



PASADENA UNIFIED SCHOOL DISTRICT PROCUREMENT SERVICES DIVISION

ADDENDUM #1

October 8, 2015

RFQ #21-15/16 - Architectural & Engineering Services

This addendum forms part of the Contract documents and may modify the original Proposal Documents. Any revisions, clarification, deletions and/or additions shall be made part of the documents for RFQ #21-15/16, Architectural and Engineering Services.

Response to Requests for Clarification/Questions:

Q: Do you want fee to be an hourly rate?

A: Hourly rates or your fee schedule will suffice. The percent by project is already mentioned in the sample contract.

Q: Under *Estimating Abilities*, what do you mean by “willingness to commit to the estimate provided”?

A: When the firm provides an estimate to a project assigned, the firm will be committed to design to that budget provided. Also, to provide deductive alternates as necessary to every project that the firm has estimated.

Q: Do you need a “wet” signature or will an electronic signature work?

A: Either one is acceptable.

Q: Item 4 on page 10 – “All key personnel will be required to participate in the interview”, does this mean that everyone we submit a resume for in the RFQ response will need to be at the interview if we are selected?

A: The selected firm will be provided a time limit and it will be up to the selected firm to bring all, or as many, or as few as they so choose.

Q: The current instructions ask for “Professional License(s) in California” under the *Section Contents, (2) Business Information* on page #9. Is the District looking to know the total number of California Licenses the firm’s staff have, or are you looking for more information, ie copies of licenses, registration numbers, etc?

A: A listing of professional licenses and license numbers will be sufficient, copies of licenses are not required at this time.

Q: Is information required for Sub-consultants in the RFQ? If so, what information is required? Where do we list the Sub-consultants information?

A: Yes information regarding sub-consultants your firm uses is required. Please provide a listing of sub-consultants your firm uses, what their professional service is, and what is the sub-consultant's experience in their perspective field. This information should be included under Tab 4.

Q: You state: SUBMISSION OF A QUALIFICATION SUBMITTAL REPRESENTS THAT THE RESPONDENT SHALL FULLY COMPLY WITH THE INSURANCE REQUIREMENTS IF SELECTE. Do you mean we should include a statement that we comply?

A: Please refer to #6 on page 12 – “Respondent shall submit a Certificate of Insurance or a signed letter from its insurance company indicating ability to provide insurance as required in the attached Sample Agreement”.

Q: On page 8, under Section 3.a – *Format*, we are instructed to divide our submittal with 9 Tabs. However, Section 3.b *Section Contents*, starting on page 9, lists 11 sections. According to which instructions should we organize our submittal? Do items 8 & 9 on page 12 go under Tab 8? As well as item 11?

A: There was an error on page 8, under Section 3.a – *Format*. Please format your submittal as indicated in the *Section Contents*, Section 3.b, using the 11 Tab format.

Q: Scope of Work: Would it be possible to obtain a list of the District's projects/scopes of work?

A: A list of upcoming projects /scopes of work will not be provided by the District at this time.

Q: Are each of the listed personnel for Sub-consultants required to attend the interview?

A: No

Q: Are we allowed to print double-sided, or would you prefer single-sided? I understand each sheet of double-sided paper would be considered 2 pages?

A: Printing double-sided would be acceptable. Double-sided prints would be considered 2 pages.

Q: Do you have any requirements for how the SOQ is bound (3-ring binder, etc.)

A: No

Q: Where do we submit Attachment 2? Is it included in the 50 page count?

A: Include Attachment 2 at the end of your response to the RFQ. This document would NOT be included as part of the 50 page count.

Q: Regarding the Financial Stability - we will be submitting our financial statement - is the top sheet/summary sufficient for this requirement.

A: Yes

END OF ADDENDUM