



ADDENDUM #1
RFP 301-17
As-Needed Project Management, Construction Management and Related Services to Support Proposition M

Per the directions in the RFP package, the following questions were submitted for clarification:

(1) Question: Page 4 of 16 states, "The selected Firm is expected to provide its own office space." Can staff hired through the contract work remotely while still in close proximity to the college?

RESPONSE: It would be acceptable for some staff to work remotely (while in close proximity – within a 30 minute commute) during the design portion of a project only. While a project is in construction, all staff should be onsite.

(2) Question: Page 9 of 16 states, "The term of the contract is on a year-to-year basis, for a total period of up to five (5) calendar years." Will there be a re-competition for the award of the contract during the 5 year period?

RESPONSE: It is the District's hope that the selected firm performs at a high level and a re-competition is not required during the 5 year period of the contract. If the selected firm does not perform to the satisfaction of the District, the District reserves the right to terminate the contract and issue a new RFP for program management services.

(3) Question: Are the Prop M funds to cover the Master Plan 2022 work scope only? Is there other work outside of the Master Plan that you envision being completed by the staff provided?

RESPONSE: Prop M funds are to be used for the projects listed in the facilities Master Plan 2022 only. Work on other projects would be funded through other sources.

(4) Question: What is the approximate distance that the staff augmentation office needs to be by Palomar College? Is there parking lot space where interim housing portables can be installed?

RESPONSE: See response to question #1 above. During construction, Program Manager must work with the selected CM firm to coordinate the logistics of where the Program Manager's job trailer will be located within the construction site. If a trailer is wanted onsite (main San Marcos campus) immediately, then the District will work with the Program Manager to find a suitable location. Please be aware that maximizing available campus parking is a priority.

(5) Question: Can you please list the tentative start dates of the projects?

RESPONSE: See response to question number 14.

(6) Question: Is the senior project manager the official title of the main point person to the District's construction manager?

RESPONSE: The title "Senior Project Manager" was selected arbitrarily by the District and is not an "official" title. The company title of the person proposed to be the firm's main point of contact with the District may be something different.

(7) Question: Can one staff member have dual roles? For example, can the FFE manager also be the document control specialist?

RESPONSE: The District takes no exception to an individual having a dual role, when/where it makes sense.

(8) Question: Is the maximum pages of the proposal 50 including all the staff resumes?

RESPONSE: See response to question 12.

(9) Question: Both the schedule of hourly rates and the qualifications & proposal certification read as 'Exhibit' 'A', is this correct?

RESPONSE: Yes, both the list of hourly rates and the Qualification & Proposal Certification are to be included within Exhibit 'A'.

(10) Question: Does the experience from our staff members during their employment tenure at other companies or school districts count as company experience?

RESPONSE: Personnel experience with other firms should be denoted on their resumes. This experience with other firms would count toward firm experience.

(11) Question: What is the College's position on a teaming agreement between the successful responder and a sub-consultant, where the teaming agreement has a provision for the payment of an administrative fee based on billings from the sub-consultant to the successful proposer?

RESPONSE: The District does not take exception to firms entering into a teaming agreement, although it is not a requirement. Firms are free to propose an administrative fee that would be used on all subcontracted consultant work. It is required for firms to stipulate what scope of work may be outsourced when they submit their proposal.

(12) Question: On Page 10 of 16 under B. Proposal, it states that the Firm's qualifications should not exceed 50 pages. Please clarify if the 50 pages includes only section B or all sections (C through G).

RESPONSE: The 50 page limit is for all sections "B" through "G".

(13) Question: Where should "Exhibit 'A' Qualification & Proposal Certification" (page 16) be placed within the proposal? And does it count toward the page limit?

RESPONSE: Exhibit "A" should be included within section "E" and does count against the 50 page limit.

(14) Question: Can the District please provide a timeline of projects scheduled to start right-away in order to facilitate appropriate staffing decisions as part of the proposal?

RESPONSE: The following is a list of projects that start right away or have started already and their timelines:

- *LRC: In construction – Open Summer of 2018*

- *North Education Center: In design now (Programming) – Construction start March 2017, Open Summer 2018*
- *Athletics Complex: In design now (Programming) – Construction start Summer 2018, Open 2020*
- *Student Services One-Stop Shop: In design now (Programming) – Construction start Summer 2018, Open 2020*
- *Miscellaneous remodel projects: Multiple projects in construction and design currently*

The information above is added to RFP 301-17.

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By: Palomar Community College District