

Architectural RFQ Question and Answers (A), Posted 6/25/2020

Question A1:

We are reviewing your recent RFQ for Architectural Services and had a question with regard to page 4, VII FORMAT REQUIREMENTS: The max page count states "not to exceed twenty single-sided pages" however in parenthesis is the number "(30)". Is the max single-sided page count 20 or 30 pages?

Question A1.1:

VII indicates page numbers as twenty (30) and ten (15). Please clarify. With the information requested, the 20 page limit will be difficult (but possible if desired).

Question A1.2:

In further review of the RFQ/P, it will be extremely difficult to answer all of the questions in this request within the page count allocated. Would you consider removing the page limitation overall or modifying it to be 80 single sided pages or 40 double sided pages?

Question A1.3:

The page limit was stated as twenty (30) single-sided pages, or ten (15) double-sided pages. It would be advantageous to allow the extra pages for us to sufficiently respond to the requirements; are 30 single-sided/15 double-sided pages the acceptable page limits?

Question A1.4:

Item VII 'Format Requirements' - please clarify page count as the RFQ words don't match the numbers in parentheses:

**VII. FORMAT REQUIREMENTS**

Firms responding to this RFQ/P must comply with the following format requirements. Material must be in 8-1/2 x 11 inch format. Submittals shall include divider tabs labeled with boldface headers below; e.g. the first tab would be entitled "Cover Letter", the second tab would be entitled "Business Information", etc. Submittals shall not exceed **twenty (30) single-sided pages, or ten (15) double-sided pages.**

Provide five (5) bound copies and one (1) electronic copy of the Submittal.

Answer A1.1:

30 pages maximum front and back will be allowed. Appendix items will not count as part of the 30 page maximum count.

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Question A2:

Also regarding pages, please confirm that only pages with print count (blanks don't count?).

Answer A2:

Blank prints will not be counted in maximum count.

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Question A3:

Can Iran Contracting Certificate be placed in the Appendix and not counted as a Page?

Answer A3:

Yes

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Question A4:

Is the Appendix included in the 30-page count?

Answer A4:

No. Appendix items are exempt from the 30 page maximum count.

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Question A5:

In reviewing Exhibit E of the sample contract included with the WUSD RFQ for Architectural Services, I noticed a requirement for Employers Liability Insurance. Is this the insurance that is associated with Worker's Compensation Insurance to address claims related to accidents and diseases? Or is this Employment Practices Liability Insurance to address claims related to sexual harassment, discrimination, and wrongful termination of employees by the employer? The way it is worded is confusing as these are two different types of insurance.

Answer A5:

Employment Practices Liability Insurance is required.

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Question A6:

Would you like to see a Table of Contents?

Answer A6:

A Table of Contents is always appreciated. Please do not page number the Table of Contents as part of the 30 page front and back maximum.

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Question A7.1:

Is the entire Appendix precluded from the page count?

Question A7.1:

Is the cover letter, table of contents, resumes, divider tabs, and appendices part of the page count?

Question A7.2:

Do divider tabs count in the page limit?

Question A7.3:

Within the page limit do the following items count within the page requirement: covers, dividers, cover letter, Fee Proposal, Appendix (resumes, firm brochure/history/background)? I assume that those don't count, correct?

Answer A7:

The table of contents, divider tabs, and appendices will not be included in the 30 page (front and back) maximum count and should not be page numbered. Resumes may be included as an appendix item. Any cover letters, fee proposals, brochure/history/background should be included as part of the 30 page numbering system.

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Question A8:

Could you explain the rationale behind the Abuse and Molestation Insurance Requirement? I'm assuming that we would be supervised by District personnel in the presence of children and if required we would go through the background check and fingerprinting process.

Answer A8:

Abuse and Molestation Insurance is a standard WUSD requirement when contracting with any consultant/vendor as of 2019. DOJ clearance using the District's livescan form and ORI number will also be required. When creating the first proposal for work after Master Agreement Services is Board approved, Firms may choose to include the one time cost for the Abuse and Molestation Insurance requirements (if the firm does not currently hold) so long as the District standardized requirement still stands.

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Question A9:

Friday July 3<sup>rd</sup> seems to be the July 4<sup>th</sup> celebrated holiday. Will the district be Open?

Question A9.1:

The due date is July 3, 2020 – Technically it's a Federal Holiday and therefore I assume the district is closed, but you indicate electronic versions of the RFQ will be accepted as well.

Question A9.2

July 3, 2020 is a holiday for most firms and public agencies – will the District offices be open to receive proposals that date?

Question A9.3:

In the RFQ/P it states that the due date for submittals is Fri 7/3 - which is the holiday observed for Independence Day. Would you please clarify the due date?

