

**La Mesa-Spring Valley School District**  
Purchasing Department  
4750 Date Avenue  
La Mesa, CA 91942

**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 RFQ/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.

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**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.

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**16.) Is there existing temporary space available for projects that require relocation?**

The District anticipates minimal temporary housing in this program.

**17.) Is the districts 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

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SIGNATURE ACKNOWLEDGMENT

**End of Questions and Answers #2**