

**Responses to Requests for Information  
for A/E and C. M. Services R.F.Q.'s  
Date Due: ~~September 14, 2009~~ September 18, 2009**

Number	Question / Answer
<b>NOTICE: The Due Date has been extended to September 18, 2009 at 4:30 PM</b>	
1.	<b>What is the overall budget for the improvement program?</b> District has an existing Facilities Master Plan. It is our intent to update this information. No specific budget has been identified.
2.	<b>Do you have an overall Program Manager working with you?</b> No, but we may select a PM from the selected CM firms.
3.	<b>How many CM firms do you anticipate selecting?</b> No specific number. We will attempt to qualify a sufficient number to complete the anticipated workload.
4.	<b>On Page 4, Section B. titled "Performance Standards". The three items listed (Facility assessment, design standards and educational programming) are all services that are typically provided by an architectural firm. Is this an error or are you looking for the CM firm to provide these services?</b> CM will not provide service but may coordinate various aspects and act as the Owner's agent for work included, but not limited to the activities referenced in Section III Scope of Work.
5.	<b>Page 4, Section titled "Construction Administration". Construction Administration is one of several services provided by a CM Firm. Is this all the scope of work there is?</b> Same as question 4. See attachment "B" for standard CM contract. Construction Administration as defined by the District is work performed by the A/E during the course of construction.
6.	<b>Page 5, Section titled "Project Scheduling". In the first sentence and last sentence it asks for the firm's experience in design and construction, and designing and administering, etc..... Are you looking for design services or is this an error</b> Same as question 4.
7.	<b>Page 5, Section titled "Capabilities". In the first paragraph, second sentence, the six word in the sentence ask for experience in relation to the design of existing buildings. Are you looking for design services or is this an error?</b> Same as question 4.
8.	<b>Page 5, Section titled "Capabilities". In the second paragraph, second sentence, the eighth word in the sentence ask for rating systems and design implications. Are you looking for design services or is this an error?</b> Same as question 4.
9.	<b>Page 6, Section titled "Safety", first and second sentences. Both ask to describe concepts or design elements..... Are you looking for design services or is this an error?</b> Same as question 4.
10.	<b>Page 6, Section titled "D. Consultants and Staffing". There are no requests to provide information on the proposed project teams. The only information requested is on any consultants. Please clarify.</b>

	Consultants would include any service you might supply outside of your firm. Staffing would include your company/firm staff assigned to these projects. See paragraph 3 of Section D. Consultants and Staffing.
11.	<b>Page 7, Section titled "E. Previous Projects". All the information requested on the projects are design related. Please clarify.</b>
	Same as question 4.
12.	<b>Item IV.D (page 6) identifies services that may be required, in addition to architecture. However, there is no reference to environmental services, including pre-design studies (e.g., biological resources and phase 1 environmental site assessments) and CEQA document preparation. How will the District solicit for these important services?</b>
	These will be provided under separate professional services agreements.
13.	<b>Is it the District's intent to hire BOTH a CM and a Master Architect? If so, the scopes in the Architect and CM RFQs are essentially the same exact scope. What then is the separation of each other's Scope of Work?</b>
	The District may hire a Master Architect, Architect, Program Manager and Construction Manager. PM and CM will act as Owner's agent for these services. Same as question 4.
14.	<b>Is the current Architectural RFQ the solicitation for the Master Architect? Or will this Master Architect be selected in a separate process?</b>
	We are using the current RFQ.
15.	<b>Can you please tell me when responses to questions will be posted?</b>
	Responses to the RFI's will be posted no later than "Close of Business" Tuesday September 8, 2009.
16.	<b>We have gotten questions from possible Architectural team members in regards to the Architectural RFQ that is out at this time as well. If a firm teams with Parsons on the Construction Management RFQ does it preclude them from going after the Design work that is mentioned in the Architectural RFQ?</b>
	No.
17.	<b>1.Section IV. Response Format, B. Performance Standards – Please clarify the specific questions to be answered for the following items "Facility Needs Assessment", "Design Standards" and "Educational Programming". 2.Section III. Scope of Work - the web address listed for the Facilities Master Plan shows "File not found" when we try to access it on the District's website. Has the web address changed?</b>
	Describe your firms experience/expertise in these areas. The broken link has been repaired. ( <a href="http://www2.scusd.edu/operations_support/MasterPlan.htm">http://www2.scusd.edu/operations_support/MasterPlan.htm</a> )
18.	<b>In regards to the RFQ for Architectural Services, Section III (Scope of Work) states the existing Facilities Master Plan is available at <a href="http://www.scusd.edu/operations_support/index.htm">http://www.scusd.edu/operations_support/index.htm</a>. When I type in the link in Google Search, it only provides 2 results and neither one has anything to do with the plan. Can you please let me know where / how I can find it?</b>
	See question 17.
19.	<b>Will you be selecting more than one firm to cover this scope of services? If so, do you anticipate hiring one firm to handle the Program Management aspects of the scope? Can you give more detail about the scope of the CM services? i.e. the size and scope of projects.</b>

