



**Business Services
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ADDENDUM NO. 1

Date: September 23, 2025
Issued by: Sacramento City Unified School District
Project: **Project #: 25-110625
Architectural/Engineering Services**

This addenda shall supersede the original Information, attachments, and specifications regarding Project No. 25-110625 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 QUESTION

Fees (Small Projects):

We understand the District's goal to simplify fees. However, a 10% fee for projects under \$8M, especially modernization projects, is quite low. For smaller projects (under \$4M), completing them for less than 12% is very difficult. Will the District consider adjusting fees for smaller projects?

AD1.01 ANSWER

The fee schedule published is the districts intentions for all architect agreements.

AD1.02 QUESTION

Fees (Specialty Consultants):

Basic services typically include structural, MEP, landscape, and civil. Specialty consultants (e.g., food service, theater, AV, waterproofing) are usually outside basic services. Can you confirm specialty consultants are in addition to the basic services fees listed in the RFP.

AD1.02 ANSWER

The fee is all-inclusive of the work done by the design team.

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AD1.03 QUESTION

Scoring (Fee Proposal):

The RFQ allocates 5 points for fee proposals, but also notes that final fees will be requested per project. Aside from hourly rates, how will fee proposals be scored? Will points be based solely on hourly fees, or is there a defined scoring matrix?

AD1.03 ANSWER

The fee proposal of hourly rates is for procurement purposes and for assignments to an architect that are not project related, i.e.. Review of district specifications.

AD1.04 QUESTION

Local Preference:

We understand the District's preference for local firms. However, the scoring system may disadvantage qualified local firms by giving up to 16% of the points (35 out of 220) to two overlapping categories: (1) work in Sacramento County, and (2) work in four of the five largest school districts in the county. Would the District consider combining these two categories with a smaller points allocation, or removing them from scoring altogether?

AD1.04 ANSWER

The district will score based on the criteria in the posted RFP.

AD1.05 QUESTION

What is the maximum capacity file size for your email server?

AD1.05 ANSWER

40 MB

AD1.06 QUESTION

With regards to the specialty services category, our architectural firm has expertise in designing playgrounds/sports fields, performing arts centers and CTE facilities. Is that what the District is interested in seeing, or is this scope of services intended for athletic field designers and theatre consultants to be the prime, for example?

AD1.06 ANSWER

All interested parties should decide if they would like to submit for the RFQ and identify any/all categories they would like to be considered for.

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AD1.07 QUESTION

I was reviewing the above RFP and wanted to clarify one of the requirements stated in the body of the document. It states that that *“more than half of proposed experience by the firm should be from Sacramento County School Districts with current proposed firm employees employed at the time the work was provided”*. There are three of us that have recently started with CSHQA that have experience developing the planning, design, and construction phases for K-12 school projects. I have been involved with San Juan, Folsom-Cordova, and Sacramento City Unified School Districts for a minimum of (7) years. CSHQA would like to submit a Proposal for this RFP and wanted to find out how much this requirement would affect our opportunity to provide services to Sacramento City Unified School District.

AD1.07 ANSWER

The District will score based on posted RFQ as written.

AD1.08 QUESTION

May we include additional resumes (either from the architectural team or subconsultants) in an appendix, outside the 30/35-page limit?

AD1.08 ANSWER

No

AD1.09 QUESTION

The RFP states that proposals may include “30 single-sided pages total length (35 single-sided pages the extra 5 pages are only for Design Build section).” However, the RFP does not include a clearly labeled “Design-Build” section. Could the District please clarify:

- Which specific section(s) the additional five pages apply to?
- Whether the 35-page limit applies to the entire proposal when proposing on a combination of services that includes design-build?

AD1.09 ANSWER

The proposal may not exceed 30 total pages unless also proposing on design-build services, which allows a max of 35 pages (no exclusions to either limit). The extra 5 pages are at the discretion of the proposer.

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AD1.10 QUESTION

The RFP states, 30/35 pages “including covers, table of contents, and resumes” Does “covers” refer only to the front/back cover pages? Are tabs included in the page count?

AD1.10 ANSWER

Yes

AD1.11 QUESTION

Do all three (3) reference letters have to be from Sacramento County school districts?

AD1.11 ANSWER

No

AD1.12 QUESTION

From a statement regarding add services under your Fee Proposal section. How does add services work when there is district directed change in scope which results in added architectural services but no added project construction cost. For example, how does that work when a service is provided in a prior phase per the original project scope and now the scope has changed during construction which results in added service from the design team but no added project construction cost.

AD1.12 ANSWER

Construction contracts contain contingencies as part of the board approved contract which would support a added service to the architect as the architect fee is based on the board approved contract containing contingencies, so there is extra money to use for add services as needed.

AD2.01 INFORMATIONAL

See attached Master Agreement with clouds, Pages 9 and 10.

END OF ADDENDUM NO. 1

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