Answers to Questions No. 1

January 15, 2018
Architectural/Engineering Services
SOQ/RFP No. P-68-17/18

Question: We are an architectural firm providing architectural services only. Is it expected to provide full A/E services as listed in the agreement and as such do you want the entire team represented in the proposal. We use a seasoned team of consulting engineers that we have a long established relationship and can include them in our proposal if desired.

Answer: Yes, we would like to see the consultants you will be using; however, the SOQ/RFP will not be awarded based on your consultants' qualifications.

Question: Would you want all consultant team members to provide the information listed in the RFP as part of our team?

Answer: Yes, if they will be permanent consultants that you would like to use.

Question: Is there a page limitation to the proposal? Or a desired page limitation?

Answer: No

Question: Is there a master plan or list of projects that have been established to date?

Answer: Yes. See attached.

Question: Is there a CM firm or Program Management firm that is on board already or will be on board?

Answer: No. Our Planning Department manages the construction.

Question: What documentation are you looking for to demonstrate firm's financial resources and stability?

Answer: Financial Statements which will be confidential and won't be available to public.

Question: In a portion of "Section 3.9 Additional Data," the SOQ/RFP requests the following information – "Include letters of reference or testimonials. Indicate ongoing commitment to professional education of staff, total number of permanent employees, and any other data that may assist the District in understanding firm's qualifications and expertise." This language is identical to an earlier "Section 3.0, items 3.4.6 & 3.4.7." Does the District want responding firms to provide duplicate information per the SOQ/RFP? Or should we omit the information in

question and respond to the remainder of Section 3.9 Additional Data – "Provide additional information about the firm as it may relate to firm's Statement of Qualifications and Proposals. Include any program/planning materials that indicate excellence in program and/or project development."?

Answer: Yes, just omit the duplicate part and respond to "Provide additional information about the firm as it may relate to firm's Statement of Qualifications and Proposals. Include any program/planning materials that indicate excellence in program and/or project development."

Question: I did not see a location in the RFP for the qualifications – or project experience -- of any consultants we may need to use on a project, outside of the Letter of Interest. Would you like us to add that information to Section 3.4.3. | Staff Resumes? Or are you only interested in the architectural firm?

Answer: Besides the Firm's qualifications and expertise, we would like to know about the staff that will be assigned to Glendale Unified School District. You can include it in 3.4.7 or in 3.9.

Question: Would the GUSD be willing to consider OSHPD experience as an equivalent substitution for DSA & OPSC experience?

Answer: No.

Question: Under 3. Content, the RFP lists 3.6 Additional Data and 3.9 Additional Data. Many of the items referenced under both 3.6 and 3.0… such as letters of reference and on0going commitment to professional education of staff… are requested in other areas of the RFP. Please advise.

Answer: Please omit the duplicate answers referencing where the information is, and only write about any additional information that you may have.

Question: Page #1, 4th Paragraph – it states that (1) original (unbound) document will be submitted to you at 223 N. Jackson Street and (1) signed electronic version will be emailed to you. What is the maximum file size of the electronic version that we can email to you?

Answer: 25MB. If more than that, you can submit it on a flash drive with your paper response.

Question: Is there a specific font and font size you would like to have?

Answer: No, as long as it can be easily read.

Question: Is there a page limit to submit?

Answer: No.

Question: Will we be able to see other firm's questions and answers?

Answer: Yes, I will post **Answers to Questions** online.

Question: As per District requirement for Vendor Registration – as a byproduct of offering services – will respondents to the SOQ/RFP require Vendor Registration?

Answer: No, vendor registration is not required. Any architectural firm can submit a response.

Question: Is a general list of scheduled SOQ/RFP Projects and Scopes of Work available?

Answer: See attached. No scope of work yet.

Question: Is a general list of scheduled SOQ/RFP project Budgets available?

Answer: See attached.

Question: *Page 9 – Article 10.4 – "The Architects duty to defend"* – Would the District be willing to remove this paragraph in its entirety?

Answer: At this time, the District would not consider removing that paragraph.

Question: What types of projects will be awarded under this SOQ?

Answer: See attached.

Question: Would you kindly advise on who the Architects are that have typically submitted to the Glendale Unified School District for this kind of work?

Answer: Currently, we are working with tBP Architecture and NAC Architecture (formerly, Osborn Architects).

Question: In what section would you like us to include the Certification on Page 8 of the RFP/RFQ?

Answer: Please include it after the Letter of Interest.

Question: Is the District willing to accept audited financial statements in lieu of Certification of Correctness as requested in Article 3.4.4? If Audited Financial Statements are acceptable, how many years will the District require us to include in our submittal?

Answer: Yes, Audited Financial Statements are acceptable. Please include financial statements for the past two (2) years.

Question: It appears that Section 3.9 Additional Data is a repeat of Section 3.4.5 and 3.4.7. Would you like us to re-include the information requested in Section 3.9 again, or is including it in Section 3.4.5 and 3.4.7 sufficient?

Answer: Please do not answer duplicate questions. Just reference where the answer is.

Question: Is the District requiring that we include subconsultants on our team for this submittal?

Answer: Please submit subconsultants for review but this factor will not determine how the firm is selected.

Question: Is there a distinction between items 3.6 and 3.9, other than 3.9 requires a bit more detail?

Answer: Please answer to 3.9 only if you have additional information that you did not include already.

Question: Please note that 3.9 Additional Data requests information previously requested in 3.4.6, 3.4.7 and 3.6 Additional Data. Can we refer back to these sections in the interest of conciseness?

Answer: Yes, please do not include duplicate information. Only if you have additional information to add.

Question: 3.8.1. Fee Schedule. Can we make the statement that we take no exception to the Agreement Exhibit D 1.3. Fee Schedule? And will that statement suffice for this question/portion of this section?

Answer: Exhibit D 1.3 is only a Payment Schedule of how the architect will be paid. The question on 3.8.1 is in regards to compensation for the architect. Please answer how much you will be charging for your services.

Question: Could our firm submit as a Prime for MEP engineering?

Answer: No, the District is only requesting for Architects not prime Engineers.

Question: We would like to know if Glendale USD would like consultants a part of our proposed team?

Answer: Yes, we would like to see the consultants you will be using; however, the SOQ/RFP will not be awarded based on your consultants' qualifications.

End of Answers to Questions No. 1

GUSD Projects

Hoover Aquatic	$ 5,000,000
CVHS Aquatic	$ 4,000,000
Clark Magnet STEM Building	$ 7,000,000
Kitchen Remodel Wilson MS	$ 4,000,000
Kitchen Remodel Roosevelt MS	$ 4,000,000
Verdugo Cafetorium	$ 5,000,000
CVHS Stadium Bleachers	$ 1,750,000
CVHS Stadium Lights	$ 1,750,000
HHS Auditorium Modernization	$ 4,000,000
PAEC Modernization	$ 2,000,000
	$38,500,000