



RFQ/RFP #2526-398

DISTRICTWIDE ON-CALL MOVE MANAGEMENT SERVICES

Addendum No.#1

Issued: March 10, 2026

The following changes, additions, deletions, or corrections shall become part of the above-mentioned RFP:

A. The following are responses to questions received:

1. Question:

Page 3 - On an as-needed basis, the selected Consultant shall provide move management services for a variety of projects of varying lengths and durations, such as but not limited to;

1) Orange Education Center Relocation: anticipated two year duration in two phases. Phase 1 anticipated in December 2026 and Phase 2 in December 2027 (may be earlier).

2) Centennial Education Center: multiple-phased project with schedule to be decided but anticipated in 2028.

Can any additional details be provided on these project i.e. headcount, square footage, type of projects?

Answer: Please see attached preliminary site plan with square footage and headcount for the Orange Education Center project plus space summary. This is in the design phase and subject to change. The Centennial Education Center is in the programming phase; details such as headcount, square footage and type of project are not available at this time.

2. Question:

Page 3 - The District is looking for Consultant staff that is on-call as needed and may have to work 3-5 days a week during peak period of the project. Duration of the contract is up to a maximum of f-year term. Number of hours are to be determined by the District based on needs.

Can you confirm the term of the agreement?

Answer: The duration of the agreement is up to a maximum of a five-year term. Initial term will be two years (2) years with three (3) optional one-year renewals.

3. Question:
Page 3 Exhibit H – Professional Services Agreement

Can the agreement be provided in MS word format for adding comments/redlines?

Answer: *Please see attached WORD document OR please provide comments by referencing each article.*

4. Question: Can the District provide historical data on the number of move events or service requests completed under any prior move management contracts in the last three to five years?

Answer: *The District did not have any move management contracts in the last three to five years as this was handled by in-house and other consultants working for the District, absorbed as project manager tasks.*

5. Question: Approximately how many faculty and staff are anticipated to be relocated under each phase of the Orange Education Center and Centennial Education Center projects?

Answer: *See question #1 for Orange Education Center. The Centennial Education Center is in the programming phase; details such as headcount, square footage and type of project are not available at this time.*

6. Question: What is the approximate square footage of the spaces involved in each known project?

Answer: *See question #1.*

7. Question: Will this contract be a single award or to multiple consultants?

Answer: *It is anticipated to be a single award, but this is at the District's discretion and may change.*

8. Question: The RFP references a maximum "f-year term." Can the District confirm the intended contract duration?

Answer: *See question 2.*

9. Question: During peak periods, how many consecutive weeks of full-time on-site presence does the District anticipate per project phase?

Answer: *This may vary depending on the project(s). Actual moves do not necessarily occur full-time but may occur on specific determined days and times.*

10. Question: Will one Consultant representative be expected to serve both projects simultaneously, or will separate representatives be assigned per project?

Answer: *The Consultant will provide as many representatives as necessary to complete the requested move for the project(s) in the appropriate timeframe. The District desires to have one main point of contact as a move coordinator. This may change depending on needs by project.*

11. Question: Does the District have existing furniture and equipment inventories for the affected spaces, or will the Consultant conduct all inventory from scratch?

Answer: *District will provide existing furniture and equipment inventories; however the awarded Consultant shall verify. Additionally, new furniture and equipment will be purchased by the District and Consultant shall coordinate with vendors.*

12. Question: Are there known academic calendar restrictions or construction sequencing constraints that would limit move activity at specific times?

