

RFQ/P No. 27-002 – Responses to Questions / Addendum No. 1

1. Is there a page limit or other format constraint for the submittal?
 - a. *No specific page limit has been established. Respondents should provide a clear and concise submittal organized generally in accordance with Section V of the RFQ/P. Respondents may include appendices, resumes, project examples, and other supporting information as needed to demonstrate qualifications.*
2. May the District select a firm for program management services only (without construction management services), and would proposing a single scope affect a respondent's evaluation?
 - a. *Yes. As stated in the RFQ/P, the District may select one or more firms and may award all, a portion, or none of the identified services. A respondent may propose to provide program management services without construction management services, or may propose other specific service areas identified in Section III. Respondents should clearly identify the services for which they are proposing and demonstrate their qualifications for those services.*
 - i. *The District does not intend to disadvantage an otherwise qualified respondent solely because it does not propose to perform every service identified in the RFQ/P.*
3. Given the email submission method, is a single combined PDF preferred, and what is the maximum attachment size the District's system will accept? If a submittal exceeds that limit, is a secure file-transfer link acceptable?
 - a. *A single combined PDF shall be submitted. Respondents are responsible for ensuring the District successfully receives their complete submittal before the deadline. If the file is too large for standard email transmission, respondents may use a secure file-transfer link, provided the District receives the email and has access to the complete submittal before the submission deadline. The District will confirm receipt of the email and file download via email.*
4. Does the District currently retain a program management or construction management firm supporting Measure O, and is any incumbent firm eligible to respond to this RFQ/P?
 - a. *No. The District does not currently retain a program management or construction management firm supporting Measure O.*
5. Is a preliminary Measure O project list, bond implementation plan, or the District's current Facilities Master Plan available to respondents for reference?
 - a. *The District's Facilities Master Plan is currently under development/finalization and the District is continuing to develop and prioritize the associated capital improvement program. The selected firm(s) may assist the District with translating the Facilities Master Plan, Board priorities, available funding, and identified facility needs into an implementation plan.*
 - i. *The District does not intend to issue additional planning documents as part of this RFQ/P at this time.*

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6. For Appendix B, should respondents propose hourly rates for all listed classifications even if they also propose a dedicated-team monthly fee structure for program management?
 - a. *Respondents should provide applicable hourly rates for the classifications they anticipate utilizing. Respondents may also propose alternative fee structures, including dedicated-team or monthly program management fee structures, for the District's consideration. Any alternative structure should clearly identify assumptions, staffing, included services, exclusions, and the fee basis.*
7. Can you please confirm that this is an electronic submission and should be emailed directly to you?
 - a. *Yes. Submittals shall be submitted electronically by email to the District contact identified in the RFQ/P:*
 - i. *Monica O'Brien, Executive Secretary*
 1. mobrien@banning.k12.ca.us
 - ii. *The District must receive submittals no later than September 25, 2026, at 10:00 AM.*
8. Should specialty consultants' rates be included in Appendix B, and may additional classifications be added?
 - a. *Yes. Respondents should identify rates for specialty consultants or subconsultants anticipated to perform services under the proposed scope. Respondents may add classifications to Appendix B as necessary to accurately represent their proposed team and services. Please also clearly identify any applicable subconsultant markups.*
9. Does the District anticipate a minimum weekly on-site staffing level for the Program Manager?
 - a. *No. The District is not guaranteeing or requiring a minimum weekly on-site staffing level. Services are anticipated to be authorized primarily on a project/task-order basis, with staffing, availability, and any on-site or in-person requirements determined based on the specific scope and needs of each assignment. The District will approve master contract amendments and/or task orders based on the specific job order scope, specifications, staffing requirements, schedule, and associated fees.*
10. Can you please confirm that the District is looking for a licensed architect, registered engineer, or licensed contractor in compliance with California Government Code section 4525(e)?
 - a. *The District is seeking firms qualified to perform the specific services for which they propose. For services subject to California Government Code section 4525(e), respondents shall meet the applicable licensing and qualification requirements. Respondents proposing other professional or specialty services shall possess any licenses, registrations, or certifications required by law for those specific services.*

