

## **West Valley-Mission Community College District**

**Saratoga, CA 95070**

**RFP #20-1617**

**Addendum #2**

Architects please note the following changes and answers to questions received.

Section's 1-6

1. The due date and time for receiving proposals is December 6, 2016 at 2:00 p.m.
2. Enclosed is a revised Architectural Agreement and Project Assignment sheet.  
The project assignment sheets will be modified for each project.
3. Enclosed is a Proposal form that should be used when filling out this document
4. The District has determined a scoring mechanism for evaluating proposals. The scoring mechanism is included in this addendum
5. Amendments to the RFP

Section 1:

Due date and time for RFP is December 6, 2016 at 2:00 pm. All RFP's must be received in the office of General Services before this time to be considered.

Section 2: Agreement: See attached

Section 3: Proposals form: See attached

Section 4: Scoring mechanism: See attached

Section 5 – Answers to questions

Acknowledge receipt of this addendum and include in your proposal.

Brigit M. Espinosa

Executive Director, General Services

Firm Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature \_\_\_\_\_

Email address: \_\_\_\_\_

## Section 5

1. We recognize this request is for developing a pool of architects for the projects listed in the RFP. There are some projects listed in the RFQ that uniquely fit with our specialty of sports field planning and design.
  - a. *The District's project list is not specifically for sports field planning. Your firm can work with another architectural firm or firms in a joint proposal to submit.*
  
2. For section 5 ARCHITECTURAL SERVICES EXPERIENCE on Attachment B, Verde Design has hundreds of projects for K-12 and community colleges in California that we have provided architectural services for. Since we have so many, is it okay to only focus on our community college projects? Also, how much "detailed description" of the services for these projects should be provided?
  - a. *The District suggests you limit your response to projects that are specifically with California Community Colleges and or designs that are specific for Libraries, Theatres' and Music performance buildings.*
  
3. It was mentioned that being a "local business" will be factor in the selection process. However, being a "local" firm was not listed in the list of items considered in the selection criteria. Please define "local" and how it will be factored into the selection process.
  - a. *The District will accept proposals from firms that are not local, as long as we have access to an architect who will be onsite when necessary without any additional fees for Travel and/or Time.*
  
4. You have requested financial information but consideration or analysis of the firm's financial status was not listed in the selection criteria. Please describe how your review and analysis of a firm's financial status will be factored into the selection process.
  - a. *The financial statement of Respondents will be reviewed and evaluated by the District to assess the financial capabilities and financial condition of the Respondent.*

5. In Section 4.4.5, Tab 2 Financial Statement, there is a request that a current financial statement be included as part of the submittal, and it is required that the statement must be “reviewed or audited,” and must include all accompanying audit information. As a private corporation, HED does not disclose confidential information to the general public. However, we routinely report our financial status to Dun & Bradstreet. My questions regarding this requirement are as follows:
  - To what extent will a company’s financial information be incorporated and affect the selection for this project?
    - a. *Refer to answer 4a*
    - b. Include the Respondent’s financial statement for: (i) the 2015 calendar year or the 2015/2016 fiscal year, as applicable; and (ii) January 1, 2016– September 30, 2016. The District will accept financial statements that are not prepared by a CPA and financial statements that are compiled, reviewed or audited by a CPA. Financial statements that are not prepared by a CPA or that are compiled/reviewed by a CPA are subject to independent verification by the District.
6. Will submitting our Dun & Bradstreet number and bank reference contact information suffice for the submittal?
  - a. *No, please refer to answer 5b*
7. Will not submitting an audited confidential statement be grounds for disqualification?
  - a. *Please refer to answer 5b*
8. If an audited statement is included, can we submit the information in a sealed envelope, marked confidential with assurances that the financial information will not be released into the public record.
  - a. *Yes, your financial information is not subject to the Public Records Act and will be handled as confidential. All firms must supply these records in an envelope marked “Confidential”*
9. We assume that the request for this information is made to assure that a firm is on solid financial ground, which we are. However, it is not usual business practice for a privately held, services-oriented firm to disclose information in this manner and we would like to find a way to demonstrate the financial stability that we have established over our 108 year history without the information getting into inappropriate circulation. We would appreciate a

detailed response such that our corporate leadership can determine whether we will submit our qualifications.

*a. Refer to answer 5a & 5b*

10. Regarding the Financial Statement requirement in Tab 2:

"Tab 2 Financial Statement

Includes a current financial statement (2015 CY or 2015/2016 FY) for the respondent. Financial Statements must be reviewed or audited with all accompanying and supplemental information."

Is it acceptable to provide either a Compilation Financial Statement or a 2015 Tax Return instead of a reviewed or audited financial statement?

*a. Refer to answer 5b*

11. Question regarding Tab 2 Financial Statement:

Please clarify the type of statement that is acceptable for submittal. Would a financial print out from our accountant meet the District's requirement for Tab 2?

