



Rancho Santa Fe School District

ADDENDUM NO. 1

TO

REQUEST FOR

QUALIFICATIONS/ PROPOSALS

FOR

ARCHITECTURAL SERVICES

November 8, 2017



Rancho Santa Fe School District

**ADDENDUM NO. 1
TO
REQUEST FOR QUALIFICATIONS (RFQ) / REQUEST FOR PROPOSALS (RFP)
ARCHITECTURAL SERVICES**

DATED: November 7, 2017
ORIGINAL RFQ/RFP PUBLICATION DATE: October 26, 2017

All questions received are posted below with corresponding answers. The interview date for qualified firms, as previously noted for the week of November 27th, has been scheduled for Tuesday, November 28th. Once qualified firms are selected for interviews, specific time slots will be scheduled accordingly with each firm.

Q1. Our team was curious if we could make a visit to the site? Please let me know if that is possible.

At this time, the District will not be hosting site visits as part of the RFQ/RFP process.

Q2. Will you be selecting a pool of architects? If yes, how many will you be selecting?

The district plans to select one architect and not a pool of architects. Per the RFQ/RFP, the District reserves the right to award to more than one contract if desired.

Q3. For section 4, project experience, will we be allowed to include projects completed by the principal or project manager while with another firm?

Project experience not completed by the firm should not be included in the proposal under section 4, but may be included as resume information under section 3.

Q4. Please clarify what constitutes one (1) page for the RFP.

One (1) page of the RFP includes the front and back.

Q5. May we provide a Table of Contents that will not be included in the 20 page count?

The Table of Contents is included as part of the 20 page count. As outlined in Section 8, front and back covers, tabs, and appendices are excluded from this count. Please also see the response to Q4.

Q6. Are the required Exhibits included in the twenty (20) maximum page count?

No, the required exhibits do not count towards the 20 page maximum.

Q7. Is an original wet signature required on one of the submitted proposals?

No, electronic signatures are acceptable on the submitted proposals.



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Q8. Is the format of the proposal (I.E. coil binding, 3-ring binder) up to the discretion of the proposer?

Yes.

Q9. Regarding the Exhibit A Fee Schedule, item 5 requires it to be submitted in a separate sealed envelope and item 8 requires 10 copies of the proposal. Shall Exhibit A also be included in the proposal? Shall the envelope be attached to the proposal in some fashion? Do you require 10 copies of Exhibit A in a single sealed envelope or 10 separate envelopes with one copy of Exhibit A?

Exhibit A should be submitted in a separate, sealed envelope. The envelope should be included with the proposal during submission. We do not require 10 copies of Exhibit A.

Q10. Under Item 8, Miscellaneous, you indicate “tabs and appendices”. Is the appendix for the Exhibits or for additional company information?

It can be for either one. Note that Exhibit A should be in a separate, sealed envelope.

Q11. Insurance – Items 5, 8, and 9 Professional Liability Insurance – can we provide you a letter from our insurance provider regarding \$2 Million Dollars per claim as our standard is \$1 Million? Do you need additional certification from the insurance provider regarding cancellation? Do you need a signed document or letter from our office indicating your requirements on Item 9?

A letter may be provided stating the \$2 million dollar per claim limit can be provided by the insurance carrier of the firm. We do not need additional certification from the insurance provider at this time, or a separate letter from the firm. You may state that the firm will adhere to these requirements.

Q12. The page requirement states no more than 20-pages. Is that 20 double sided or single sided pages?

Please see response to Q4.

Q13. If it is 20-pages single sides, can the forms and resumes be included as an appendix?

Please see response to Q4.

Q14. Per paragraph 1 on page 1, is the intent of the RFQ that the architectural proposal team include engineers as described – electrical, mechanical, civil, and structural as a part of the response to this RFQ? If the proposing architectural firm does not have in-house engineering members, should the architectural firm include sub-consulting engineers for these services?

This information should be identified in the proposal as part of the qualifications. We understand sub-consultants may be used, and may be identified under Exhibit C and D.



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Q15. Refer to Exhibit “B” Additional Services – Roster of Rates. Please describe the role of “Civil Engineering Coordinator Architect”. Confirm that this position is part of the proposing architectural firm.

This position may include a staff member or sub-consultant that has a design and educational background in civil engineering.

Q16. Refer to Part 6, Selection Criteria, regarding “design (including Prop 39 energy project design)”. What should proposal teams demonstrate in regards to energy project design? Will the development of clean energy systems be expected? Will the development of an energy program be required?

Firms, if applicable, should provide project experience relating to design of Prop 39 projects as they relate to the California Energy Commission requirements, including experience with energy expenditure plans. The development of an energy program may be required in the future should additional be available.

Q17. Is the executive summary in lieu of a cover letter, or in addition to?

The executive summary is the cover letter as outlined below Section 1, Part J.

Q18. Would it be acceptable to include the exhibits under a separate appendix tab? Would these count against the page count?

Yes. The exhibits do not count towards the 20 page limit. Exhibit A should be included in a separate, sealed envelope.

Q19. Should the letter from our insurance company also be included in something like an appendix tab? Would it count against the page count?

The letter should be included as part of the main RFQ/RFP and not as part of the appendix. The letter will count against the 20 page limit.