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11. **Appendix D:** May we provide additional pages or use an alternative format to further elaborate on our experience responses beyond the space provided in Appendix D?
- Yes. Respondents may expand Appendix D or provide supplemental pages or an equivalent matrix, provided the response clearly addresses the service areas applicable to the respondent's proposed scope and allows the District to readily identify the respondent's experience, client/project examples, and proposed specializations.*
12. **Exceptions to Agreement:** The Cover Letter instructions indicate that any exceptions should be included in the Cover Letter; however, the RFQ also contains an "Exceptions to Agreement" section that appears to address the same information. Could you please clarify the preferred location for submitting any proposed exceptions?
- Respondents should provide a brief reference in the Cover Letter directing the District to Section 15 is sufficient whether any exceptions are being proposed to the RFQ/P or sample agreement. Provide detailed exceptions in Section 15 – Exceptions to Agreement in the respondent's submittal.*
13. **Appendix A:** Should Appendix A be included with our submittal? If so, could you please clarify where it should be incorporated within the proposal package?
- Yes. Respondents should include the completed Appendix A – Respondent Checklist. It may be placed immediately following the Cover Letter or at the beginning of the appendices/supporting materials. Its location will not affect evaluation, as long as it is included and readily identifiable.*
14. **Appendix C:** May we provide additional pages or use an alternative format to further elaborate on our experience responses beyond the space provided in Appendix C? If so, where would you prefer this information be included within the submittal?
- Yes. Respondents may supplement Appendix C with additional pages or use an equivalent project experience format, provided all information requested in Appendix C is clearly addressed. Supplemental project information should be included with the applicable project experience form or within the California K-12 Program Experience section of the submittal.*
15. The RFQ states that the District may select multiple firms and may assign all, a portion, or none of the requested services. For evaluation purposes, will the District consider respondents proposing only specific specialty service areas, such as OPSC / School Facility Program / Proposition 2 funding, Facilities Master Plan implementation, capital planning, and new-school planning support?
- Yes. The RFQ/P was intentionally structured to permit the District to consider firms with specialized expertise in one or more of the service areas identified in Section III. Respondents are not required to propose every service identified in the RFQ/P.*
 - The District may select multiple qualified firms and may assign individual service areas, combinations of services, specific projects, or broader*

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program responsibilities based upon District needs and the qualifications of the selected firms.

16. For firms responding to a limited or specialty scope, will the District evaluate qualifications primarily against the proposed service areas, or will all respondents be scored across the full 100-point evaluation matrix?

a. For respondents proposing a limited or specialty scope, the District will evaluate qualifications in the context of the services proposed. The evaluation criteria in Section VI will guide the District's evaluation; however, the District will apply criteria as relevant and appropriate to the respondent's proposed scope.

i. A specialty firm will not be expected to demonstrate the same depth of experience in service areas it is not proposing to perform. The District will consider the respondent's qualifications, relevant experience, assigned personnel, approach, capacity, and value for the proposed services.

17. If the District selects multiple firms, does the District anticipate contracting directly with each selected firm, or may one selected program/construction management firm be expected to subcontract with specialty consultants?

a. The District may contract directly with various firms based on the specific services and needs of each project or job order. The District does not expect to select one program/construction management firm to subcontract all specialty services.

i. Depending on the scope of a particular assignment and whether the District has separately retained the necessary specialty consultants, a selected firm may be required to provide or subcontract certain specialized services necessary to complete the assigned scope of work. The District will identify and authorize any such requirements through the applicable job/task order, contract amendment, or other District-approved authorization.

1. Nothing in the RFQ/P should be interpreted as guaranteeing that one selected program/construction management firm will serve as the prime consultant for all other specialty services.

18. Of the service areas identified in Section III, which areas does the District anticipate authorizing the first following award?

a. The District has not established a guaranteed sequence of assignments. Initial services will be determined based upon District priorities, Board direction, available funding, project readiness, and the qualifications and service areas of the selected firm(s).

i. Near-term needs may include capital facilities program planning, Facilities Master Plan implementation and prioritization, General Obligation Bond implementation, state School Facility Program/Proposition 2 funding strategy, project planning and procurement support, and other services identified in Section III. The applicable agreement, task order,

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amendment, or other District-approved authorization will authorize specific services.

19. If a respondent is selected only for professional advisory, planning, or funding services and not for construction management, does the District anticipate using the Professional Services Agreement in Appendix F rather than the Program and Construction Management Agreement in Appendix E?

a. Yes, generally. The District anticipates utilizing the agreement form most appropriate to the services awarded. A firm selected solely for professional advisory, planning, funding, or other specialty professional services may be contracted using the Professional Services Agreement in Appendix F, while firms providing program and/or construction management services may be contracted using the agreement in Appendix E.

i. The District reserves the right to modify the applicable agreement, scope, terms, and exhibits as appropriate for the services awarded and subject to District approval.