Questions and Answers

RFP B12-11 “On-Going Architectural Services”

1. What are the size, budget and schedule of the Building 600 Modernization project described in the RFQ?

   The area to be modernized is approx. 4,000 sf; the construction costs are estimated to be about $750,000; and project commencement date will be about July 2012, while the construction commencement date should be about January 2013 with a completion target of August 2013.

2. Does the District anticipate pursuing another bond measure? If so, when?

   This is unknown at this time.

3. Is the District working with any consultant(s) to assist with the future bond issue?

   N/A

4. Can financial statements be submitted in a separate, sealed envelope and marked "Confidential"?

   Yes.

5. We do not currently carry the Comprehensive General Liability insurance limits requested in the RFQ, however we can easily secure them. Should we include a letter from our insurance provider confirming this with our RFQ Response?

   These limits would be required to enter into project contract. Your response to this RFP requires that if selected, you would assume these limits. (No letter from your insurance provider is necessary.)

6. The Experience section of Attachment B: Statement of Qualifications (page 3) requests a list of all recently completed or in progress projects. Our firm is involved with other project types (i.e. healthcare, civic, commercial, etc.). Should we limit the list to educational projects?

   You may respond according to your own discretion.
7. Those same questions ask for the project architect's name, address, telephone number and contact person. We are the project architect/architect of record for all of the projects we will be listing. Can we provide the firm name, address and telephone number once rather than repeat it for each project? The contact person will be identified with each project, as that information will be project specific.

Yes.

8. May we reformat Attachments B, C and D? The same information will be presented in the same order.

Yes.

9. I was wondering if you can clarify in section 4.4.9, Tab 7 – Fee Proposal Are you looking for the hourly rates only? Or are you looking for hourly rates AND a fee proposal? If you want a fee proposal, would you want them from the Architects only or would you also like them from our sub consultants.

*Hourly rates are a required response, including for consultants; a fee proposal is optional, but if offered it should include consultants as well. See “Attachment C.”*

10. Under 4.4, Cover Sheet. is this an actual cover or do you want a sheet with the requested information bound as the 1st page behind the front cover?

*Either choice is acceptable.*

11. How far back do you want us to go for reporting of claims? Do you want us to limit our claims/lawsuits to within a certain number of years? Past 5 years?

10 years.

12. Many of the questions in Attachment B are for contractors and are not applicable to our firm as we are architects. Can we put “N/A” for the questions that do not apply?

*In an addendum published on our website the corrected Attachment B suitable for architecture firms replaced the previous incorrect one.*

13. Please clarify what type of reference you would like us to address under “Trade Reference”.

*N/A: this term, we believe, comes from the previously incorrect Attachment B.*

14. Under 4.4.7, do our smaller consultants need to show $1M insurance coverage? Example: Landscape Architect
The insurance coverage in section 4.4.7 will be required to enter into contract; however, a certificate or statement showing current coverage is acceptable at this stage of the RFP response process.

15. Is there a page limit to our response?

No, but brevity and conciseness is appreciated.

16. Do you want us to fill out Attachment C as well as include separate billing rate sheets for each consultant?

A complete Attachment C fulfills all of 4.4.9 requirements.

17. "Attachment B: Statement of Qualifications" is a "Contractor's" form as opposed to an Architectural form. Are we required to fill this out, or was this in error and is there an Architectural form instead?

The incorrect Statement of Qualifications was included as Attachment B. An Addendum to this RFP, entitled “Addendum No. 1 B12-11 5-22-12” is the correct Exhibit B, which should be completed instead of the one originally published, which was designed for Contractors, not Architects. Please excuse the inconvenience.

END OF QUESTIONS AND ANSWERS FOR RFP B12-11