



ADDENDUM No. 1

PROJECT: STRUCTURAL, MECHANICAL, AND/OR ELECTRICAL ENGINEERING SERVICES

BID NO.: RFQ No. AVC2015/2016-27

Notice to Bidders on the Above Project:

This addendum consists of: **bid clarifications**

Q-1. Are we required to submit one SOQ for structural, mechanical and electrical or separate SOQs for each service?

A-1. Please see A-9 re: Clarification No. 1.

Q-2. In Attachment C (Proposal) the first paragraph states "The above-identified Respondent submits the following Proposal for completing Engineering and related design professional services for the Instructional Building #1 Project ("Project")". Please clarify if this is an on-call or should we aim at pricing the building?

A-2. The reference to Instructional Building #1 is in error. The RFQ is for "on-call" services without reference to any specific project.

Q-3. The title of the RFQ indicates the need for structural, mechanical and electrical engineering services. Do we need to submit an entire project team that includes all of these disciplines or can we submit to only provide specific engineering services such as mechanical engineering?

A-3. Provide specific engineering services.

Q-4. The professional liability insurance requirements indicate \$2M/\$4M. This seems unusually high for strictly engineering projects. Typically we are required to provide \$1M/\$2M or \$2M/\$2M. Can this requirement be modified?

A-4. RFQ Paragraph 4.4.3, tab 7 and Section 10.7 of the Agreement shall be modified as follows for the Respondent's Professional Liability insurance:

For Assigned Projects with a Construction Budget of Five Million Dollars (\$5,000,000) or less, the District will accept Professional Liability insurance of the Respondent with minimum coverage limits of One Million Dollars (\$1,000,000) per claim and Two Million Dollars (\$2,000,000) in the aggregate. For any Assigned Project with a Construction Budget of more than Five Million Dollars (\$5,000,000), minimum coverage limits for the Respondent's Professional Liability insurance will be Two Million Dollars (\$2,000,000) per claim and Four Million Dollars (\$4,000,000) in the aggregate. A RFQ Response submitted by a Respondent who does not presently maintain a Professional Liability insurance policy with minimum coverage limits of Two Million Dollars (\$2,000,000) per claim and Four Million Dollars (\$4,000,000) in the aggregate be rejected for non-responsiveness unless the Respondent: (i) submits with its RFQ Response a Certificate of Insurance evidencing Professional Liability insurance coverage of at least One Million Dollars (\$1,000,000) per claim and Two Million Dollars (\$2,000,000) in the aggregate; (ii) submits a written communication dated within two (2) weeks of the date of the RFQ Response and issued by the Respondent's insurance broker or professional liability insurer which unequivocally and affirmatively confirms that the Respondent is qualified for issuance of a Professional Liability insurance policy with coverage limits of at least Two Million Dollars (\$2,000,000) per claim and Four Million Dollars (\$4,000,000) in the aggregate; and (iii) the Respondent

unequivocally and affirmatively confirms that the Respondent's proposed pricing will not be increased if coverage limits of Two Million Dollars (\$2,000,000) per claim and Four Million Dollars (\$4,000,000) in the aggregate for any Assigned Project is required by the District.

Q-5. The Financial Statements must be reviewed by a California licensed CPA in TAB-6 of RFQ. "Please kindly clarify the word "reviewed". Financial statements that are issued by an independent CPA must be one of the following: "Compiled without disclosures", "Compiled with disclosures", "Reviewed", or "Audited". Will a "compiled financial statement without disclosures" be sufficient by a California licensed CPA to meet this RFQ requirement?

A-5. A "compiled financial statement without disclosures" will not meet RFQ requirements. Financial statements must be reviewed or audited by a licensed CPA to be responsive to the RFQ financial statement requirements. The RFQ requirement that the financial statement be reviewed or audited by a California licensed CPA is modified by this Addendum. Submittal of a current financial statement reviewed or audited by a CPA licensed in any U.S. state will meet the RFQ financial statement requirement.

Q-6. Question: If we do not have a verified financial statement. What other document can one send?

A-6. A licensed CPA reviewed or audited current financial statement is required. As noted in A-5 above, submittal of a licensed CPA reviewed or audited current financial statement is required for a responsive RFQ Response.

Q-7. We are a M.E.P. firm, when submitting our response for this RFQ do we need to have a structural engineer on our team? Or can we just submit separately for the mechanical, electrical and plumbing portion?

A-7. No, you do not have to have a structural engineer on your team. Yes, you can submit separately for the mechanical, electrical and plumbing portion.

