

**REQUEST FOR QUALIFICATIONS/PROPOSALS
FOR ARCHITECT SERVICES
ADDENDUM# 1**



RFQ/P# V26270410RFP

**PROPOSAL DEADLINE DATE:
SEPTEMBER 14, 2026 2:00pm**

**SUBMIT TO:
VISTA UNIFIED SCHOOL DISTRICT
ATTN: MR. KEVIN LESKO,
DIRECTOR OF PURCHASING
1234 ARCADIA AVE
VISTA, CA 92084**

RFQ/P# V26270410RFP REQUEST FOR QUALIFICATIONS/PROPOSALS

FOR ARCHITECT SERVICES ADDENDUM No. 1: The following is issued to supplement or revise the RFQ/P Documents. The revisions to the documents are described below. Unless specifically changed by this addendum, the remainder of the drawings, documents, specifications, and dates/times shall remain in effect as originally issued.

Q1: Item 5.K. Three years of experience interfacing with representatives of the San Diego Building Trade Council and performing above-mentioned duties (including construction administration) under a Project Labor Agreement(PLA).

While we have experience with Project Labor Agreement based projects, as the Architect, we would not be involved with the Building Trade Council. Can you please clarify the intent of statement in the evaluation criteria?

A1: The intent of this question is to see what experience the Architecture firm has on PLA projects that include work which may involve RFIs and issues that may have representatives of the San Diego Building Trades Council.

Q2: Question: How much assistance will be needed in regard to School Grants and Funding? What is the extent or scope?

A2: The purpose of this question is to gauge the Architect's experience in this area. The extent and scope would be determined by project size and funding opportunities such as city, county, state, federal, and non-governmental organizations.

Q3: Page 4, Section E. 1. of the RFQ/P requests information on PLA bid coverage strategies. As the Architect, we typically do not control bidding or contractor procurement. Please confirm how you would like architectural firms to respond to this requirement.

A3: The intent of this question is to gain insights on your collaborations with General Contractors on this topic.

Q4: Page 4, Section E. 2. of the RFQ/P request requires a Strength, Weakness, Opportunity, and Threats (SWOT) summary of construction methodologies. This is typically asked of a general contractor/program manager. Please confirm that you would like architectural firms to provide this summary.

A4: Correct, we are asking for the Architect to complete this section.

Q5: Page 4, Section E. 4. of the RFQ/P identifies "(C) Innovative Facilities" as a project category but does not provide a definition or examples. Please clarify what the District considers to be an "Innovative Facility" and what types of projects would be responsive to this category.

A5: This can be answered by reviewing definitions from Board meetings ([click here to access](#)) or provide projects you deemed to be innovative for educational use.

Q6: RFQ/P# V26270410RFP for Architect Services Section 5, Evaluation, references an oral interview and presentation as part of the evaluation process and provides requirements for firms invited to interview. However, an interview date or timeframe is not included in the projected schedule.

Please confirm whether the District anticipates conducting interviews as part of this RFQ/P process. If so, please provide the anticipated interview date(s) or timeframe so firms can plan accordingly and ensure the availability of proposed team members.

A6: The District reserves the right to interview after completing our review and scoring all applications. Dates and times have not been established of any potential interviews as of the posting of either the RFP/Q or the RFIs,

Q7: Should subconsultant team resumes and hourly rates (e.g., structural, MEP, civil) be included in the submittal, or only primary architectural staff?

A7: Please include resumes for key personnel from the primary architectural firm and major subconsultant disciplines proposed for the project team. Hourly rates shall be provided for both the primary architectural staff and proposed subconsultant disciplines.

Q8: Are digital/electronic signatures acceptable on the original submittal, or does the district require original wet signatures?

A8: The District will accept an authentic digital/electronic signature from the appropriate signer.

Q9: Regarding the 40-page limit for Section 3, do front/back covers, section dividers, table of contents, and required attachments (e.g., Non-Collusion Declaration, Fee Schedule) count toward the 40-page maximum?

A9: Dividers, Table of Contents, section dividers, cover pages and a cover letter are permitted, these are not part of the page count limitation. Required attachments should be included as an appendix, and clearly identified. The required attachments would not be counted towards the page count.

Q10: Where should the required submittal forms (Part B) be placed in the proposal?

A10: Please see A9

Q11: Pertaining to the PLA interface evaluation criteria, ***NAME OMITTED*** has and is currently working on projects and school Districts (currently not in San Diego county) that establish and implement the terms and conditions of employment under a Project Labor

Agreement in their contracts. However, our proposed senior project manager who will serve as the primary contact for VUSD has 13 years of experience working with SDUSD PSA's contracts. Does this experience meet the required evaluation criteria?

