document will be accepted.
44. For Tab 7. Personnel, D. Item 7, "Registrations and Certifications – Firm Personnel," to what extent would professional registrations be appropriate. Are you looking for just architecture license or LEEP AP, AIA proof of membership, USGBC, SCUP, SMPS...etc.?
A. See answer to question 18.

RFQ Clarifications

- II. Section 1.00, page 2, remove the first sentence "The District reserves the right to request proposals from outside of the Pool of services at any time." The intent of this Pool is to use the selected, qualified Firms for District's projects for the duration of the Pool.

END OF ADDENDUM #1

I have received Addendum #1

COMPANY

SIGNATURE