



August 25, 2013

**REQUEST FOR QUALIFICATIONS
#1314-03**

**Architectural and Engineering Services
For Various Facility Improvement Projects
Addendum #2**

The following changes, additions, deletions or corrections shall become part of the Request for Qualifications for the Architectural and Engineering Services.

The following are responses to questions received from various firms.

1. Does this RFQ cover the new projects under the Santa Ana College Bond Program (Measure Q, Passed November 6, 2012)?

Yes, this RFQ will cover the new projects under the Santa Ana College besides other projects yet to be determined.

2. How many firms will be pre-qualified?

The District may select one or more Pre-Qualified Consultants.

3. In section 3.12 of the RFQ, it states that "Consultant will propose an all-inclusive hourly fee for all the services described in Section 2 above". Given that the services listed in Section 2 will require a number of different roles with a wide range of hourly rates, is the requested hourly fee intended to be a blended rate that represents the average of all anticipated roles?

Provide consultant's typical fee as applicable as well as any sub-consultant fees or services.

4. Exhibit D (Team Member) form is asking for "Years w/K-12 Experience". Can we show our community college experience instead?

Show the community college experience instead of "Years w/K-12 Experience". See revised Exhibit D.

5. Please confirm that the word "seven" in the last paragraph of page 2 is a typo, and six copies in fact are required.

Six copies are required.

6. The RFQ requires completion of a form C2, which is not attached.

Provide a separate sheet titled “Exhibit C2” for the Firm Experience Form.

7. Clarify whether we need to submit Exhibit I and whether we need to list DVBE sub-consultants at this time or whether we should include a statement that we will comply with the requirements. If the latter, should that statement be on Exhibit I or elsewhere in the SOQ?

Exhibit I does not need to be submitted at this time, but if awarded a contract, the firm must provide the required DVBE documentation.

8. Pg. 5, Section 2.1A, one of the bullet points describes the scope of services as: “Serve as Project Manager during project construction, which includes preparation, review, recommendation and submittal to District of any change orders. Provide leadership in coordinating the design process and managing sub-consultants. Ensure effective communication between the District, design team and sub-consultants.” Will the College also be hiring a construction/program management company to assist in the construction phase?

This is not yet determined.

9. Pg. 9, Section 3.8, is it acceptable to provide multiple team members and consultants for a particular area of expertise that upon availability, project type, and/or competitive fee, will be determined in the future RFP’s or RFQ’s for specific projects?

Yes, that is acceptable.

10. In Section 3.6 RSCCD is asking for a minimum of 5 completed projects in the last 7 years, at least three of these projects DSA certified. Would it be acceptable to include recent projects where design is complete along with DSA approval but construction is not yet complete?

The preference is to list the minimum of 5 completed projects in the last 7 years.

11. In section 3.10 you ask for a list of community college contracts. As our firm (as opposed to individual employees and sub-consultants) holds no previous community college contracts, should we list K12 or other relevant contract experience?

The preference is to list community college contracts.

12. In section 3.11 you ask for licenses for all arch/engineering consultants. Do you want photocopies of actual licenses, or would it be sufficient to furnish license numbers with current expiration dates?

The listing of license numbers with current expiration dates is sufficient.

13. **Page 8, Note for exhibits:** Apologies for asking a format question, but would the district prefer exhibits being organized by exhibit letter (e.g. all Exhibit Cs for Consultant and

Subconsultant go together), or by subconsultant (e.g. HMC's Exhibits A – I in alphabetical order, followed by subconsultant 1, Exhibits A – I, etc.)?

The latter method of organization is preferred.

14. Page 8, section 3.2 Firm information. RFP asks consultant to provide a one page cover letter (as defined on page 7 Response Format) and introduction that includes firm's corporate structure/history, litigation, philosophy/approach and experience as it relates to basic services, developing recommendations and working with multiple agencies. Is this content expected to be part of one, one-page letter, or may we break up the content within a one-page cover letter and a separate introduction section?