Question A9.4.:

We noticed that the due date for the RFQ is Friday, July 3, 2020. This is a legal holiday. Is Washington Unified School District closed that day in observance of the 4<sup>th</sup> of July Holiday?

Question A9.5:

Due to Covid-19 would the District allow responses to be submitted digitally via email

rather than hard copies delivered?

Answer A9:

The District Office will be closed, however, Facilities Technician, Angie Nichols, will still be in the office @ Room #65 at 930 Westacre Road, West Sacramento, CA 95691 to receive RFQ responses. Please note that electronic copies will be accepted if sent via email to [anichols@wusd.k12.ca.us](mailto:anichols@wusd.k12.ca.us) and waive the physical bound copy requirement. The deadline for response will remain 7/03/2020 by 11:00 am. THE DISTRICT WILL NOT BE RESPONSIBLE FOR ANY EMAILS RECEIVED AFTER THE DEADLINE DUE TO TECHNICAL DIFFICULTIES. THE OWNES IS ON THAT OF THE ARCHITECTURAL FIRMS TO ASSURE THAT THE FILES CAN BE OPENED BY DISTRICT COMPUTERS/EMAIL.

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Question A10:

Due date is July 3, 2020, however, this is a holiday for most people? Will you be pushing the due date out and if so, which date? We would like to hand deliver the SOQ.

Answer A10:

The District Office will be closed on July 3, 2020, as noted above. Emailed electronic copies will be accepted in lieu of hard bound copies if preferred. If a firm would prefer to hand deliver either hard bound copies as listed in the RFP or submit a CD or thumb drive containing electronic response, please coordinate with Angie Nichols, Facilities Technician, to receive submission in office Room #65 at 930 Westacre Road, West Sacramento, CA 95691. Call at 916-375-7600 x1025 or email at [anichols@wusd.k12.ca.us](mailto:anichols@wusd.k12.ca.us). Please note that the District Office is currently closed to the public. Coordination for any hand deliveries will be required. Deliveries on July 3, 2020 will be limited from 9:00 am to 11:00 am.

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Question A11:

With questions being due on June 29<sup>th</sup>, we are concerned there will not be enough time to revise our submittal accordingly, print, and mail our package to the District by July 2<sup>nd</sup> (given that the District offices may be closed on the 3<sup>rd</sup>). Would the District consider a deadline extension?

Answer A11:

There will not be an extension on the submission deadline; however, the ability to submit responses via email to [anichols@wusd.k12.ca.us](mailto:anichols@wusd.k12.ca.us) by July 3, 2020 at 11:00 am should eliminate any timelines required for printing, and therefore allow for more "working" hours.

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Question A12:

In the RFQ/P, questions are due on 6/29 and the response is then due 7/3. Depending on when the district is able to issue the responses to questions, this potentially provides the proposers only 2-3 days to adjust their responses before submittals are due. We would appreciate the consideration of extending the due date to Fri 7/10.

Answer A12:

We understand that there is a short window in which to respond, but we will require the responses to be submitted by July 3, 2020 in order to review and interview candidates before the District's deadline for Board items for the August 13th Board Meeting. There will not be an extension on the submission deadline; however, the ability to submit responses via email to [anichols@wusd.k12.ca.us](mailto:anichols@wusd.k12.ca.us) by July 3, 2020 at 11:00 am should eliminate any timelines required for printing, and therefore allow for more "working" hours.

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Question A13:

Confirming 5 bound copies as we have seen recent RFQ's going to 100% digital.

Question A13.1:

Given the COVID environment, are you still requiring both electronic and hard copy submittals or will an electronic only submittal be acceptable?

Question A13.2:

On page 4 of the RFQ/P it states "Submittals shall not exceed twenty (30) single-sided pages, or ten (15) double-sided pages". I assume 30 pages total, correct?

Answer A13:

Respondents may still choose to submit 5 bound copies, however, digital copies will be accepted via email to [anichols@wusd.k12.ca.us](mailto:anichols@wusd.k12.ca.us) in lieu of hard bound copies, if preferred. The deadline for submission will remain 7/03/2020 by 11 am.

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Question A14:

Can we visit the Elkhorn Village site to view existing conditions?

Answer A14:

In order to offer the same availability to all respondents, no site tours will be offered as a part of the RFQ process. However, the Facilities Master Plan (FMP) has an enormous amount of data and information regarding the history of the District and projected goals. The Appendix of the FMP also has a breadth of data including stakeholder input and an architectural assessment of current conditions. There are a number of photos for each site (Elkhorn Included) under the Site Assessment Reports and Stakeholder Feedback category found at <https://www.wusd.k12.ca.us/documents/Facilities/District-Wide%20Facilities%20Master%20Plan/FMP%20Appendix/6.1%20Site%20Assessment%20Reports%20and%20Stakeholder%20Feedback/6.1.3%20Elkhorn%20Village%20Elementary%20School.pdf>.

