SECTION 1
Additional Questions & Answers

QUESTIONS (in blue)    ANSWERS (in black)

A. BOLINAS MARINE
Q1. In the Request for Qualifications on the College of Marin website, the Bolinas Marine Biology laboratory was called out for renovation. Yet no mention of this facility was made at the presentation on Friday. Is this facility’s renovation not included in the Measure C work? Would this facility have a separate SOQ? If so, please provide information so our firm may send a response.

A. The Bolinas Marine Lab renovation is included in Measure C work. A separate SOQ is not required.

Q2. Should a firm such as ours that works on acoustical, audio-visual, and telecommunications consulting projects answer the SOQ as a professional services consultant, or as a sub-consultant to an individual project architect or the Campus Architect?

A. Submit SOQ as a professional services consultant.

B. BUSINESS LICENSE
Q1. I have a question regarding Part B: Business License. We assume that “business license” refers to a license issued from the California Architects Board.

Exhibit A says the Firm must be licensed in the State of California. 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?
A. The firm must hold, at the time work is performed, a valid business license in the city/county in which the work is performed. Also, provide the name and license number of the Principal who will be responsible for the firm’s work and the name and license number of the person who will be in responsible charge of the work performed for MCCD.

Q2. Both of our principals are licensed architects, but the question “Number of years license has been issued under firm name” is confusing, since architects are licensed as individuals, not as a firm. Architects get licensed individually. Should we list all proposed team members' licenses?

A. Show the professional license of each principal and the number of years held.

C. CIVIL

Q1. Once a campus civil engineer is hired, will that firm be working with all architectural firms that may be doing work on one or more campuses? We will be submitting our proposal for civil engineering services, I am just trying to figure out if I also need to contact architectural firms and get on their teams as well. I know Jose mentioned at the meeting that architects would be able to select their own consultants, however, not sure if that is relevant to civil engineering. Please clarify.

A. YES - to All

D. DSA EXPERIENCE

Q1. DSA experience - how important is it to the District that the architect has DSA experience if the team is more than capable of performing the work? We have worked for several universities and charter schools that do not require DSA oversight. How important is DSA experience to the College?

A. DSA experience by the firm or team members who will be working on MCCD projects is essential. DSA’s procedures and requirements can be daunting to those that have not experienced working with them. Please indicate in your response the firms, Principals or key team members that have experience working with DSA along with their respective years of experience working with DSA.

Q2. I am an architect and I am preparing the Request for Qualification questionnaire for Consultant Services. The item I am having difficulty with it the mandatory experience with the DSA. I have worked on schools in California and Connecticut prior to moving here in 1990, and did some small SFUSD projects with another architectural firm in San Francisco, but have not had direct experience with DSA. What would your suggestion be to solve this? I may be able to get a letter of reference from one of the building departments I have worked with indicating I work well with government agencies.

A. You are welcome to apply. DSA experience is a critical element though. It is a significantly different challenge going through the details of a very specific plan check that can take several weeks. Their processes and procedures can drive you up a tree. If you are not thoroughly familiar working with them it would make life rather difficult for both of us.
E. ENVIRONMENTAL CONSULTING / HAZMAT

Q1. I recently received a copy of your RFQ. Besides CEQA services, do you foresee a need for environmental consulting services in relation to regulatory compliance (Regional Water Quality Control Board, U.S. Fish and Wildlife Service, U.S. Army Corps of Engineers, California Department of Fish and Game, National Oceanic and Atmospheric Administration Fisheries), biological assessments, wetland delineations, habitat restoration planning and implementation, mitigation planning, and resource management planning?

A. YES, many of the services you have mentioned will be required.

Q2. Should we submit our SOQ with the March 7 submittal, or is there going to be a separate RFP for the type of services we provide as follows: Our firm provides hazardous materials mgt, and industrial hygiene services (i.e., asbestos/lead building surveys prior to modernization/demolition, abatement design and monitoring, specifications/cost estimate preparation, air quality testing, etc.)

A. Submit your SOQ by 2:00 PM on March 14.

F. ESTIMATE

Q1. What is the estimate, if any so far, of the total outlays for professional services work for this Measure C plan?

A. The District is in the process of developing its master schedule and initiatives and as such no specific budget has been established at this time.

G. FEE SCHEDULE

Q1. There is a Fee Schedule in the questionnaire. We don’t have specific scopes of work so we can’t price the projects. Would you like bill rates for our personnel instead?

