



## REQUEST FOR QUALIFICATIONS (RFQ) #2122-317

### CEQA CONSULTING SERVICES

#### Addendum #2

Issued: March 11, 2022

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: On page 6, Section 2.4-Deadlines: In the first sentence, is the reference to “*cost estimating consulting services*” an error and perhaps instead should read “*CEQA consulting services*?” If not, please explain what you’re looking for here?

*Answer: The reference to “cost estimating” is an error and should read “CEQA consulting services”.*

2. Question: On page 13, second page of Exhibit A:

- For the first 2 rows of text under Personnel: Can you please clarify what is meant by “*Total Number of Personnel*” vs. “*Total Number of Consultants*”?

*Answer: Personnel refers to in-house employees while consultants refers to sub-consultants. Please see attached for a revised Exhibit A.*

- For the next block of info under that: Which personnel you would like to be listed as “*Consultants*?” As the prime Consultant, should this be our key staff?

*Answer: Please see attached for a revised Exhibit A.*

- Finally, in the next/final block of info there: We assume this block should be our subconsultants’ firm names/info. And since they are to complete this form, too, in their form, would they fill in only the Subconsultant block again—basically a repeat of what we show for them in our form? If not, please explain.

*Answer: Sub-Consultants should complete form A, including the “Key Personnel” Block. The “Sub-Consultant” block can be left blank.*

3. Question: On page 7, Section 3.7-Contract, it reads: “*Consultants will be required to substantially accept the form of Agreement, including the indemnification provisions therein. PLEASE NOTE: The District will not consider any substantive changes to the form of Agreement. A draft Agreement will be issued via addenda at a later date. Consultants shall review the draft District agreement, and provide any comments or objections to the Agreement in its Response.*” Can you please let us know when to expect the Draft Agreement? We need to get this to our Contracts director for review as soon as possible. Thank you.

*Answer: The District anticipates releasing the addendum by the end of March 2022.*

4. Question: Who are the incumbent firm(s) currently under the District's on-call CEQA contract?

*Answer: The District has (7) prequalified consultants and the on-call firm under contract is LSA, Inc.*

5. Question: How many firms does the District intend to select as part of this RFQ?

*Answer: The number of firms to be prequalified to provide CEQA services for future projects/RFPs is at the District's discretion.*

6. Question: Can you provide an idea of the scale and magnitude of assignments expected under this on-call? Are there any specific improvements in mind?

*Answer: This is not an on-call RFQ. Future RFPs for specific projects will be released to prequalified CEQA firms selected through the current RFQ.*

7. Question: Needed sub-consultant specialists as required for any project, including but not limited to **traffic studies/engineering, biological resources, cultural resources, hazard assessments, mapping, easements and other documents as may be required, including construction phase monitoring and reporting.** The District may also choose to retain its own consultants for technical studies such as traffic and cultural studies, if desired."

The RFQ on page 7 mentions:

Please include qualifications for **Hydrology and Water Quality, Noise and Transportation and Traffic** and any other license/qualifications relating to this RFQ, if applicable.

### 3.5 Sub-Consultants

**Identify any Sub-Consultants, if any that are likely to be used by your Firm in carrying out Services for the District. You can list multiple firms if needed per category (i.e. traffic engineering, specialty consultants, other.)** For each sub-consultant Firm, please list names, California license or registration numbers (if applicable), contact person(s), business addresses, phone numbers, fax numbers, e-mail addresses, date established, and time associated with Firm. Please complete Exhibit A – Firm Information Form and Exhibit B – Firm Information Questionnaire for Sub-Consultants. Provide team member resumes for each team member.

There is conflicting statements between the Scope of Services, and the Response Format concerning the type of technical studies/sub-consultants required for this on-call.

What technical studies/sub-consultants will the Facilities Department be providing for CEQA documents? What sub-consultants are already retained?

*Answer: RFQ #2122-317 is not for a specific project therefore the District has not retained any sub-consultants yet. The District is looking for a list of any sub-consultants and/or in-house specialists that can be provided by the firm for future projects. List all areas of services provided by the firm or sub-consultants.*

What technical studies/sub-consultants services do we need to provide to the Facilities Department?

*Answer: It is at the Firm's discretion which sub-consultant it deems necessary for any future projects (RFP) requiring professional CEQA services.*

If specific sub-consultants are not included in this on-call, can we add them at a later date, if they are required for a specific project?

*Answer: During the RFP process, the firm has the opportunity to add sub-consultants once the scope of work is further refined by the District.*

8. Question: Section 3.4, Key Personnel/Team Members: Is this requesting details for ALL contracts held within the last 8 years or just those related to Community College Districts? If all, can this be limited to environmental-related contracts instead of firm-wide?

*Answer: Provide all CEQA "environmental" contracts held within the last 8 years.*

9. Question: Section 3.6, Billing Rates: Can billing rates be presented as ranges by classification/category or do you require specific rates by person? Will any future adjustment of rates be allowed or should these be good for duration of contract?

