



Business Services

Contracts Office

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ADDENDUM NO. 1

Date: November 19, 2021

Issued by: Sacramento City Unified School District

RFQ: #22-01, Construction Management Services

You are hereby notified of the following changes, clarifications, or modifications to the original Request for Qualifications (RFQ). This Addendum shall supersede the original RFQ documents, and shall take precedence over anything to the contrary therein. All Addenda shall be acknowledged in the response. All other conditions remain unchanged.

Submittal Requirements

- A. The District has increased the page limit for submittals. Submittals shall be no more than thirty (30) single-sided pages or fifteen (15) double-sided pages in length. This page limitation excludes front/back covers, divider sheets/tabs, tables of contents and appendices.
- B. Appendices may include fee proposals and objections/proposed changes to the form of agreement.

Form of Agreement

- A. Exhibit F of the Form of Agreement has been updated, due to a change in requirements after the District's Board of Education passed [Resolution No. 3233](#). CM firms will be required to execute the new Vaccination Certification upon award of a contract. A copy of the certification form is attached.

Responses to Questions Received

See attached.

END OF ADDENDUM NO. 1

Exhibit F - Form of Agreement for Construction Management Services



**SACRAMENTO CITY
UNIFIED SCHOOL DISTRICT
VACCINATION CERTIFICATION
FOR CONTRACTED SERVICES**



(INSERT NAME)

I , do hereby certify and attest that the following information is true and correct:

(INSERT CONTRACTING COMPANY NAME)

("Contractor") may work directly with students and SCUSD staff on SCUSD facilities.

All individuals employed by Contractor, including agents and subcontractors, will receive or will have received their first or second dose of the COVID-19 vaccine by November 30, 2021 as a requirement for contracted services. If such employees are subject to valid exemptions from the vaccine, they shall undergo regular, routine testing. Such regular, routine testing may occur through SCUSD for as long as SCUSD offers regular, routine testing or shall occur at the expense of the individual and/or Contractor.

Such employees' vaccination and testing records are subject to examination by SCUSD upon SCUSD's request. All documentation of immunization records meet HIPAA confidentiality requirements.

NAME:

DATE:

<input type="text"/>	<input type="text"/>
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SIGNATURE:

#	Question	Response	Response Date
1	Are resumes included in the 20 page limit or can they be included as part of the appendix?	Resumes are not required. If included, they will count toward the 30-page limit.	11/19/2021
2	Section 9 Appendix, requires the District's Agreement for Construction Management Services. Does the District require a marked up agreement to be submitted with the proposal or would the District like us to provide specific comments as part of the response to Part 7. Form of Agreement?	The RFQ states, "Any objections/proposed changes to the form of agreement shall be stated in writing in the submittal. An explanation of the objection and proposed revised language shall be provided." The District does not have a preference as to the format used to communicate objections: marked up agreement or a summary of changes, etc.	11/19/2021
3	Section VII., Item B-4, asks for a minimum of five K-12 educational projects completed by the firm within the last 10 years. Would the District allow projects worked on by a key team member prior to joining the firm to be used instead of firm projects? Additionally, will subconsultant firm project experience be accepted as a part of the five required projects? Please also confirm if these projects will be scored equally per RFP Section VIII, Item A – Criteria.	The District will allow key personnel experience at previous firms as long as the previous firm is noted. Subconsultant firm project experience will not be accepted for the minimum of 5 project references under "Relevant Project Experience".	11/19/2021
4	Please confirm that any suggested contract exceptions and the fee proposal will be excluded from the 20 page limit.	Fee proposal and contract objections/revisions may be included in the appendix and will not count toward the 30-page limit.	11/19/2021
5	Would the District consider allowing us to provide resumes in an appendix?	See above.	11/19/2021
6	Would the District appreciate an org chart?	Responder may include an org chart if they would like.	11/19/2021
7	Due to the volume of requested information, would the District consider raising the total page count to 30 pages in order to provide a more complete response to your RFQ?	Yes, per Addendum No. 1, the District will increase the page limit to 30 single-sided or 15 double-sided pages.	11/19/2021
8	Due to the 20-page limit of this proposal, can any of the sections be put in the appendix? It will be difficult to respond with the information required in the RFQ given the current page count.	Fee proposals and objections/proposed changes to the agreement form may be included in the appendix. Additionally, Tables of Contents will not count toward the page limit.	11/19/2021
9	Has the District made a determination as to the maximum or minimum number of CM firms that would be part of the pool of qualified firms?	The District has not determined a limit to the number of CMs in the pool.	11/19/2021

10	Can the District provided an updated program schedule, to assist in the development of a general fee proposal, and staffing plan?	This information is not being provided as part of the RFQ process.	11/19/2021
11	Does the District have specific Disadvantaged Business Enterprises ("DBE"), Small Local Business Enterprise ("SLBE"), Small Emerging Local Business Enterprises ("SELBE"), and Disabled Veterans Business Enterprises ("DVBE") goals or	No.	11/19/2021
12	Page 7, Section VII – Submittal Requirements, Part A – Formal Requirements. Can the project sheets, and team member resumes be included as appendices, understanding that there is a limitation of twenty (20) single-sided pages or (10) double-sided pages in length?	The response for the minimum of 5 project references under "Relevant Project Experience" will be included in the 30 page limit. As above, resumes are not required but if they are provided they will count toward the 30-page limit.	11/19/2021
13	There is mention of a 'program manager' several times in the RFQ – which company is providing program management services?	The District is acting as Program Manager at this time.	11/19/2021
14	Does Sacramento City USD have specific requirements as it relates to COVID 19 for being on any campus or in the facilities office?	COVID requirements are included in the agreement form in Appendix A (see section 12.4 and Exhibit F). Since drafting the RFQ the requirements have changed in that the District's Board has passed a resolution requiring all students, staff and contractors to have received their first or second dose of vaccine by 11/30/21 (or prior to coming on-site if after 11/30/21) unless a valid exemption has been filed. Exemptions are to be filed with the individual's employer: District staff and students with the District and contractors with their employers - the CM firm in this case. An updated Exhibit F is attached.	11/19/2021
15	Does the District plan to issue a PM RFQ in the near future, if so, would the participating pool of CM firms be able to submit on the PM RFQ?	Any future RFQ would include information about who is eligible to submit.	11/19/2021

16	For item #8 'fee proposal', are you requiring an actual fee at this time or will this occur upon selection of a CM for a given project(s)?	Per Section 8, "Respondents should include a general fee proposal that will enable future consideration by and negotiation with the District. The fee proposal shall include hourly billing rates by position (proposed), staffing plan (proposed), and reimbursable schedule (proposed). Proposal shall provide a Schedule of Rates ("SOR") by position, by company entity, for each position proposed by Respondent. The SOR should identify proposed reimbursables by category. Travel and related expenses shall be reimbursed in accordance with the federal government Joint Travel Regulation."	11/19/2021
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