

**Department of Administrative Services**

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**ADDENDUM NO. 2**

Date: January 14, 2022

RFQ: On-Going Architectural Services

The following changes, additions, modifications and corrections hereinafter set forth shall apply to the documents for this RFQ and shall be made a part thereof and subject to all the requirements thereof, as if originally specified and/or shown.

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**General**

- 1) Leland Saylor and Associates is currently the estimator for the program management firm of Brailsford & Dunlavey, however, they are not excluded from being on an architect team for project specific estimating purposes.

**Response to Questions Received**

- 1.) Tab 3 - Relevant Project Experience: This section asks for additional details for projects identified in the Statement of Qualifications forms for both the Respondent and proposed Design Consultants. However, the Design Consultant Qualifications form (Attachment A-1) doesn't include a project experience section. Should we still include project experience for Design Consultants in Tab 3?

**Response: It is most important that the architecture team show relevant project experience, especially those projects having the same consultants as being proposed in this SOQ (to show past work together). For attachment A-1, design consultants shall provide only a list of relevant project experience as outlined in section 2.**

- 2.) The RFQ is asking for a summary of architectural services provided by the Design Consultant within the past 5 years. Would district consider expanding the time frame to the past 10 years to get a more wholistic view on the type and volume of work architectural firms do?

**Response: Yes, this is acceptable.**

- 3.) Can we use different size/type of font on the cover, tabs, and for caption, headers, and subheaders?

**Response: Yes, this is acceptable.**

- 4.) Can multiple project roles (project executive, project manager, design phase manager, construction manager) can be assigned to one person for both the architect and our subcontractors?

**Response: Yes, this is acceptable.**

**Department of Administrative Services**

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- 5.) What is the format Design Consultants need to share their prior experience in? Can Design Consultant include both Community College and K-12 experience?  
**Response: A list of prior experience as outlined in Attachment A-1. Yes, it is acceptable to provide K-12 and community college experience.**
- 6.) If we'd like to include a Cost Estimator on our team, are they required to fill out the Statement of Qualifications and Proposal Methodology forms? Some of the questions do not seem relevant to them. Please advise?  
**Response: Cost estimator shall fill out these forms, but state 'not applicable' on items not relevant.**
- 7.) We are planning to team with a local area architectural firm to compete for your program. The local firm attended the December 15 pre-proposal conference on our behalf. Based on the District's requirements of mandatory pre-proposal conference, can we be the architect record and the local firm be the associate architect without jeopardizing our team's participation in the selection process?  
**Response: The attending architect must be the lead in the SOQ process if a teaming strategy is used, however, AOR position may be either firm.**
- 8.) The RFQ, Tab 8 "Insurance Certificates", as well as Attachment A, Section 3 "Essential Minimum Qualifications" includes District limits for commercial general liability that are higher than can be obtained. Would the District be willing to accept a \$5M each occurrence/\$5M aggregate umbrella policy that provides for coverage "following form" to a commercial general liability policy with lower limits (\$1M each occurrence/\$2M aggregate), in order to meet the \$2M/\$4M the District is requiring?  
**Response: Please follow the requirements outlined in the RFQ.**
- 9.) Does the District want the entirety of Attachment C included in Tab 10 of our proposal, or is it acceptable to provide a narrative description of the proposed pricing methodology and a listing of the currently hourly billing rates for the Architect and Design Consultants?  
**Response: Please include the entirety of Attachment C in Tab 10.**
- 10.) Attachment A, section 2 allows for prior experience with California community college districts and/or California K-12 public school districts. Attachment A-1, section 2 allows for prior experience with California K-12 public school districts only. Please confirm it is acceptable to include prior experience with California community college districts in Attachment A-1?  
**Response: Yes, this is correct.**
- 11.) Is it acceptable to show prior experience with California State Universities on Attachment A and Attachment A-1?  
**Response: Yes, this is acceptable. However, community colleges and K-12 projects are preferred.**

**Department of Administrative Services**

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12.) Is it acceptable to show prior experience with California community college districts from more than the past 5 years?

**Response: Yes, this is acceptable.**

13.) Is it acceptable to reformat the prior experience summary in Attachment A, section 2 and Attachment A-1, section 2? The format provided on Attachment A, section 2 will take up quite a bit of space in the proposal and we would like to provide the same information, but in a table format that would be more efficient?

**Response: Yes, this is acceptable.**

14.) When will the final addendum be issued, and how will the addendums be issued?

**Response: All addenda have been posted to the MPC website under Measure V 2020 bond program.**

15.) In Attachment A, Section 2. Prior Experience, can you offer any clarification regarding "Approximate dollar value of Architectural Services"? In particular, does approx. value of architectural services refer to project cost or to the contract paid to the architect, and for the subconsultants, should they report their contract value?

**Response: This item refers to the entire design fee for architect and all design consultants.**

16.) Section 4.3.3 – Tab 3 | May we include relevant project photos in addition to the required project experience, or are project photos prohibited/discouraged?

**Response: Project photos are encouraged.**

17.) Section 4.3.3 – Tab 7 | Would the Monterey Peninsula Community College District rather receive a financial statement prepared by a CPA from 12/31/20 or an internal statement with a certification of accuracy from 11/30/21?

**Response: A financial statement prepared by a CPA is preferred.**

18.) Section 5.4.2 of the Architectural Agreement – IOR | The contract mentions that the Architect assists the District in retention of the IOR. Please clarify that this excludes fees and payments to the IOR?

**Response: Correct.**

19.) Section 6.5.2 of the Architectural Agreement – DSA Materials, Tests, & Inspections | This section mentions that the Architect shall assist in scheduling materials, tests, and inspections. Industry Standard and DSA require that this lives under the IOR and Contractor's purview under means and methods. Should we exclude coordination of Tests & Inspections?

**Response: Yes, exclude testing and inspections from your contract.**

20.) Section 6.6 of the Architectural Agreement – Submittals | Industry standards of care are not mentioned for submittal review. Should we consider the standard twenty-one (21) days for submittal review

**Response: Submittal reviews should take no more than 7 days to review.**

**Department of Administrative Services**

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21.) Section 8.3.10 of the Architectural Agreement – Additional Services | FFE is listed as an additional service. Elsewhere in the contract, FF&E is part of the base fee. We typically consider FF&E as an additional service; please let us know how we should consider this service in our proposal

**Response: FF&E does not need to be included in basic services. It can be an additional service if deemed appropriate.**

**END OF ADDENDUM**