


ADDENDUM TO RFQ/P DOCUMENTS

	ADDENDUM: #01
	SCCD BID: #14-002
	Project: Building 1200 Theater FPP Renovation ARCHITECTURAL DESIGN SERVICES
	Date: 10/24/2013 All Addendums can be found at the District Purchasing website: www.solano.edu/purchasing

Addendum No. 1 – The following clarifications are provided based on questions received and must be added/considered when completing your submittal: Acknowledgement of receipt of this **ADDENDUM** is required on the Statement of Qualification cover page. Please clearly note the addendum date and number.

1. **Page 1, paragraph 3** should read: "SOQ/Ps shall be limited to **twenty (20) numbered pages (double sided counts as two pages), not including covers, table of contents, tabs and the Appendix.**"
2. All questions in writing, sent via email, shall be received on or before **October 24, 2013 by 2:00 P.M.**
3. **Page 3, paragraph 2** shall read: "The Scope of Services shall also include preparation of a program/space allocation documents, validation of the Project budget and schedule for the facility. Scope of services includes assisting the District in obtaining required approvals from regulatory agencies including, without limitation, electrical, gas, water, sanitary or storm sewer, telephone public utilities, the California Community College Chancellor's Office ("CCCCO"), and the Division of State Architect ("DSA"). The Project Architect will also meet, as needed, with District Facilities staff, Program Manager, building users, neighborhood organizations, and upper level District administrators as part of District's participatory governance system. **Services as it relates to abatement will not be held under the Architect's contract, but it is anticipated abatement and demolition will be part of the winning general contractor scope of work.**"
4. **Page 3** under **Project Scope** shall read: "The successful architect for the first phase will not necessarily be **designated** as the successful architect for the second phase addition."
5. **Page 4** under **Submittal Format** shall read: "Firms responding to this RFQ/P must follow the format below. Material must be in 8-1/2 x 11 inch format. Submittals shall include divider tabs labeled with boldface headers below; e.g. the first tab would be entitled "**Cover Letter**", the second tab would be entitled "**Relevant Qualifications**", etc. Include a Table of Contents reflecting the Respondent's responses to each of the items set forth below. **Provide eight (8) bound copies, one (1) unbound copy and one (1) electronic copy.** SOQ/Ps shall be limited to **twenty (20) numbered pages (double sided counts as two pages), not including covers, table of contents, tabs and the Appendix.** SOQ/P shall be organized in accordance with the following outline:"

6. **Page 4** under **Submittal Format**; 1.Cover Letter shall include ALL RFQ/P Addendum acknowledgement with date and number
7. **Page 5** under **Relevant Qualifications** shall include: “The discussion of relevant qualifications must specifically address areas discussed in the Selection Criteria portion of this RFQ/P, section A1 (Firm Qualifications) & A2 (Design Qualifications).
8. **Page 5** under **Relevant Project Experience** shall read: “Provide up to five (5) relevant and recent project examples (within the last 8 years). Briefly state relevance for each project included for consideration in this RFQ/P. Please provide California building projects which reflect the skills, experience and other qualifications of the Respondent and its proposed team to successfully complete necessary design services for the Project.
 - a. Specify role of firm or individual if work was not exclusively by the firm (i.e., joint venture, association)
 - b. provide a list of the following for each project:
 - i. project name and location
 - ii. beginning and end dates of project (including construction and DSA close-out)
 - iii. square footage
 - iv. main program elements
 - v. owner name with name and contact information as a reference
 - c. For each of your project examples, the discussion of experience must also address: (i) measures to be implemented by the Respondent to ensure that the Design Documents for the Projects conform to requirements for the planned use/occupancy thereof, materials/equipment incorporated therein and the costs of construction; (ii) quality assurance/quality control measures to ensure: coordination of, and consistency between, the various components of the Design Documents and the mitigation of errors/omissions in Design Documents; (iii) experience in communications with DSA and measures to expedite completion of DSA review/approval of Design Documents; (iv) experience with the planning, review and approval processes engaged in by the California Community Colleges Chancellors Office, California Department of Finance and the California Public Works Board; and (v) construction phase activities relating to review and response to submittals, verification of Progress Payment requests, change orders experience, and other similar administrative responsibilities during the construction phase.
9. **Page 7** under **Interviews** shall read: The District intends to short list architectural firms and will elect to interview the selected proposer(s). If an architectural services company is requested to come for an interview, the key proposed Project staff will be expected to attend the interview. The interview will be an opportunity for the District’s selection committee to review the architectural services company’s proposal and other matters the committee deems relevant to architectural services company evaluation. The selection committee will include representatives from District Administrators, Faculty and the District’s PM/CM Team representative. Architectural services companies will be required to submit at the time of the interview a fee proposal, in a sealed envelope, that will be inclusive of all design fees and inclusive of all sub-consultants as previously mentioned. The fee proposal will be a component of the overall selection criteria. Interview selection criteria will be provided to a list of short list candidates. Any comments or objections to the form of Agreement shall be provided in writing by 11/06/2013, before the interview and may be the subject of inquiry at the interview.”
10. **Page 8** under **Submission Guideline** shall read: “FAX OR EMAIL RESPONSES to the RFQ/P WILL NOT BE ACCEPTED. LATE SUBMISSIONS WILL NOT BE ACCEPTED.”