	<p><b>Will the selected firm be involved in the preparation of an upcoming bond? If yes, is there an anticipated size of the bond?</b></p> <p><b>How much of your current bond projects will the selected firm (s) be involved with? Would we be working with the previously selected CM firms?</b></p> <p><b>Do you currently have design standards in place?</b></p> <p><b>Does the District currently have a LEED or CHPS program in place?</b></p>
	<p>We anticipate hiring more than one firm and may hire a PM.</p> <p>Project specifics have not been finalized.</p> <p>The District may seek assistance from a variety of consultants. Future bond specifics have not been finalized.</p> <p>It is possible that previous consultants may still be actively working past projects.</p> <p>The District will be working with a selected A/E firm to assist with the development of new standards.</p> <p>The District has a "Green and Grid Neutral Model Schools Policy". It is posted as attachment "C" to the RFO for Architectural Services. Additionally, the Board of Education has adopted Resolution 2583 "Adopting the Collaborative for High Performance Schools Criteria in Designing, Building, and Operating all campuses in the District"</p>
20.	<p><b>1.How many responders to this RFO will be approved to provide architectural services?</b></p> <p><b>2.Once qualified, how will the district issue task orders:</b></p> <p><b>a.Will task orders be competitively bid by all interested approved firms ?</b></p> <p><b>b.Will task orders be issued sole source to approved firms?</b></p> <p><b>3.What will be the dollar value range of the task orders?</b></p> <p><b>4.With regard to the 30 page limit for the proposals; are resumes to be included in the page count?</b></p> <p><b>5.The link to the Facilities Master Plan under Section III - Scope of Work does not appear to be correct. Could you please provide a correct link?</b></p>
	<p>The District will attempt to qualify a sufficient number of firms to match anticipated workloads.</p> <p>No, District will assign work to the most qualified firm.</p> <p>Purchase Orders will be issued through a professional services agreement.</p> <p>Negotiated based upon project value.</p> <p>No.</p> <p>See question 17 above.</p>
21.	<p><b>Where, if any place, would you like us to list our in-house team members?</b></p> <p><b>Would you like to see their resumes in the submission?</b></p>
	<p>In section IV D. Consultants and Staffing.</p> <p>Means and methods are at the sole discretion of the respondent.</p>
22.	<p><b>In section III Scope of Work, you use the phrase School Construction Design Services. What does that mean to you? We want to make sure we are using the same definition.</b></p> <p><b>In section III Scope of Work, you use the phrase Multiple Pathways. What does that mean to you? We want to make sure we are using the same definition.</b></p> <p><b>How much public outreach do you see being needed? Are there any projects upcoming that are particularly controversial?</b></p> <p><b>In IV B (Performance Standards), what are you hoping to learn? Do you want us to tell you our experience with these items?</b></p>