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Question A15:

Are the projects being planned going to be funded under remaining Measure V Bond Funds or is this dependent on future bond sales?

Answer A15:

WUSD construction projects historically have been and will be funded by various sources including, but limited to, Deferred Maintenance, Developer Fees, General Funds, and local GO Bonds. Measure V funds will be exhausted after current active projects are completed in 2021. The WUSD Board of Education is currently reviewing/considering the potential of a new Bond Measure for the November 2020 ballot. More information can be found by monitoring current and upcoming WUSD Board Agendas.

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Question A16:

How many architects does WUSD plan on ideally approving for their pool?

Answer A16:

The final count of firms offered to enter into a Master Agreement with WUSD, will depend on the number/quality of RFQ submissions. Ideally, WUSD would like to consider asking at least 5 architectural firms to enter into a Master Agreement for Services.

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Question A17:

Under Section 6 of RFQ, for the Elkhorn Village ES fee proposal, please clarify what is meant by a general fee proposal. What is the purpose of that general fee proposal? Is the assumption that an actual, project specific fee will be worked out with the firm that is selected at a later date?

Answer A17:

The purpose of the fee proposal is for the District to obtain pricing information regarding how much proposers would charge for the identified projects. It is assumed that the District and selected architect would work out a specific fee at a later date, but the information provided in the proposals will be used as a reference point by the District.

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Question A18:

Section 6 of RFQ also notes "Sample projects to include in the RFQ/P must include at least the following two (2) examples:" and then lists two projects. One is a replacement of a relocatable with a permanent classroom. The other is a school-wide modernization mixed with new construction. I am taking this to mean that for project examples within the RFQ response, we should include similar projects to those two. Is that correct?

Answer A19:

For the project examples, please include proposed pricing for at least 1) The removal of one (1) portable classroom to be replaced with one permanent stick-built classroom building, and 2) The execution of Item 2.4 of the WUSD District-wide Facilities Master Plan for the Elkhorn Village Elementary School. Other samples may be included as well.

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Question A20:

The Fee Proposal Section 6 on Page 7 of the RFQ is not clear as it's written. You indicated a clarifying statement would be posted on the district's website sometime [on 6/25/2020]

Answer A20:

Responses to all questions will be found on the District website throughout the RFQ process. Please check the website regularly for updates.

<https://www.wusd.k12.ca.us/Departments/Business-Services/Facilities-Construction--Planning/Contractors/Current-RFPs-and-Projects/index.html>

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Question A21:

Under section 6 'Fee Proposal', item #1 – how large is the replacement permanent classroom building? Any idea on budget?

Question A21.1:

Section 6 requests fees for 1 portable classroom to be replaced with a permanent stick-built classroom building. How many classrooms will be in the new building?

Answer A21:

Think of it as an apples to apples sort of comparison. A 960 square ft. portable classroom replaced with a 960 stand alone stick built classroom. The purpose of the fee proposal examples is to get a sense of the firm's cost and also consider the details and process as to how the firm reached that cost figure. The likelihood of a portable being replaced with a single permanent classroom structure is slim. The fee proposal example is to gauge the firm's cost breakdowns and not the budget of a construction project.

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Question A22:

Section 6 of the RFQ/P requests the execution of item 2.4 of the Facilities Master Plan; however, item 2.4 includes 19 projects to be completed on the Elkhorn Village Elementary School campus. Do you want a fee proposal for each of these 19 projects, or is there a specific project that would be best shown in the fee proposal? Please confirm which projects you would like included in the fee proposal or what configurations of projects should be included.

Answer A22:

Please include all costs for projects listed as project priorities for item 2.4 of the FMP.

The presentation as to how the architectural costs are developed is up to the individual firms. A lump sum is one option or a cost breakdown per scope is another. Ideally, the District should be able to determine how each firm assessed the Elkhorn scope to reach their example cost proposal. Should the District move forward with the entire Elkhorn site as described in item 2.4 at a later date, the District will request firm(s) to submit formal proposal(s) for architectural services for Board approval. Please note the RFQ contract requires architectural services on a per project cost basis, not a construction cost percentage.

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Question A23:

What day will questions be responded by? Hoping for June 29<sup>th</sup> to maximize proposal time if revisions are required?

Answer A23:

The goal of question response time is by 10 am the following morning on June 30, 2020. That time may vary depending on the complexity of the questions asked.