

# Attachment 1 - Questions and Answers

- 01.** Regarding submission (page 9): The District requires that the proposal be emailed (and not exceed 20MB), but in the next paragraph the District asks for 10 bound copies with tabs, as well as one USB Flash Drive or CD. Can we assume that the second paragraph was inadvertently left in? Or, do you prefer respondents to submit both email AND hardcopies (as well as CD)?

**Answer to RFI # 01:** The District requires the email version, the 10 copies, and the electronic version on a CD or USB Flash Drive.

Please note that the file size has been reduced to 10 MB via Addendum #1.

- 02.** Regarding insurance requirements (page 28, Appendix B): Would the District consider reducing the Professional Liability coverage from \$3 million to \$2 million?

**Answer to RFI # 02:** Professional liability has been reduced from \$3m to \$2m per the new Insurance Affidavit via Addendum #1.

- 03.** The cover sheet of the RFQ indicates "On-Call Architectural Services"; on page 8, second paragraph, it states "...pre-approved list for these design services"; and, on page 14 it asks "...to focus on the project or group of projects from the list in the scope below..." . Does the broad-spectrum mean only short listed firms will be entitled to propose on all future projects, and if so, how many years will the list be in place?

**Answer to RFI # 03:** RFPs for specific projects will be issued to the pre-approved (short listed) firms. There is no specific time period stated for how long the list will be valid.

- 04.** Is there any consideration for M/W/D/VBE?

**Answer to RFI # 04:** Disadvantaged Business Enterprise are encouraged to submit on all District project. There is no scoring criteria for this.

- 05.** The College has had a tradition of buildings with an Aztec or Mayan themes, is that no longer the case?

**Answer to RFI # 05:** The District places emphasis on sustainability features while affirming the existing architectural theme. Architectural guidelines will be provided for each Building project.

- 06.** Appendix B - Insurance Affidavit. The requirement is for \$3 Million. Most agencies require \$2 Million, some \$1 million. If selected, can the firm up its insurance coverage to \$ 3 Million prior to commencing work? If necessary, will a letter from the insurance carrier indicating the availability of \$3 M suffice? Said letter would be include in the proposal.

**Answer to RFI # 06:** Professional liability has been reduced from \$3m to \$2m per the new Insurance Affidavit via Addendum #1.

- 07.** The industry standard for Professional Liability (Errors and Omissions) is \$2,000,000; would it be acceptable for our firm to increase our coverage to \$3,000,000 should we successfully qualify and be placed on the Southwestern Community College District's pre-approved list?

**Answer to RFI # 07:** Professional liability has been reduced from \$3m to \$2m per the new Insurance Affidavit via Addendum #1.

- 08.** Please clarify the deliverables (Number of Copies)

**Answer to RFI # 08:** The District requires the email version, the 10 copies, and the electronic verison on a CD or USB Flash Drive.

- 09.** Is Form C to be used for the Architectural Team and Consultants as well?

Please verify if the consultant team is to be presented in the response

**Answer to RFI # 09:** Our intent is to review the qualifications of key members of the submitting firm. A complete team will be necessary when submitting on individual project RFPs.

- 10.** Should we include sub-consultants in the proposal for resumes or to even fill in the forms?

**Answer to RFI # 10:** Our intent is to review the qualifications of key members of the submitting firm. A complete team will be necessary when submitting on individual project RFPs.

- 11.** If we make the proposal small size to email, it's going to be low resolution and it loose the quality! Is it okay to have low resolution proposal even though we have project images?

**Answer to RFI # 11:** Yes. Low resolution is acceptable. Please note the file size has been reduced to 10MB via Addendum #1.

12. Engineering or Specialty Consultants - Should we include engineering and specialty consultants as part of our project team or focus primarily on the architecture team?

**Answer to RFI # 12:** Our intent is to review the qualifications of key members of the submitting firm. A complete team will be necessary when submitting on individual project RFPs.

13. Exception to Specification - On page 23, the RFQ includes the following text "Exceptions to Specifications: In submitting a proposal, the Proposer affirms acceptance of the complete Conditions Specifications and Requirements associated with the District's RFQ document, unless otherwise stipulated. Any variances or exceptions which the Proposer wishes to note with respect to any of the Conditions, Specifications, or any District Service Requirements are to be stated herein or in an attachment to the bid submittal which is to be titled "Exceptions."