	<p><b>Does the District currently have a Commissioning Consultant, or would you like us to provide one?</b></p> <p><b>What is the District's preferred project delivery method?</b></p> <p><b>Which CM firms do you have experience with?</b></p>
	<p>All design services necessary to take a project from schematic design to completion including DSA closeout and commissioning.</p> <p>Multiple Pathways represents the concept/philosophy that ALL students can achieve success whether their path is through college/university or career/technical training and our small school program provides both A-G rigor, internships and vocational training.</p> <p>Outreach determined by programs. To be developed with selected firm. See question 17.</p> <p>We do not have a commissioning agent. Expectations are that A/E firm will provide input for District technical commissioning.</p> <p>We have used: Design-Bid-Build, Lease – Lease Back, and Multi-Prime.</p> <p>The question is not relevant to the RFQ.</p>
23.	<p><b>The PFQ shows Qualifications due to the district on the 14th. Then it calls out selection committee review and recommendation, is this the interview or the recommendation for interview teams?</b></p>
	<p>The selection committee review/recommendation does not include interviews with firms that are recommended by the selection committee.</p>
24.	<p><b>1.The Request for Statements of Qualifications appears to focus heavily on design phase services. Is the District looking for the selected firm(s) to manage the design phase process including facility needs assessment, design standards, and educational programming, or is the District looking for the firm(s) to actually prepare these deliverables?</b></p> <p><b>2.Can the District please review the point system. It appears that there is a conflict between points listed on pages 4 and 5 at 25 points each for sections B and C vs. the summary of points listed on page 8 for those same sections listed as 30 points each. We assume that the summary listing is correct.</b></p> <p><b>3.When will the Facility Master Plan be available for viewing from your website as it is currently not accessible.</b></p> <p><b>4.Can the District provide a listing of architectural firms who have serviced the District for the past 3-5 years?</b></p> <p><b>5.Can the District provide a listing of CM firms who have serviced the District for the past 3-5 years?</b></p> <p><b>6.Can the District advise of the composition of the Selection Advisory Committee?</b></p> <p><b>7.Can the District advise of the anticipated number of firms to be chosen for the selected group of prequalified firms?</b></p> <p><b>8.Will the deadline of September 14th be extended?</b></p> <p><b>9.Section B includes specific questions for both Construction Administration and Project Scheduling expectations but little to none for the first three bullets regarding Facility Needs Assessment, Design Standards and Educational Programming. Can more detailed questions be provided for these sections as well to ensure we are addressing your concerns?</b></p> <p><b>10.Under Section B Construction Administration Bullet Point No.1 regarding project administration practices and procedures, is the District looking for CM firms to specifically address construction phase administration only or both</b></p>

	<b>preconstruction and construction phases under this particular bullet?</b>
	<p>The A/E firm will provide the service and the CM will as the Owner's agent. Items B &amp; C are 30 points each.</p> <p>The Facilities Master Plan is currently available at:  <a href="http://www2.scusd.edu/operations_support/MasterPlan.htm">http://www2.scusd.edu/operations_support/MasterPlan.htm</a></p> <p>No.</p> <p>No.</p> <p>The selection advisory committee may include individuals from school sites, contracts office, budget/accounting and Capital Asset Management Services and community members.</p> <p>See question 20.</p> <p>Yes. New due date is: September 18, 2009 at 4:30 PM.</p> <p>Firms need to provide their relevant experience/expertise in these subject areas.</p> <p>Address pre-construction and construction services.</p>
25.	<p><b>The Architectural Services RFO mentions the following documents that I was unable to find via your website, would it be possible for you to email them to me?</b></p> <p><b>Attachment B (District Standard Contract Form), Attachment C (Board Policy 3511), Facilities Master Plan</b></p> <p><b>Also, would you please clarify what is being asked under Item B, Performance Standards? Are you simply asking for experience capabilities in regards to each category?</b></p>
	<p>Attachments B &amp; C are below the RFO link on the District website.</p> <p>The Facilities Master Plan link was broken. It is now working.</p> <p>See question 17. Yes.</p>
26.	<p><b>1. We are hoping to pursue this as a subconsultant. Do you have a planholder's list or a list of interested companies that I can access?</b></p> <p><b>2. Do you anticipate that traffic engineering may be required?</b></p>
	<p>No.</p> <p>Yes, traffic engineering studies may be required.</p>
27.	<p><b>In reviewing the District's Standard Contract there are articles requesting performance and liability beyond the Standard of Care as well as articles requesting performance and liability beyond Statutory Limitations; many of which may not be insurable. While not stated, the last paragraph on page 8 of the RFO implies that there is no negotiation of this agreement. Is this the case or will the District allow discussion and negotiation on the terms, particularly those that may be in the District's benefit as well?</b></p>
	<p>Compliance with risk management issues are mandatory.</p>
28.	<p><b>gkkworks is interested in proposing on both the Architectural and Construction Management Services RFOs. Are we precluded from submitting on both RFOs? We understand that if selected for Architectural and CM Services, that we would not be able to provide both services for the same project. Would we be able to provide Architectural and CM Services if they were for separate projects?</b></p> <p><b>Is the "Master Architect" reference in Page 2 also part of this RFP? ...or will this be a separate RFP? Should we include information pertinent to our experience as Master Architects for the review of plans, and/or oversee entire projects?</b></p> <p><b>"Business Profile": Could this be our standard - bound booklet titled "Company</b></p>

