



RANCHO SANTIAGO
Community College District

**REQUEST FOR PROPOSAL (RFP) #1415-80
LEGAL CONSULTING SERVICES FOR VARIOUS LEGAL ISSUES
REGARDING FACILITIES PLANNING AND CONSTRUCTION PROJECTS**

**ADDENDUM # 1
ISSUED NOVEMBER 26, 2014**

The following changes, additions, deletions or corrections shall become part of the Request for Proposal for Legal Consulting Services.

The following are responses to questions received from various firms.

1. In section 4.7 (page 6), it says “Consultant shall propose and all-inclusive fixed fee for all of the services described in this RFP.” The next paragraph references the Billing Rate Form and requests “billing rates for all personnel and/or categories of employees....” (Later in that paragraph is a reference to architectural and engineering services.) We believe the former is perhaps pulled from another RFP and is not intended here; however, if it is required, we are unsure how to propose a fixed amount because the legal services required will vary based on the project. We are prepared to propose an hourly rate structure; however, please clarify how you would like us to present our proposed fees.

Disregard the reference to the fixed fee but complete Exhibit E – Billing Rate Form.

2. In Exhibit H, the second DVBE paragraph references “... as part of its Agreement for CEQA Consulting Services... and specifically the 17th & Bristol Street Project.” Near the bottom of the form there is a space to list Suppliers. Please advise/clarify re: the Agreement and the referenced Project and/or let us know if we may have missed an Addendum to the original RFQ/RFP.

Complete and submit revised Exhibit H. See attachment.

3. Section 1.1 – What is meant by the term “general agency”?

Term “general agency” is in reference to District Facility-related matters.

4. Sections 1.6 and 4.7 and Exhibit E – Please explain why both a fixed fee and hourly rates are sought in the response. And please explain how a bidder can develop an all-inclusive fixed fee in advance of the issuance of specific RFPs.

See question/response #1

5. Section 3.5 – If an attorney of the firm qualifies as a disabled veteran, may that be explained in the response, which seems to seek a commitment to DVBE hiring for consultants only?

Provide an explanation in the response.

6. The firm's project experience requirement of listing specific projects within the last 5 years, etc. listed in section 4.4 and Exhibit D would be difficult to address since we may provide legal advice or assistance on a number of legal issues or claims which affect a number of projects.

Provide a summary of experience which closely resembles the services requested in the RFP.

7. Similarly, section 4.5 regarding current workloads and availability would not normally apply to law firms since we do not dedicate certain attorneys to work on specific projects to the exclusion of other projects and/or issues which may arise.

Disregard section 4.5

End of Addendum #1

Exhibit H (revised)

Statement of Intent to Meet DVBE Participation Goals

The Rancho Santiago Community College District has a participation goal for disabled veteran business enterprises ("DVBE") of 3 percent, per year.

Set forth below is a list of the anticipated participation of DVBEs which _____ (the "Consultant") intends to use as part of its Agreement for Legal Consulting Services for Various Legal Issues Regarding Facilities Planning and Construction Projects. Although it is not specifically required, you are encouraged to include DVBE participation.

Prior to, and as a condition precedent for, final payment under an Agreement, the Consultant shall provide appropriate documentation to the District identifying the amount paid to DVBEs in conjunction with the Agreement, so that the District can assess its success in meeting the 3 percent goal.

The Consultant anticipates: (a) that _____ percent of the total dollar amount awarded to the Consultant shall be paid to DVBEs' and (b) using the following DVBE subcontractors:

Names of Sub-Consultants:

Signature of Consultant

Date