Our question is - can we get a copy of the "Conditions Specifications and Requirements"?

**Answer to RFI # 13:** It is our expectation that the proposer can agree (or provide exceptions) to the language in the RFQ document and addenda. A sample agreement will be attached to any RFP that is generated for a specific project, which will again have the "Exception to Specifications" language.

14. While doing some online research, we noticed that Project 1 and 2 (Wellness Center/Gymnasium, and Performing Arts and Cultural Center Complex) on the far north corner of campus appear to be - at least in parts - already awarded to BCA Architects. In addition to the May 25, 2010 article in SDMETRO where it states that " The Southwestern College governing board selected BCA Architects to complete the corner lot's architectural design" (<http://www.sandiegometro.com/2010/05/daily-business-report-%E2%80%94may-25-2010/>), BCA also feature this "Corner Lot Project" on their website, and states the project to include many of the same program components that are outlined in the RFQ.

We would appreciate clarification on the status of these projects and whether their re-award/design would be possible under RFQ No. 138R.

**Answer to RFI # 14:** The District is accepting qualifications for multiple projects as spelled out in the RFQ, including the Corner Lot.

15. Is it acceptable to respond to form's B and C using our firm's template in lieu of the template included in the RFP? Our template would clearly list responses to the RFP requests.

**Answer to RFI # 15:** The proposer's forms are acceptable as long as all the information requested on the District form is included.

16. Would you like subconsultant information included in the proposal? If yes, could you specify the consultant disciplines that you would like to see? Also, if yes, would you like us to include consultants in our responses to FORMS C and D?

**Answer to RFI # 16:** Our intent is to review the qualifications of key members of the submitting firm. A complete team will be necessary when submitting on individual project RFPs.

17. The RFQ asks for Architects information. Since this is for on call services without defined scope the District is looking Architectural information only and is not looking for a design team with consultants. - Please verify.

**Answer to RFI # 17:** Our intent is to review the qualifications of key members of the submitting firm. A complete team will be necessary when submitting on individual project RFPs.

18. Appendix B - item d - Professional Liability Insurance ( errors and omissions). - The limit listed is \$3m per occurrence. Our current limit is \$2M, which can be raised if we are selected to the noted \$3M. Is it acceptable to provide a letter from our insurance company stating that the higher professional liability limits have been preapproved and will be added if we are selected and note that on the form in the Appendix?

**Answer to RFI # 18:** Professional liability has been reduced from \$3m to \$2m per the new Insurance Affidavit via Addendum #1.

19. Proposal Form B: Item 1.E and the information requested on Proposal Form D appear to be the same. For 1.E, is it acceptable to reference Proposal Form D?

**Answer to RFI # 19:** Yes, however any additional information you feel necessary to describe positions should be detailed in Section 1.E.

20. Proposal Form B - 2 : Project History:  
The Requirements state to provide:

"Descriptions of very similar projects that your firm has recently completed (minimum 2 projects, maximum 6)"

Are the 6 maximum project examples per Project Type or total? For example, if a firm is showing history for both Math / Science and Student Union Complex, would the firm be able to provide no less than 4 (2 per project type) but no more than 12 (max 6 per project type) examples?

**Answer to RFI # 20:** The purpose of that general requirement is to keep the proposals clear and concise. For this proposal, we will allow the number of project examples to be increased as the proposer sees fit, provided that the total page count is not exceeded.

21. Proposal Form C: May we use our own formatting, so long as all information is included in the required order?

**Answer to RFI # 21:** Yes

22. The RFQ makes no reference of sub consultants (i.e. engineers); is it desirable for us to include sub consultants information for example in Proposal form C, Personnel Experience, and Proposal form D, Fee and Rate Proposal?

**Answer to RFI # 22:** Our intent is to review the qualifications of key members of the submitting firm. A complete team will be necessary when submitting on individual project RFPs.

23. Regarding Formatting: Page size is not specified, is it acceptable to include a series of 11x17 documents where beneficial, for example: illustrating project descriptions / history?