A11: Please submit the proposed Senior Project Manager and relevant experience as intended. The District will evaluate the information provided in the proposal in accordance with the established evaluation criteria

Q12: Are the front and back covers, table of contents, section divider/tab pages, and required forms included in the 40-page limit?

A12: Please see A9

Q13: Section E.1 on page 4 references responsibility for "proper bid coverage." Please clarify whether this responsibility is intended for the selected architecture/engineering firm or the construction manager.

A13: Please see A3.

Q14: In reviewing the Exhibits at the end of the RFP document (Pages 43-45), please clarify the intent and placement of Exhibits B and C in our RFP response document.

A14: Exhibits B and C are required submittal forms and should be completed and included in the Appendix at the end of the proposal. These exhibits do not count toward the 40-page limit.

Q15. Reference Page 4 – Item F. Fees

Does VUSD have a format which they would like proposers to use to complete Item F: Fees? (Also see Question 4 below).

A15: Each firm is permitted to use their own format.

Q16: Reference Page 6- Interviews:

For planning purposes, can VUSD be more specific as to when interviews will be conducted if needed? (For Example: The week of October 10, 2026).

A16: Please see A6

Q17: Reference Page 6 – Interviews and digital presentations:

What is the process for allowed digital presentations?

VUSD supplied monitor or screen

Interviewee provided laptop

A17: A television monitor will be provided with wifi and cable connection. The firm is required to bring all adapters that may be required for your computer.

Q18: Reference Page 7 – Required Submittal Documents – B. Required Attachments – 1. RFP Proposal and Certification Form:

“Proposer shall return a Request for Proposal Form, fully executed in accordance with the Instructions to Proposers. **Proposals for the Service will be accepted as outlined in the RFP/Q. Proposer should include the specific costs for each item set forth in the scope of services and fees and rates should include all services. The fees shall include the cost of labor, materials, equipment, supplies and necessary space.**

The highlighted portion of the paragraph above does not seem coordinated with this RFQ and conflicts with Item F. Fees on Page 4. Should this paragraph be deleted? If not, please clarify.

A18: Yes, the Scope of Services shall be deleted. **This RFQ/P is intended to establish a pre-qualified pool of architectural firms and does not define a specific project scope of work.** Proposers shall provide their proposed method for charging fees pursuant to Section 3.F and complete the required Architect Fee/Reimbursable Schedule Form.

Q19: Reference Page 7 – Required Submittal Documents – B. Required Attachments – 2. Architect Fee/Reimbursable Schedule Form.

An Architect Fee/Reimbursable Schedule Form is not included in the RFP. Will VUSD be providing such a form? If yes, is the form to be filled out to answer Item F. Fees on Page 4?

A19: Please see, A15

Q20: Reference Page 7 – C. Optional Presentation Brochure

Does VUSD want the Optional Presentation Brochure added to the required thumb drive with the RFP Response? If not, should it also be unbound or should more copies be provided

A20: Provide both a digital format and with printed materials should you be using this option.

Q21: Reference Page 7 - Required Submittal Documents - Item A:

Are the following items included in the 40-page limit?

Cover

Table of Contents

Divider Sheets

A21: Please see A9

Q22: Reference Page 7 - Required Submittal Documents - Required Attachments:

Are the “Required Attachments” counted as part of the total 40-page count?

A22: Please see A9

Q23: Would you like the cover and tabs included in the original unbound and electronic version of the SOQ/Proposal and if so, would you consider excluding them from the 40-page limit?

A23: Please see A9

Q24: Do resumes count towards the 40-page limit?

A24: Resumes are to be included in the appendix and clearly identified. Resumes in the appendix are excluded from the page count.

Q25: Where in the proposal would you like us to include the RFP proposal and certification form? Additionally, can you confirm that this form does not count towards the 40-page limit?

A25: Place this in the appendix section of your submission. The appendix does not count towards your page limit. Please see A9

Q26: Where in the proposal would you like us to include the non-collusion declaration form? Additionally, can you confirm that this form does not count towards the 40-page limit?

A26: Please see A9

Q27: Page 7 states proposer must list fees and reimbursable rates on the Architect Fee / Reimbursable Schedule Form however we do not see that this form was included in the RFQ. Can you please either provide this form or remove this requirement? Additionally, can you confirm that this form does not count towards the 40-page limit?

