

**LONG BEACH COMMUNITY COLLEGE DISTRICT
CONTRACTS MANAGEMENT DEPARTMENT
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**REQUEST FOR QUALIFICATIONS (RFQ) 20-B001
ARCHITECTURAL SERVICES**

ADDENDUM NO. 1

May 6, 2020

This Addendum forms a part of the RFQ 20-B001 and modifies the original Request for Qualifications.

Note: It is the responsibility of all bidders to notify all subcontractors or subconsultants of changes contained in this addendum.

ADDENDUM NO. 1 CONTENTS

I. QUESTIONS AND RESPONSES

1. Per B. 1. a. on page 5, is the intent for the Architect to submit his list of proposed consultants for all of the Basic Services listed on Exhibit A, Section B and include their hourly rates per 5. a. on page 8?
A: This section is asking for the name and contact information regarding the architectural firm of record submitting the proposal.
2. The contract mandates a deductible of not more than \$50,000 but we have \$100,000, would this be acceptable?
A: The District will award the RFQ to firm with the understanding that the levels of insurance listed in the RFQ will need to be met by an architectural services firm prior to the award of a contract for work for a project. The insurance levels are not a requirement at this time. This must be stated in Section II, B, 6 (on page 8 of the RFQ on the Website) of your response. The District will evaluate your answer in this section.
3. If a consultant, such as low-voltage, provides design phase drawings, would they still be allowed to bid on the construction/ integration/ product supplier side as well?
A: No.
4. I have a question about the electronic submission portion. Do you know what your inbox attachment size limit is, and if we have to send a link for download are there certain services that the LBCC system will not allow? (I had trouble with some organizations in the past, so just thought I'd ask up front.)
A: The District's IT team has reviewed the RFQ and potential responses based on 40 pages of text. They have concluded that there should not be an issue. If an architectural firm includes an over-abundance of graphics it may encounter an issue.

5. Exhibit C: W-9 is this to be included in our submittal/response?
A: Yes, a fully filled out W-9 must be attached.
6. On page 6, section 3, subsections A through F request a great deal of information from both the submitting firm and from sub-consultants. Was this section meant to only be applicable to the primary firm and/or would the District consider a page count revision to allow for adequate space to provide all the requested information?
A. This Section is for the Firm submitting the response only.
7. Section H, Insurance, will it be acceptable to provide a clause stating that we will increase our insurance aggregate amount if awarded the contract?
A: Yes
8. Section 3D, Financial Statements, in the interest of security will it be acceptable to send our financial statement as a separate password protected document? May we also request that this not be counted in the 40 page limit?
A: Yes, a separate secured file is acceptable. The page count for financial documents will not be included in the 40 page maximum.
9. For Section 3C, is it acceptable to include work completed by key staff while employed by other firms?
A: Yes, you can include that information although a firm as it is currently formed must meet the requirements of the RFQ, and have completed work listed as requirements. (Public Works, DSA, etc.)
10. For Section 3C, is it acceptable to include work that is still in progress but substantially complete?
A: Yes
11. Will the cover sheet, index page and divider sheets count towards the 40-page limit for the RFQ response?
A: Yes
12. Will the district consider fee distributions by phase that is in line with the industry standards i.e. SD 15%, DD 20%, CD 40%, Bid 5%, CA 20%
A: The District has included its fee guidelines. Include any suggested deviations to the agreement you propose in Section II, B, 6 (on page 8 of the RFQ on the Website).
13. Projects of any size have different complexities. Will there be an opportunity to discuss fees on a project by project basis?
A: The District has included its fee guidelines. Include any suggested deviations to the agreement you propose in Section II, B, 6 (on page 8 of the RFQ on the Website).
14. Does Architectural firm's proximity to the district and campuses, have a factor in the evaluation criteria?
A: No, but the cost for travel of the team assigned to the project will not be reimbursed.

15. In the emailed submission, can the PDF submittal be provided as a DropBox link instead of an attachment? If not, what is the highest file size that can be emailed to your server?
A: Yes, A firm may provide the documents by Drop Box for the District to download. The email including the link to the Drop Box must be received by the District by the RFQ submission Deadline and be marked according to the instructions in the RFQ document.
16. Are there any small business sub-contracting goals/requirements associated with this contract?
A: No contract will be awarded when a firm is chosen for the Pre-Qualification List.
17. Are subconsultants also required to submit the financial information and change order data (as requested in 3C and 3F)?
A: No
18. In section "A" of Exhibit "B" there is a list of basic services. We perform some of these services in-house but some require subconsultants. Do we need to include subconsultant qualifications for those services in our proposal or will stating which services will be performed by a subconsultant be adequate at this point?
A. None of the subconsultants qualifications need to be provided.
19. Section 4A states "Identify any proposed architects or key staff members and any other relevant disciplines." Please confirm if it is the District's intent for the respondents to list sub-consultants. If so, please advise which disciplines you would like listed
A: the question only asks for staff members of the firm submitting the proposal.
20. We'd like to know if it is acceptable, encouraged or otherwise to include multiple consultants under the same discipline.
A: That is your choice.
21. Are we required to provide the consultant information with the RFP?
○ If so, do you need the rates from the individual consultants or just from the prime?
A: No.
22. Are the "Potential building" new construction, renovations or work within these buildings?
A: New construction, additions, and modernizations both inside and outside are included in the list of projects.
23. Question on Insurance – from Sample Arch Svc Agmt
○ Question: Exhibit J of the Sample Agreement requires Commercial General Liability Insurance with limits of \$1,000,000 per occurrence, \$2,000,000 in the aggregate. This conflicts with \$3,000,000 aggregate requirement in RFQ. Does RFQ number govern?
A: Yes.

24. Question on Insurance – from RFP: II.H.a.ii. Requires “Commercial General and Auto Liability insurance, with limits not less than \$1,000,000 per occurrence / \$3,000,000 aggregate. Our firm carries \$1,000,000 per occurrence / \$2,000,000 aggregate with \$10,000,000 umbrella coverage.
- Question: Can the Architect achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in same or greater coverage as the coverages required?

A: Yes.

25. Question on ability to negotiate terms of Arch Svc Agmt.

- Question: For those Architects that are listed, because projects will vary in scope and size and will define value of services to be provided, will Architect have the opportunity to negotiate any of the terms to the Architect Services Agreement?

A: Changes to the terms and conditions must be submitted at this time under Section II, B, 6 (on page 8 of the RFQ on the Website).

26. In the Response Format and Content, Response Content skips from 1. Transmittal Letter/Introduction to 3. Qualifications, Related Experience and References. Is there a section 2?

A: No.

*****END OF ADDENDUM NO. 1*****

LONG BEACH COMMUNITY COLLEGE DISTRICT


Alan Moloney (May 6, 2020)

Alan Moloney
Deputy Director Purchasing & Contracts

May 6, 2020

Date

RFQ 20-B001 Addendum 1

Final Audit Report

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