11. **Page 9** under **RFQ/P Response Schedule Summary** shall read : This schedule summary replaces the schedule summary provided in the October 17th, 2013 pre-proposal meeting. The District reserves the right to change the dates on the schedule without prior notice.

DATE	EVENT	TIME DEADLINE & LOCATION
10/9/13 & 10/16/13 & 10/23/2013	Advertisement dates of RFQ/P #14-002	Website posting begins 10/10/13 www.solano.edu/purchasing
10/17/13	Mandatory Pre-Bid Meeting	9:00AM – 11:00AM; Bldg. 1400, Rm. 1401A (see provided campus map attachment)
10/24/13	Supplemental Pre-Bid Meeting	9:00AM – 10:00AM; Bldg 1200 Theater
10/24/13	Deadline for submission of written questions to District concerning RFQ/P #14-002	2:00PM to Mony Thach mthach@kitchell.com
10/25/13	Answers to written questions will be posted on the District website.	5:00 P.M.
10/25/13	Last day for Addendum Issuance	5:00 P.M.
10/29/13	Deadline for all submissions in response to RFQ/P #14-002	11:00 A.M.; District, Purchasing Office to Laura Scott
11/4/13	Release of short-listed firms selected to interview	5:00 P.M.
11/8/13	Interviews of short-listed firms	Start at 9:00 A.M. Each interview timeslot will be 50 minutes.
11/11/13	Notification to selected firm	5:00 P.M.

- Our understanding is the short-listed firms will be required to submit a fee proposal. To that end, will a basis of the project scope (or at least square footage) for the Phase 2 Preliminary Plans be provided?
Yes, see attached Exhibit 1 draft programming information provided as part of this Addendum One.
- Will the “Preliminary Plans” scope include Programming, Schematic Design, and Design Development services?
Preliminary Plans for the renovation portion of the project (Phase I) will include programming and schematic design.
- Will infrastructure planning be part of the Preliminary Plans?
Any upgrades to infrastructure to handle increased loads will need to be addressed in the project and scope phase.
- Are we able to include more than 5 project examples?
RFQ/P is asking for up to 5 relevant project examples only.
- Regarding the RFQ/P for architectural services for the Solano Community College Theater, in what year was the existing theater constructed?
1974

Exhibit 1

SOLANO COMMUNITY COLLEGE DISTRICT B1200 Additional Programming Doc-DRAFT

Bldg #	Room #	Room Type	ASF	TOM/Service and Support
100	103	530 Audio/Visual, Radio, TV	632	6799 Other General Institutional Support Services
100	120	535 A/V, Radio, TV Service	385	6130 Media Services
100	121	530 Audio/Visual, Radio, TV	1,645	6130 Media Services
100	122	535 A/V, Radio, TV Service	479	6130 Media Services
100	131	530 Audio/Visual, Radio, TV	182	6130 Media Services
100	134	535 A/V, Radio, TV Service	160	6130 Media Services
1700	1711	530 Audio/Visual, Radio, TV	116	0835 Physical Education
1700	1882	530 Audio/Visual, Radio, TV	16	0099 General Assignment
		TV/Radio/Audio/A-V Area SQFT Total	3615	
1600	1621	310 Office	67	1506 Speech Communication
1600	1635	220 Spec Class Lab	467	1506 Speech Communication
1600	1636	310 Office	92	1506 Speech Communication
1600	1637	310 Office	102	1506 Speech Communication
1600	1637	315 Office Service	35	1506 Speech Communication
1600	1642	110 Classroom	654	1506 Speech Communication
1600	1644	310 Office	74	1506 Speech Communication
		Speech Area SQFT Total	1491	
1700	1740	520 Athletics/Physical Education- Dance	2,439	0835 Physical Education
		Dance SQFT Total	2,439	

Total Area SQFT 7,545

Gross SqFt 9809