A. YES, please provide a billing rate schedule, by position (i.e., Principal, Project Manager, Project Architect, Architect, Designer, CAD Technician, Administrative Assistant, and etc.) for your Personnel.

H. INSURANCE

Q1. Our comprehensive general liability coverage is $2M each occurrence, $4M general aggregate, and $4M for products and completed operations. (The RFQ has $5M for each of these three).

Our current automobile coverage is $2M bodily injury per person, $2M bodily injury per occurrence, and $2M property damage per occurrence (Combined Single Limit aggregate of all three is limited to $2M), with a $500 deductible. (The RFQ does not state a combined Single Limit).

Our professional liability coverage is $1M per claim and $2M aggregate (RFQ calls for $1M). We have the coverage requested in the RFQ, except that our limit on General Liability insurance is less than $5m stated. If we were selected for the on-call roster, I would be happy to purchase increased insurance to meet the $5m requirement at no cost to the District. For now, however, I won’t be able to have our insurance provider write a letter stating that they will provide this amount of coverage, since we don’t have it yet. Can I have them write a letter stating all of our existing coverage amounts, and indicating that we would be eligible to purchase additional insurance at the $5m limit if we desire, or something like that?
On Page 7 under the Statements of Qualification submittal format-Part 3.a., Capability to Provide the Required Insurance, can we submit a Certificate of Insurance that details the types and amounts of our insurance coverage instead of a letter from our insurance company/insurance underwriter? Our insurance broker thought a letter was unusual and they suggested we ask if a certification of insurance will serve the same purpose. My second question is also in regard to insurance. The coverage amount of $5 million for Comprehensive General Liability insurance is above our current level of coverage. In fact it seems most firms, like ours, carry policies for general liability in the $1-2 million range. We are a mid-size firm with 30 people and fortunately we have never had a claim resulting from any of our projects. Have you had many questions regarding the $5,000,000 policy? Is there any exception to this requirement?

A. These amounts will be evaluated and discussed relative to the specific firm's risk and exposure and made part of the final contract with each firm, as appropriate. Coverage is not required until contract is signed. However, firms must be able to obtain at least the following minimum coverage:

**Comprehensive General Liability:**
- Architects: $2,000,000 per occurrence, $2,000,000 annual general aggregate.
- All other Consultants: $1,000,000 per occurrence, $1,000,000 annual general aggregate.

**Comprehensive Automobile Liability:**
- $1,000,000 per occurrence

**Workers' Compensation:** Statutory

**Professional Liability (Errors & Omissions):**
- Architects: $2,000,000
- All other Consultants: $1,000,000 (except DSA Inspectors)

Q2. I am working on a submission to provide architectural services, and have two questions about the RFQ. First, it states that we must have a representative of our insuring agency write a letter to specify the type and amount of insurance available to our firm. Does this letter need to be notarized? Also, how shall we respond to Section 7: Indemnification? On Exhibit A, Part F, it looks to me like as long as we have had our insurance for more than 5 years, we do not need to have our insurance company sign and notarize Part F. Is that correct?

A. Notarization is not required initially, but at execution of the final contract it will be. The insurance section in the RFQ is for information only at this point. Section 7 Indemnification requires no response. It is provided for your information. It will be made part of all consultant contracts. If you are requesting changes to this language, you can note your request in this section. The District will take requested changes under advisement but makes no commitment to making the requested changes.

Q3. Is the DSA inspector required to provide liability coverage?

A. DSA Inspectors are required to provide the Insurance coverage as addressed above. They are not required to provide Professional Liability Insurance.

Q4. Has Marin CCD determined that they'll be lowering the $5M comprehensive general liability insurance to $1 or $2M for A/E firms yet? If we had to go up to $5M, would you consider us passing on the additional insurance cost to the project?
A. These amounts will be evaluated and discussed relative to the specific firms risk and exposure and made part of the final contract with each firm as appropriate. Coverage is not required until contract is signed. Insurance costs will be the responsibility of the firm or contractor.

Q5. 1. Exhibit A, Part F-1 (Insurance Information) states, "If Submitter has had their general liability insurance carrier for less than 5 years, please provide additional information below for balance of last 3 years." This page follows with blanks for filling out. As I understand, this page does not need to be filled out if our general liability carrier has covered our company for 5 years or more. Is this correct? In this case, we will provide the "Capability to Provide the Required Insurance" letter as required on page 7 of the RFQ and include a note that our carrier has covered us for more than 5 years.