No preference as long as it provides the information requested in a concise matter.

15. Page 8, Firm Experience / Work Plan. Provide a proposed work plan for assisting the District – since the scope of services on pages 4-5 contains a variety of project types and sizes we are unsure how to develop a work plan. What is the district looking for here?

Provide a work plan for a generic community college project or one may be most applicable to this RFQ.

16. Page 9, List of Projects, bullets at bottom of page – The last two bullets do not appear to be project specific. May the firm answer these questions within the body of the proposal, rather than on Exhibit C, which seems to be asking specific questions about individual projects?

Provide in Exhibit C as RFQ suggested.

17. Page 10, List of Projects, top of page – References Exhibit C2 Firm Experience form, which was not included in the RFP packet. Also, the form requests a list of “all the projects the Firm has completed. Please use as many sheets as necessary to list all complete projects.” Can we assume the list should include only *community college* projects?

List only community college projects.

18. Page 10, 3.8 Project Team – This section asks that consultant use Exhibit D. However, this exhibit does not ask for detailed resumes of the key personnel. Are we to assume that we provide a detailed resume in section 3.8, and also fill out Exhibit D for each person we propose in this SOQ? Also, this section does not mention filling out Exhibit E for team members on the consultant team. Please confirm that you are looking for Exhibit E in addition to D for each member of the proposed team.

Exhibits D and E shall be completed for the proposed team members of the firm, consultants and sub-consultants.

19. Exhibit A, second page – Please clarify the Personnel section. Is “Total # of Personnel” referring to total number of employees within the lead consultant's firm, or the total # of employees on the team proposed in the RSCCD SOQ? Similarly, is “Total # of Consultants” referring to the total number of consultants' personnel for each of their

companies, or total number of employees within our team of sub-consultants proposed for the RSCCD SOQ? For “name of proposed consultant” would we list all of our lead consultant’s employees and their degrees, or just the ones we propose for our team?

Provide the total number of employees for each company.

20. Exhibit C – “Milestone Project Schedule” in “Project Summary.” What level of detail are you looking for in these sections? A start and end year per each major phase?

Provide enough details that show the major milestones of the projects.

21. Exhibit E – Please confirm whether this form is for lead consultants, sub consultants, or both. Also, re: school type, please confirm that this should be modified for community colleges and not K-12?

Complete this form for both consultant and sub-consultants. Regarding the school type, the form asks to indicate the school type.

22. Exhibit F – Since the scope of services on pages 4-5 contains a variety of project types and sizes we are unsure how to develop an estimate of reimbursable expenses for this section. What is the district looking for here?

Develop an estimate of reimbursable expenses for several project types and sizes.

23. Exhibit G – Can the corporate seal be graphic?

Yes.

24. In Section 3.6 List of Projects, towards the end of the section you are asking to use Exhibit C2 to list all projects the firm has completed. Also, what is the length of time you are looking for? Our firm has completed thousands of projects in our history in multiple markets and I would like to be able to narrow this list down.

Projects must have been completed in the last seven years.

25. Section 3.10 Contracts, could you clarify if you are looking for a list of contracts we and/or our sub-consultants have with Rancho Santiago CCD?

Provide a list of contracts with Rancho Santiago CCD and other community college districts.

End of Addendum #2

Exhibit D

Team Member Resume Form

Proposed Consultant Name

Title

Firm Name

Proposed Position

Years w/Firm

Years w/Previous Firms

Years w/Community
College Experience

Availability

Education Specific to Position (School/Year/Degree/Subject):

Other Training/Experience w/RSCCD, DSA, Community College Chancellors Office and other State Agencies (or equivalent):

Credentials/Certifications/Licenses/Registrations/Accreditations (related to position and years acquired):

Skills Relevant to the Proposed Project:

List of Community College Districts Consultant Has Worked For: