

Central Services Architect Pre-Submission Meeting

April 19, 2012, 1:30PM, Modesto Junior College, West Campus John Muir 163

Also included are any questions received via email

Questions and Answers

1. Can pictures be inserted in the Request for Qualifications package? Do they count toward the number of pages submitted?
 - A. Yes, you can insert photos as long as the total page count does not exceed the maximum allowed page limit for each section.
2. Explain total dollar value on project budgets.
 - A. We want to know what the construction budget was on your previous projects.
3. Explain Project budget.
 - A. Construction budget. Bid cost plus total cost of change orders for a final cost.
4. What is the priority project on the project list and what is the anticipated start date?
 - A. District Office Building. Anticipated start date is June 1st.
5. What phases will this project require?
 - A. Project Programming, Schematic Design, Design Development, Construction Documents, Bid Phase, and Construction Administration.
6. Can RFQ include booklet fold out pages?
 - A. Yes, for the schedule. The booklet you submit should be in an 8 ½" x 11" format.
7. Can the RFQ be double sided?
 - A. Yes, however each side counts as one page. One double sided page counts as two pages of text.
8. What is the process after the RFQ gets turned in?
 - A. The selection committee will review all submissions and create the pool of architects and engineers. The Selection Committee will then narrow the pool to those they would like to interview for the District Office project. An interview will then be set up for those Architects chosen from pool for the District Office Building.
9. Do covers count towards total page count?
 - A. Front covers, back covers, tabs and table of contents do not count towards total page count.
10. Are pictures on tabs acceptable?
 - A. No. Pictures on tabs are not acceptable.
11. Is the contract on the RFQ the actual agreement?
 - A. No. it is only there for your information. The selected Architect/Engineer will enter into a contract negotiation phase for individual projects. Specific contract issues will be addressed at that time.

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12. Where are the majority of projects located?
 - A. Most Central Services projects listed on the project list will be located at the Modesto Junior College West Campus.
13. Is the demolition of the existing Central Services building for the new parking lot project included in the District Office building project?
 - A. No. The demolition and the new parking lot project will be a separate project.
14. Should subconsultants include design fees instead of project budgets?
 - A. No, the subconsultant should include the total project cost and explain their role in the project if necessary.
15. Can an Architect that is placed on the new pool be considered for existing projects?
 - A. They new pool of architects and engineers will only be considered for Central Services projects. The old pool of architects will continue to be used for projects other than Central Services projects.
16. Should the RFQ list a proposed team for the District Office project only or all the Central Services projects?
 - A. Both, but the emphasis should be on the District Office building.
17. Should the architects include all the resumes of the proposed team in a separate appendix, attachment, or exhibit?
 - A. No. It should be included within the allotted page count. NO APPENDIX, ATTACHMENTS OR EXHIBITS ALLOWED.
18. Will the District Office building project be submitted to DSA for review and approval?
 - A. Yes, it will need DSA approval since students will be accessing the building.
19. When listing the total value of Change Orders on a project can the CO's be broken out in cases where there were a lot of District requested changes?
 - A. Yes, that would be acceptable.
20. Other than DSA, are there any other approvals needed for the project?
 - A. The Modesto Fire Marshall for all building projects and the City of Modesto for any off-site improvements associated with a specific project.
21. Should the RFQ be mailed to the PO Box or the Blue Gum Avenue address?
 - A. Either one will be acceptable. The package may also be dropped off in the Purchasing Department prior to the deadline.
- 22.Q. Should the RFQ be mailed out via Fed Ex or UPS?
 - A. Either one is acceptable and should probably be addressed to the PO Box. All the correspondence will go to the District's shipping and Receiving Department.

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23. Do you anticipate any CEQA issues?
A. CEQA has been completed.
24. Has a Geotechnic report been completed?
A. Yes.
25. Are there any sustainability or LEED goals for the Central Services projects?
A. Yes. The District is interested in sustainable architecture.
26. Will the District Office Building be permanent construction?
A. Yes, this structure will be permanent standard construction, not modular. The probably deliver method will be design, bid, build.
27. Will there be a Central Plant for the District Office building?
A. No.
28. Does the RFQ require a schedule for the District Office building only?
A. Yes. The schedule should include all phases from programming through construction of the District Office building only.
29. Who will be involved in the design review of the District Office building?
A. The established project committee will be making the basic decisions on the District Office Building as long as they stay within the project budget.
30. How well defined is programming on the District Office building?
A. Some preliminary programming has been done and can be found in the Central Services Master Plan located on the YCCD webpage. A formal program will need to be completed before the schematic design phase.
31. What is the construction budget for the District Office building?
A. It is outlined in the master plan. Total project budget is \$14.9 million, including construction, soft costs and FF&E. The construction budget including a 10% contingency is \$8.3 million.
32. There is a statement in the package that the "District may or may not divide up the scope of service for work" What does this mean?
A. This statement provides the District latitude in how the project moves forward. It is possible that an Architect will be chosen and will only do programming for a project and then the District may choose another Architect to continue with the project. This has never occurred. The ideal situation would be to have the same Architect that did programming do the ribbon cutting.

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33. Are there any hazmat issues with the District Office site?
A. There has been a campus wide investigation done and most issues have been identified and cleared. This site is being looked at now and will be cleared prior to the start of any construction. The clearing of the site is not the responsibility of the Architect. Assume a clean site.
34. Can a Civil Engineer submit an RFQ package or should they join with an Architect as part of a team?
A. We want a pool with both civil engineers as well as architects. The RFQ was structured more towards architects. However, a Civil Engineer may submit their own RFQ package, team with an Architect, or do both. If a civil engineer submits their own RFQ you should state somewhere in the front of the document that you are only interested in civil projects. Civil engineers should also include a schedule for the District Office for their portion of the work.
35. Are there any funding or completion deadlines?
A. No, however the District wants all projects completed by end of 2015.

The following questions were sent via email:

36. Regarding the reference in Article 2.5, District's Labor Compliance Program, and Article 22, requirements for prevailing wages; are these requirements not applicable to the Architect or their Consulting Engineers?
A. No. These requirements do not apply to the selected Architect or their Consulting Engineers.
37. What process will be used to select firms for specific project assignments once the pre-qualified pool of Architects has been established?
A. The project committees will choose and/or determine who they would like to interview for their project based on the pool of architects/engineers chosen through this process.
38. Is there an overall page limit for the Statement of Qualifications package?
A. When you add up all the page limits for each section the total is 29.
39. The introduction to the Statement of Qualification Requirements on page 6 of the RFQ references a "total page count." We acknowledge the page requirements listed for the individual sections, we would like to include front and back covers, table of contents, cover letter, divider tabs, etc.
A. Front cover, back cover, table of contents and divider tabs do not count. A cover letter is not required if it is included **it counts as a page**. No pictures are allowed on the tabs.

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40. Please describe the term "prototype project(s)" used in section 3.1 on page 6 of the RFQ.
 - A. Prototype project is the District Office building.

41. Please clarify the page requirement for section 3.2. If we limit our response to 11 pages, is it acceptable to integrate the photos throughout the section?
 - A. Yes, it is acceptable to integrate the photos and the text for a total of 11 pages.

42. We understand that comments and objections to the standard form of agreement shall be provided in writing before the interview. When and how would you like these comments submitted? Should they be submitted with our statement of qualifications or will you request that information from the shortlisted firms?
 - A. They do not need to be submitted at this time.

43. Please provide Exhibits B-E that are referenced on the Agreement table of contents.
 - A. The attached agreement is a sample for reference only. Exhibits will be specific for individual projects and will be provided at the appropriate time.

44. The RFP includes some indemnity language that is different from that in the included Agreement for Architectural Services. The language in the RFQ and agreement appears to be in conflict with California Civil Code 2782.8, in that it is unlimited and not insurable by Architects Professional Liability insurance carriers.
 - A. The sample contract is the District's current standard contract for Architectural Services. The RFQ language is out of date.

45. Regarding the indemnity language in the RFQ. In the Agreement for Architectural Services can we assume the term "defend" should be construed to mean reimbursement of any expenditure, including reasonable attorney fees and costs incurred by an Indemnified Party in defending claims or lawsuits and only to the extent of the actual, proven fault. Notwithstanding the above, the Indemnitor would have no obligation to pay for any defense related cost prior to a final determination of its liability and following any such determination of its liability, Indemnitor shall be responsible to pay an amount of such costs equal to the finally determined percentage of liability based upon the comparative fault of the Indemnitor."
 - A. The sample agreement is provided for reference only. The selected Architect/Engineer will enter into a contract negotiation phase for individual projects. Specific contract issues will be addressed at that time

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46. Regarding various provisions which require Architect to pay for, or the District to withhold costs from amounts owed to the Architect, can we assume that these costs would be determined by due process unless agreed to by the Architect?
 - A. The sample agreement is provided for reference only. The selected Architect/Engineer will enter into a contract negotiation phase for individual projects. Specific contract issues will be addressed at that time

47. Regarding the reference in Article 2.5, District's Labor Compliance Program, and Article 22, requirements for prevailing wages: you confirmed earlier this afternoon these requirements are not applicable to the Architect or their Consulting Engineers.
 - A. That is correct.