2. If we currently have insurance in force which meets the requirements of your RFQ (i.e. professional liability and worker's comp), may we just include proof of that insurance in lieu of a letter from our company promising to provide such insurance?

A. See revision to Appendix E. These amounts will be evaluated and discussed relative to the specific firms risk and exposure and made part of the final contract with each firm as appropriate. Coverage is not required until contract is signed.

I. JOINT VENTURE
Q1. If a Joint Venture or a Joint Association is submitting, do they provide three projects each or a total of three projects between the J.V. or J.A.?

A. Total of three projects combined JV / JA. Please identify which projects were done by whom.

Q2. If a firm or JV is submitting for multiple disciplines (i.e. mechanical, electrical, etc.) does the college want to see three projects for each discipline or just three total?

A. Three (3) total. Please identify which projects were done by whom.

J. LANDSCAPE
Q1. I have a landscape architectural firm in Napa, CA. We are interested in submitting qualifications for your upcoming projects. We have been working closely with Napa Community College on their bond implementation projects, and have most recently completed design and construction of new and redeveloped plazas, pathways, parking areas, ADA access routes, landscaping and irrigation. We specialize in public projects and have designed landscapes/infrastructure for public parks, community colleges, universities, high schools, middle schools and K-5 settings. We are planning to attend Friday's meeting, but wondered if we should take the approach of being a member of an architect's or engineer's team, or submit on our own. Please let us know.

A. Come to the Pre-qualification conference this Friday and you will probably have a better idea how you want to submit your SOQ. While we cannot tell you one-way or the other, the District does intend to contract directly with firms to perform investigations, assessments, analyses and design studies in order to define the scope and nature of their Capital Improvement Program.

Q2. An important part of any campus is the landscape and the organization of the building in the landscape. Does the college intend to hire a Campus Landscape Architect? If so,
will that position be a part of the first group of positions to be filled (architect, civil, structural, environmental/CEQA, and legal) or will it be filled at some later date?

A. I believe it will be towards the latter part of the first group.
K. LEGAL SERVICES

Q1. In reviewing the Statement of Qualifications and other proposal submission requirements, it appears that the information requested and proposal format are geared primarily towards the design community. Is there a different form of Statement of Qualifications for legal services? Please also confirm that law firms’ attendance at the Pre-Bid Conference on February 11 is mandatory.

A. The bulk of the RFQ is geared toward professional design services. However, the District will be conducting a short-listing process for legal firms with experience with construction law, public contract code as well as California Community Colleges Experience. Attendance at the pre-qualification meeting is mandatory.

Q2. I am a member of a law firm that provides construction and CEQA legal services to many K-12 and community college districts locally and throughout the state. We are very interested in proposing for College of Marin’s Measure C legal services. Having read the District’s Request for Qualifications for Architectural, Engineering and Professional Consultant Services, which references CEQA and Legal (construction law, Public Contract Code) categories of work, it is unclear to me whether or not this RFQ is meant to solicit law firm proposals. Can you let me know if we should respond to this RFQ, or introduce ourselves to the District in another way?

A. You should respond to this RFQ. The District is establishing a "Long List" of professional service firms to bid on its myriad of projects. Statement of Qualifications will be solicited from Architectural, Engineering (Mechanical, Civil, Electrical, Acoustical, Geotechnical), Legal, Testing, Inspections Services, Furniture, Communications, Security & Access Control, Fire Protections, HAZMAT. Legal and CEQA are but a few of the professional service it is seeking. There will be a subsequent project and or specialty specific "short listing" process. However, submittal of a Statement of Qualifications does not guarantee that a firm will be short listed or guaranteed work.

Q3. In reviewing the Statement of Qualifications and other proposal submission requirements, it appears that the information requested and proposal format are geared primarily towards the design community. Is there a different form of Statement of Qualifications for legal services? Please also confirm that law firms’ attendance at the Pre-Bid Conference on February 11 is mandatory.

A. Forms are the same for all firms. Attendance is mandatory.

L. PMCM

Q1. In reviewing the RFQ, construction management services are not part of the list of services requested - I assume that is because CM services are part of the Program Management Services contract for which you are currently interviewing firms. We consider ourselves more of a CM firm than a PM firm. I was hoping there might be additional opportunities for CM firms in order to spread the work around (particularly for minority-owned firms who typically do not compete with the larger prime firms to provide Program Management). Will District undertake any such contracting or subcontracting plans for CM services?