Answer: *The move activities for Phase 1 of Orange Education Center are to be completed by December 2026 with classes commencing in January 2027. Due to the short time frame, moves will have to be planned and coordinated with the college. Moves may have to occur around the last course of the semester which ends in December. Orange Education Center Phase 2 moves most likely will occur in summer 2027, with classes commencing in the new location for Fall 2027.*

Enc: Site Plan with Phasing

End of Addendum No. 1

SITE INDEX - PHASE 2		
BLDG #	PORTABLE #	BUILDING NAME
2	201	WELCOME CENTER
2	202	CUSTODIAL / STORAGE
2	203	SHADE STRUCTURE
2	204	HEALTH AND WELLNESS CLASSROOM
2	205	VOCATIONAL SEWING LAB
2	206	OLDER ADULT ART CLASSROOM
2	207	VOCATIONAL MEDICAL ASST/ PLEB LAB & STORAGE
2	208	VOCATIONAL LVN/ RN MEDICAL LAB & STORAGE
2	209	HISET CLASSROOM
2	210	VOCATIONAL COMPUTER LAB - HIGH SCHOOL
2	211	VOCATIONAL COMPUTER LAB - ASSESSMENT CENTER
3	301	SCC OFFICE
3	302	CWPC OFFICE
3	303	WKPR / PARENTING CLASSROOM
3	304	AWD CLASSROOM
3	305	STUDENT BREAK ROOM
3	306	RESTROOM - MEN
3	307	RESTROOM - WOMEN
3	308	VOCATIONAL CONSTRUCTION
3	309	VOCATIONAL CONSTRUCTION STORAGE CONTAINER

NOTE: NO HAZARDOUS MATERIAL SHALL BE USED OR STORED IN MEDICAL LABS

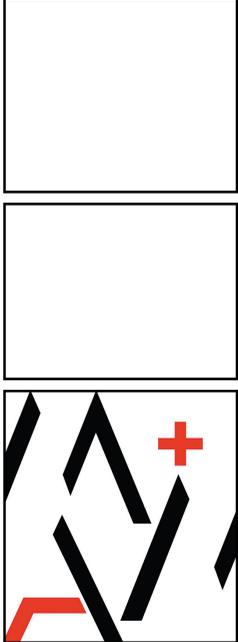
SITE INDEX - PHASE 1		
BLDG #	PORTABLE #	BUILDING NAME
1	101	REGISTRAR
1	102	COUNSELING OFFICE
1	103	VP OFFICE
1	104	I.T. / M&O
1	105	RESOURCES OFFICE
1	106	COMPUTER LAB
1	107	COMPUTER LAB
1	108	CLASSROOM
1	109	RESTROOM - MEN
1	110	RESTROOM - WOMEN
1	111	CHAPMAN OFFICE
1	112	CLASSROOM
1	113	CLASSROOM
1	114	CLASSROOM
1	115	CLASSROOM
1	116	CLASSROOM
1	117	EMERGENCY SUPPLY - SHIPPING CONTAINER STORAGE

BUILDING DATA				
Notes:				
1. All portable buildings and shade structure shall have DSA PC approvals.				
2. Phases 1 and 2 (Total 3 Buildings) will be submitted to DSA for plan check under one (1) DSA Application Number.				
Phase 1 - Building 1				
Function	Portable Size	Square Footage	Quantity	Area (GSF)
Administration	36 x 40	1,440	2	2,880.00
Administration	24 x 40	960	4	3,840.00
Classroom	24 x 40	960	7	6,720.00
Vocational	24 x 40	960	1	960.00
Restroom	12 x 40	480	2	960.00
Subtotal			16	15,360.00
Phase 2 - Building 2				
Function	Portable Size	Square Footage	Quantity	Area (SF)
Administration	24 x 40	960	1	960.00
Administration	12 x 40	480	1	480.00
Classroom	24 x 40	960	3	2,880.00
Vocational	36 x 40	1,440	5	7,200.00
Shade Structure	26 x 60	1,560	1	1,560.00
Subtotal			11	11,520.00
Phase 2 - Building 3				
Function	Portable Size	Square Footage	Quantity	Area (SF)
Administration	36 x 40	1,440	2	2,880.00
Classroom	24 x 40	960	2	1,920.00
Student Breakroom	12 x 40	480	1	480.00
Vocational	36 x 40	1,440	1	1,440.00
Restrooms	12 x 40	480	2	960.00
Subtotal			8	7,680.00
Grand Total Area - Phase 1 & Phase 2 (GSF)				34,560.00
Count Per Portable Size				
Portable Building	12 x 40	24 x 40	36 x 40	Total
	6	15	10	34
Shade Structure				
Shade Structure	26 x 60	Total		
	1	1		

