

Request for Qualifications: On-Call Consultant Services Pool # 16/17-MB06

ADDENDUM #1

3/31/17

Please see comments/clarifications below.

NOTE 1 From District:

Many questions below are redundant and were answered accordingly. Also, many questions were asked regarding the layout, operations and/or the logistics of the college. This is a RFQ for qualification for “on-call” services. No vendor is guaranteed work, as written in the RFQ. Also, some of the detailed questions would be answered after the selection of the vendors and acceptance of the master agreement for the specific field chosen. As such, they were not relevant, and thus not answered, in the RFI’s submitted.

While its written below **YOU MUST SUBMIT SEPARATE PROPOSALS IF YOU PLAN TO SUBMIT FOR MULTIPLE AREAS OF EXPERTISE. DO NOT SEND ONE (1) SUBMITTAL FOR MULTIPLE AREAS, IF THIS IS DONE YOUR PROPOSAL WILL BE REJECTED BY THE DISTRICT AS NON RESPONSIVE TO THIS ADDENDUM.**

1. On page 3 of the above mentioned RFQ, Letter A states that we must clearly indicate the specific area of discipline our proposal is for. We would like to be considered for both the MEP services (option 2) as well as the Commissioning services (option 9). Must we submit a completely separate proposal for each discipline, or can we combine the 2 areas into one submission?

A: Please submit separate proposals

2. The bid docs indicate Commercial Liability Insurance to be 1M per claim and 2M aggregate. And the Pro Liability to be 2M per claim and 4M per aggregate. It has always been typical, and I have, Commercial at 1M per claim and 1M aggregate and the same for Pro Liability. Are inspectors going to be required to have the higher amounts?

A: Yes

3. Can our firm respond to just a few of the 13 categories listed on page 3 (ie. 7, 8, and 13), or is the District looking for an all-inclusive team?

A: Each category is stand alone. So you can respond to one item, three or all depending on the services you want to provide. One proposal should be submitted per item you are proposing to provide your services.

4. Do we need to submit separate submittals for each category?

A: Yes

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5. Can the District post Attachment G of the District's Local Business Outreach Program being referred to on page 2 of the RFQ?

A: Attachment G is still under review by our Board of Trustees, it's not currently available.

6. In setting up the statement of qualifications response, the District is asking in this order, 1. Cover, 2. Letter of Transmittal, and 3. Table of Contents on page 6 and 7 of the RFQ. Do we then include "Qualifications" A-D after the table of contents tab?

A: Yes

7. Do we need to include sub consultant qualifications in our submittal if we use them generally in our environmental analysis services (i.e. traffic impact studies, hydrology studies, and geology studies)?

A: No

8. Can we submit our qualifications solo or do we have to be part of a team?

A: You can submit solo as long as you are qualified and/or licensed in the area you are proposing in.

9. Can the 30 individual pages be double-sided (essentially creating a 60-page document), or must they be single-sided?

A: Total page count is 30 pages and not anything longer. If double sided, your page limitation is 15 pages.

10. There are a couple of different items in the RFQ regarding experience: Item B asks for five DSA (or state jurisdiction) projects. Item C2 asks for public works experience and C3 asks for higher education projects. Does the college want three separate sections in the proposal, or can they be addressed together (as long as a minimum of five representative projects are provided)?

A: They can be addressed together.

11. Has the District retained a CM/PM agency?

A: Yes

12. Has the design firm(s) been chosen and is that posted somewhere?

A: They were chosen in fall 2016.

13. Clarification on Questions 2 on Page 4 of the solicitation. Are you looking for experience working directly for a Public Agency or simple experience working with public agencies through prior school or civic projects?

A: Either or will be duly reviewed.

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14. Are you selecting multiple firms for each discipline for a pool or one consultant per each discipline?

A: Potentially multiple vendors per item listed in the RFQ

15. For the “Environmental Analysis” area of discipline listed on page 3 of the RFQ, do you anticipate any future need for regulatory permitting for District improvements in addition to analysis subject to the California Environmental Quality Act (CEQA)?

A: Possibly

16. Has the District determined how many consulting firms could be shortlisted for on-call services for each discipline, particularly the Environmental Analysis discipline?

A: See the answer to #14

17. On page 2 of the above mentioned RFQ, under the Outreach Program heading, an “Attachment G” is mentioned, however, there is no Attachment G to be found. Can you please supply us with that document?