A. The District is in the final selection process of selecting a single Program Management/Construction Management firm to provide all program and construction management services.
M. SUBMITTAL FORMAT
Q1. What format do you want the SOQ's saved in on the CD format requested? We use Quark but we're not sure you'd have the same program to open it. Are you standardizing all submittals to the same program so everyone is equal? Otherwise the graphics could be quite different depending on the program.

A. All submittals must be in one of these standard file formats: MS Office, Adobe Acrobat, or Auto CAD.

N. SUBMITTAL—LIMITED SCOPE
Q1. My firm would like to know if it is possible to submit an RFP for only one aspect of the architecture consulting services being asked for? We would like to submit ONLY for modernizations, and ignore other aspects such as new construction, laboratory renovations, etc.

A. Yes you can do that. It is undecided at this point just how we will approach the individual projects. We will keep everything on file for use as the need may arise.

O. SUPPLEMENTAL INFO
Q1. “Firm’s Name” has a great team of consultants we work with and want to present in our SOQ. Where do you suggest we include information about these firms and how we will use their services to produce great projects for Marin CCD? I was thinking of putting them into #2 of Part 5 the Narrative, but I request your guidance in this matter.

A. Part 5, Item #2 is appropriate for their qualifications. You should also, briefly, address how you intend to use their services in the Executive Summary section.

P. TELECOMM / AV
Q. If we fill out this RFQ for consulting work in the area of Voice, Data, Video, Wireless Communications, would this prevent us from bidding on the exact same jobs? My boss told me that if it excludes us from bidding the actual work of installation, not to fill out this RFQ, but to only fill out a pre-qualification for the actual contractor work.

A. The RFQ process will not exclude any firm from bidding on projects as a sub-consultant or prime contractor. The RFQ is intended for professional design, survey, testing, and consulting services. However, firms who are selected to provide design or consulting services on a project will not be permitted to bid the construction work as a contractor or sub-contractor on that same project. They will, however, be allowed to bid on other projects where they did not provide design or consulting services.

Q2. Audio-visual services were not discussed on Friday. What criteria is the College looking to establish regarding the audio-visual capabilities of the two campuses in the future?

A. The District is in the process of retaining the services of a District wide Campus Architect to develop standards for internal and external building equipment, systems, materials, and finishes, to include but not limited to: acoustical treatments, mechanical systems, plumbing systems, data & telecommunications, electrical systems, audio visual systems, smart classrooms etc.
Q3. The status of the acoustical and telecommunications work delineated in the PowerPoint presentation was unclear on Friday. I recall that another attendee asked a question regarding the content of these pages after the presentation. What is the scope of services and/or criteria for these consulting areas?

A. The District is seeking professional consulting services of the aforementioned types for all aspects of work required of an institution of higher learning undergoing a major capital improvement, new construction, and modernization program. For further information please see the District’s Measure C web site at the following URL:


Q. QUESTIONNAIRE SUBMITTAL

Q1. Does the questionnaire portion have to be answered and returned prior to the submittal of the full SOQ on the 7th of March? I want to make sure I’m not misunderstanding the RFQ: do we need to submit the questionnaire PRIOR to submitting our qualifications (response to RFQ) or AS PART OF our qualifications submittal? I just wanted to make sure that the Questionnaire section should be included with the submittal due March 7th, and that we don’t have to send it to you beforehand. Could you let me know? I greatly appreciate it

A. The questionnaire is part of the RFQ; therefore, it must be submitted with your SOQ.

Q2. Has the questionnaire been posted on the web site, or can you please send me a copy?

A. YES - it is now posted on the website. The Questionnaire is included with the A & E RFQ.

Q3. In reference to the questionnaire, Attachment A. I am reading a paragraph on page 2 of the RFQ - "Submittals will be received from only Consultants who have completed the February 2005 District’s Architectural, Engineering and Professional Consultant Request for Qualification questionnaire and specified qualification report." This paragraph makes it sound as if we need to send you the Questionnaire before we can submit our qualifications. Do we need to send a completed Attachment A to you before or with the RFQ?

