



**REQUEST FOR QUALIFICATIONS (RFQ)/  
REQUEST FOR PROPOSAL (RFP) #1819-219**

**FURNITURE & EQUIPMENT CONSULTING SERVICES**

for

**RUSSELL HALL REPLACEMENT PROJECT (HEALTH SCIENCES BUILDING)  
at Santa Ana College  
Addendum #1  
Issued: August 13, 2018**

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

- A. Exhibit E – Fixed Fee Proposal
  - 1) To clarify this form, Consultants may choose to submit fee proposals for entire F&E scope (non-medical + medical equipment), medical equipment only, or non-medical scope only.
- B. The following are responses to questions received from various firms:
  1. Under Section 2.1 Site Description / Project Description, paragraph 3...It stated that the architect (HGA Architects) has included a Medical Equipment Planner (Criterion Systems) as one of their subconsultants. The following tasks will remain the responsibility of Criterion Systems under the HGA Architects contract:
    - All vetting/planning of the medical equipment needs with the user groups
    - Product specifications for all medical equipment
    - Space planning for labs (excludes tables, chairs, and lectern)
    - Space planning for storage rooms (excludes file cabinets)

However, under Section 3.1 – Scope of Services, line item no. 1, it listed medical equipment to be under the F&E scope. This directive of including medical equipment in the F&E scope was also repeated under Phase II verbiage.

**Question: Please clarify if medical equipment is under the F&E scope of services?**

*Answer: The District is in need of Procurement, Delivery/Install, and Closeout services for the medical equipment. The design phase scope for medical equipment has already been captured by the design team and will not be required in this RFP.*

2. Under Section 3, Phase 2, line item no. 1, it stated the following:  
Develop schedule for product research, **bidding**, procurement, and installation, which meets the District occupancy milestones. Then under the same section, in line items no. 12, it stated that the District is currently working on an RFP for modular furniture to establish competitive pricing while ensuring compliance with both prevailing wage and the District's CSWPA. This pricing/contract will be utilized for this Project as well as and no additional bidding/RFP for modular furniture should be required.

In addition, line item no. 13 stated all non-modular furniture may be procured through any of the following forms of competitive contracts:  
CMAS, NASPO (formerly WSCA), FCCC, UC/CSU piggy-backable agreements (product and services), and K-12/CCD piggy-backable agreements (product only).

**Question: Based on the guidelines stated in line item nos. 12 and 13, it seems like a bidding process for Furniture will not be required for the Russell Hall Replacement Project. Please render clarification.**

*Answer: Agreed, likely all furniture will be procured through the District's existing bid or existing competitive contracts. Medical equipment, on the other hand, may be required to be bid if there are not existing competitive contracts in place.*

3. Under Section 6.1, bullet point 2 – Technical Qualification and Competence. This includes experience, expertise, and familiarity with traffic engineering and applicable laws and requirements for public works projects in general and school projects in particular.

**Question: Please render the roles/responsibilities of a “Traffic Engineering,” and its relevancy to the F&E scope of services.**

*Answer: Paragraph to be **revised** as follows: “This includes experience, expertise, and familiarity with **furniture and equipment** and applicable laws and requirements for public works projects in general and school projects in particular.”*

4. Under Section 1.5 Response Format, NOTE for Exhibits: The third sentence stated, All exhibits may be recreated in another program as long as the formatting and information requested mirrors the PDF forms attached to this RFQ/RFP.

**Question: Can you please elaborate and render further clarifications.**

*Answer: Creating different forms is acceptable as long as they include the same content and are generally formatted similarly for ease of District personnel finding the necessary information.*

5. Exhibit C – Firm Experience Form

**Question: We would like to include project installation photos along with Exhibit C for each projects. Would it be acceptable to attach a project image sheet to Exhibit C?**

*Answer: Yes.*

6. Exhibit E – Fixed Fee Proposal, there are two sections: Non-Medical Furniture & Equipment Services and Medical Equipment Services:

**Question: Since we are not Medical Equipment Experts, we will not be able to provide that scope of services. Would it be acceptable to submit fee proposal for the Non-Medical Furniture & Equipment Services only?**

*Answer: Yes, please see paragraph A. above.*

*End of Addendum 1*