NOTE: PARKING DATA TBD

BUILDING CODE ANALYSIS

- A. CONSTRUCTION TYPE: TYPE V-B
- B. USE AND OCCUPANCY: GROUP B - OFFICES, CLASSROOMS, VOCATIONAL LABS
GROUP S1 - STORAGE (SHIPPING CONTAINER)
- C. NUMBER OF STORIES/HEIGHT: SINGLE STORY / 14'-7"
- D. FIRE SPRINKLERS: NONE
- E. FIRE ALARM: MANUAL
- F. ALLOWABLE AREA:
BASE ALLOWABLE AREA PER CBC TABLE 506.2:
Aa=9,000 SF/STORY
FRONTAGE INCREASE PER CBC 506.3:
BUILDING PERIMETER: 100% OF BUILDING PERIMETER, OPEN SPACE
OPEN SPACE WIDTH: GREATER OR EQUAL TO 30 FEET
ALLOWABLE AREA INCREASE CALCULATION PER CBC 506.2
CBC TABLE 506.2.1: Aa+Ai + (Ns x bi) : Aa+9,000 + (9,000 x 7.6) = 15,760SF ALLOWABLE AREA
AREA OF WORK:
PHASE 1 - BUILDING 1: 15,360 < 15,750 SF
PHASE 2 - BUILDING 2: 11,520 < 15,750 SF
PHASE 2 - BUILDING 3: 7,680 < 15,750 SF
- G. FIRE RESISTANCE RATING REQUIREMENTS PER CBC TABLE 601:
PRIMARY STRUCTURAL FRAME: 0
BEARING WALLS: 0
NONBEARING WALLS: 0
ROOF CONSTRUCTION: 0
- H. OTHER FIRE PROTECTION SYSTEM: NONE
- I. SMOKE CONTROL SYSTEM: NONE
- J. HIGH HAZARD SEVERITY ZONE: NONE
- K. SEISMIC JOINTS: NONE
- L. EMERGENCY RESPONDER RADIO COVERAGE: NO
- M. OCCUPANT LOAD FOR ENTIRE BUILDING: 596 OCCUPANTS



MORETO MATHISON & ASSOCIATES
ARCHITECTS
449 W Foothill Blvd
Suite 281, Glendora CA 91741
(626) 594-0307

