



**Business Services
Contracts Office**

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ADDENDUM NO. 1

Date: August 19, 2025

Issued by: Sacramento City Unified School District

**Project: Project #: 25-091825
Construction Management Services RFP**

This addenda shall supersede the original Information, attachments, and specifications regarding Project No. 25-091825 where it adds to, deletes from, clarifies or otherwise modifies them. All other conditions and any previous addenda shall remain unchanged.

Part A – Bidding and Contract Requirements

AD1.01 QUESTIONS

Page 5 of 12, Project Scope: Would the District consider revising the requirement that “*More than half of the proposed projects in the proposal must be from within Sacramento County.*” to allow more than half of the projects to be from Northern California? This would enable us to present a broader and still locally relevant portfolio of K-12 CM experience. We would be grateful for a response by the end of next week to help guide our proposal development.

AD1.01 ANSWER

No.

AD1.02 QUESTION

We are currently preparing our proposal for RFP #25-091825 for Construction Management Services and would appreciate your clarification on a few items:

Could the District please confirm whether the front and back covers, divider tabs, and key personnel resumes are counted toward the 25-page limit? If these materials are included in the limit, would the District consider extending the page count to allow for a complete and thorough response to all requested content? Additionally, could the District clarify whether a larger font size is permissible for section headers or titles?

AD1.02 ANSWER

The entire proposal from front cover to back cover shall not exceed 25 pages. Font shall be no smaller than 12 point, except for any labels on images or other similar secondary content.

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AD1.03 QUESTION

- Section IV of the RFP specifies that the font shall not be smaller than Times New Roman 12 point. Can you please confirm it is acceptable to use fonts other than Times New Roman (such as Arial or Calibri) so as long as they are not smaller than Times New Roman 12 point?
- Are the cover page and table of contents included in the 25 page count?
- Would the District consider removing resumes from the page count?
- Throughout the RFP, “Project Manager” and “Construction Manager” are referenced as separate roles, including in:
 - **IV. Proposal Format and Content, Section 4** (Project Team Roles and Responsibilities),
 - **Section 9** (Fee Proposal),
 - **V. Evaluation Criteria and Selection Process, Section 2**, and
 - **Exhibit A** (Scheduled Rates).

Please clarify the distinction between these two positions for the purposes of this solicitation, confirm whether hourly rates are required for both, and indicate how each should be addressed in the proposal and fee forms.

AD1.03 ANSWER

Reference Answer AD1.02 for page count and font size. Additionally, Project Manager and Construction Manager are interchangeable from the District perspective; however, project manager may be more appropriate for your consideration of your company's title's and assignments. The district does not contract out programming as part of a project manager's/construction manager's role.

AD1.04 QUESTION

As a follow up to the 8/12 informational meeting, section IV Proposal Format and Content does not clearly identify what is counted towards the 25 pages. For example it does not state that a TOC or tabs are not included in that number. Wanting to clarify as it sounds like resumes are part of the 25 pages.

AD1.04 ANSWER

Reference Answer AD1.02 for page count and font size.

AD1.05 QUESTION

In reviewing the Exhibit A Master Agreement, page 8, Article 7 Compensation and Payment, Section A., item 2, it refers to a percentage of 20%.

Project Manager) and Field Engineer (and/or Senior Field Engineer) must be identified by name. The Service Order also shall specify a percentage of the final construction cost that the Consultant's total cost will not exceed, which percentage shall not exceed twenty percent (20%) of the final construction cost for that Project unless specially approved by the Board due to unexpected changes.

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And the Service Order references 20% on the signature page.

On a flat fee Project, the portion of the fee to be paid during the preconstruction phase shall be no more than 20% of the anticipated cost of construction. The portion of the fee to be paid during the post-construction phase shall be no less than 5% of the cost of construction.

The anticipated Project schedule is as follows:

Preconstruction Services: [month, year] through [month, year]

Construction Phase Services: [month, year] through [month, year]

Post-Construction Phase Services: [month, year] through [month, year]

This Service Order is issued in accordance with the Agreement. By signing below, Consultant acknowledges that all terms of the Agreement apply to this Service Order, except as otherwise stated herein.

Don't these sections conflict with the Section 9 Fee Proposal of the RFP?

9. Fee Proposal

The selected firms shall employ at their expense professionals, employees, and sub-consultants as necessary who are properly licensed and/or skilled in the execution of the functions required for the CM services of the projects.

Service Orders are awarded based on a flat fee, which will be established based on the Project type, timeline, estimated cost, and other factors. Generally, with few exceptions, the following fee schedule will be used:

- Turn-key complete project Service Order including all phases of the project from the first meeting with district, which may be for any delivery method, through final close-out. The rate for this work is 4% of the final construction contract.
- Service Orders in which the consultant starts at the procurement phase and ends at final close-out will have a fee rate of 3.5% of the final construction contract.
- Service Orders in which the consultant starts at the construction phase and ends at the final close-out will have a fee rate of 3%.

