



**Hayward Unified School District**  
**Purchasing Department**  
**24411 Amador Street, Hayward, CA 94544**

**RFQ # 24.139 ARCHITECTURAL & ENGINEERING SERVICES**  
**(MEASURE I 2024)**

**Addendum # 02 - 3/22/24**

(Total of 3 pages including attachments)

**A. REQUEST FOR INFORMATION/OTHER (Q&A):**

- 1. Question:** The RFQ states “Firm’s Response must be no longer than FIFTY (50) pages, inclusive of résumés, forms, and pictures.” Can you confirm that covers and tabs are not included in the 50-page count?  
**Response:** Tabs will not be included in the 50-page count.
- 2. Question:** The RFQ states “Interested Firms are invited to submit a sealed response to the District Administration/Purchasing Department.” How many copies of the response would the district like and would the district also want the response on a thumb drive?  
**Response:** Two hard copies and one e-copy on a thumb drive of RFQ of the response must be provided.
- 3. Question:** The RFQ States ” Provide a schedule of subconsultants, that are likely to be used by Firm to perform Services for District, including their applicable professional registration certification and/or license designations and numbers that are currently active in the State of California.” Based on this does the district want to see consultant resume as well?  
**Response:** No resume is necessary for consultants.
- 4. Question:** Does the District intend to hire a program manager or CM firm?  
**Response:** Yes.
- 5. Question:** Is it necessary to have the Employment Practices Liability Insurance and Sexual Molestation and Abuse Liability Insurance in our Statement of Qualifications at the time of submission?  
**Response:** It is not necessary at the time of submission but proof of coverage will need to be provided when the district and firm enter into an agreement.

**6. Question:** Item 2.19. Do you want a list of all K14 projects from the last 5 years AND ten of the most recent K14 projects, or just the ten most recent K14 projects?

**Response:** A list of not to exceed ten most recent K-14 projects within the last 5 years.

**7. Question:** As a point of clarification, would it be possible to submit the proposal response in an electronic format rather than hard copy. If electronic copies are not acceptable, how many hard copies are required for submittal?

**Response:** Two hard copies and one e-copy of the RFQ Must be submitted.

**8. Question:** I'm looking to submit a response for your Rand have a question: how many print copies would you like, and do you also need a PDF copy on a jump drive? Also, are covers and dividers excluded from the 50-page limit?

**Response:** See RFQ - Page 2

**2. Firm's Response.** Each Firm's Response must be concise, well organized, and demonstrate Firm's qualifications. It must be consecutively numbered on each page and must include the following information, using the outline structure and numbering system reflected below, except as may be otherwise directed by District via written addenda. Firm's Response must be no longer than Fifty (50) pages, inclusive of résumés, forms, and pictures. Two hard copies and one e-copy of the RFQ Must be submitted. Cover and dividers are excluded from the 50-page limit.

**9. Question:** Could you please confirm whether architectural/landscape architectural services will also be included in the scope outlined in Exhibit A, as it currently appears to focus solely on surveying, geotechnical work, and underground utility mapping?

**Response:** There is an addendum that was posted on our website with the revised RFQ packet.

**10. Question:** In reviewing the District's RFQ, we are looking for the submission instructions. Is this electronic submission, hard copy submission, and if hard copy, how many copies?

**Response:** Page 2: **2. Firm's Response.** Each Firm's Response must be concise, well organized, and demonstrate Firm's qualifications. It must be consecutively numbered on each page and must include the following information, using the outline structure and numbering system reflected below, except as may be otherwise directed by District via written addenda. Firm's Response must be no longer than Fifty (50) pages, inclusive of résumés, forms, and pictures. Two hard copies and one e-copy of the RFQ Must be submitted.

**11. Question:** Could you please confirm whether architectural/landscape architectural services will also be included in the scope outlined in Exhibit A, as it currently appears to focus solely on surveying, geotechnical work, and underground utility mapping?

**Response:** Please see Addendum #1.

- 12. Question:** Could the District please confirm that the Attached Agreement (construction/pre-construction services) is the correct template for architectural services or does the District have another agreement template we should review?  
**Response:** Please see Addendum #1.
- 13. Question:** Please confirm that covers and divider tabs do not count towards the 50-page limit.  
**Response:** The dividers do not count as part of the page limit.
- 14. Question:** Does the District have a list of projects that the pool of architects may be asked to submit a proposal for?  
**Response:** No, the district does not have a list of projects at this time.
- 15. Question:** Given the new RFQ and number of questions, would you consider increasing the page count maximum to 75 pages? Please confirm.  
**Response:** No, please limit the page count to the maximum described in the RFQ.
- 16. Question:** We are assuming that for question 2.19 we are to list only ten projects in the last 5 years, not all K-14 projects in the last 5 years. Please confirm.  
**Response:** Correct.
- 17. Question:** Since a new RFQ was issued in the addendum, would you consider extending the due date for the response to April 4<sup>th</sup> in order to give adequate time to readjust the response?  
**Response:** No, please provide your response by the date described in the RFQ.
- 18. Question:** Can you please clarify the number of hardcopies the District would like to be delivered in a sealed envelope? Yes.  
**Response:** Two
- 19. Question:** It looks like the revised RFQ asks for us to provide some additional information from the original RFQ, given these changes to the full RFQ would the District consider extending the deadline to allow Proposer's some time to develop a response to these new questions?  
**Response:** The deadline remains the same.
- 20. Question:** Section 2.11 Past Projects states, "Identify ALL K-14 projects performed by Firm in the past five (5) years. Limit your response to no more than the ten (10) MOST RECENT projects." Can you please clarify if you would like all projects performed within the past 5 years or the 10 most recent?  
**Response:** The ten (10) most recent K-14 project performed by firm within the past (5) years.