

Berkeley Unified School District

Request for Qualifications
Re: Architectural Services
August 17, 2020 (Advertisement Date)

ADDENDUM NO. 1 (issued September 10, 2020)

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

1. Can a Landscape Architect submit their own RFQ or is it assumed we would be a sub consultant of an architect's team?
[Some of our projects will be led by a Landscape Architect, some projects will be led by an Architect. We suggest you submit as a prime and also as part of a team with an architect.](#)
2. I wanted to confirm if the submission still requires a hard copy submission? Some of the other SOQs waived this requirement in light of COVID-19 and many of us working remotely, so I wanted to confirm if this was still a requirement.
[Yes, five \(5\) bound copies are required. It is acceptable to email the electronic copy.](#)
3. Does the District have their own hazardous materials consultant, or should we include this in our submittal?
[Environmental consultants are directly contracted with the district and are not a part of this proposal.](#)
4. Due to the page limitation, I was wondering if the Brochure in the Appendix will count or is it excluded from the page count?
[Items in the Appendix do not count toward the page count.](#)
5. Does the District have an official SLBE or SELBE program?
[No.](#)
6. I see the page limit is 12 pages. To keep our proposal within that page limit, may we insert the following into the Appendix as to not count toward the page limit?
 - a. Iran Contracting Act Certification (in Section 2)
 - b. 5 examples of educational projects (Section 4)
 - c. Fee Proposal (Section 7)[Yes.](#)
7. Please clarify the requested Agreement comments: under Tab 1 the RFQ says that we must include a statement that the firm has no objections to the Agreement, under Tab 8 the RFQ says that we may include objections to the Agreement in the Appendix, and under the instructions about the Interview it says that we should provide objections to the Agreement before the interview. Please clarify which of these we should do.

[Include a statement in the cover letter. List proposed changes in the Appendix.](#)
8. Is DVBE required?
[DVBE is a goal and does not need to be included as part of this Request for Qualification.](#)

Berkeley Unified School District

9. **Section VI, Statement of Qualification, C. SOQ Content Requirements, 7. Fee Proposal** – Besides hourly billing rates by position (proposed), staffing plan (proposed), and reimbursable schedule (proposed), does this portion of the SOQ need to include any additional information?

No.

10. **Section VI. Statement of Qualifications, B. Format Requirements** - This section indicates that certain items are not included in the page count. *Samples of work* is listed as one item not to be included under the page count. Can you clarify what is meant by *samples of work*? If we are providing project sheets as part of our information under **Section VI. Statement of Qualifications, C. SOQ Content Requirements , Subsection 4. Relevant Project Experience and References**, are those sheets considered *samples of work*? Do they get included in the page count or not?

Samples of work is the same as Relevant Project Experience and is not part of the 12-sheet page count.

11. Will we be able to hand-deliver our proposal early on Wednesday, September 16th vs Thursday the 17th and if so can you provide instructions? We noted that Carol Pacheco will be accepting hand-delivered proposals at 1720 Oregon Street on Thursday, Sept 17th but wanted to check with you about Wednesday, Sept 16th.

Yes, Carol will be in the office on 9/16 from 9-4 to accept proposals. Feel free to call her upon your arrival at 510-644-6066 and she will grant you entry at the security door (which is located inside the exterior door to the building).

12. For Section 4. Relevant Experience and References, should the last two bullets concerning CHPS projects/projects closed out with DSA be provided only as they relate to each of the relevant project experience pages we provide, or is it the intent that those two bullets be responded to as separate explanations which encompass all projects where this information might be relevant?

Separate information.

RECEIPT OF THIS ADDENDUM TO THE RFQ MUST BE ACKNOWLEDGED IN THE PROPOSAL.