

LA MESA-SPRING VALLEY SCHOOL DISTRICT

RFQ No. V21/22-001
REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES
Measure V Architectural Services

Addendum No. 1

Date: November 4, 2021

THIS AMENDMENT IS ISSUED AS ADDITIONAL INFORMATION AND/OR AS A CHANGE IN SPECIFICATIONS OR INSTRUCTIONS TO ALL PROSPECTIVE BIDDERS INTERESTED IN THE ABOVE-MENTIONED REQUEST FOR PROPOSAL.

This Addendum #1 to RFQ #V21/22-001, unless otherwise noted herein, makes changes to and/or clarifies the contents of RFQ #V21/22-001 as described below.

The following is a list of contents of this Addendum 1:

1. Provide Acknowledgment of Addenda Form for this RFQ #V21/22-001. **This form must be completed and submitted with proposals.** See attachment 1 to this Addendum 1.
2. Provide District Responses to all Request for Clarification received by 4:00PM on October 28, 2021. See attachment 2 to this Addendum 1.
3. Amend the RFQ Response Schedule Summary provided on page 2 of the Request for Qualifications (RFQ) as follows (Updated dates are denoted in **bold**):

DATE / TIME	EVENT
October 18, 2021	Issue RFQ #V21/22-001 – Measure V Architectural Services.
October 28, 2021 at 4:00 p.m.	Deadline for submission of written questions to District concerning RFQ #V21/22-001.
November 10, 2021 at 4:00 p.m.	Addendum(s) Posted to District Website
November 18, 2021 at 2:00 p.m.	Deadline for all submissions in response to RFQ #V21/22-001.
Week of November 29, 2021	Release of short-listed firms.
Starting on December 3, 2021	Interviews of short-listed firms. Interview will be held via Zoom.

4. Amend RFQ Section A “Format Requirements” paragraph three (3) to now read:

Provide **four (4)** bound copies, ~~one (1) unbound copy~~, and one (1) electronic copy of the submittal:

- ~~The unbound copy shall be marked “Copy for Reproduction”, and shall be formatted as follows:~~
 - ~~No divider sheets or tab.~~
 - ~~Pages with proprietary information removed.~~
 - ~~A cover sheet listing the firm’s name, the total number of pages, and identifying those pages that were removed due to proprietary information.~~
- The electronic copy will only be accepted via flash drive ~~or CD~~ in the following programs: ~~Microsoft Office Suite or PDF.~~

5. Delete Section 8.A “Interviews” entirely and replace with the following:

A. INTERVIEWS (50 POINTS)

The District, at its sole discretion, may elect to interview the short-listed firm(s) for the purposes of arriving at a final pool of prequalified firms. In the event the District does so, the procurement scoring will be cumulative. If your firm is requested to come in for an interview, the key proposed Program staff will be expected to attend the interview. The interview will be an opportunity for the District’s Selection Committee to further inquire as to the firm’s suggested approaches to the projects and the issues identified in this RFQ. Any comments or objections to the District’s form of Agreement attached to this RFQ as Attachment A may be the subject of inquiry at the interview.

List of Attachments to this Addendum #1:

- Attachment 1 – Acknowledgment of Addenda Form
- Attachment 2 – Responses to Requests for Clarification

END OF ADDENDUM #1

ACKNOWLEDGMENT OF ADDENDA

The Applicant acknowledges the receipt and review of all Addenda issued, if any, for this Procurement by indicating below the Addendum No. and Date thereof, as well as signing this form and returning it with your Statement of Qualification:

PROJECT NAME: Request for Qualifications for Architectural Services

PROCUREMENT NUMBER: V21/22-001

Addendum No.	Date Received

Applicant: _____

By: _____

Its: _____

LA MESA-SPRING VALLEY SCHOOL DISTRICT

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DISTRICT RESPONSES TO REQUESTS FOR CLARIFICATION

- 1.) For Project Experience, is it acceptable to include work that has DSA Approval but is in either Bidding or Construction?

Yes.

- 2.) For Project Experience, is it acceptable to include work that is in the Construction Documents Phase?

Yes.

- 3.) Please confirm no sub-consultant materials are required for the proposal response.

If your firm intends to use subconsultants as key personnel, biographies of proposed personnel must be included.

- 4.) Can we include projects that are in design phases including construction documents?

Yes.

- 5.) Can we include projects that have completed DSA approval but have not completed construction?

Yes.

- 6.) Can we include projects that have completed program verification, planning and assessment?

Yes.

- 7.) Is it acceptable to include work completed by key staff while employed by other firms?

No. Information provided under Section 5. "Relevant Project Experience and References" must pertain to the proposing firm. However, key staff experience can be included in the key staff biographies.

- 8.) Is it acceptable to include out of state work completed by key staff while employed by other firms?

No. Information provided under Section 5. “Relevant Project Experience and References” must pertain to the proposing firm. However, key staff experience can be included in the key staff biographies.

- 9.) Under 7. Fee Information – you ask for a proposed staffing plan which is difficult without a specific project scope, can we provide proposed percentages of specific roles that would scale based on project size?

Yes – proposed percentages is sufficient for the “staffing plan” portion of Section 7 “Fee Information”.

- 10.) Section 4, Proposed Program Team: Are we to include proposed design consultants as part of this section response or are we only to provide our proposed architectural team members?

For the purposes of responding to this RFQ, Proposers can include just the proposed architectural team members. The District understands the consultants will vary based on individual projects.

- 11.) Section 8, Comments to Form of Agreement: This section indicates that we should submit any proposed changes to the District’s form of agreement as “Appendix B” to our submittal. Is there an “Appendix A” that should be included in our proposal response, or is the use of “Appendix B” just to eliminate any confusion with your “Attachment A”?

Appendix A is defined as “Biographies of proposed key personnel”. See Section 4 “Proposed Program Team”.

END OF RESPONSES TO REQUESTS FOR CLARIFICATION