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Santa Ana College • Santiago Canyon College

REQUEST FOR QUALIFICATIONS (RFQ) #2223-337

ARCHITECTURAL SERVICES

Addendum #1

Issued: June 15, 2023

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

A. Information: Once the District has established a list of prequalified architects, the District will invite one or more firms to provide on-call services for smaller scale projects, ranging from \$5,000 to \$15,000.

B. The following are responses to questions received:

1. Question: I was told that RSCCD is currently doing a feasibility study for student housing. Would our firm need to pre-qualify to be eligible to submit for a future housing RFP?

Answer: Yes, your firm needs to prequalified to be eligible for a student housing RFP, unless the RFP is targeted to a student housing advisory consultant and your firm is a subconsultant for said firm.

2. Question: Is there a page limit for this request?

Answer: There is no page limit for this request.

3. Question: Does Exhibit I Statement of Intent to Meet DVBE Participation Goals need to be included in the proposal?

*Answer: Per Section 6 "DVBE documentation is included in this RFQ but is **not** required to be submitted in the Response.*

4. Question: Under section 1.5 it states to list all exhibits in the appendix, however under section 3 each exhibit is referenced in a particular subsection. Are we able to include these exhibits in those subsections?

Answer: It is at the Firm's discretion to determine where to include the Exhibits; either in the Subsections or in the appendix.

5. Question: Section 3.11 Inappropriate and Unsolicited Communication is listed underneath Statement of Qualifications Response Format but it is unclear what the

District would like us to provide here. Can the District confirm that this section is just for our information and that there is not anything further to provide for this section?

Answer: This section is for your information.

6. Question: Does insurance, inappropriate/unsolicited communication, or a disability form need to be included in this proposal or can these be provided from the awarded firm?

Answer: Insurance documents and DBVE documents will be requested at the time of award of a contract, following a project specific RFP.

7. Question: Section 3.11 does not request any additional information. Do we need to provide anything for this section?

Answer: Section 3.11 is for your information.

8. Question: Should sub-consultant rates be included in the proposal submission and incorporated into the all-inclusive rates?

Answer: A separate hourly rate exhibit shall be completed for each sub-consultant.

9. Question: For the architectural services specified in the RFQ, does the consulting firm need to be located within the district or Orange County area?

Answer: No.

10. Question: Is the selection process weighted based on the location of the consulting firm?

Answer: No. However, the selected firm must demonstrate their ability to provide services in a responsive and timely manner.

11. Question: On page 7 of the RFP under 'Selection Criteria' it states: "Fee: has provided a proposed fee, provided billing rates for team members and sub-consultants, has competitive rates in comparison to others, completed the Billing Rate Form." There is no proposed project for this RFQ and therefore we have no proposed fee. Please confirm we are only required to submit hourly rates per instructions on the Billing Rate Form.

Answer: Firms are required to provide hourly rates only.

12. Question: If we are a selected proponent, how long will we be included in the Rancho Santiago pool of architects?

Answer: The District typically renews the list of prequalified consultants every five years.

13. Question: Are campus master planning or district planning services excluded or included in the desired services for the selected architects?

Answer: It is at the District's discretion to engage master plan services from the prequalified list of architects or release a new Request for Qualifications/Request for Proposal.

14. Question: To what extent are pre design services desired, such as programing, stakeholder engagement and design criteria documentation?

Answer: Pre-design services are often needed by the District.

15. Question: Has a recent comprehensive accessibility assessment been conducted for all campuses, or will ADA assessment be performed on a project to project basis?

Answer: An accessibility assessment has been conducted.

16. Question: Are there recent campus master plans that will inform the development of each campus, or will such master plans be conducted and updated subsequent to the architect selection pool?

Answer: A master plan update was completed in 2022. The master plan will continue to be updated.

17. Question: Is the intent for the proposal to include 3.2 in the cover letter under 3.1.?

Answer: Section 3.2 can be answered in the cover letter or separately.

18. Question: What would the fee proposal be based on? Is the fee proposal required?

Answer: See answer to question 11.

End of Addendum 1