


ADDENDUM TO RFP

 Pleasanton Unified School District	ADDENDUM 01
	Pleasanton Unified School District Architectural Pool RFP
	ISSUED: June 6, 2022

The following clarifications are provided based on questions received or changes in District requirements and must be added/considered when completing your submittal:

1. Questions From Prospective Firms

- a. Question 1: What is the Size Limit for emailed responses?
 - i. 50 MB is the size limit for receiving emails. Respondents may send a file sharing link if they wish.
- b. On Page 7, under the last paragraph under 7. Fee Schedule, It states to indicate no exceptions to the form agreements. Do you want that under its own tab or should that statement be after our fee schedules?
 - i. Either option is allowed.
- c. Can we show additional projects that are not K12 school projects?
 - i. Yes, but K-12 is preferable.
- d. Please clarify what professional liability insurance will be required and provide a copy of exhibit E.
 - i. Please see link to a sample [Exhibit E](#) for insurance requirements.
- e. The RFQ states that our cover letter must only be 1 page. However, it is also asking us to include several items such as agreement comments and certifications. Is it ok if the cover letter is 2 pages? Or may we put some components in the Appendix instead?
 - i. A 2 page cover letter will be acceptable.
- f. Under Content Requirements, Section 1 Cover Letter, Bullet 3 requires inclusion of a statement confirming respondent has reviewed the indemnity and insurance provisions contained in the Agreement and has no objections to the use of the Agreement. Should the respondent provide exceptions as required under Tab 7 of the RFQ, would the District allow minor modification of the statement required in the cover letter to read, "... has no objections to the use of the Agreement, with exceptions noted in Tab 7."
 - i. Minor exceptions will be accepted please list them in your response as noted in the question (in tab 7).
- g. Does the District have a list of anticipated projects for the five-year duration of the pool?
 - i. At this time there is no defined list but the district has state funding,

local funding and bond funding in the amount of approximately \$90 Million. Additionally, this pool would be used if a successful bond measure placed on the November 2022 ballot passes.

- h. Once the pool has been established, how does the District anticipate making project assignments?
 - i. The district reserves its right to assign projects directly for smaller scoped projects. The district will request pricing and qualifications from the pool for larger more complex projects.
- i. Is there a page limit to the entire document?
 - i. No.
- j. Under Item #1 for Cover Letter, should we include the four statements noted as part of the letter or as separate certification with signature? If we make it part of the letter, then we can't meet the 1-page maximum limit noted. Please clarify if the statements will be counted in the 1-page limit.
 - i. The cover letter can be expanded to two pages.
- k. Under item #4 for Relevant Project Experience, while stating the relevance of projects considered under this RFQ, are we to consider only the improvements proposed under Measure I1 or all improvements proposed under the Master Plan?
 - i. All improvements are to be considered.
- l. Under Item #5 for Project team Summary, what type of evidence is required to show that we are legally licensed to provide services? Will the architectural license # for Spencer Associates' personnel suffice?
 - i. A license or any other certification required to perform their role on the team.
- m. Under item #8 for Appendix, are you looking for resumes for sub-consultants as well?
 - i. Sub-consultants resumes are optional. There is no requirement to identify sub-consultants at this time if the respondent does not wish to.
- n. Will information in the Appendices be included in total page count?
 - i. No.
- o. Can we show referenced K12 projects that are not complete yet?
 - i. Yes.
- p. For hourly rates, can we show rates for five years?
 - i. Yes, a five year limit on hourly rates is acceptable.
- q. In the RFQ, it states that we should email our submittals to Eric Van Pelt and John Chwastyk. So you do not want any hard copies of our submittal?
 - i. No, hard copies are not required.
- r. Will a firm be disqualified if they do not have a minimum of five (5) K-12 projects?
 - i. No.
- s. Can firms show community college and university projects?
 - i. No, K-12 relevant experience only.

- t. **Can projects in this section be completed by current team members while they were working at another firm?**
 - i. **No. The intent of this section is to see the entire firm's ability to manage the K-12 and DSA project, not an individual.**

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