



REQUEST FOR QUALIFICATIONS/ REQUEST FOR PROPOSAL (RFQ/RFP)

#1415-90

**FACILITIES MASTER PLAN & CONTINUING EDUCATION
FACILITIES MASTER PLAN**

**ADDENDUM # 2
ISSUED FEBRUARY 10, 2015**

The following changes, additions, deletions or corrections shall become part of the Request for Qualification/Request for Proposal for Facilities Master Planning Services.

The following are responses to questions received from various firms.

1. Requirements for the Cover Letter are addressed in two places: 1. Submittal Cover and 3. Firm Information. Can you please clarify whether you would like to see the Cover Letter before or after section 2, Table of Contents?

It is preferred to have the Cover Letter before the Table of Contents.

2. Both Section 3.2 and Section 3.6 request "a schedule of all District contracts held within the last five years, with respect to each project, the project name and the property address, the contract amount, and Consultant's contact person at the District on said project." Can you please clarify in which section you would like us to include this information?

Both Section.

Section 3.2 refers to only relevant experiences in comprehensive program planning consultant services with schools, community colleges, colleges and/or other applicable facilities.

Section 3.6 refers to a list of District or School Facility that your firm may have contracts with but not including projects relevant to comprehensive program planning consultant services.

3. Section 4: Billing Rates requests that we "Provide any planned escalation rate if the option years is utilized." This does not seem to be applicable to this project. Can you please confirm that this is not applicable and that we do not need to include it in our submission?

If not applicable, note on the form as "Not Applicable".

4. The RFQ specifies that Exhibit J must be signed in permanent blue ink. Is this applicable only to the unbound "Master" copy or does Exhibit J in each submitted copy need to be signed in permanent blue ink? Additionally, is the permanent blue ink requirement only applicable to Exhibit J or to all exhibits requiring a signature?

Exhibit J in the "Master" copy shall be signed in permanent blue ink and signed copies of are acceptable for the other sets.