

**RFQ #22-02, Architectural Services
Responses to Questions Received as of 11/19/21**

#	Question	Response	Response Date
1	Page 2 indicates that the district is seeking to add to its existing pool of architects. I see that in the last RFQ, the district selected 14 firms to provide services to the district. Did all those firms receive work from the district? Are you asking all those firms to follow the new contract that is included in this RFQ or will there be different contracts used based on when they are selected by the district (I'm thinking primarily about the insurance, indemnity, and Covid-19 provisions)?	Half of the firms in the existing pool have received work from the District since the pool was formed in February 2020. All firms in the existing pool will be required to use the new agreement going forward.	11/15/2021
2	Exhibit E in the sample contract doesn't list insurance limits for the required insurance. Can you provide them please or are those all negotiable after project assignment?	Insurance limits will be per the below table based on project cost.	11/15/2021
3	Exhibit E in the sample contract lists Employers' Liability Insurance (bold heading) and then in the body of the text identifies this as Employment Practices Liability. These are two different types of insurance. Employers' Liability Insurance is associated with Workers Compensation Insurance. Employment Practices Liability Insurance deals with discrimination, harassment, and hiring/firing issues in the workplace. What is the district requiring? If it is Employment Practices Liability, why would the district care about us having insurance for workplace issues that don't affect the district? This insurance provision is not listed in the contract from the 2019 RFQ.	Employer's Liability insurance is required. The reference to Employment Practices Liability was a typo.	11/15/2021
4	Section 4. Proposed Program Team – Should sub-consultant resumes be included within this section?	Sub-Consultants will not be under contract with the District. Their resumes are not required. Management of Sub-contractors is the responsibility of the contracted consultant.	11/19/2021
5	Section A – Format Requirements, mentions the page limitation excludes front/back covers, divider sheets/tabs, and allowed appendices. Will the table of contents be included in the page count?	No, the Table of Contents will not count toward the page limit.	11/19/2021
6	The RFQ mentions "allowed appendices." Are there any guidelines or limitations as to what we can include within the appendix?	General brochures may be included in the appendix along with any proposed changes/objections to the form of agreement.	11/19/2021
7	Do you expect us to include sub-consultants in this RFQ? It says to identify key personnel, but I'd like to clarify.	Key personnel should be personnel that are W-2 employees of the firm responding.	11/19/2021

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<p>8 Section B, Number 7 of the RFQ mentions providing fee information and a proposed staffing plan. Could you please clarify what the proposed staffing plan should include? In addition to what the fee information should include?</p>	<p>Please follow the RFQ requirements for providing fee information. The district is unable to respond to how an architect may staff projects as each project will have a unique scope. Please follow the RFQ on <i>proposed</i> staffing plan. The final scope of services and not-to-exceed fee will be negotiated in any resulting contract.</p>	<p>11/19/2021</p>
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SCUSD ARCHITECT AGREEMENT - INSURANCE MINIMUM COVERAGE LIMITS

Coverage	Projects <\$5m	Projects \$5m-\$20m	Projects >\$20m
Commercial General Liability	\$1,000,000	\$2,000,000	\$3,000,000
Commercial Automobile Liability	\$1,000,000	\$1,000,000	\$1,000,000
Workers' Compensation Liability	Statutory	Statutory	Statutory
Employers' Liability	\$2,000,000	\$2,000,000	\$2,000,000
Professional Liability	\$2,000,000	\$3,000,000	\$5,000,000