CONSULTANT



RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT
ORANGE EDUCATION CENTER
1465 N. BATAVIA STREET
ORANGE, CA 92867

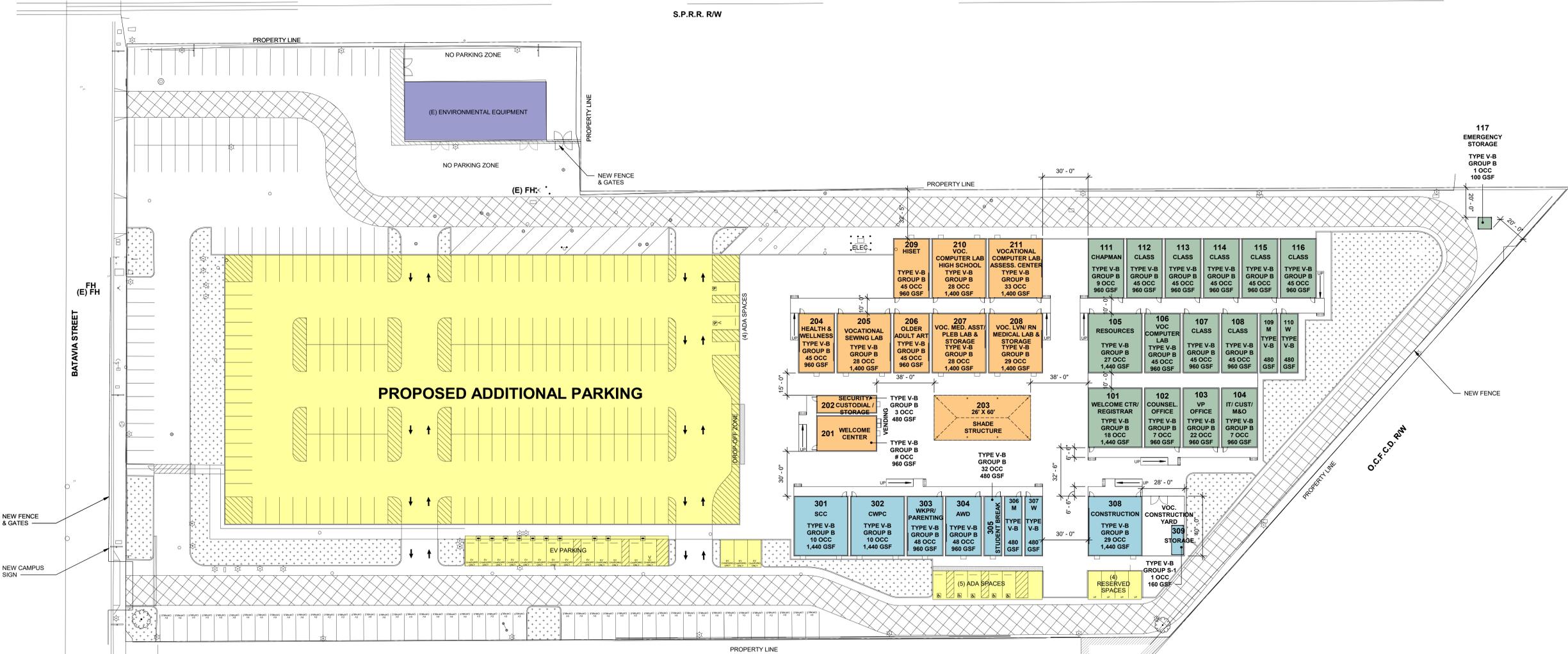
DESIGN DEVELOPMENT

REVISIONS

MMA NO	25805
DATE:	03/02/2026
DRAWN	WJ
CHECKED	JM

OVERALL SITE PLAN
PHASE 2

A1.02



1 OVERALL SITE PLAN - PHASE 2
Scale: 1" = 30'-0"

PHASING LEGEND	
 PHASE 1 BUILDING 1	 20' WIDE FIRE APPARATUS LANE
 PHASE 2 BUILDING 2	 LANDSCAPE
 PHASE 2 BUILDING 3	
 NEW PARKING	
 ENVIRONMENTAL EQUIPMENT	

ORANGE ED CENTER - BATAVIA

March 6, 2026

Please verify the existing classrooms and assign each classroom to the corresponding new portable. In addition, provide a list of all staff members, including their current site and room number, and identify their new location in the assigned portable, including the portable number and the corresponding office number or workstation number. Please also include each staff member's phone number.