A27: Each firm is permitted to use their own format for the fee schedule. As this is a required form, it should be included in the appendix, and clearly identified. Items in the appendix do not count towards the page count. Please see A15

Q28: Page 7 also states that Proposer shall acknowledge receipt of the proposed form of the Agreement for Architect Services and any Addenda received. Where would you like us to provide this acknowledgement?

A28: Acknowledgement of the proposed Agreement for Architect Services and any Addenda received shall be included with the Required Attachments at the end of the proposal. A brief written acknowledgement identifying the Agreement and applicable Addenda is acceptable.

Q29: Page 6 Evaluation Criteria states under K. Three years of experience interfacing with representatives of the San Diego Building Trade Council and performing above-mentioned duties (including construction administration) under a Project Labor Agreement (PLA). Can you confirm this is a mistake and not a requirement for architects in your prequalified pool? If this is a requirement for this prequalified pool, can you please clarify what experience with San Diego

Building Trade Council you are looking for and what above-mentioned duties you are referring to?

A29: Please see A1

Q30: Would you like us to include subconsultant team members in our statement of qualifications and if so, do you need to see subconsultant resumes at this time? Do you need to see Hourly Rates from Subs at this time?

A30: Please see A7

Q31: If a proposer has requested modifications to the District's agreement, should those modifications be included in the SOQ and if so, where would the District want them placed?

A31: Yes. Any requested modifications or exceptions to the District's proposed Agreement shall be clearly identified and included with the Required Attachments at the end of the SOQ/P. Requested modifications are subject to District review and acceptance and shall not be considered agreed upon unless expressly accepted by the District.

Q32: Section F #1: As Architects, our services are professional design and construction-administration services. We do not self-perform construction, employ craft labor for the Project, or submit construction trade bids that would align with PLA strategies. Additionally, our liability insurance will not cover PLA-related work. Does VUSD intend to include the architect in the Owner's PLA and agreement?

A32: Please see A1

Q33: Would you like our proposed design fees in any particular format?

A33: Please see A15

Q34: Under Section 3. Items for Inclusion in Proposal, B. Description of Projects, for Project Cost – are you asking for the final project cost and a statement if the cost is above or below the initial project estimate?

A34: Yes. Provide the final project cost, or current project cost if the project is not yet complete, and indicate whether the cost is above or below the initial project estimate.

Q35: Under Required Submittal Documents: Section B. Required Attachments, 2. Architect Fee/Reimbursable Schedule Form, please clarify if this is Exhibit A Hourly Rates, or if we should include our own form.

A35: Please see A15

Q36: Under Required Submittal Documents: Section B. Required Attachments, 4. Contract and Addenda Form, will this form be provided when addenda are released, or should we include our own form?

A36: See A28

Q37: Is there a CIP available with estimated dates for potential future projects?

A37: Not at this time. Measure N goes to the voters on November 3, 2026 and additional information will not be available until after the election is certified. You can consult our long range facility master plan online.

Q38: For Section C. Background of Assigned Personnel, would the district like us to include content for proposed subconsultants (if so, what kind of content?) or just internal team members?

A38: Please see A7.

Q39: For Section D under the topic of Equity and Inclusion, does the district want to view our EEO statement or our firm's approach to design processes that are inclusive for underrepresented student and user groups?

A39: The District is seeking any statements and or policies outside of EEO. Proposers should provide their firm's policy or approach to equity and inclusion and demonstrate how that policy or approach has guided their work on recent public school projects, consistent with Section 3.D.1.

Q40: For Section D under the topic of Local & Small Business, is this question concerning our incorporation of subconsultants? The term "local workforces" seems to be written for contractors / subcontractors, not architectural design firms.

A40: The District is seeking to know if you intend to use local workforce - meaning will the employees of the firm that will be working on the project be living in the region. This is also the case for your subconsultants.

Q41: For Section E under Project Labor Agreements, this question seems to be written for a general contractor / construction manager, not an architectural design firm. Please confirm that this question is written correctly as is.

A41: Please see A1

Q42: For Section E under Contracting Methodology, this question seems to be written for a general contractor / construction manager, not an architectural design firm. Please confirm that this question is written correctly as is.

A42: Please see A1

Q43: For Section G, how many references would the district like us to include?

A43: It is recommended that you have at least three from within the last two years.

Q44: Does the content for "B. REQUIRED ATTACHMENTS" and "C. OPTIONAL PRESENTATION BROCHURE" count toward the 40-page limit?