A: See the answer to #5

18. If we want to submit SOQs for multiple disciplines, do we need to prepare a separate package for each discipline? Or can we prepare a combined submittal?

A: See the answer #1

19. Will MCCD accept one (1) package covering multiple services or are separate submittals required for each service area?

A: Separate submittals due to the differing review committees.

20. If one (1) package is acceptable for multiple services, how will be maximum page limit be affected or will the limit still be 30 pages per submittal?

A: See the answer #19 and #9

21. One of the service areas listed is “Environmental Analysis”. Can you define the services to be included in this discipline?

A: EIR, CEQA documents etc.

22. If we plan to submit on more than one discipline, are we required to submit separate Statement of Qualifications for each discipline?

A: Yes

23. Are resumes included in the 30-page limit?

A: Yes

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24. On page 6 of the RFQ under Required format for Statement of Qualifications, tabbed dividers are required and should be titled and numbered as indicated: (1. Cover Letter, 2. Letter of Transmittal, 3. Table of Contents). Per this statement, only 3 tabs are required. Are we required to provide Tabs for items mentioned on page 3 and 4 of the RFQ (B. Experience, C. Qualifications, D. Capacity)? If so, please advise how you would prefer these items to be tabbed.

A: See the answer to #6

25. As part of the previous RFQ for architect teams on-call they were required to submit full teams and we were on 3 of those teams that were selected. We are understanding now that for new work the on-call teams will select from the pool of consultants currently being procured. Is this correct?

A: The "teams" were not selected in the on-call design firm RFP, the design firms were chosen and they had to identify their sub consultants. The District will have needs beyond the design teams and sub consultants are not under contract with the District as part of the design team RFP. This RFQ puts those firms selected under contract and can be used for any and all related items they are selected for, up to and including replacing subs for design teams shall those teams get to busy etc.

26. The RFQ states "A maximum of thirty (30) individual pages, excluding cover and index sheets, are allowed, including any sheet exhibits. Sheets can be double-sided." Is 30 the number of sheets of paper or faces of paper? I.e. Double sided the limit would be 15?

A: 30 page count max. Double sided is 15 page count max.

27. Through-out the District's Request the Terms RFQ and SOQ are both used and seemingly for the same thing. Is this an RFQ or an SOQ we are submitting to the District?

A: Request for Qualification and Statement of Qualifications are virtually the same thing. The District issued an RFQ, but you will be submitting an SOQ.

28. The sample Master Agreement with link in the SOQ seems to really address design work rather than environmental (e.g., schematic phase, etc.). Will this be revised to be more appropriate to environmental work?

A: Yes, but the terms and conditions are pretty much in place.

29. There is a reference to Attachment G for the Local Business Outreach Program, but there is no Attachment G with the SOQ. Can that be provided?

A: See the answer to #5

30. The Master List Report (10/10/16) lists a number of projects (with white lines) that don't appear on the Final Facilities Master Plan figures in the overall Facilities Master Plan (e.g., Village Square Replacement, Multipurpose Lecture/Community Space, and Parking Structure at Kentfield). Does this mean that these projects are not included in bond funds?

A: All projects are represented in the facilities master plan with exception of the parking structure.

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31. Does the District anticipate giving preliminary approval to the Facilities Master Plan, then having a Program EIR or Supplemental Program EIR done on this, with formal approval at the time of certifying the Final EIR? In this way, the overall cumulative projects can be addressed so that no accusations of piece mealing occurs. This was what we did with last bond measure CEQA work. However, I think there's a way to save on CEQA costs by identifying many projects that may be appropriate for Categorical Exemptions.

A: The FMP has been approved since October 2016. The last bond measure was not done this way collectively for the entire bond. Some projects will be done individually, some are exempt from CEQA. After Summer 2017 we will do a Program EIR for the rest of the work.

32. Who is the attorney working with the District who specializes in CEQA and who will be involved in reviewing administrative draft documents?

A: That will be disclosed upon the selection of the vendors of record. It is not relevant to this RFQ.

33. Is there any increased enrollment or increase in staff/faculty projected over the life of the bond? If so, how much at each campus?

A: Not sure how this is relevant to qualifications of vendors. The bond is slated for 10 years, our enrollment projections are only for 1-2 years tops.