AD1.05 ANSWER

The fee for the master agreement is provided in the RFP and will be used for the master agreement with the selected firms and assigned based on the listed fee structure in the RFP to the service order. To remove confusion, the draft master agreement shall be changed to:

ARTICLE 7. COMPENSATION AND PAYMENT

A. Compensation for Basic Services

1. The District shall provide the Consultant a standard template for invoicing (Exhibit K).

2. The District shall compensate the Consultant for performing the Basic Services described in Article 3, as limited by any Service Order. The Service Order shall specify at least the following: a) the names of the personnel to be performing the services, if identified by name, adjacent to the position they are filling; b) the positions that may be invoiced; c) the applicable hourly rate, not to exceed the rates set forth in Exhibit A, as they may be modified; d) the level of effort expected; and e) a maximum level of effort approved to be invoiced, absent prior written approval for a deviation. While certain positions may be identified solely by position, the Project Manager (and/or Senior Project Manager) and Field Engineer

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(and/or Senior Field Engineer) must be identified by name. **The services listed in the Service Order shall dictate the % used for fee (3%, 3.5%, or 4%). A one-time reconciliation fee adjustment will be offered at the time of board approval of a construction contract.** ~~The Service Order also shall specify a percentage of the final construction cost that the Consultant's total cost will not exceed, which percentage shall not exceed twenty percent (20%) of the final construction cost for that Project unless specially approved by the Board due to unexpected changes.~~

AD1.06 QUESTION

Section 4, Project Team Roles and Responsibilities, the RFP states: *"All services are to be performed under the direction and control of an architect, registered engineer and/or contractor, each of whom is required to be licensed by the State of California.* Can you please clarify the intent of this requirement?

AD1.06 ANSWER

The project manager shall not perform the work of design, engineering, or contracting/building, those roles are to be separate and under the direction of a properly licensed professional. Furthermore, the selected firms shall have all required licenses in place at time of board approval, including a contractor's license attached to the business or as required by law.

AD1.07 QUESTION

Regarding the 25 page count limit- are the cover page, table of contents, and/or resumes included in the limit?

AD1.07 ANSWER

Reference Answer AD1.02 for page count and font size.

AD1.08 QUESTION

In section 3 Management Experience it is stated to describe firm and team member experience. It expressly asks for 5-10 representative project which your firm has provided CM services on with more than half being in Sacramento County. We are requesting clarification if this experience can be individual/proposed personnel experience in lieu of just firm's experience for this section.

AD1.08 ANSWER

It is the intent of this RFQ by the District that the submitting firm has the requested experience in Sacramento County.

AD1.09 QUESTION

Several sections of the RFP, including the scoring criteria, reference the company's or team's K-12 experience; given the many similarities, including DSA relevance between K-12 and K-14, can we also include relevant California Community College (K-14) experience?

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AD1.09 ANSWER

It is the intent of this RFQ by the District that the submitting firm have the requested experience be from TK-12.

AD1.10 QUESTION

What are the size of the file requirements for the emailed proposal submission?

AD1.10 ANSWER

40 MB

AD1.11 QUESTION

Will the covers (front and back) be excluded from the page count?

AD1.11 ANSWER

Reference Answer AD1.02 for page count and font size.

AD1.12 QUESTION

Section 8 of the RFP references a "Statement of Non-Conflict of Interest form," which does not appear to be included in the RFP. Is a Statement of Conflict of Interest sufficient? If the form is required, please provide it, and if so, will it count towards the page limit?

AD1.12 ANSWER

Please provide a statement in lieu of a provided form.

AD1.13 QUESTION

Article 4 of the Agreement, Section A, establishes the duration of the Agreement as a nearly three-year term with automatic annual renewal for up to two one-year extensions. Article 7, Section B states that the Hourly Rates for the different positions requested are fixed and shall not be subject to increase during the term of this Agreement.' However, any inflation adjustments within the three-year period or subsequent extensions may be at the sole discretion of the District (paraphrasing). Given that this implies that rates may or may not change for a period of up to 5 years. Would the District be willing to allow proposing firms to publish their 2025 hourly rates for the positions, with the District defining now the fixed escalation percentage that will be allowed (e.g., 3% per calendar year or tied to the DGS California Construction Cost Index as published by the State of California)?

AD1.13 ANSWER

Using the proposed fee structure from the RFQ, inflation and other potential increases would be captured in the fee percentage assigned to the project as costs in construction rise or fall so would

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the total compensation to the firm. If construction costs go up due to inflation or wage increases, the 4% applied fee would capture the firms increased costs as well. Please provide an hourly fee sheet for each position for work that may not be covered under this agreement or as requested by the district.

END OF ADDENDUM NO. 1

Acknowledgement of this Addendum will be required at time of bid:

Attachment: CM Master Agreement