A44: Please see A9. An Optional Brochure should be included in the appendix and would not count towards the page count.

Q45: Under Evaluation Criteria, item K refers to the firm having three years of experience "interfacing with representatives of the San Diego Building Trade Council and performing above-mentioned duties (including construction administration) under a Project Labor Agreement (PLA)." This sounds like a topic for General Contractors / Construction Managers. Please confirm if this item applies to this RFQ/P and architectural design firms.

A45: Please see A1

Q46: Please confirm whether "Exhibit A – Hourly Rates" is the "Architect Fee/Reimbursable Schedule Form" referenced under Required Attachments Item B.2. Our hourly rates sheet is more robust than the roles addressed in Exhibit A, may we provide our full hourly rate sheet instead?

A46: Please see A15

Q47: Please provide or identify the Contract and Addenda Form referenced under Required Attachments Item B.4, as a separate form does not appear to be included in the RFQ/P.

A47: Please see A28

Q48: B.4 requires acknowledgment of the proposed Agreement. May contract comments be included with the proposal, or will they be accepted at a later date?

A48: Please see A31

Q49: Are the cover, table of contents, cover letter, and section dividers included in the 40-page limit?

A49: Please see A9

Q50: How should the optional presentation brochure be submitted: as part of the SOQ in an appendix, as a separate document, and/or electronically on the thumb drive?

A50: Please see A44

Q51: Does the five-year requirement in Section 3.B apply to all projects shown, or may older relevant projects be included as supplemental experience?

A51: The intent of this requirement is for proposers to provide sufficient examples of relevant work completed within the last five years. Additional relevant experience outside of the five-year period may be included as supplemental information in the appendix.

Q52: Are 9" × 11" covers and section tabs acceptable for the unbound hard copy, or must all pages, including covers and tabs, be 8.5" × 11"?

A52: Please keep the proposal to a format that can be contained in a 8.5 x 11 binder or binding. You can use folded pages, but do not go over the 8.5" height.

Q53: With reference to Sections 3.E.1 and 5.K, please clarify the District's expectations for the Architect's response to these requirements and how they are intended to apply to architectural services.

A53: Please see A1

Q54: Would the District consider projects that are under construction or nearing completion (i.e. within the year)?

A54: The District would consider projects that have reached the legal status of substantial completion.

Q55: Could the District please provide the Architecture Fee/Reimbursable Schedule and Contract and Addenda forms? In the RFQ, we only saw the RFP Proposal and Certification and Non-Collusion Declaration forms attached.

- a. Please also confirm that these 4 required attachments do not count towards the 40-page limit.

A55: Please see A9

Q56: Is the 40-page limit inclusive of front/back covers, table of contents, dividers, and resumes?

A56: Please see A9

Q57: Can VUSD please confirm that this RFQ/P is for 'Architect Services' only and therefore a full subconsultant design team (MEP, Structural, Civil, etc.) is not required to be included at this time?

A57: Please see A7

Q58: On page 7 of the RFQ/P, it states, "A. YOUR RESPONSES to "3. ITEMS FOR INCLUSION IN PROPOSAL" This section is limited to 40 pages, 8 ½ x 11", single-sided." Can VUSD allow the cover page, cover letter, table of contents, and divider pages to be excluded from the overall 40-page limit for this section?

A58: Please see A9

Q59: On page 4, under Section E 'Means and Methods of Experience', items #1 and #2 seem to be asking for information that is typically required of General Contractors and doesn't typically apply to Architect Services. How would the District like us to respond to these items, especially item #1 Project Labor Agreement?

A59: The intent of this question is to gain insights on your collaborations with General Contractors on this topic. See answer A1 for the topic of PLA's.

Q60: Out of the 4 required attachments, we do not see Forms for the **ARCHITECT FEE/REIMBURSABLE SCHEDULE FORM** and **CONTRACT AND ADDENDA FORM** in the RFP we downloaded on the website and do not see a different link on the website for downloading additional attachments.

Can you please tell us where to find them?

A60: Please see A15 and A28

Selected firms may be required to coordinate and collaborate with a District Designer and/or other District consultants as part of the project team, depending on the scope and needs of the assigned project.

This RFQ/P is intended to establish a pre-qualified pool of architectural firms for future District projects. Following establishment of the pool, the District may select a firm based on the needs of a specific project. A project-specific scope of work and fee will then be developed, and an agreement will be initiated for that assignment. Selection to the pre-qualified pool does not guarantee assignment of work