

**ADDENDUM NO. 1 TO
REQUEST FOR QUALIFICATIONS (RFQ) #A/E 003
MEASURE A & B ARCHITECTURAL SERVICES**

This Addendum forms a part of the Request for Qualifications ("RFQ") issued by San Rafael City Schools ("District") for qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide full architectural planning and design services for selected Measure A and Measure B bond program ("Program") projects identified within the District's Master Facilities Plan. All terms and conditions to RFQ # A/E 003 previously issued by the District are incorporated by reference herein.

Please add to the bottom of page 1 of the RFQ:

Going forward, please send all inquiries and communications regarding this RFQ to bondprojectinfo@srcs.org.

SCOPE OF SERVICES

Please add the following:

The Scope of Services also includes services to effect the closeout of existing District projects that are not certified by the Department of General Services, Division of the State Architect ("DSA Closeout"), to be provided during a 12-month period.

Respondents may elect to submit a Statement of Qualifications ("SOQ") responsive to both (1) the full architectural services scope of services, and (2) the DSA Closeout for uncertified projects. Or, Respondents may elect to submit an SOQ responsive to only one of the two scopes of services. If Respondent submits an SOQ responsive to only one of the two scopes of services, Respondent will not be prequalified for both scopes of service. For example, Respondents may submit an SOQ specific to the DSA Closeout for uncertified projects; but doing so will limit Respondent's potential prequalification to only the DSA Closeout for uncertified projects.

3. RELEVANT QUALIFICATIONS

Please add the following:

- DSA CLOSEOUT FOR UNCERTIFIED PROJECTS: Describe your firm's approach to DSA Closeout for existing, uncertified projects, including your firm's approach to efficiently closing out existing, uncertified projects.

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4. RELEVANT PROJECT EXPERIENCE

Please add the following:

- **DSA CLOSEOUT FOR UNCERTIFIED PROJECTS:** Describe your firm's experience with DSA Closeout for existing, uncertified projects, including some history of DSA Closeout for existing, uncertified projects on at least five (5) school projects where DSA Closeout occurred within the last five (5) years. Include at least three (3) projects where your firm was not involved in the original, un-closed project. Include the following for each project:
 - District name and name of contact person, title, telephone number, and email address to be contacted for a reference
 - Project name and location
 - Beginning and end dates of project (i.e., Notice of Completion and DSA final certification)
 - Square footage
 - Main program elements
 - Original budget, bid amount, and final amount at close-out
 - Key individuals of the firm involved and their roles on the project
 - Sub-consultants, if any, that worked with the firm
 - If work was not exclusively by the firm (i.e., joint venture, association), specify role of firm or individual
 - Briefly state relevant of projects included for consideration in this RFQ

5. PROJECT TEAM SUMMARY

Please add the following:

- **DSA CLOSEOUT FOR UNCERTIFIED PROJECTS:** Identify key team members and subconsultants who have experience with DSA Closeout for uncertified projects; include current fee schedule for proposed firm member(s) and prospective contractors.

7. FEE RATE SHEET

Please add the following:

In addition to your rate sheet showing hourly billing by position, identify and provide any stand alone or flat fees for DSA Close-Out for uncertified projects, and any hourly billing rates specific to DSA Close-Out for uncertified projects.

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RFQ RESPONSE SCHEDULE SUMMARY:

The notification date is revised to: Week of June 6, 2016.

All other dates remain the same, and the corrected schedule is set forth below.

DATE	EVENT	TIME DEADLINE
April 5, 2016	Release and advertisement of RFQ #A/E 003.	
April 21, 2016	Deadline for submission of written questions to District concerning RFQ # A/E 003.	5:00 p.m.
May 11, 2016	Deadline for all submissions in response to RFQ #A/E 003.	2:00 p.m.
May 18, 2016	Release of short-listed firms selected to respond to Request for Proposals ("RFQ").	5:00 p.m.
Week of May 30, 2016	Interviews of short-listed firms.	Begin 9:00 a.m. / continue as needed thru holiday season
Week of June 6, 2016	Notification to selected firm(s).	

[END OF ADDENDUM]