*Answer: Provide a specific amount without a range for each classification/category. No future adjustments to rates for the duration of the contract.*

10. Question: Section 3.6, Billing Rates: Because estimates of typical fees are highly variable based on the actual project, location, level of complexity, etc., can we provide a rough order of magnitude or typical ranges for fee estimates?

*Answer: Yes, a ROM or a typical range may be provided for standardized components of service, such as Notice of Exemption, Negative Declaration, or Mitigated Negative Declarations. Consultants' Hourly rates shall be one all-inclusive rate.*

11. Question: Section 5.1, Under Firm Approach & Methodology (fifth bullet): The terminology "construction management/project management planning services" doesn't seem to apply to this RFQ. Please confirm.

*Answer: The reference to "construction management/project management planning services" is an error and should read CEQA consulting services.*

12. Question: Exhibit A, second page, Personnel: Is Rancho Santiago CCD requesting the number of personnel at the prime proposer's firm or the number of proposed personnel for this project?

*Answer: See question 2.*

13. Question: Exhibit A, second page, Personnel: Is "total number of consultants" referring to the total number of subconsultants included in the proposal?

*Answer: See question 2.*

14. Question: Exhibit A, second page: Is Rancho Santiago CCD requesting the name, education and experience of each team member included in the proposal?

*Answer: Yes, that is correct. The District requires a comprehensive list.*

15. Question: RFQ, Page 11 of 24, Section 6: The RFQ states that DVBE documentation (Exhibit G) is not required to be included in this submittal; however, it goes on to state that such documentation will be required if a pre-qualified consultant is chosen to provide services as a result of a future RFP process. As such, please clarify whether or not consultants are allowed to add DVBE firms to their team after they have been pre-qualified for this contract in order to meet future DVBE goals.

*Answer: Yes, Consultants can add DVBE firms and submit the DVBE documentation as part of the contract award following a Request for Proposal (RFP).*

16. Question: RFQ, Page 10 of 24, 8th bullet: Are consultants required to provide Confidential Financial Information for this submittal? If so, what information is required?

*Answer: No confidential financial information is requested as part of this RFQ.*

17. Question: Section 3.3-Firm Experience asks us to “provide a list of all contracts held within the last eight (8) years...”

Is the District looking for a comprehensive list of all company contracts held for the past 8 years or only projects completed for the RSCCD within the past 8 years?

*Answer: See question 8.*

18. Question: With regard to Section 3.6-Billing Rates, are the rates we submit with our SOQ package frozen for the duration of the contract or are we allowed to include an escalation clause for future potential rate increases?

*Answer: Submit an all-inclusive rate for each classification and category of work. This rate shall not change for a period of five years from the date of pre-qualification approval.*

19. Question: If the billing rates submitted with the SOQ are fixed for the duration of the contract, would rate “ranges” by job classification be acceptable?

*Answer: See question 18.*

Attachment: Revised Exhibit A – Firm Information

*End of Addendum 2*

# Exhibit A – Firm Information Form

## Background

\_\_\_\_\_  
Firm Name Address

\_\_\_\_\_  
Yr Est. Phone FAX E-Mail

## **Principals/Officers to Contact:**

\_\_\_\_\_  
Primary Contact Title Phone E-Mail

\_\_\_\_\_  
Secondary Contact Title Phone E-Mail

Is the firm authorized to do business in CA?  Yes  No  
If Yes, on what basis?  CA Corp  CA Business License  Other: \_\_\_\_\_

Any former address or parent company?  Yes  No  
If Yes, please specify: \_\_\_\_\_

Type of Firm:  Sole Owner  Partnership  Corporation  
 Joint Venture  Other: \_\_\_\_\_

DVBE Participant?  Yes  No

Veteran Owned Business?  Yes  No

## Experience

Professional Service Fees (indicate index number corresponding to fees received in each noted year):

2017

2018

2019

2020

2021

### Index numbers for Professional Services Fees:

- |                        |                      |
|------------------------|----------------------|
| 1. Less than \$50,000  | 5. \$500,000-\$1M    |
| 2. \$50,000-\$100,000  | 6. \$1M-\$2M         |
| 3. \$100,000-\$250,000 | 7. \$2M-\$5M         |
| 4. \$250,000-\$500,000 | 8. Greater than \$5M |

Total Number of Years of Service

Community College

**Personnel**

Total # of Personnel: \_\_\_\_\_

Total # of Sub-Consultants: \_\_\_\_\_

	Name of Proposed Key Personnel	Level of Education/ Degree Obtained	Years of Experience	
			Similar Work	Community College Work
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____

**Sub-Consultants** *(If applicable)*

	Name of Proposed Sub-Consultant *	Area of Service and License #	Years of Experience	
			Similar Work	Community College Work
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____

\* Use multiple pages if necessary - The District request a comprehensive list