	<p>Profile"? It does contain the information requested, and other project related exhibits.</p> <p>Several "Experience and Strengths" questions addresses specialized expertise such as energy management, state funding, etc. We anticipate using consultants on an "as-needed" basis for those areas of specialization beyond the required traditional consultants. Should we identify those consultants now and attach their resumes?</p> <p>Does the page count include resumes, recommendation letters, other types of exhibits, and the cover letter?</p>
	<p>No. Yes. Yes. No. Yes. No, please use response format. Yes. No.</p>
29.	<p>On pages 3 and 7 of the RFQ there's reference to "Educational Programming, e.g., Multiple Pathways" - can you elaborate on this?</p> <p>Regarding Attachment A - Construction Management Firm's Declaration -If we are responding as Program Management only, do we complete this form?</p>
	<p>Refer to question 22. Yes.</p>
30.	<p>Please refer to the Construction Administration part of the Performance Standards section, 5th bullet point, please clarify if as a CM firm, you mean interfacing with other firms such as AE firms and other consulting professionals working directly for the District or if this question only applies to A/E firms responding to the A/E RFQ.</p> <p>Also in the same section, 10th bullet point, please clarify if as a CM firm, you mean % of change orders for the different reasons noted as a result of our involvement or if this question only applies to the A/E firms responding to the A/E RFQ.</p> <p>Scoring points noted in the Evaluation Criteria and Procedures appear to be at variance with the scoring points in sections B and C noted in the body of the RFQ. Please clarify.</p> <p>Please refer to Section E, 4th bullet point - from the CM's perspective, do you mean our ability to manage the design phase as an owner's agent for school projects or was this criteria intended to be applicable to the A/E firms only responding to the A/E RFQ?</p> <p>Please refer to Attachment A, part 5, item 5 - Does the 3% DVBE requirement apply to the CM firm or does this apply to the Contractor bidding the work? Will the projects be CM@ risk where the CM firm may have to hire DVBE subcontractors? Please clarify.</p>
	<p>Successful firm will act as the District's agent interfacing with other firms. Yes, change orders as a result of your involvement. See question 24. Yes, as the owner's agent. It applies to all participants in the project. Projects are not expected to be CM@Risk delivery model.</p>

31.	<p>1.Can the proposal be delivered in a sealed box? It will be difficult to fit 8 copies into one sealed envelope.</p> <p>2.Do we need to provide a Business Profile for the prime firm and our sub consultant firms? Or do we just need a profile for the lead firm?</p> <p>3.Does a Firm Declaration need to be submitted for both firms if proposing with a sub consultant? Or does it only need to be submitted by the lead firm?</p> <p>4.In Section B. Performance Standards: Facility Needs Assessment, what specifically are you looking for? There are no specifics listed.</p> <p>5.The scope of services appears to be more for a design consultant than a CM. Why is this a CM RFP?</p>
	<p>Yes. Change envelope to read envelope, box or other container. Other submittal instructions apply.</p> <p>Submit profile of the entities responsible for delivering the services.</p> <p>Declaration needs to be completed by the entities submitting the RFQ.</p> <p>See question 24.</p> <p>To obtain services of an owner's agent.</p>
32.	<p><b>Question 1: Per Attachment A: CM firm's Declaration, Item 5.5, the District has a 3% DVBE participation goal. Beyond signing the form, should we name a DVBE firm to our team for this SOQ and/or perform a good faith effort now?</b></p> <p><b>Question 2: RFQ page 3 Section III Scope of Work references the Facilities Master Plan and provides a link. We have been unsuccessful in accessing this plan. Is it available for review?</b></p>
	<p>No.</p> <p>The link is now repaired.</p>