



**ADDENDUM # 1 FOR RFQ 109
DATED: JANUARY 12, 2010**

1. What is the location of the Pre-proposal conference

Answer: Main Campus 900 Otay Lakes Road, Chula Vista, CA. Room L238

2. Is the submittal date still January 21, 2010?

Answer: No, the date is being moved to January 19, 2010 at 3:00pm.

3. Does the district have any preferred consultants that we should include in our proposal? Is the District considering contracting directly with sub-consultants, and if so, how should we present the project team if District consultants are to be used?

Answer: There are no preferred consultants; it will be the responsibility of the design firms to propose their consultants and their roles on your team.

4. How many people may come to the pre-proposal meeting

Answer: There is very limited space. Sub consultants are not required to attend. You are encouraged to bring only two people from your firm.

5. Can you describe the proposal review process and who specifically will be participating in it?

Answer: We will review the process at the Mandatory Pre-proposal conference.

6. In Section B, Proposed Staffing and Project Organization, the RFP asks for proposers to estimate the percentage of time that individuals would be assigned to the project. How should proposers address this request without knowing a clear scope of services, project types, and when the project would be beginning?

Answer: After review of our Master Plan and based on your firm's experience of performing these types of projects, it will be your responsibility to give us your best competitive estimate for the percentage of time for each individual.

7. Is the 20 page limit mean 20 single-sided pages, or 10 pages double-sided pages?

Answer: Single sided only.

8. Will the district consider fixed fee proposal in lieu of a percentage of construction cost?

Answer: The District will consider fixed fee or percentage of construction cost by project as long as it is in the best overall interest of the District.

9. In Section A: Qualifications, Related Experience and References:

There is a great deal of background information required for each of the sub-consultants. There is a page limit stipulated and we are worried that most of our pages would be required to satisfy this one requirement. Perhaps we could put the background information for the sub-consultants in the appendix and leave the prime firm's info within the body of the proposal?

Answer: That is acceptable, please keep in mind that we will be reviewing a number of proposals so the more concise is better.

10. In same section, item #D calls for financial information. Does this requirement extend to the sub-consultants as well?

Answer: No.

11. The fee worksheet has percentages filled in associated with the project types and dollar values. Are those fixed or are they examples of how to fill the form?

Answer: Those fees are fixed; we have also provided a space for you to propose a different fee.

12. I believe most firms would like to see this information submitted in sealed envelope and not bound in the proposal. Is this possible?

Answer: Yes, the Fee proposals should be submitted in a separate sealed envelope with the title of Fee Proposal and the title of the RFQ.

13. Exhibit E on page 16 concerns specialty consultants. Are we to provide the same information for these consultants as we had for the ones we included in the body of the proposal? And does this mean that we should limit the consultants in the body of the proposal to those whose scope would be included in our fee?

Answer: Firms should submit consultants whose scope would be included in your fee. You do not need to submit specialty consultants.

14. On page 16, of RFQ 109 for SWC, Exhibit E Specialty Consultants states: "The design Consultant is entitled to a mark up of 3% of the negotiated Specialty-consultant costs (excluding Specialty-consultant's reimbursable costs) **except where such Sub-consultant costs exceed 10% of the total Design Consultant compensation, in which case no mark up shall be permitted.** Is this correct? Considering the Design Consultant must interface and coordinate with the Specialty Sub-consultant (regardless of the amount of their costs), there should be a source of revenue to cover the Design Consultant's direct labor, overhead and a fair profit for the added risks associated with bringing the Specialty Sub-consultant under contract and on the team. Additionally, Architect's professional

Liability (P/L) annual premium is based partly upon the GROSS annual revenues of the firm and not upon the NET revenues. Therefore, a percentage of an Architect's mark up covers the added P/L premium. Could you please review Exhibit E and advise me as to the intent?

Answer: The intent is as written. Firms can propose an alternate percentage.

15. With regard to section C. of the RFQ (Cost and Price) are we to list general fees and percentages, as there is no specific project and budget information, only general project types are listed

Answer: Yes

16. For SWCCD's RFQ No. 109, where will the mandatory pre-proposal meeting be held? In addition to the prime, are all the sub consultants required to attend the meeting?

Answer: Location is noted above in item #1. Sub consultants are not required to attend.

17. In RFQ Number 109, part IV, paragraph A on page 8-9, the paragraph states that "information should be furnished for both the respondent and any sub consultants included in the offer." I would like to clarify if each of our sub consultants need to provide information

D-F: Financial information, Civil judgments, Change order data

Answer: Yes, proposed sub consultants to be used should have their information included

18. Are the sub consultants also required to provide C, Cost and Price (pg. 10) and D, Exceptions and Deviations (pg.10)?

Answer: Design firms proposed fee should include costs for sub consultants. Design Firms are responsible for contracting with their sub consultants, exception and deviations between design firms and sub consultants will not be considered unless submitted.

19. Can consultant resumes go into the appendix?

Answer: Yes

20. Should consultant firm bios go up front? (not in the appendix)

Answer: Yes

21. Is the transmittal letter counted in the 20 pages?

Answer: No

22. Is "Cost and Price" counted in the 20 pages?

Answer: Please see answer in item #11.