34. What is the net increase/decrease in total square footage anticipated at each campus?

A: Not relevant to this RFQ

35. At IVC, will the Aquatics Center require grading and tree removal on the slope to the south of the new site? And will existing tennis courts be relocated?

A: These are operational and logistics to a specific project and not relevant to this RFQ

36. Does the District plan on doing LEED certification for buildings? And both Facilities Plans show "solar projects" but these are not shown on the project list. Would they be part of the environmental review?

A: No, Solar is CEQA exempt due to the locations.

37. The RFQ (pg. 4) indicates that we are supposed to identify insurance coverage maintained by the responding firm, and confirm that the Consultant has in place or will obtain each of the policies of insurance with the minimum coverage amounts set forth in the Consultant Contract. Section 9.8 of the Sample Master Agreement (what I understand to be the Consultant Contract) indicates that professional liability insurance must be \$1,000,000 per occurrence and \$2,000,000 aggregate, while the page 7 of the RFQ indicates Professional Liability Insurance with minimum of \$2,000,000 per claim and \$4,000,000 per annual aggregate. For environmental work, this higher amount is very unusual. First we need to confirm what the correct requirement is, and secondly, we need to know if there is any flexibility for environmental firms?

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A: No, all vendors will be required to carry the insurance requirements listed.

38. Will an arborist report be prepared if tree removal is required for the Aquatics Center , or other phases of work contemplated under the Master Plan for either campus?

A: Not relevant to this RFQ

39. The Master Project List Report identifies an IVC Tree Study and Removal Project (Item 152) described as a study by an arborist to determine viability or existing trees at IVC and what species and tags need to be removed to mitigate disease and fire danger. This sounds like possibly a fire fuel management plan. Are there any completed or preliminary documents related to this task that are available to review? And can the District provide a map and/or further define this program and how extensive it might be such as how far the natural areas vegetation management and tree removal plan may extend from the improved campus and structures?

A: No, this is a RFQ for on call vendors, this is not a hard bid. This question is not relevant to this RFQ

40. The Final Facilities Master Plan for Kentfield shows a designated "Creek Expansion" along the channelized segment of Corte Madera Creek across the site. Can some further explanation be provided on what this may involve? Could it include modifications to the walls of the concrete box channel? Or is it primarily intended enhancement through native plantings beyond the top of the channel.

A: This is a RFQ for on call vendors. This question is not relevant to this RFQ

41. The Final Facilities Master Plan for Kentfield doesn't show the District's property along the northeast side of Corte Madera Creek, referred to as the Ecological Study Area. Are there any plans for vegetation management, enhancement or other modifications to this area?

A: This is a RFQ for on call vendors. This question is not relevant to this RFQ

42. At the IVC campus, are any modifications to any of the creek channels proposed such as replacing or repairing vehicle or pedestrian bridges, or stabilizing the eroded banks near the existing Child Development Center (to be converted to a Student Services Center).

A: This is a RFQ for on call vendors. This question is not relevant to this RFQ

43. On page 6 of the RFQ, under the "Required format for Statement of Qualifications" the second and third paragraphs states: "*Tabbed dividers should separate and identify the response items described below, and be titled or numbered as indicated. A qualifying SOQ must address ALL of the following points, in the following order:*"

Can you provide clarification on the SOQ format? Do we need to have only 3 tabs: Cover, Letter of

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Transmittal and Table of Contents? Also What are the “following points”? Does this refer to the Qualification bullets on pages 3 and 4?

A: Yes, 3 tabs- As written in the RFQ. The following points are the items 1-3 listed in the “Required format for SOQ”. Not sure what else to explain as the requirements are listed in the RFQ

44. Please confirm that the SOQ submittal should address only the disciplines for which the individual proposer is interested in pursuing. In other words, it is not necessary to compile a multi-discipline team to address all of the various disciplines.

A: There should be a separate submittal for each area that you are proposing for, DO NOT compose one submittal for multiple categories. These are being reviewed by various people for various topics.

Acknowledge receipt of this addendum by signing and submitting along with your Statement of Qualifications (SOQ) which is due prior to 3:00pm on April 11, 2017 to Mayra Ramirez, Buyer (Measure B Bond), 1800 Ignacio Blvd. Novato, CA 94949.

Name of Company: _____

Signature of Individual authorized to sign for company: _____

Name Printed: _____

Date: _____