

**SAN RAFAEL CITY SCHOOLS**

**ADDENDUM NO. 1  
TO  
Request for Qualifications (“RFQ”) #22-08  
For  
Architectural Services**

**Addendum Date: December 6, 2022**

**THIS ADDENDUM PROVIDES FOR: CLARIFICATIONS AND RESPONSES TO QUESTIONS RECEIVED FROM FIRMS WHICH HAVE RECEIVED THE RFQ.**

The District has received the following questions and is providing responses as noted below.

- 1) **Question:** “Section A. Format Requirements states that the page limit excludes front/back covers, divider sheets/tabs, and allowed appendices. However, upon review of the additional sections, we could not find an Appendix section listed. Can the District please confirm if there is an allowed Appendix section and what materials would be accepted within that section?”
  - a) **Answer:** Yes, firms can include an Appendix for associated materials.
- 2) **Question:** “In order to concisely but adequately respond to all questions in the RFQ, we are assuming that the 30-page limit is double-sided - please confirm.”
  - a) **Answer:** Yes, 30 consecutively numbered content pages total, double-sided is fine—not 60 double-sided content pages. Additional information can be included in the Appendices.
- 3) **Question:** “We are assuming we can include any comments to the agreement in the appendix - please confirm.”
  - a) **Answer:** The basic response of comments to the Form of Agreement is included in the cover letter, yes or no per each response listed. If firms have exhaustive comments to the form of agreement, they can be placed in an appendix. We will not review response to comments at this time. Project-specific agreements will be prepared upon selection for a project.
- 4) **Question:** “Please confirm that resumes and/or project information pages would be considered as approved appendix items.”
  - a) **Answer:** Yes.
- 5) **Question:** “Please clarify if this response should be by PDF through email only; page 1 has conflicting information about ‘faxed or emailed responses will not be accepted.’”
  - a) **Answer:** **Submissions are only accepted as a pdf attachment to an email to [dzaich@srcs.org](mailto:dzaich@srcs.org).**

- 6) **Question:** “Section 4 Proposed Program Team requests ‘Describe for each his or her experience with public school construction projects, including identifying those projects for the past five (5) years.’ Can this information be reflected in resumes located in an appendix? Would resumes in the appendix count towards the overall 30-page limit?”
- a) **Answer:** Yes, include resumes in an appendix, which does not count towards the overall 30-page limit.
- 7) **Question:** “It appears that the insurance requirements in the Exhibit ‘E’ of the sample agreement for architectural services are blank. In the RFP Response content requirements, within the cover letter, it is requested that comment on the insurance provisions contained in the agreement be provided. Can the SRCS provide the insurance requirements?”
- a) **Answer:** Comment on the insurance provisions is related to the written provisions, indemnity for example, in the Agreement, not to the insurance requirements or policy limits. This is an RFQ and when the District seeks proposals for specific projects we will include policy limit requirements.
- 8) **Question:** “On page 7 item 7, FEE INFORMATION, a fee is requested but on page 2, it states: *The District intends to select a pool of qualified firms for future consideration to provide architectural services for certain future projects.* Is the requirement **only** for hourly billing rates by position (proposed) and reimbursable schedule (proposed)?”
- a) **Answer:** Yes, provide only hourly rates and reimbursable schedule.
- 9) **Question:** “On page 4 A. FORMAT REQUIREMENTS it states “*This page limitation excludes front/back covers, divider sheets/tabs, and allowed appendices.*” Is an Appendix allowed?”
- a) **Answer:** Yes.
- 10) **Question:** “You have mentioned that you also require Engineering services too. Do you want information on Sub-consultants. If yes, What are the requirements required for the sub-consultants?”
- a) **Answer:** Respondents may include information regarding key subconsultants and engineering firms that they have used, or may use, on projects. This information may be included in an appendix.
- 11) **Question:** “What other materials are included in allowed appendices?”
- a) **Answer:** At respondents discretion, resumes, etc.
- 12) **Question:** “Will comments to the Form of Agreement be included within the 30-page limit?”
- a) **Answer:** See answer to question #3 above.

**[END OF ADDENDUM]**