*a. Refer to Answer 5b*

12. Regarding following section 4.4.5 Financial Statement: is a 2015 corporate tax return (filed to IRS) qualified? Thank you for your time.

*4.4.5 Tab 2 - Financial Statement. Includes a current financial statement (2015 CY or 2015/2016 FY) for the Respondent. Financial Statements must be reviewed or audited with all accompanying and supplemental information.*

*a. Refer to Answer 5b*

13. Question 1: Is Attachment B available in "Word" format?

*a. The District will post Attachment B – Statement of Qualifications to our website in word format. [www.wvm.edu/bids](http://www.wvm.edu/bids)*

Question 2: In Tab 2 - Financial Statements, the RFQ asks for reviewed/audited Financial Statements. Is it acceptable to include the

documents in a separate confidential envelope? And, if so, is a single copy sufficient?

*a. Refer to Answer 5a and 5b, one copy is sufficient.*

14. Item 4.4.5 Tab 2 of the RFQ requests a reviewed or audited Financial Statement. Can this be submitted in a separate sealed envelope since it will contain confidential firm information?

*a. Refer to Answer 5b*

15. Item 4.4.8 Tab 5 of the RFQ requests Insurance Certificates for each member of the team. On page 6 of the RFQ it states the minimum Design Consultant Coverage Amount for Professional Liability is \$1,000,000 per occurrence, and \$2,000,000 aggregate. On page 30 of the RFQ, item 10.9 it states the minimum Design Consultant Coverage Amount for Professional Liability is \$2,000,000 per occurrence, and \$4,000,000 aggregate. Most engineers and associated consultants would not normally carry this higher amount of coverage. Which is correct?

*a. Limits are as follows: Professional Liability is \$2M per occurrence and \$4M aggregate. The limits listed are for the architects under agreement with the District. Your firm will be responsible for the insurance requirements for any firm you hire. Team members refer to your list of architects within your firm.*

12. Our concern is that small firms typically do not obtain financial statements, but we are planning to partner with a larger firm who does have the financial statement available. Our questions are as follows:

- Can two firms associate to submit a proposal? If so, will providing the financial statement of one of the firm's be substantial?

*a. Yes two firms can submit a proposal with one firm being the lead architect. The financial statement that will be considered is the lead architectural firm.*

- Besides providing California Community College project experience in Tab 3 Relevant Experience, can a complete list of school experience (K-12 and Universities) also be provided in this section?

*a. See Answer 2a*

13. Regarding following section 4.4.5 Financial Statement: is a 2015 corporate tax return (filed to IRS) qualified as reviewed or audited financial statement? Since it would take 1-2 weeks for our accountant to do an audited financial statement, we kind of hope to get an answer sooner than 11/28/2016. Thank you.

a. *See answer 5b*

14. *4.4.5 Tab 2 - Financial Statement. Includes a current financial statement (2015 CY or 2015/2016 FY) for the Respondent. Financial Statements must be reviewed or audited with all accompanying and supplemental information.*

a. *See answer 5b*

- Is the District willing to accept the Architect's use of an Excess/Umbrella Liability policy in order to meet the Comprehensive General Liability (including automobile liability) coverage amounts required under section 4.4.8 in the RFQ?

a. *yes*

- "Attachment B – Architectural Services RFQ for Qualifications Statement", Section 3. Questions 3-3 through 3-9 has the answer selections worded so that if we select "no" as the answer, we are unqualified. Can you please confirm for these specific questions that the answer selections are flipped and should state "yes = unqualified"?

a. *Section 3-3 through 3-9 are as follows. A YES answer will Not qualify your firm.*

- On page 8 of the RFQ, Section 4.5.3.3 California Community Colleges State Chancellor's Office states to "provide a complete reference list of Community College Districts and their contact information for project submittals completed to date". Can you please confirm that the District would like us to provide references for all community college projects completed to date or solely completed in the last five years?

a. *Please submit information for the last 5 years only.*

- Under Tab 2, Financial Statement, it requests for us to provide our current financial statements. Because this is confidential information, is it acceptable to include the financial statements in a separately sealed envelope instead of under the tab?

a. *See answer 5b*

15. In 4.5.3.1 Relevant Experience and Ability, the District says that selection criteria will be based on California community college projects valued at \$15 million or greater. Considering that four of the eight projects remaining on the Measure C Project Priority List are under \$15 million, would the District consider lowering this number?

*a. The District believes that the level of experience necessary is more important at the larger valued projects. We believe firms who can perform work at the higher values, can equally design smaller projects.*

In Attachment B, under 3. Qualification Questions, the questions from 3-3 to 3-9 all say that a “no” answer will mean that the firm is “not qualified.” It would seem that a “Yes” answer to any of these would disqualify the proposing firm.

*a. See answer 14a*

16. The Attachment B, Qualifications Statement, has a few errors:  
3-3 to 3-9: *No = Not Qualified* should be **Yes = Not Qualified**

*a. See answer 14a*