		Existing Spaces				New Spaces				NOTES
CHAPMAN CENTER										
CLASSROOM - GENERAL ASSIGNMENT		Rm #	Seat Verified	Seats	Subtotal (ASF)	Portable Rm. #	Seats	NSF	Delta	
Classroom	202			25	427	303		890	463	No portable in phase 1 will occupy in phase 2 portable 303
Classroom	204	36	37		677	108		890	213	
Classroom (ESL)	206	36	37		729	112		890	161	
Classroom (ESL)	207	36	36		779	113		890	111	
Classroom (ESL)	208	36	40		728	114		890	162	
Classroom (ESL)	209	38+Chairs	43		881	115		890	9	
Classroom (ESL) Computer Lab	210	37	37		950	107		890	-60	
Multipurpose /Classroom	272	20+3 Comp	20		623	116		890	267	
Total General Assignment					5,794			7,120	1,326	
CPWC (MAIN)										
CLASSROOM - GENERAL ASSIGNMENT		Rm #	Seat Verified	Seats	Subtotal (ASF)	Portable Rm. #	Seats	NSF	Delta	
Classroom /Medical Assistant	107	30	30		872	207		1,380	508	Phase 2: This room was previously the high school room, but it is now located at SCC. Medical Assistant is currently in this space.
Classroom /Computer Lab	108	40	40		951	106		890	-61	
Classroom /CNA	113	35	35		795	208		1,380	585	Phase 2
Classroom /AWD	114	30	30		783	304		890	107	Phase 2
Total General Assignment					3,401			4,540	2,465	
SCC										
CLASSROOM - GENERAL ASSIGNMENT		Rm #	Seat Verified	Seats	Subtotal (ASF)	Portable Rm. #	Seats	SF/ Seat	Delta	
CLASSROOM - High School Lab	U78	31			1,356	210		1,380	24	
CLASSROOM - Art Class	U88	28			881	206		890	9	
CLASSROOM - Sewing Lab	U89	22			1,359	205		1,380	21	
CLASSROOM - HiSet	U79	46 = 10 Comp, 28 double 8 single			1,392	209		890	-502	
CLASSROOM - Seminar /Health and Wellness??						204				Borrow rooms at SCC
Total General Assignment					4,988			4,540	-448	

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March 6, 2026

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		Existing Spaces		New Spaces				NOTES
OFFICES/WORKSTATIONS		Site	Rm #	Portable #	Office #	Workstation #	Phone #	
CHAPMAN CENTER								
Name	Title							
	Vice President, Continuing Ed	CHAP	202	103			628-5910	
	Executive Secretary	CHAP	270	103		2	628-5905	
	Instructional Coordinator/Analyst	CHAP	251-7	103		1	628-5914	
	Custodian	CHAP	274	202				Custodial Closet in mens restroom until phase 2
	Dean of Instruction and Student Services	CHAP	265	111	Dean		628-5915	
	Division Administrative Assistant	CHAP	251-7	111	Dean Asst.		628-5945	
	FT Faculty	CHAP	278	111	DBL Faculty		628-5984	
	FT Faculty	CHAP	263	111	DBL Faculty		628-5971	
	FT Faculty	CHAP	261	111	DBL Faculty		628-5927	
	FT Faculty	CHAP	255	111	DBL Faculty		628-5944	
	ESL Coordinator	CHAP	205-1	105		6	628-5920	
	FT ESL Instructional Center Technician	CHAP	205-1	105		4		need phone lines
	FT Student Programs Specialists	CHAP	203	105		5	628-5966	Once phase 2 is completed this position will move to Portable 211
	ESL Instructional Assistant	CHAP	205-1	105		1		shared workstations, need phone lines
	ESL Instructional Assistant	CHAP	205-1	105		2		shared workstations, need phone lines
	ESL Instructional Assisstant	CHAP	205-1	105		3		shared workstations, need phone lines
	ESL Instructional Assistant	CHAP	205-1	105				shared workstations, need phone lines
	Graduation Specialist	CHAP	201	101		1	714 628-5943	
	A&R Tech Specialist	CHAP	251	101		2	714 628-5942	
	Admissions & Records Spec., Senior	CHAP	201	101		3	714 628-5913	
	Administrative Clerk	CHAP	201	101		4	714 628-5902	
	Administrative Clerk	CHAP	201	101		5	714 628-5903	
	Registrar	CHAP	253	101		Registrar	714 628-5916	
	High School & Community Outreach Specialist	CHAP	203	201		2	714 628-5906	Once phase 2 is completed this position will move to RM 201
	PT Admin Clerk	CHAP	101	101		Counter	714 628-5900	
	PT Student Services Specialist	CHAP	203	201		3	714 628-5994	
	PT Student Services Specialist	CHAP	203	201		4	714 628-5994	
	FT Counselor	CHAP		102		102-4	(714) 628-5904	
	Associate Dean of Instructonal & Student Services	CHAP / CWPC	251-5	103			714628-5982	
	Interim Director of Special Projects	CHAP	207-1	103			714 628-5925	
CPWC (Main)								
Name	Title							
	Dean of Instruction and Student Services	CWPC	102	302	Dean		628-5969	
	Associate Dean of Instruction and Student Services	CHAP / CWPC	115	302	Assoc Dean		628-5982	Works between two locations: CHAP and CWPC.
	Division Administrative Assistant	CWPC	103	302		5	628-5901	
	Accountant	CWPC	103	302		6	628-5989	
	Job Developer	CWPC	103	302		1	628-5947	
	Administrative Clerk	CWPC	101	302		2	628-5978	
	Application Specialist III	CWPC	110	104		2	628-5979	
	Instructional Assistant	CWPC	Classrooms	Classrooms			n/a	
	Custodian	CWPC	111	202			628-5970	
	FT Faculty	CWPC	105A	302	Double Faculty		628-5987	
	FT Faculty	CWPC	105A	302	Double Faculty		628-5985	
	FT Faculty	CWPC	105B	302	Double Faculty		628-5967	
	FT Faculty	CWPC	105B	302	Double Faculty		628-5988	
	Instructional Assistant	CWPC + SCC	shared	302		3	n/a	Shared Work Stations with PT Staff and Hoteling for adjunct faculty
	Administrative Clerk	CWPC + SCC	shared	302		4	n/a	Shared Work Stations with PT Staff and Hoteling for adjunct faculty
	Administrative Clerk	CWPC	101	201		3	714 628-5999	
	PT Administrative Clerk	CWPC	101	101		9	714 628-5900	
	PT Administrative Clerk	CWPC	101	101		counter	714 628-5900	
	PT Administrative Clerk	CWPC	101	101		counter	714 628-5900	
	FT Counselor	CWPC + SCC		102		102-5	(714) 628-5935	
SCC								
Name	Title							

