QUESTIONS AND ANSWERS TO RFQ/P #20/21-001

DATE: April 21, 2021
PROJECT: RFQ/P #20/21-001 Program Management Services
FROM: Valerie Ranum

Questions and Answers #2

4.) TAB 6 Schedule of Rates and Fee Proposal: States “A general fee proposal for Years 1 (FY 2020-2021), 2 (FY 2021-2022), and 3 (FY 2022-2023) of the Bond Program.” Question – do you want to modify the years since FY 2020-2021 would normally end June 30, 2021? Or do you define the fiscal year as December 31? Possibly we could price out the first 3 years of the program regardless of the start date for the CM.

Proposals should address the first three years of Program Management Services, beginning early in FY 2021-2022. The District's fiscal year begins July 1st.

Addendum #1 has been issued to correct the fiscal years listed in the RFO/P under TAB 6. SCHEDULE OF RATES AND FEE PROPOSAL.

Download Addendum #1 from the district website at https://www.lmsvschools.org/purchasing-services/.

Review, sign, and return Addendum #1 with your proposal.

5.) Section VIII. Content Requirements – Tab 4. Project Team Summary: “Identify key team members, including sub-consultants, and state their qualifications relevant to programming services and the scope of this project.” Question -- Can the District please provide a list of key team members that the District would like us to include in our proposal.

To draft a proposed program management approach, scope and staffing, responders are referred to the District's 2020 Facilities Master Plan and the Measure V authorization, and also to question 1, answered previously.

6.) VII. Format Requirements: Submittals shall not exceed sixteen (16) single-sided pages, or eight (8) double-sided pages. The page limit excludes permitted appendices.
Question – Please clarify if the following items will be excluded from the stated 16-page limit:
   - Proposal Cover
   - Table of Contents
   - Attachment B – NonCollusion Declaration
   - Attachment C – Iran Contracting Certification

The Proposal Cover, Table of Contents and Attachments B and C are excluded from the 16-page limit.
7.) Will the District accept a Joint Venture team for Program Management Services?

A Joint Venture entity structure will not by itself disqualify a team from consideration for this RFQ/P.

8.) Does the District have their own Project Managers or will the Program Management Team provide them?

See previous question 1 and District response.

9.) Will the selected Program Management Team be responsible for providing Office Space? Furnishings? Equipment?

Currently the District is studying office space options for the Program Management team. Office furnishings, amenities and equipment are anticipated to be part of negotiations with the selected PM entity.

10.) What Financial Accounting System does the District currently use?

The District’s primary accounting system is Peoplesoft. The District intends to procure appropriate software to plan, manage, track and report the Measure V Program revenue, budgets and expenditures, and to reconcile with the primary accounting system.

11.) Does the District have a Project Labor Agreement (PLA)?

The District does not have a Project Labor Agreement.

12.) Or a Project Stabilization Agreement (PSA)?

The District does not have a Project Stabilization Agreement.

13.) Does the District have an Owner Controlled Insurance Program (OCIP)?

The District does not have an OCIP.

14.) Does the District want to achieve a LEED rating for any of their projects?

As projects are planned and designed, appropriate design and performance standards will be considered.

15.) Does the district employ or provide personnel responsible for move management coordination?

Move managers for bond related projects will not be District personnel, and move costs will be included in the bond program budgets, if needed and as appropriate.
16.) Is there existing temporary space available for projects that require relocation?

The District anticipates minimal temporary housing in this program.

17.) Is the district's ADA transition plan up-to-date?

Per the 2020 Facilities Master Plan accessibility improvements will be included in this program and the District is in the process of reviewing its transition plan.

18.) Would the District consider extending the page count to 30 single-sided pages (or 15 double-sided pages)?

The District will not consider changing the requirements for format, content and pages outlined in the RFQ/P. See also question 6 answered above.

19.) Are required District forms (such as Attachment A, B & C, etc.) are excluded from the page count?

See question 6 answered above.

SIGN AND RETURN WITH PROPOSAL

Valerie Ranum
Director, Business Services

End of Questions and Answers #2