

ADDENDUM
ARCHITECT QUESTIONS
& ANSWERS

to the
Request for Proposal

October 25, 2018



Lakeside Union School District

Architect Services

Prepared in consultation with:



HELPING SCHOOL DISTRICTS MEASURE UP

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A. This Addendum is to answer questions presented by various Architect Firms:

1. Page 13 has the **Acknowledgment of Receipt of Contract and Addenda**. Will there be a full contract to review or is page 14, **Notice and Disclosure Concerning Contract Provisions**, what we are to acknowledge?

Your acknowledgement of Addenda

2. Page 3 mentions using a hypothetical project for the purpose of outlining a generic fee schedule. Page 6, Section 3.I. Fees, only asks for hourly fees and reimbursable rates on a provided form. We cannot find any requirement for a fee schedule addressing the hypothetical project. Please confirm if a fee schedule is required for the hypothetical project and what specifically needs to be included (architect fees, consultant fees, broken down by

phase, for design & cd's only or for entire project, etc.), and any specific format in which the fee schedule should be shown.

The District would like to see basic fees for architect and consultants using the hypothetical project broken down by phase for the entire project.

3. Page 8 indicates Section 3 items to be included are limited to 15 pages. Does this include tabs (assuming you want tabs?), Cover Letter (not asked for, but typically provided), and Table of Contents (not asked for, but typically provided)?

No tabs are not included in the page count

4. The complete RFQ/P response has a page limit of 15 pages, are the following items part of the page count?
 - Tabs **Not included in page count**
 - Covers **Not included in page count**
 - Cover Letter / Letter of Interest: **Executive Summary should only be one page and not included in page count**
 - Resumes: **Brief background of their qualifications**
 - Required Attachments: **Not included in page count but keep it to the required attachments only**
 - Optional Presentation Brochure **Proposal only, please do not send Presentation Brochure.**
5. Does the Non-Collusion Declaration Form need to be notarized? **Yes**

B. Description of Projects – This section shall identify similar projects that the firm has completed. Use this section of the Proposal to indicate the areas of expertise you have previously provided and how the firm's expertise will enable the District to benefit from that expertise. The District is requiring the firm (s) to have relevant experience in modernizing elementary schools. The proposal shall include the following format:

PROJECT NAME AND LOCATION	DISTRICT'S NAME, ADDRESS, CONTACT PERSON, EMAIL. AND TELEPHONE	COMPLETION DATE	PROJECT COST (Project Estimate; Construction Bids; Final Costs; Change Orders)	COMMENT
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6. Is there a limit to the number of years that we can go back for these projects, i.e., 3, 5 or 10 years? Also, do they need to be completed projects or can it be those in progress?

Do not go beyond 10 years; in process is fine however we would like to see completed information.

J. Client Reference List – List the client firm/district name, contact person and their position, telephone number, and email address. List the projects for which services were provided.

7. How many references would you like and is there any limit as to the number of years we can go back on those projects, i.e., 3, 5 or 10 years?

Four References is sufficient keep them from current to five years

REQUIRED SUBMITTAL DOCUMENTS:

A. **YOUR RESPONSES to Section 3. ITEMS FOR INCLUSION IN PROPOSAL”** of this RFQ/P is **limited to 15 pages**, 8 ½ x 11”, single-sided.

8. There are 11 sections in the RFQ/P (A-K) to respond to and some of them require more detailed information; are there any pages that do not count towards the 15 pages?

Cover letter and attachments are not included in 15-page limit.

B. REQUIRED ATTACHMENTS: 1.

9. There are about 4-5 pages of required attachments; there is no assigned section for them. Where would you like those to go and do those pages count towards the 15-page limitation?

No, please submit what is required per the RFQ/P

For **Section C: Background of Assigned Personnel** requires brief resumes for each team member.

10. Would it be possible to have everything in that section count except for the resumes?

No, resumes count in the 15-page limit.

Section 2. B. states “For the purpose of outlining a generic fee schedule, please use the following hypothetical project: Design for a new Multi-Purpose Room with a budget of \$3Million dollars.”. **Section 3. I.** states for the “Proposer must list hourly fees and reimbursable rates on the Architect Fee/Reimbursable Schedule Form. The District expects to award projects based on hourly rates with a not-to-exceed amount.”

11. Does the District want to see just the hourly fee, the hypothetical fee schedule, or both?

Both

12. What will the RFQ selection criteria be based on?

In general, the successful completion of school related projects and experience of the firm and key personnel.

13. Section C – Background of Assigned Personnel requires resumes. Please advise if these are counted towards the 15-page limit. **Answered Above**

14. Section G – Consultants. Are there specific disciplines the District would like us include?

Please submit who your firm would be a part of your Architectural Consultant Team

15. Section G – Consultants requires resumes. Please advise if these are counted towards the 15-page limit.

Yes

16. Please advise where you would like the RFP Proposal & Certification Form, Non-Collusion Declaration Form, and Contract & Addenda Form to be included. Will these count towards the 15-page limit?

Attachments should go at the end of your proposal. No, these don't count in the 15-page limit.

17. Is there a required font size to be used in the proposal document?

Font size should be 11 or larger.

18. In Section B, Description of Projects: May we include relevant projects that are currently in progress?

Current and Completed

19. In Section B, Description of Projects: May we include relevant projects completed by key personnel while they were working for a different firm?

Projects referenced should be projects completed by the firm proposing

20. Please confirm that Optional Presentation Brochure, Section C, is NOT included in the 15 page count.

Please do not submit a Presentation Brochure

21. Does the District have an estimated budget and timeline for anticipated work?

Will be discussed during project assignment and contract negotiations

29. Does the District have a list of potential projects that can be shared?

Not at this time