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Santa Ana College • Santiago Canyon College

REQUEST FOR QUALIFICATIONS/REQUEST FOR PROPOSAL (RFQ/RFP) #1920-271
ARCHITECTURAL AND ENGINEERING SERVICES – BARRIER REMOVAL PROJECTS AT SANTIAGO CANYON COLLEGE

Addendum No. 03

Issued: July 20, 2020

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

A. The RFQ/RFP Schedule has been revised as follows:

Event / Occurrence	Deadline
Deadline for Consultants to submit questions regarding this RFQ/RFP	July 21, 2020 by 4:00pm August 13, 2020 by 4:00 pm
Deadline for Consultants to submit Responses	August 20, 2020 by 4:00pm August 27, 2020 by 4:00 pm
District to interview Consultant(s) (Estimated)	August/September 2020
District to finalize recommendation for District Board of Trustees	September/October 2020
District Board of Trustees approves successful Consultant	TBD

B. The following are responses to questions received from various firms:

- For the Project at Lots 2 & 7: the scope under the Design Phase identifies providing “all required surveys” yet the RFP documents did provided topographic surveys for the campus. Is the District looking for the proposers to include site-specific site surveying scope and fee as part of the RFP response?

Answer: Yes, site specific surveying should be included in the scope of services and proposal fee.

- For the Project at Lots 2 & 7: on page 24 of RFP, the design phase indicates that there will be No ‘DD Phase’, however on the same page the project schedule allocates total 4 weeks for DD phase. Please confirm whether or not there will be a DD phase site for this project?

Answer: Confirmed; design development is not required for this project. The schedule indicates "DD" instead of "SD", which is required per the Design Phase requirements. An updated schedule is provided below:

Contract Approval by Board of Trustees (anticipated)	TBD
AE Prepares 100% SD Package	2 weeks
AE and District review of 100% SD Package	2 weeks
AE Prepares 60% CD Package	3 weeks
AE and District review of 60% CD Package	2 weeks
AE Prepares 90% CD Package	2 weeks
AE and District review of 90% CD Package	2 weeks
AE Prepares 100% CD Package	2 weeks
DSA Submittal	TBD
DSA Review and Approval	5 months
Bid Period	Approx. 20 weeks
Construction Phase	Approx. 10 weeks
Close-Out Phase	Approx. 8 weeks

- For the Project at Lots 2 & 7: the as-built drawings provide pavement section thicknesses for the existing parking lot and walkways. We assume the same pavement sections and details can be used for this barrier removal project and there is no need to hire Geotech engineer to do R-value testing and make new recommendation. Please confirm.

Answer: Record geotechnical reports will be provided to the selected architect upon award of project. Pavement sections should be based on the geotechnical report recommendations. If additional geotechnical investigation is required, services will be rendered separately by the District.

- For the Project at Lots 2 & 7: Will as-built drawings for the existing retaining wall to be evaluated by provided, or should the proposing team include investigation on site to determine what is there (excavation to determine footing and GPR to determine rebar)?

Answer: As-built drawings of the retaining wall will be provided to the selected architect upon award of the project.

- For the Building D Multi-User Restroom Project: Exhibit J indicates that “An overall fixture count and analysis will be required to determine the required number of fixtures to be provided.” If the outcome of this calculation deems the existing restroom perimeter is not large enough to accommodate the fixture count, does the District/College accept the increase of the Restrooms footprint, hence impeding on nearby spaces? Or does the District/College prefer the existing perimeter / square footage be maintained in the upgrade?

Answer: Should additional square footage be required; the District will review and evaluate options with the selected architect.

- For the two Building D Restroom Projects: does the district foresee the need to upgrade the Lighting as well?

Answer: Yes, all interior fixtures and finishes are anticipated to be replaced.

- Does the district have a target budget for each of the three projects?

Answer: No, there is no target budget at this time.

- Does the district wish for the proposing team to undertake cost estimating services for each of the three projects?

Answer: The requirement for cost estimating services is outlined in the scope of work in the Architectural Services Agreement to be issued under separate cover.

- Exhibit L – Architectural Services Agreement is identified to be provided via Addendum at a future date. Will this exhibit be made available to the proposers at this time?

Answer: The District anticipates releasing a template agreement by the first week of August, as an addendum.

10. If a proposer wishes to respond to all three projects, does the District wish to see the three separate fee proposals within the overall response in a single PDF? Or does the District wish for the proposers to submit three completely separate RFP responses / PDFs?

Answer: The District wishes to see three separate fee proposals within the overall response in a single PDF.

11. Under statement of Qualifications, part 4.3 is requesting proposers to “provide a list of all District contracts held within the last five (5) years.” Please advise if this is in relation to Rancho Santiago Community College District only, or if it’s to be inclusive of all California College Districts?

Answer: The list is in relation to contracts held with the Rancho Santiago Community College District.

12. Should the Fee Proposal be included with section 4.6 “Billing Rates”, or should it be under a separate cover?

Answer: The Fee Proposal should be included as part of section 4.6 “Billing Rates”.

13. Does the District intend to release the Architectural Services Agreement before the proposal deadline?

Answer: See question 9.

14. For Exhibit C – Firm Project Experience Form: is it acceptable to include projects that are still in construction, or must they be completed?

Answer: Per Section 4.3, Exhibit C should provide a minimum of (5) completed projects within the last eight years.

15. Are there CAD As Builts of these areas?

Answer: CAD files are not available for Lot 2&7 and limited CAD files are available for Building D and will be provided to the selected architect.

16. Exhibit 1 – Do the existing parking stalls meet current code requirements since we are providing POT to and from?

Answer: The existing parking stall were built in accordance with the as-built drawings included in the record drawings on the Dropbox link provided in the original RFQ/RFP document.

17. Exhibit J & K - Has any abatement been done per the 2015 report, and if not will that be done will that be done by the district or is this something we should be addressing in our scope?

Answer: No significant changes have been made. Hazardous material removal will be provided by others.

18. Can the district confirm that in order to propose on multiple projects we can submit a single qualification package and separate fee proposals for each project? Or are we required to submit full packages for each project?

Answer: See question 10.

19. Can the district provide a breakdown of scoring by points?

Answer: Please refer to Section 6.1 for a list of the evaluation criteria. The District does not utilize scoring by points.

20. On Exhibit D of the RFP, there is a column titled Daily Rate Max. What is that?

Answer: See revised Exhibit D - Billing Rate Form attached hereto.

21. I have downloaded the 2-addenda from the district website but did not see a 'Contract' as per the RFP, Item 4.7. Please let us know if this will be provided or if this will be removed from the response.

4.7 Contract

Consultants shall review a typical District agreement, to be provided via addendum at a later date, and provide any comments or objections to the Agreement in its Response. Consultants will be required to substantially accept the form of Agreement, including the indemnification provisions therein. PLEASE NOTE: The District will not consider any substantive changes to the form of Agreement.

Answer: See question 9.

End of Addendum No. 03

Exhibit D – Billing Rate Form – Revised

Firm Name: _____

Billing Rates

Do rates include travel charges? Yes

Note: all rates shall include travel and mileage. These will not be acceptable reimbursable items.

Job Title	Name of Personnel	Hourly Rate

Effective Dates of Rates

Signature

NOTE: All licensed professionals in responsible charge of the work MUST be directly employed by the responding Consultant and NOT employed as a Sub-Consultant. Consultant's proposed rates should include and account for all direct labor costs, fringe benefits, insurance, overhead, profit, travel, and all other expenses the Consultant will incur in providing Services. All other Services not included herein shall be negotiated as required.