**Answer to RFI # 23:** 11 x 17 pages are allowed, but will be counted as two (2) 8 1/2 x 11 pages against the page count.

24. Can you please clarify your request for our discussion of Section 1 / B: You refer to potential additional information needed to develop a Scope of Work. Would such a document assume programming, as-builts, etc. has already occurred?

**Answer to RFI # 24:** Projects are in various stages of programming, etc. The proposing entity should describe what information they would like to have to develop a scope of services, assuming that nothing has been completed to date on an individual project.

25. Proposal Form C, Personnel Experience, can you clarify "No. of community college programs?" Are you looking for total number of community college projects that each identified team member has completed/is assigned to, or number of CCDs a team member has worked with, or something entirely different?

**Answer to RFI # 25:** We are looking for the number of Community College Districts in which the individual has been involved with. For example, if team member #1 has been involved with a CCD construction program in one form or another for Southwestern, San Diego Community College and Mira Costa Community College, the number would be 3.

26. Please clarify what different information the District is requesting between Proposal Form B - Mandatory Responses, Section 1, Question E regarding billable rates, etc, versus Proposal Form D - Fee and Rate Proposal.

**Answer to RFI # 26:** See answer to question 019 above.

27. Proposal Form B - Mandatory Responses, Section 1, Question B: "In order for you to work with the district to develop a scope of work, what additional information would you need from the district?" Is this prior to signing of the Design Contract Agreement or after?

**Answer to RFI # 27:** This information is required for submitting this proposal (before the signing of an agreement).

28. We interpret the RFQ as asking for the Architect's qualifications only, and that the right mix of consultants will be determined on a project-by-project basis.

Can you please confirm that the district is not expecting extended design teams (architect, landscape architect, civil engineer, consulting MEP & structural engineers, specialty consultants, etc.) to submit qualifications at this time?

**Answer to RFI # 28:** Our intent is to review the qualifications of key members of the submitting firm. A complete team will be necessary when submitting on individual project RFPs.

29. We read Proposal Form D as asking for individual staff billing rates, a % mark up on reimbursables, and a list of other services with an explanation of how these costs are determined. We don't see any request for durations or quantity of hours to complete any of the tasks.

Can you please confirm that the District's intention is to negotiate the time factor and consultant fees at a later date, on a project-by-project basis ?

**Answer to RFI # 29:** Yes

30. Would the District like subconsultants such as engineers included in responses to the RFQ, or only architectural staff?

**Answer to RFI # 30:** Our intent is to review the qualifications of key members of the submitting firm. A complete team will be necessary when submitting on individual project RFPs.

31. Is the District requesting an entire architectural and engineering team to be proposed or architecture only?

**Answer to RFI # 31:** Our intent is to review the qualifications of key members of the submitting firm. A complete team will be necessary when submitting on individual project RFPs.

- 32.** Does the District want all 10 hard copies with original signatures, corporate seals and notarizations, or will 1 original and 9 copies suffice?

**Answer to RFI # 32:** One (1) original and nine (9) copies will suffice.

- 33.** Page 9 of the Request for Qualifications (RFQ) No.138R under "PROPOSAL SUBMISSION" states the following:

The Proposal must be emailed to the address above as an attachment in Word, PDF, or Excel format and not exceed file size of 20MB. Proposals with documents exceeding 20MB in size should be saved to a smaller file size or split up and sent as separate emails. Subject line of e-mail containing submitted proposal should include and read "name of your company/submittal for RFQ No. 138R. ("Email 1 of XX" if more than one)"

If our response to your RFQ No.138R exceeds 20MB, would it be acceptable to load it onto an FTP site that we provide for you so that you can download it directly in lieu of multiple emails that could become separated or lost?

**Answer to RFI # 33:** The District requires emailed documents.

Please note that the file size has been reduced to 10 MB via Addendum #1.

- 34.** Will the District consider modifying the Quality of Work Statement to comply with the industry's Standard of Care that is insurable?

**Answer to RFI # 34:** The Quality of Work Statement will remain as written.

- 35.** On page 17, the last bulleted statement references "specified time frames as described in the RFQ," but no time frames are specified. Please provide the anticipated schedules if this statement is necessary.

**Answer to RFI # 35:** This wording has been changed via Addendum 1.