



NOTICE TO BIDDERS

ADDENDUM #2

RFQ/P 200-23 Environmental Consulting Services

Palomar Community College District

The following changes, additions, deletions, clarifications, or corrections shall become part of the Bid & Contract Documents for the above-listed project. This Addendum #2 forms a part of the contract document and modifies the original bidding documents. Acknowledge receipt of Addendum #2 in the space provided on the bid form. Failure to do so may subject the bidder to disqualification.

REQUESTS FOR INFORMATION - QUESTIONS AND RESPONSES

- (1) QUESTION: Will the District consider responding to questions prior to January 30 to allow time for proposal revisions before the submittal deadline?

RESPONSE: Yes, please see this Addendum #2.

- (2) QUESTION: Section II, B of the RFQ/P asks for "Certification that the environmental consultancy firm is legally permitted or licensed to conduct business in the State of California for the services offered." Is the District requesting a statement of certification with our California Business License number, or would the District prefer a copy of the firm's Certificate of Status/Good Standing?

RESPONSE: A statement of certification along with the California Business License number of the firm is acceptable.

- (3) QUESTION: Can proposers append resumes or are they required to be included within Section B, Statement of Qualifications?

RESPONSE: Include within Section B for the team that will be working with Palomar College as stated in the RFQ/P.

- (4) QUESTION: Section II, B and Section II, C ask for staff tenure/number of years with the firm. Are firms required to include this information in both sections?

RESPONSE: Firms should state an individual's tenure with the firm in section B.

- (5) QUESTION: Section II, D requires "authorization of all the principals to allow the District to make oral and/or written inquires of all references listed, regarding your qualifications, performance, reasonableness of fees and charges, and quality of final results." Will the District accept a statement of authorization, or do firms need to name each principal?

RESPONSE: A statement of authorization signed by a single principal of the firm is acceptable.

- (6) QUESTION: Does the District require a full scope of work for the San Marcos campus project under Section E? If so, are firms permitted to provide a full scope of work for the San Marcos campus in an appendix to the SOQ so we can meet the 5-page limit in Section E?

RESPONSE: Firms may provide a description of their entire proposed scope of work for the San Marcos campus EIR update project in an Appendix to the RFQ/P but shall provide complete cost information for the project in Section E.

- (7) QUESTION: Section II of the RFQ/P states: "Any additional information that the Respondent wants to submit, which is not listed in Paragraph A-F below, must be set as a separate PDF." Would the District prefer firms to submit a full scope of work as a separate PDF?

RESPONSE: See response to question No. 6 above.

- (8) QUESTION: Can the District provide a map or plan of where the San Marcos student housing is proposed? Is the height or number of floors known?

RESPONSE: Unfortunately, the details for the potential student housing are unknown currently. For the purposes of this RFQ/P, proposers are to assume the following:

- Location: The western part of parking lot #9 and Lot #8 (See attached campus map)*
- Building Height: Assume a 1-story underground parking garage and retail podium with 5 stories of housing above.*

- (9) QUESTION: Can the District identify the project related to the endowment process referenced in the RFQ/P?

RESPONSE: The project being referenced is the creation of a 26-acre native habitat area that needs to be set aside in perpetuity in compliance with CEQA.

- (10) QUESTION: May resumes be included as an appendix?

RESPONSE: Resumes for the key individuals that will be working with the District on a regular basis shall be included in Section B.

- (11) QUESTION: Are the Forms (Attachments B, C & D) in the Exhibits required to be completed and submitted with SOQ or are they only for contract stage?

RESPONSE: Attachments B, C & D are to be completed/filled out and submitted with the RQF/P response.

- (12) QUESTION: RFQ/P item B.7 requests staff tenure and item C.2 requests the team members' number of years with the firm. Considering the page constraints, does this information need to be provided in both sections?

RESPONSE: See response to question No. 4 above.

- (13) QUESTION: Will escalation of billing rates be permitted, or will the submitted rates be applicable for the entire contract period?

