



**Southwestern Community College District
RFP 1415-143 Mechanical Engineering & Energy Services**

Addendum No. 1
October 2, 2014

Janet Polite, District Buyer
Southwestern Community College District

Date

Note

All documents remain unchanged except sections or parts added to, revised, deleted and clarified by this addendum.

This addendum consists of the District's responses to the Request for Information (RFI) received on or before the submission deadline of 10:00 AM on October 1, 2014.

Response to RFI's:

1. Can we duplicate the format/order of questions on the forms or have to use the *actual* forms provided. The packet is provided as a PDF, but the pages are not 'fillable' fields, therefore the forms would have to be hand written, typewriter used or a PDF Editor software program used to try and type 'on' the PDF if we use your exact forms. Is it acceptable to duplicate the format/order of each form in our proposal, as long as the font we chose is 12 pt. in size as the packet indicates?

A) The forms may be re-created as long as the general format and information requested is in the same order as the District's forms.
2. Page 40 of the RFP has overlapping of text that cannot be read. Will you be providing a revised PDF with that page fixed?

A) Yes. Please replace page 40 of the RFP with the attached, revised form.
3. The main instructions for 'B. Mandatory Responses' on **Pg. 8** of the RFP indicates that the answers for the (11) questions asked in **SECTION 1** (pg. 19) be only one page in length each. Does this 1 pg. rule apply to Question #3 as well? (this question will most likely require more than one page to answer)



- A) Please tailor your answers (responses) so that they do not exceed the 15 page limit. Responses to question #3 must be submitted on "PROPOSAL FORM C – PERSONNEL EXPERIENCE" (page 21) and in accordance with the instructions. Duplicate and use a separate Form C for each proposed member of the team. The duplicated form will not count against the 15 page limit.
4. When stamped mechanical and electrical construction documents (stamped drawings and specifications) are required for a project, will the District expect the awarded firm to include these documents in the scope of work or will the District hire third party design firms to produce these documents?
- A) It is anticipated the bulk of the engineering work will result in "..... schematic development of District projects." (Section 5. Scope of Services, third paragraph). The District does not consider this to be stamped drawings. However the schematic development may be utilized by design engineer to take project to complete stamp and sealed bid documents.
5. Is the District open to firms partnering with subcontractors to deliver the required services?
- A) Yes.
6. Please clarify the due date for the hard copies that will follow the October 13th email submittal.
- A) Please refer to page 9 under "Instruction, Information and General Conditions".

For clarification, add the following to the bottom of page 16:

In the instances in which the District requests project specifications and bid documents for sealed bid public works construction contracts, there would be a requirement for stamp and sealed documents.

The District anticipates utilizing the design build process of procurement for majority of construction contractor services. The selected firm for this contract would be expected to develop schematic package scope of work for design build procurements. Those documents would be schematic in nature and are not required to be professionally stamped. In addition the firm developing the schematic documents would be precluded from being a member of any design build team proposing on the construction of the design build project.

The PARTIES, through their authorized representatives, have executed this AGREEMENT as of the day and year first written above.

"Consultant"**NAME OF CONSULTANT**_____
NAME and TITLE

SSN/FEDERAL TAX ID: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____

Are you a District Employee? Yes _____ No _____

Is a Credential or Special License required
for this Consultancy? Yes _____ No _____If yes, please specify and attach a copy of current License: _____
_____**"District"****SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**_____
Melinda Nish, Ed.D.
Superintendent/President900 Otay Lakes Road
Chula Vista, CA 91910
Telephone: 619-482-6481
Fax: 619-482-6323

Originator: _____

Account No.: _____