A. NO - send everything with the SOQ.

R. MISCELLANEOUS

Q1. It appears we do not form teams at this time - should each discipline submit an SOQ separately? Does the College intend to form its own teams from the pre-qualified architectural and engineering firms? Will architects choose sub-consultants from the College’s pre-qualified list?

A. MCCD’s Capital Improvement Program requires both design and investigative/planning work on both of its campuses. MCCD intends to contract directly with professional services and consulting firms who have demonstrated experience and competence in design, infrastructure analysis, facilities assessments, geotechnical studies, environmental assessments and CEQA, etc.

Design firms with appropriate experience will be selected from the list of pre-qualified firms to propose on specific projects. Design firms proposing on specific projects will be allowed to pick sub-consultants from the District’s pre-approved list or at their discretion to best meet the needs of the project.
Q2. Is the February 2005 District's Architectural, Engineering and Professional Construction Consultant Request for Qualification questionnaire and specified qualification report Exhibit A of the RFQ?

A. Exhibit is on the Questionnaire.

Q3. I would like to request to be added to your distribution list to receive all of your RFPs/RFQs to aec@aecleads.com (or by mail at my contact info below). The reason I ask, I am a small, woman-owned business that searches for upcoming projects and RFPs/RFQs in California for my clients and then post them on my AEC Leads website: (http://aecleads.com). The types of services my clients provide include land use planning, architectural, engineering, design, environmental consultants, surveying, construction management, materials testing, geotechnical, developments, redevelopments, and basically any type of service related to land and facilities planning. Thank you very much for your help. I sincerely appreciate it.

A. Please note that Friday's prequalification briefing was a "mandatory" call for Architectural, Engineering, & Professional Services firms. Firms that were not in attendance will not be able to submit on Marin CCD projects. Firms that have an interest in participating as a sub-consultant can contact the myriad of long listed firms as a sub-consultant, once the long list is published. The project / discipline short listing process will start in late April or early May.

Q4. "Firm's Name" attended the meeting Friday. A team we're considering as a sub-consultant did NOT attend. Will we be penalized for using this team as a sub-consultant?

A. NO. At this time the District is only interested in the qualifications of the firm who will sign the contract.

Q. As I had mentioned, I had intended to join up with a local firm, in responding to the Marin RFQ. But the principal of that firm ended up suddenly very ill and couldn't attend. Apparently they had no one else available or couldn't reach anyone, not even a secretary, on a late Friday afternoon on short notice. That would be understandable. Does my attendance qualify them if we are a joint venture? I wrote copious notes and have all the info. And I remember there were questions raised during the session that had to do with similar situations regarding consulting engineers and the like. But no one that I remember asked the specific question with regard to architect joint ventures and the mandatory attendance at the Friday meeting.

A. Only one representative of a proposing Team or J/V need be in attendance.

Q5. I am with "Firm's Name". in San Francisco. We are planning to submit on your Architectural, Engineering and Professional Construction Consultant Services Projects as a Joint Venture with another architectural firm. Because of illness, our representative was unable to attend your mandatory pre-qualification conference, but our join venture partner was able to attend. Is the fact that one member of our team attended sufficient to make us both eligible to further pursue these projects? If not, can be we listed as a consultant?

A. You are qualified to propose as part of a J/V, based on the attendance of your J/V partner. See also above answer.
Q6. The District is currently soliciting Statements of Qualifications for architectural, engineering and professional construction consultants for which a list of representative disciplines is listed. At the pre-proposal conference it was stated that consultants would be pre-qualified in five primary disciplines. Are the consultants to submit qualifications for teams including the sub-consultants generally associated with their work/discipline? If the primary five disciplines are not including sub-consultants are all other disciplines to submit for pre-qualification in order to “be eligible to provide design, engineering and consulting services on major and minor public works projects”?

A. At this time the District is only interested in the qualifications of the firm who will sign the contract.

Q7. I am writing to ask for a clarification of a requirement in the RFQ document I downloaded from your website. On page 2, under “Statements of Qualification,” the RFQ states: “Submittals will be received from only Consultants who have completed the February 2005 District’s Architectural, Engineering and Professional Consultant Request for Qualification questionnaire and specified qualification report.” I have been able to download the “Request for Qualification questionnaire” (including Exhibits A & B) but am unclear where to find the “specified qualification report.” Can you please clarify where this can be found?

A. The specified qualifications report seems to be a misnomer. I assume it refers to the general response to the RFQ.