RESPONSE: The selected firm will receive a 1-year contract that is renewable by mutual agreement annually each year for a total period of up to 5 years. In this proposal submit billing rates that are good for the first year. Should the District elect to continue with the firm for additional years, the firm will be allowed to submit new, escalated rates each year.

- (14) QUESTION: Considering that only five pages are available for providing all hourly rates and fees as well as the cost for an EIR, do billing rates need to be provided for all staff categories, or only for those most likely to be used under this contract? May a range of billing rates be provided for each position?

RESPONSE: Include the billing rates for the individuals the firm proposes to be working directly with the District and included in Section B. Rates for additional staff included in the firm can be provided in an Appendix if they cannot be included within the 5-page limit of Section E. Do not provide a range of rates for positions.

- (15) QUESTION: What level of detail should be provided for the EIR cost estimate? For example, is the District looking for the total fee for all work, broken down by task, or detailed with personnel hours and rates?

RESPONSE: The District is looking for the total proposed cost along with a breakdown by task at a minimum.

- (16) QUESTION: There is considerable variability in the potential level of effort involved in the preparation of an EIR and associated technical studies (for example, the number of rounds of review for each report, whether the District wishes for the consultant to conduct public noticing, payment of filing fees, preparation of Board reports, etc.). Is it possible for the District to clarify how it will determine whether the costs submitted are for comparable scopes of work, or to provide additional direction regarding the desired scope of services?

RESPONSE: Firms are to include all labor to produce an updated San Marcos campus EIR based upon the information provided for a new student housing project as described in the RFQ/P and this and future Addenda. That includes, but is not limited to, all public notices and chairing, taking notes at all public meetings, etc., technical studies, preparation, and presentation of Governing Board reports. All required filing fees, permits, etc. needed to complete the EIR work will be paid by the consultant and can be submitted to the District as a reimbursable expense.

- (17) QUESTION: Are subconsultants required to provide any of the forms (Debarment, Hold Harmless, Workers Comp), or are they only required of primes?

RESPONSE: The forms are only required by the firm submitting the proposal. Subconsultants do not need to submit additional forms.

- (18) QUESTION: Attachment A (page 10) of the RFP states: "Environmental Consulting Firm and each of them individually, shall provide the following information to Palomar prior to entering into any agreement arising out of this RFQ/P..." Can the District please confirm that A-D on page 11 are not required to be submitted with proposals?

RESPONSE: The requirements stated in items A through D of Attachment "A" of the RFP are NOT required to be submitted as part of the RFP. That information will only be required of the firm selected by the District.

- (19) QUESTION: Are additional resumes permitted to be submitted as a separate PDF?

RESPONSE: See response to question #10 above.