Q-8. The Antelope Valley CCD RFQ for Engineering Services is asking for a copy of the company's financials. For confidentiality considerations, can we email that to you directly rather than placing it in the proposal?

A-8. Financial Statements must be submitted concurrently with RFP Responses in Tab 6; failure to do so will result in rejection of a RFQ Response for non-responsiveness. Financial Statements are not subject to disclosure under the Public Records Act.

Q-9. We are submitting as the prime engineering firm with a subconsultant, and would like to know if our subconsultant need to submit the following info: Attachment A (pages 9-10 of the RFQ), Attachment C (pages 42-44 of the RFQ), Financial Statement and Certificate of Insurance.

A-9. Please see Clarification No. 1 below.

Clarification No. 1. RFQ requirements are modified as noted below. RFQ Responses must comply with the following Clarifications:

RFQ Paragraph 4.4.2, Letter of Interest Identification of Engineering Discipline. The Letter of Interest submitted with each Respondent's RFQ Response must specifically identify the Engineering Discipline that the RFQ Response is submitted for. If a Respondent intends to submit a RFQ Response for multiple Engineering Disciplines all Engineering Disciplines for which the RFQ Response is submitted must be specifically identified in the Letter of Interest.

RFQ Response for Multiple Engineering Disciplines. If a Respondent notes in its Letter of Interest the intent of the Respondent to submit RFQ Responses for multiple Engineering Disciplines, the Respondent's RFQ Response shall conform to the following:

Tab 1; Statement of Qualifications. Complete a separate Statement of Qualifications for each Engineering Discipline; specifically note in each separate Statement of Qualifications the Engineering Discipline for which the Statement of Qualifications is submitted.

Tab 2; Relevant Project Experience. For each Engineering Discipline identified in the Letter of Interest, provide additional details of the Projects identified in the Statement of Qualifications for each Engineering Discipline which reflect the skills, experience and other qualifications of the Respondent to successfully complete necessary engineering services for

the Projects. Include in the discussion of relevant project experience, the experience of the Respondent for the following: (i) conformity to schedule and budget requirements; (ii) California community college projects; (iii) projects subject to Division of State Architect (“DSA”) review and approval. This section of the RFQ Response shall not exceed fifteen (15) pages.

Tab 3; Proposed Project Team. Identify the key members of the Respondents’ staff that will be assigned to design, bidding or construction phases of the Projects for each Engineering Discipline identified in the Letter of Interest. For each member of the Respondents’ organization, provide brief descriptions of the relevant qualifications and background. Do not include resumes for the proposed personnel of the Respondent; personnel resumes are to be bound and incorporated into Tab 4 (Personnel Resumes) section of the RFQ Response. Include a separate organization chart illustrating the relationships: (i) among the Respondent’s proposed Project Team; and (ii) between the proposed Project Team and the District for each Engineering Discipline.

Tab 4; Project Personnel Resumes. Provide a current resume for each member of the Respondent’s personnel identified in Tab 3, Proposed Project Team for each Engineering Discipline. Resumes included in Tab 4 must specifically identify the Engineering Discipline for which each proposed personnel of the Respondent will be assigned to using the following format:

- Tab 4A Mechanical Engineering Personnel
- Tab 4B Electrical Engineering Personnel
- Tab 4C Plumbing Engineering Personnel
- Tab 4D Structural Engineering Personnel

Tab 5; Project Approach. Provide a description of the proposed Project Team’s approach and methodology to completing tasks necessary to complete the Basic Services set forth in the Engineer Contract for each Engineering Discipline identified in the Letter of Interest. Include a detailed description and discussion of measures the Respondent utilizes for quality assurance and quality control of Design Documents to minimize errors or omissions and to complete construction of Assigned Projects within the District’s schedule and budget.

Tab 6; Financial Statement. A separate Financial Statement for each Engineering Discipline identified in the Letter of Interest is not required.

Tab 7; Insurance Certificates. Separate Certificates of Insurance for each Engineering Discipline identified in the Letter of Interest is not required.

Tab 8; Engineer Contract Comments. Separate Engineer Contract comments for each Engineering Discipline identified in the Letter of Interest are not required, unless the Respondent proposes specific Engineer Contract modifications for a specific Engineering Discipline. In such event, the Respondent must identify the Engineering Discipline for which the Respondent’s proposed amendments to the Engineer Contract apply.

Tab 9; Proposal. Complete a separate form of Proposal (RFQ, Attachment C) for each Engineering Discipline identified in the Letter of Interest.

All other terms and conditions remain the same.

Mina Hernandez
Mina Hernandez, Purchasing Manager

July 21, 2016
Date