



ADDENDUM #1
RFQ-201-22 ARCHITECT – District Master Architect

As per the directions in the RFQ package, the following question was submitted for clarification in accordance with section VII: Errors/Discrepancies/Questions/Clarifications of RFQ:

QUESTION (1): Will it be acceptable to hand deliver our thumb drive (In addition to email our PDF)?

RESPONSE: The Contracts Office is currently working remotely, if hand delivering, please put in envelope, reference the RFQ, Attn: Office of Contract Services and drop it off in the mailroom (Building A, Rm A-23).

QUESTION (2): If we do mail our thumb drive, is it required to **arrive** by the due date/time, or be **postmarked** before the due date/time?

RESPONSE: Postmarked by November 18, 2021

QUESTION (3): We have multiple comments and requested edits to Attachment A – Insurance and Financial Responsibility Requirements and to Attachment C – Hold Harmless Agreements. Is the language in these Attachments negotiable as we would not want to sign these as-is as part of this RFQ response?

RESPONSE: As stated in the RFQ, the College reserves the right to reject any response that the College deems “non-responsive” to the material requirements of the RFQ. However, the RFQ also allows the College to waive any minor irregularities in the responses. Thus, the College will consider any changes proposed to the terms required by the RFQ, including the Insurance and Financial Responsibility Requirements and the Hold Harmless Agreement through its assessment process once responses are submitted. Upon receipt of any response with proposed changes to these provisions, the College will determine if such changes constitute a material changes that justifies rejecting the response as non-responsive.

Thus, responders can submit proposed changes to these provisions. The College will consider any proposed changes on an individual basis but reserves the right to reject any proposal with any changes to these provisions as “non-responsive.” However, the College highly encourages all respondents to accept these provisions in their current form as they generally include requirements that the College considers material to the terms of the agreement. The College will not respond to questions about whether specific changes are considered minor irregularities or grounds for dismissing the response and non-responsive. The College will make this determination once the respondents are received. Thus, again, the College highly encourages architects to refrain from making any changes to these provisions but will consider them on an individual basis.

QUESTION (4): Scoring Section Criteria I on page 8 of 15 in the RFQ states to list projects “(under \$200,00)”. Please confirm the typo amount and if the requested dollar threshold is meant to be a construction cost or design fee amount?

*RESPONSE: The RFQ does not request a listing of projects. The respondents are to describe their “approach” to designing projects with and estimated **construction value** of less than \$200,000.*

QUESTION (5): Scoring Section Criteria K (“true copies of any judgments and any other evidence of liability...” and the Pricing Section are both requested to be submitted in a separate sealed envelope. Please confirm that this is not required and these are to be submitted electronically as a part of the RFQ response.

RESPONSE: These documents do not need to be submitted in a separate envelope as the RFQ response is being submitted electronically.

QUESTION (6): In Pricing Section, Item A requests hourly rate sheets and item B calls for proposed fees. As there are no project budgets stated in the RFQ, it is requesting a flat rate project rate fee. This will vary from project to project and would be determined on a case by case basis based on scale and complexity. Please confirm fee proposals in addition to the hourly rate sheets are not required. If so, what should our fees be based on in terms of project or budgets?

RESPONSE: In addition to the staff hourly rate sheets requested, only “. . . a statement of willingness (or not) to undertake designated projects for a flat fee for the project, i.e. “all inclusive” fee for all services, except for normal and customary expenses (per below), as requested within the Architect’s professional discipline for a specific project, start to finish.” is required.

QUESTION (7): Is the mailed thumb drive required to be at the Palomar District Offices by the deadline or only post marked by then?

RESPONSE: See response for Question 2.

QUESTION (8): A key portion of this RFQ will be to execute an Ed Plan and then a subsequent Master Plan. Pursuant to Government Code 1090, will the Master Plan Architect be precluded from pursuing future work that flows out of the master plan in either a Design Bid Build format or Design Build delivery?

RESPONSE: The firm selected who then assists in developing the new Education Master Plan and Facilities Master Plan, will not be precluded from pursuing future work which flows out of those plans.

QUESTION (9): The RFQ states to “mail (1) complete electronic copy on a thumb drive.” Please advise if the District requires receipt or postmarked by November 23, 2021.

RESPONSE: See response for Question 2.

QUESTION (10): Item C – Expertise, please advise if there is an associated time, i.e., 5 years, 10 years, etc.

RESPONSE: There is no requested time period or limit. Please note that the chart indicates that the project corresponding year should be included and that is sufficient.

QUESTION (11): Is the District currently working with an Educational Planner? If yes, whom?

RESPONSE: No, the District is not currently working with an Educational Planner at this time.

QUESTION (12): Pricing Section states to include “proposed fees and costs in a separate sealed envelope.” As hard copies are not required, please advise if this should be a separate file on the same USB or placed on a separate USB.

RESPONSE: See response to question #5.

QUESTION (13): Is the selected firm precluded from pursuing future projects outside of what is labeled in this RFQ, and/or projects greater than \$5M, as referenced in I-Introduction?

RESPONSE: See response to question #8.

The information above is added to RFQ #201-22

Date issued: November 16, 2021

A handwritten signature in blue ink, appearing to read "Ambur Borth".

*Ambur Borth, Assistant Superintendent, Vice President
Finance and Administrative Services
Palomar Community College District*