END OF ADDENDUM #2

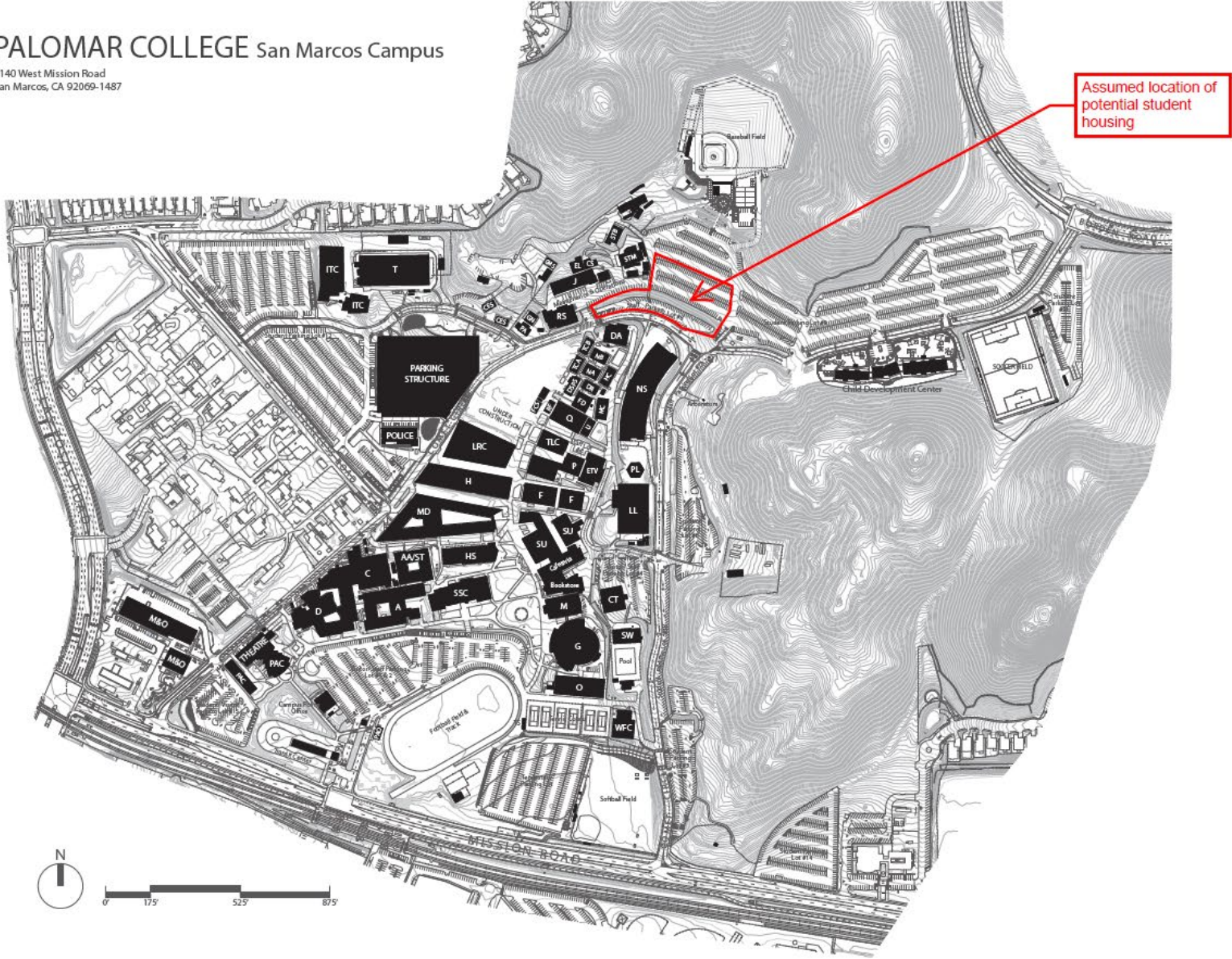
Date Issued: January 23, 2023



Ann Jensen, Director Business Services
Palomar Community College District

PALOMAR COLLEGE San Marcos Campus

1140 West Mission Road
San Marcos, CA 92069-1487








Addendum #2 - RFQ-P 200-23 Environmental Consulting Services

Final Audit Report

2023-01-23

Created:	2023-01-20
By:	Allen Young (ayoung@palomar.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAcvgC1LsefCAbpjcazSSeaF-bDqNzmFy_

"Addendum #2 - RFQ-P 200-23 Environmental Consulting Services" History

-  Document created by Allen Young (ayoung@palomar.edu)
2023-01-20 - 11:35:46 PM GMT- IP address: 205.153.156.222
-  Document emailed to Ann M Jensen (ajensen@palomar.edu) for signature
2023-01-20 - 11:37:21 PM GMT
-  Email viewed by Ann M Jensen (ajensen@palomar.edu)
2023-01-23 - 7:22:37 PM GMT- IP address: 104.47.57.126
-  Document e-signed by Ann M Jensen (ajensen@palomar.edu)
Signature Date: 2023-01-23 - 7:22:54 PM GMT - Time Source: server- IP address: 205.153.156.222
-  Agreement completed.
2023-01-23 - 7:22:54 PM GMT