

AUSD RFQ FOR ARCHITECTURAL SERVICES - QUESTIONS AND RESPONSES
May 17, 2022

1. In regards to the schedule of subconsultants for section 2.2.3.3., would it be ok for us to list a range of options for different consultants depending on the services and final projects the District will be doing rather than listing one consultant for each service category?

Answer: Please list one. You will be able to add more at a later date.

2. For the fee schedule included in the RFP, that usually includes all of the basic services, but if the District's future projects would require specialty consultants such as food service, acoustical, theatrical, etc., can those fees be additional to the listed %. Can the District confirm this is acceptable?

Answer: Yes, this is acceptable.

3. For the subject line RFSOQ, do the 15 most recent projects required in section 2.2.5.10.0 have to be completed projects? Or can we include projects that are in design?

Answer: Please list only completed projects.

4. Page 3, Item 2.1.1. - states a fifty (50) page limit, inclusive of resumes, forms and pictures. Please clarify if one printed side of a page is considered a page or a double-sided printed page is considered one page.

Answer: Each side of a page is considered one page. Please note that the page limit of the proposal has been extended to 75 pages.

5. To follow question #4 above, given the detail of material requested, it may be challenging to respond fully within that page limit. Would it be acceptable for us to include staff resumes and project pictures/pages in an appendix?

Answer: The page limit of the proposal has been extended to 75 pages.

6. Page 4, Item 2.2.3.3. – please clarify if we should provide a list of subconsultants for each/any discipline or if we can list 2+ subconsultants for each/any discipline? We are asking since this is a pool for various upcoming projects, we work with a variety of subconsultants depending on the size and scope of a project.

Answer: As stated in section 2.2.3.3, a schedule of subconsultants that are likely to be used by the Firm should be provided.

7. Page 4, Item 2.2.4.3. – please clarify what you are requesting for “a certification of correctness of Firm’s statement of financial resources”.

Answer: A certification of correctness is a certificate issued by the firm’s accountant which states that since the last prepared annual financial statement, there have been no material adverse changes in the financial condition of the firm. Please contact your accountant for more information.

8. Page 5, Item 2.2.5.10.1 - requests a list of ALL K-14 projects performed by the firm in the past 10 years, including the DSA application/project number, etc. Our firm has completed hundreds of K-14 projects in the past 10 years alone, from small to large, which equals hundreds of DSA application numbers. Would the District consider amending the request to include a list of selected K-14 projects within a certain number, i.e., a list of 25 or 30 projects or a list of projects with a minimum construction cost?

Answer: Please list K-14 projects per the RFQ.

9. The schedule of payments in the District’s Agreement is weighted toward the end of the project, and the percentage of fee held back for closeout phase is disproportionate to the work required. Will the District consider a different payment schedule reflective of the level of effort for each phase?

Answer: No. We will use the schedule as stated in the Agreement.

10. Is the District willing to consider the fee for closeout phase as retention to be held in an escrow account?

Answer: No. The District would like the project closed out as soon as possible after completion.

11. Is the number of paper copies indicated in the list of deliverables negotiable? If not, will the District pay for paper copies as expenses in addition to the fee, or does the District require these printing and delivery expenses to be paid for out of the fee for services?

Answer: Please provide five hard (paper) copies and one electric copy, as requested in the RFQ.

12. Regarding question 2.2.5.10: Provide a list of ALL K-14 projects performed by the Firm in the past 10 years...

- a. For most firms who specialize in K-12 projects, a list of projects over the last 10 years would include 100's of projects and would cause the response to be longer than the

allotted 50 pages. Also, that level of detail may no longer be readily available. Consequently, to provide that level of detail, we are asking that this question be modified to include projects for the last 3-5 years only. We recognize the intent of the question is for the District to understand if firms close out their projects on a timely basis; we will show that information in an organized and concise manner.

Answer: Please follow as stated in the RFQ.

13. Given the District will post answers to these questions on May 17, the quick turnaround to RFQ submission on May 23, and the level of detail in the RFQ requirements, would you consider extending the RFQ submission deadline to May 27?

Answer: Unfortunately, we can't, as the District has a deadline.

14. Are we able to combine the second part of question 2.2.4.6 "any other data that may assist the District in understanding the Firm's qualifications and expertise" into section 2.2.7 - Additional Data?

Answer: Yes, it is acceptable provide in section 2.2.7 that portion of the information requested in section 2.2.4.6 .

- a. Is section 2.2.7 - Additional Data able to be excluded from the 50-page maximum page count?

Answer: No, the page limit has been extended to 75 pages.

15. Regarding section 2.2.10 - Form of Agreement, if we have changes to the agreement and would like to include them in the proposal, are those pages able to be excluded from the 50-page maximum page count?

Answer: The page limit for the proposal has been increased to 75 pages. Please provide any proposed changes to the form of agreement in the proposal.

16. Does the District have an updated master facilities plan and is that available to review? If not, does the District have plans to update the existing Facilities Master Plan?

Answer: The updated master facilities plan is posted on our website.

17. Would audited financial statements including auditor's signed, unqualified audit report opinion fulfill District's request for "a statement of the Firm's financial resources and a certification of correctness of Firm's statement of financial resources?" If not, can District elaborate on the specifics of the "certification of correctness" it is requesting?

Answer: A certification of correctness is a certificate issued by the firm's accountant which states that since the last prepared annual financial statement, there have been no material adverse changes in the financial condition of the firm. Please contact your accountant for more information.

18. Would the District Consider removing our Audited Financial Statements from the 50 Page limit?

Answer: The page limit for the proposal has been increased to 75 pages. Please include the requested financial documents in the proposal.

19. Would the District consider limiting the project list under section 2.2.5.10.1 to *no more than 20* K-14 projects performed by the firm in the past ten (10) years?

Answer: No.

20. Letters of Reference/Testimonials are requested in Section 2.2.4.5. AND in Section 2.2.7. Can the District please confirm where they would like us to put our references within the SOQ?

Answer: Please include the Letters of Reference/Testimonials under section 2.2.4.5.

21. Would the District consider removing Resumes from the 50 page limits?

Answer: The page limit for the proposal has been increased to 75 pages. Please provide the Resumes within the proposal.

22. Would the District consider removing our letter of interest and Table of Contents from the 50 page limit?

Answer: The page limit for the proposal has been increased to 75 pages. Please provide the Letter of Interest and Table of Contents within the proposal.

23. Would the District consider removing Section 2.2.9. Compensation and Section 2.2.10. from the 50 Page Limit to allow for space to properly answer these sections?

Answer: The page limit for the proposal has been increased to 75 pages. Please provide the information requested in sections 2.2.9 and 2.2.10 within the Proposal.

24. Is the District requesting our firm's Audit letter? If so, can it be included in a separate sealed envelope due to it's confidential nature?

Answer: Yes. The District has requested a statement of the Firm's financial resources. You may provide that in a separate sealed envelope if you prefer.

25. Would you like us to include projects which are currently under construction? Or only projects in which construction is complete?

Answer: Please include only completed projects.