


ADDENDUM TO RFQ DOCUMENTS

	ADDENDUM: #01
	SCCD BID: #14-006
	Project: Solano Community College District Environmental Consulting Services Request for Qualifications #14-006
	Date: 01/21/14 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 letter of introduction. Please clearly note the addendum date and number.

ITEM:

1. **Page 5 and 6**, the *Submittal Requirements* section is deleted in its entirety. Follow the *Required Information and Format* section for the required outline of the submittals.
2. **Page 7**, under section regarding Schedule, is modified with the following dates: the District will make the shortlist announcements on *January 29, 2014* and the anticipated interview date will be *February 4, 2014*. Notification of firms selected and recommended to the Board for approval of the pool of qualified firms is expected to be *February 10, 2014*.
3. **Page 5**, item number 7 of the Required Information and Format section is modified with the following: total page count limit for this submittal is 23 pages. Follow the *Required Information and Format* section for page limit of each section of the required outline of the submittals.
4. **General Information** – the following information is **not** part of the page count and can be added to the appendix: resumes, proof of insurance, and reference letters.
5. **District’s Contract, Insurance Requirements** – the insurance requirements for these contracts will be \$2,000,000 per incident and \$4,000,000 aggregate.

Answers to Submitted Questions:

1. The agenda makes it clear that we need to follow the directions provided on pages 3 thru 5 of the RFQ regarding “Required Information and Format.” So should we not worry about or follow what is listed on page 5 under “Submittal Requirements?” The items listed under Submittal Requirements are in a different order and are slightly different from the items listed under Required Information and Format.

Answer: Refer to item one of this Addendum.

2. Is it possible to get the Facilities Master Plan presentation provided at the pre-bid meeting?

Answer: The Facilities Master Plan has not been approved by the Board and the presentation will not be available.

3. Has the District retained a traffic consultant as part of the team that is putting the Facilities Master Plan together? If so, can you provide the name of the firm? We will need a traffic consultant for the CEQA document.

Answer: No firm has been retained for traffic studies.

4. Would any of the projects to be built on the campus/center require demolition of existing buildings?

Answer: Yes.

5. Is the plan to cover both Measure G and Measure Q projects in the CEQA documents or just Measure Q projects? We got the impression from the District's website that Measure G projects are substantially completed at this time.

Answer: The services will cover both Measures and the State Funded projects.

6. What are the insurance level requirements for the district?

Answer: Refer to item five of this addendum.

7. Are the insurance amounts flexible given the nature of the work?

Answer: Refer to item five of this addendum.

8. Will you please confirm that resumes are NOT included in the 10 page limit for item #2f (RFQ Page 4, **Required Information and Format**, #2 Statement of Consultant Qualifications, Letter f. Strength of Staff).

Answer: Refer to item four of this addendum.

9. The RFP did not appear to identify the required insurance amounts. Can this be clarified?

Answer: Refer to item five of this addendum.

10. Can the 2005 Program EIR be posted on the College's website?

Answer: The 2005 Program EIR is not pertinent to this submission.

11. Does the College anticipate preparing a Program EIR for the Facilities Master Plan, followed by Categorical Exemptions, Mitigated Negative Declarations, and other CEQA documents for specific projects when they are designed? It appears that the Facilities Master Plan (FMP) is going before the Board on February 5th but we wondered if the District is holding off on formal approval of the FMP until the CEQA document is completed.

Answer: We are leaving our options open regarding the approach. However, we would like the consultants to provide their opinion in their proposals.

12. Is there any anticipation of the District acquiring new lands that may have historic structures and that would warrant have an architectural historian on the team?

Answer: The District is purchasing land but we do not know if there are historical structures on that land.

13. Can we assume that DWK will be on board to help the District with internal review of CEQA documents prior to publication?

Answer: DWK may assist in the CEQA process, but the amount of assistance has not been determined. The District is expecting to purchase expertise from the CEQA consultants.

14. Can the District provide the minimum insurance limits?

Answer: Refer to item five of this addendum.

15. Can proof of insurance be provided as a specimen (1 page) in the appendix?

Answer: Refer to item four of this addendum.

16. Can full resumes be included, and not counted, in the appendix?

Answer: Refer to item four of this addendum.

17. At the Pre-Bid conference, several of us asked a question regarding the page limits and resumes. The RFQ states that resumes would be counted toward the page limits, but also asks that resumes of "key persons" be included. The verbal

clarification asked for resumes for all people who would actually do the work. In the case of ICF, we would typically assign a team of 8-15 or even more in-house staff members for any given project, including in addition to the project manager, technical experts in all of the disciplines required for an EIR, including noise, air quality, aesthetics, geology, greenhouse gas and climate change, wildlife biology, botany, traffic, hazards, land use, socioeconomics, hydrology and water quality, archaeology, and historic resources. As you can see, the number of resumes would alone exceed the page limits. Could resumes be put in the Appendix to the RFP and not count toward the page limits?

Answer: Yes, please refer to item four of this addendum.

18. We have some really strong letters of recommendation from other Districts for our CEQA work. Can those be included as an appendix portion? If so will they count in the page limit? Should we simply try to not include them?

Answer: Refer to item four of this addendum.

19. Please consider amending Item 2 of the Required Information and Format list – consultant qualifications – to allow resumes of key persons to be placed in an appendix, rather than included within the 10-page limit for this section.

Answer: Refer to item four of this addendum.

20. A representative of the firm we are teaming with could not attend the pre-proposal conference; can that other firm still serve as the “prime consultant” of “lead joint venture partner” since we attended?

Answer: Any prime proposer needs to attend the Mandatory pre-proposal meeting.

21. Page 4, Section 2b of the RFQ requires certification that the firm is legally permitted or licensed to conduct business in California. Will a local business license meet this requirement? If so, will a copy of the business license count toward the 23 page limit or can the copy of the business license be included in an appendix?

Answer: Local business license is fine and proof of license can go into the appendix.

22. Page 4, Section 4 identifies educational or other related project experience over the last 10 years; and page 5 under Submittal Requirements item 5 identifies schools and/or community college project experience over the past 5 years. Please clarify if educational project experience for the last ten years can be included in the Statement of Qualifications.

Answer: Refer to item one of this addendum.

23. Is geotechnical and Phase I/II Environmental Assessment expertise preferred by the District to be included under the Environmental Consulting Services Statement of Qualifications or will these areas of expertise be addressed under a separate contract?

Answer: Geotechnical work will be handled in another way.

24. Will the letter confirming insurance coverage count toward the 23 page limit or can the letter be included in an appendix?

Answer: Refer to item four of this addendum.