



ADDENDUM NO. 1
(Issued August 24, 2020)

Request for Qualifications and Proposals
Architectural Services for Laurel Child Development Center

The following changes, additions, modifications and corrections hereinafter set forth shall apply to the bid documents for the project and shall be made a part thereof and subject to all the requirements thereof, as if originally specified and/or shown;

Question #1:

Section 2.6 request professional fees including architect, civil, structural, mechanical, plumbing, and electrical. The Project description item A, 4, includes exterior improvements including play structures, turf playfield, and landscape. Please confirm the architect's fee proposal should include architectural, structural, mechanical, plumbing, civil, and landscape.

District Response #1:

The Fee Proposal shall include Architect's Basic Services and design services for exterior improvements (as noted in item 4 of the Project Description) whether that design work is done by the firm's sub-consultant(s), landscape architect and/or qualified in-house staff.

Question #2:

The project description lists removal of the existing CDC building and provision of a new building. Will the program continue to utilize the existing building during construction of the new building?

District Response #2:

No. Current program will be relocated to another site prior to the demolition of the existing building and new construction.

Question #3:

Section F, 1.3, states the response to parts 2.1 thru 2.4 can be no more than fifteen (15) printed pages in length. Please confirm the 15 pages can be double sided.

District Response #3:

A double sided page would be considered two pages in the page count. See District Response #18 revising page count limit to proposal responses to Sections 2.3 thru 2.4.

Question #4:

Section 2.6 Professional Fees requests 'a breakdown of associated costs for all tasks proposed (including contingency costs per task).' Please clarify what information is requested. Will provided a breakdown of the overall fee by phase satisfy this request?

District Response #4:

Yes. Providing a breakdown by Project Phases would be acceptable.

Question #5:

The RFQ submittal requirements state to submit "one (1) unbound original, five (5) bound copies and a PDF version on a flash drive of requested materials to:

Oakland Unified School District
Tadashi Nakadegawa, Acting Deputy Chief
Department of Facilities Planning and Management



Department of Facilities Planning and Management

955 High Street, Oakland, CA 94601”

Due to Covid-19 and that many offices are closed, would the district consider revising the SOQ submission to be an electronic submittal (such as via email) only? If not, can the original unbound version have a digital signature?

District Response #5:

Given the Covid-19 situation, the District still prefers hard copies due to how proposals are distributed and handled for review but will accept an electronic submittal. Following an electronic submittal, request a confirmation from the District that it was received.

Digital signature for the original unbound version is acceptable.

Question #6:

Is the 15-page limit single-sided or double-sided? With such a page count limitation and the fact that we can show up to 20 projects, we assume you are not looking for full project pages. Is there a benefit to augmenting what we show with additional illustrative material on projects in the appendix?

District Response #6:

See District Response #3 for double-sided printing. While the District is expecting concise responses with the 15-page limit, the Proposer may provide augmented project information in an Appendix. There is no page limit to a clearly identified Appendix.

Question #7:

Due to the limited page requirement, can the Local Business Participation Worksheet be excluded from the page count? Or can we include an Appendix?

District Response #7:

The Local Business Participation Worksheet will not count against the 15-page limit and may be in an Appendix.

Question #8:

The RFQ/P states that section 2.5 Additional Data is to be included in the Appendix and this material will not counted in the 15-page limit. As such 2.5 will be out of sequence and we will note in the Table of Contents. Is this acceptable?

District Response #8:

Yes. This is acceptable as Additional Data is discretionary.

Question #9:

Can the District please confirm that key personnel resumes are not required as part of this SOQ? Is there a benefit to including key resumes in the Appendix?

District Response #9:

The District had not specifically requested key personnel resumes but providing them would assist the District in evaluating the proposed team and its members. Resumes may be included in the Appendix and would not count against the 15-page limit.

Question #10:

Section 2.4.3. – Can the District please clarify what is meant by “political environment,” does this relate to challenges involving multiple stakeholders or something else?

District Response #10:

All District projects involve multiple stakeholders that include site staff, parents & students, neighbors, Facilities and Buildings & Grounds staff, Central Office staff and Board Members. The design team will be expected to assist



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the District's Community Engagement Team to facilitate community meetings with strategic input and technical information.

Question #11:

Per the RFQ, the District's Local Business Utilization Policy requires that there is a mandatory fifty percent (50%) LBU participation with a 25% or less LBE participation and a 25% or more SLBE/SLRBE participation. While we understand that SBE/SLBE firms certified with the City of Oakland are preferred, will the District also accept firms that are certified SBE/SLBE with the State of California but not the City of Oakland to meet this requirement?

District Response #11:

No. The District by Board Resolution will only accept firms certified as a LBE or SLBE by the City of Oakland and firms certified as a SLRBE by OUSD.

Question #12:

Section B.4 of the RFQ (page 3) includes a clause "Mandatory Assistance." This requires the design team to spend an uncertain number of hours assisting the District if there is a 3rd party claim. There seems to be no restriction on the services required, since almost anything can be interpreted as "related" to our services. Can this paragraph be struck, or considered an Additional Service? Otherwise, fees will be much higher than necessary to account for the risk a claim might be filed.

District Response #12:

The Mandatory Assistance Clause in the RFQ/P is a Standard District Provision and can not be deleted or altered during this solicitation period. Proposer shall define the terms under which it would agree in order to comply with this provision.

Question #13:

Due to the Covid environment, will you be accepting electronic submissions and forgo the hardcopies?

District Response #13:

Yes. See District Response #5.

Question #14:

Given the number of questions being asked, we assume that the 15-page count is for double-sided pages?

District Response #14:

No. See District Responses #3 and #6.

Question #15:

Are the cover, divider tabs, and Table of Contents part of the maximum page count?

District Response #15:

No. Cover, divider tabs, Table of Contents and Appendix are not counted against the 15-page limit. See District Response #18 for revision to page count limit.

Question #16:

Are project profile sheets mentioned in Section 2.4.5 part of the maximum page count?

District Response #16:

Yes. Project information not requested in Section 2.4.5 may be provided in an Appendix which would not count against the 15-page limit.

Question #17:

Will covers and tabs count towards the page limit?



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District Response #17:

No. See District Response #15. See District Response #18 for revision to page count limit.

Question #18:

Would it be possible to exclude the cover letter from the page count? (With the statement and requirements, the cover letter needs to be two pages, which will impact the ability to stay within the page limit in other sections).

District Response #18:

Yes. This would be acceptable. 15-page limit shall apply to responses to Sections 2.3 (Executive Summary) thru 2.4 (Firm Information). District Responses #3, #6, and #14 apply to questions regarding double-sided pages.

Question #19:

Would you consider allowing projects to encompass a five-year period as opposed to three?

District Response #19:

Yes. This would be acceptable as long as all project completion dates are noted.

Question #20:

In this COVID-19 environment would you consider a digital submission?

District Response #20:

Yes. See District Responses #5 and #13.

**RECEIPT OF THIS ADDENDUM (AS WELL AS PREVIOUSLY ISSUED ADDENDA) MUST BE
ACKNOWLEDGED IN THE PROPOSAL.**