

SAN RAFAEL CITY SCHOOLS  
310 Nova Albion Way San Rafael, CA 94903

ADDENDUM NO. 1  
TO  
BID #23-05

Request for Qualifications (RFQ) #23-05 Surveying & Associated Services  
Addendum Date: April 13<sup>th</sup>, 2023

THIS ADDENDUM PROVIDES FOR CLARIFICATIONS & ADDITIONAL INFORMATION:

1. **Question:** Is it an automatic disqualification if consultant cannot provide five K-12 survey projects in last 10 years and/or if team members cannot provided sufficient projects?
  - a. Answer: No, it is not an automatic disqualification. While k-12 experience reflects positively on a firm's chance of being selected, demonstration of sufficient similar projects will mitigate a lack of k-12 experience.
2. **Question:** Are you requiring the field surveyors to make ADA compliance determination?
  - a. Answer: No.
3. **Question:** In our experience, surveying projects are often not associated with individual building projects. The bullet points provided appear to have been created for DSA permitted building projects. (i.e. – square footage, budget vs. bid, RFI's and change orders, project delivery method, DSA closeouts) Will you be modifying that?
  - a. Answer: Please use the following items in lieu of what is listed in the RFQ:
    - i. District name and name of contact person, title, telephone number, and email address to be contacted for a reference.
    - ii. Surveying services provided (detailed topo, utility, aerial, legal, etc)
    - iii. Square footage of survey
    - iv. Main program elements.
    - v. Briefly state relevance of the project for consideration in this RFQ.
    - vi. Specify role of firm or individual if work was not exclusively by the firm (i.e., joint venture, association).
    - vii. Key individuals of the firm involved and their roles in the project.
    - viii. Any subconsultants that worked with the firm.
4. **Question:** Will the current hourly billing rates fulfill this detailed fee requirement or are you wanting detailed survey fees for completing the services described in the Consultant Agreement?
  - a. Answer: Hourly billing rates will suffice.
5. **Question:** Page 1-Services indicates consultant shall provide civil engineering and land surveying services. Should this be for land surveying services only?
  - a. Answer: Yes, the agreement will be modified to reflect this at the time of contracting with a firm.

6. **Question:** Exhibit A Description of Services describes the consultant services to include preparation of legal descriptions, boundary surveys, reporting of title issues, obtaining aerial topographic surveys, aerial photos, and underground utility locating. But there isn't anything mentioned regarding performing detailed topographic ground surveys that are typically needed for school design work. There is also no mention of what these surveys are going to be used for. Can you please clarify?
  - a. Answer: Yes, detailed topographic ground surveys will be a service San Rafael City Schools will request from qualified firms. Surveys will be used for determination of legal boundaries and in the design of new buildings and in the modernization of existing sites / structures. These projects will involve the installation and/or relocation of existing utilities, adjustments of grades, determination of building entrance elevations, etc. Firms will be expected to provide CAD files which can be used in the design of these projects.
7. **Question:** Will the school district be obtaining title insurance and needing ALTA surveys?
  - a. Answer: No.
8. **Question:** Exhibit B – Hourly Billing Rates. What will be the number of year be in the terms of the agreement? Should we provide expected annual escalation of hourly rates?
  - a. Answer: Questions about expected annual escalation are too speculative and should not be included.
9. **Question:** We were unable to find Attachment B (non-collusion declaration) in the RFQ or the Agreement. Can the district provide that as part of any addendum?
  - a. Answer: Please see the attached non-collusion declaration appended to the addendum.

[END OF ADDENDUM]

**NON-COLLUSION DECLARATION**

The undersigned declares:

I am the \_\_\_\_\_ of \_\_\_\_\_, the party making the foregoing bid.  
[Title] [Name of Firm]

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on \_\_\_\_\_,  
[Date]

at \_\_\_\_\_, \_\_\_\_\_.  
[City] [State]

Date: \_\_\_\_\_

Proper Name of Bidder: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

END OF DOCUMENT