ORANGE ED CENTER - BATAVIA

March 6, 2026

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		Existing Spaces		New Spaces			NOTES
	Dean of Instruction and Student Services	SCC	U-84	301	Dean Office	(714) 625-5974	
	Division Administrative Assistant	SCC	U-84	301		1 (714) 628-5908	
	Instructional Center Technician	SCC	U-84	301		2 (714) 628-4741	
	Administrative Clerk	SCC	U-84	301		3 (714) 628-5962	
	PT Faculty Coordinator - IEP	SCC	U-84	301		4 (714) 628-5964	
	PT Faculty Coordinator - IEP	SCC	U-84	301		5 (714) 628-5941	
	PT Faculty Coordinator - Construction	SCC	U-84	301		6 no assigned #	Space 6 is shared by two part time coordinators.
	PT Faculty Coordinator - Construction	SCC	U-84	301		6 no assigned #	Space 6 is shared by two part time coordinators.
	FT Faculty Coordinator	SCC	U-84	301	Faculty Office 1	(714) 628-5986	
	FT Teaching Faculty	SCC	U-84	301	Faculty Office 1	(714) 628-5948	
	FT Teaching Faculty	SCC	U-84	301	Faculty Office 2	(714) 628-5938	
	FT Teaching Faculty	SCC	U-84	301	Faculty Office 2	(714) 241-5771?	Dont know why this is a SAC number.
	Student Services Coordinator	SCC	U-84	201		1 (714) 628-5933	
	Admissions & Records Spec., Senior	SCC	U-80	101		6 (714) 628-5930	
	Admin Clerk	SCC	U-80	101		7 (714) 628-5900	
	PT Admin Clerk	SCC	U-80	101		8 (714) 628-5929	
	Instructional Assistant	SCC/CHAP	U-78/	209	IA Station	N/A	
	Instructional Assistant	SCC	U-78/	210	IA Station	N/A	
	FT Counselor	SCC	U-80	102	102-3	(714) 628-5934	
	FT Counselor	SCC	U-80	102	102-2	(714) 628-1048	
	Counseling Assistant	SCC	U-80	102	Station 1	(714) 628-8909	