A. BUSINESS LICENSE

Q1. Please define Business License as stated in page 3, note 2 of the RFQ. Is this a business license for Marin County or a particular city? Is this business license required for consideration during the SOQ phase or can it be obtained after acceptance/approval?

Q2. I just read the Q&A that was published for the RFQ, and I have another question that one of the answers raises. The answer to Q1 under B. Business License says "The firm must hold, at the time work is performed, a valid business license in the city/county in which the work is performed." So I assume it is ok if we just note on Exhibit A that we would purchase the appropriate Marin business license(s) if we are awarded the contract.

Q3. We are a structural engineering firm that provides a service. We are not required by our City or the State of California to have a business license for the firm. So, for your section "Business License," we don't have one. Should I assume that your answer "A. Show the professional license of each principal and the number of years held" is the same for structural engineers? Meaning, we won't have anything listed under "Business License." Instead, we will have the engineers listed with each of their licenses? Our engineers are required to be licensed by the State of California, and they are licensed by the State of California.

A. A firm does not need to be licensed as a structural engineering firm to provide structural engineering services. If it is not required to have a business license in (city named), then all it needs to provide is the licenses for the principles in the firm and the lead engineers that may work on the Program.
Q4. In the Questions & Answers document dated February 23, 2005 - B. Business License
Q1. regarding State of California license - The answer states that a firm must hold, at the
time work is performed, a valid business license in the city/county in which the work is
performed. Does this refer to Marin County – where MCCD is located - or the location of
the firm providing the service?

A. As long as you have a valid business license, your firm location is fine.

B. INSURANCE
Q1. The General Liability Insurance requirements are very high for tree service activities. The
County of Marin, East Bay Regional Parks and State Parks are all satisfied with 1 million
and a 2 million aggregate Commercial Aggregate Policy. I will have my insurance
company send you a certificate with our limits. We have worked with C.O.M. in the past
and our limits have been acceptable.

A. Please check our website, Questions & Answers, Section H, Question 1. Here’s the link:
http://marin.cc.ca.us/new/files/AE/ae_RFQ_QA_022305.pdf

C. PERSONNEL
Q1. In Exhibit B, we are asked to identify key personnel including a "Project Manager" and
"Project Superintendent". These staff assignments are also requested in relationship to
the three projects we identify as part of the same attachment. Can you please clarify
these titles? Perhaps define what kind of roles/responsibilities the District attributes to
these titles, since they typically vary from client to client and firm to firm.

A. Project Architect or Project/Design or Manager.

Q2. Exhibit B – Experience of Consultant/Firm requests information on key personnel that will
be assigned to the work. The categories listed: Project Manager and Project
Superintendent are not applicable to our management structure, we would prefer
Principal-in-Charge and Project Manager. Is it OK to change the headings?

A. This is OK.

D. REQUEST FOR QUALIFICATIONS (RFQ)
Q1. I was told that Marin Community College District has extended the deadline for the
Architectural Services SOQ to 3/14. Can you confirm that?

A. YES, that is correct.

Q2. Will you please tell me which carriers that you know of will deliver to your 1800 Ignacio
Boulevard location? We're submitting on the MCCD RFQ for A/E professional services
(due March 14). The RFQ says UPS doesn't deliver, so I was hoping you had a
suggestion for carriers!

A. Hand delivery is the best method, but FEDEX will deliver to this address.
E. **SUBMITTAL**

Q1. We would like clarification about the upcoming March 14 deadline for submittals. It is our understanding that this is the deadline for submitting qualifications by individual firms who attended the recent pre-bid meeting and would like to be considered for future work on the new construction and renovations to be done at the College of Marin campuses. It is our understanding that this is NOT the time to be submitting a team proposal, with other firms; that will come later. Is our understanding correct?

Q2. We are an architectural firm and typically include sub-consultants such as civil firms and specialty sub-consultants such as Audio/Visual firms when we submit our qualifications to educational clients. Does the District want to see sub-consultants on the architect’s team? If not, how will you evaluate an architect’s qualifications to be put into a “pool” to receive future RFPs?

A. Evaluation of Architectural firms will be based on established criteria. Firms are not required to submit sub-consultants, although preferred.

Q3. I already have the RFQ but can't seem to locate the "specified qualification report" that is mentioned in the RFQ. Nonetheless, I'll continue on with the rest of the submittal.

A. The qualification report we are talking about is the entire Statement of Qualifications you are going to submit. The RFQ asks you to answer questions as well as provide certain information about your firm. So, you're not just submitting answers to the questionnaire.

Q4. The RFQ mentions that "submittals will be received from only Consultants who have completed the February 2005 District’s Architectural, Engineering and Professional Construction Consultant Request for Qualification questionnaire and specified qualification report." Where can on find the "specified qualification report"?

A. You can download the RFQ by going to our website or be clicking this link: [http://www.marin.cc.ca.us/new/bond_const.htm](http://www.marin.cc.ca.us/new/bond_const.htm).

E. **TEAMING UP**

Q1. Would it be possible for a firm to both submit on its own, and also as a consultant to another submitting firm?

A. YES.

Q2. We have done a lot of community college work, both renovation and smaller new construction. We are talking about teaming with another firm who has worked on a lot of large new higher education facilities, but has little experience with DSA. We would like to pursue the modernization and small new construction projects on our own, and team with the other firm to pursue the larger new construction projects. If we submit our qualifications on our own now, will we have the chance to propose on the large new construction projects (as a team) in the future? How will COM decide which firms will be able to submit quals for specific projects?

A. Yes. There will be a project specific "short listing process". Interested firms from the pre-qualified long list (once published) may apply.