



RESPONSES AND CLARIFICATIONS to
RFQ No. 96 for COMMISSIONING SERVICES

Q1. Due to Holiday schedules and the key RFQ response staff on vacation time through the Holidays (our staff does not return to the office until Jan 3rd), may we request an extension to the deadline for RFQ response?

A1. Because of the immediate need for Commissioning Services extensions to the deadline will not be allowed.

Q2. On page 6 of 15 of the RFQ, part 3.h. it requests additional information that supports the respondent's SOQ, but not to make it a large amount of extraneous material. Please clarify the limit or how "brief" the additional information can be.

A2. The additional information is not mandatory; only what the responding firm feels may be helpful in better understanding their SOQ. As a very general guideline, up to 3 pages of additional information may be submitted.

Q3. Page 10 of 15, under #3, Personnel and Staffing Resources, it states "a percentage of the total score will be given to consulting respondents that identify their plan for recruiting and utilizing local businesses within the boundaries of the City of San Bernardino and the City of Highland." Is this stating that we need to identify a firm that is qualified to provide Commissioning services and is located in either City, or simply a plan stating our intentions towards finding a firm within either city?

A3. The intent of this section is not for the responding firms to "identify a firm that is qualified to provide Commissioning services and is located in either City." The District is interested in assisting the local businesses and as such would like to see how its consultants and vendors plan to utilize local entities of any type who could benefit from association with the work contracted.

Q4. On page 6 of 15, part 4.a., are we to just state the hourly rates per person, or does it need to be broken out in a spreadsheet for "direct labor, overhead, and profit" and then the calculated hourly rate?

A4. The fully burdened rates (i.e. the total per hour cost) per position/person are required.

Q5A. What if the Commissioning Authority does not have a local business to partner with on this?

A5A: See A3. The RFQ's intent is not solely for the responding firms to have local commissioning partners. It is simply to ensure local businesses have a chance to benefit from the contracted work which could be achieved in many different ways.



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Q5B. Is there a list of eligible local consultants that qualify for the District that fulfill tasks within the scope?

A5B: No.

Q5C. Is the District going to screen out businesses not able to complete their LBOP form? As an example; if a firm has all the required capabilities in house.

A5C. No

Q5D. Are there tasks that can be assigned to the Commissioning scope to assist in full-filling LBOP work such as Acoustical testing?

A5D. Tasks will not be added to the scope to assist in full-filling the work, they should be included within.

Q6. Is it acceptable to submit a partial Attachment 2 and then reference where the additional requested information can be found in our SOQ?

A6. Yes, it is acceptable.

Q7. If a Commissioning Authority has School Districts as clients that have a list of multiple projects, is it acceptable to give specific examples within a larger group of projects? i.e. we've worked on 158 K-12 projects – can we say 15 were from one School District and do a sampling of those projects with the information requested rather than listing the data for every project.

A7: Respondents may identify the name of K-12 owners/clients and the number of projects they have worked on for each.

Q8. Does the proposal require a specific type of binding, is there a binding preference?

A8. No specific binding is required or preferred.

Q9. Will the District be doing projects under the CHPS or LEED guidelines? Is experience necessary?

A9. Yes, please see page 13, section 1 for Commissioning Requirements.

Q10. Does a company need to be registered with SBCUSD as a vendor/local business prior to submitting this proposal to be considered a participant in your Local Business program or will including Attachment 5 for local business sub consultants with our proposal suffice?



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A10. A company does not need to be pre-registered as a local vendor. In fact, being one is not a requirement. Including Attachment 5 with your SOQ is preferred.

Q11. Fee Qualification Sheet Attachment 3: Can you please clarify how you would like us to submit our fee information? Item #4, page 6 refers to Attachment 3 for a table format for submitting fee information. Attachment 3 included in the proposal is actually the EEO Certification, Attachment 4 is actually the Worker's Compensation Certification, and Attachment 5 is the LBOP Attachment. There is an Article 3 referring to Consultant's fee in the Attachment 1, Master Service Agreement however, it references Exhibit C and D which are not included.

A11. Please see page 6, section 4 of the revised RFQ that was issued with additional information on December 14, 2011. The complete RFQ is attached for your convenience.

Q12. How many firms does the District plan to select for its pre-approved list of providers?

A12. The number of firms has not been pre-determined. The quantity of firms will be determined based on the number of qualified SOQ's received. It could be anywhere between 3-7 firms or possibly even more.

Q13. If the respondent is not a local business, do we need to identify specific local business subconsultants in the RFQ response? Or is the District only asking for an outreach plan at this time?

A13. Please see A3.

Q14. RFQ Page 6, Item 4 refers to a "Fee Qualification Sheet and Reimbursable Expenses Attachment 3", but no such attachment is provided within the RFQ document. Please provide the missing attachment or clarify the submittal requirements for hourly rates and expenses.

A14. Please see A11.

Q15A. The Local Business Outreach Program form provided as Attachment 5 appears to be a registration form for local businesses. If the respondent is not a local business, is this form still required with the submittal?

Q15B. If so, how should the "Business Outreach Profile" section be completed?

A15A. Yes.

A15B. This portion of the form is not required.

Q16A. We are looking for some clarification on the forms, would it be possible to receive a MS Word version and if not, would it be acceptable to recreate them ourselves?

Q16B. Will the form Attachment 2 be required for each member of our team or just one for the entire firm with Employees listed?

A16A. Yes, please see attached for attachments.



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A16B. Attachment 2 is required to be filled out one time per respondent with the employees (if applicable) listed.

Q17. Please clarify the District "Local business Participation" requirement stated on pg. 5, Section 3.f. Specifically, is this requirement applicable to this contract and the highly specialized Building Commissioning services which require many years of specialized experience and certifications?

A17. The District is interested in assisting the local businesses and as such would like to see how its consultants and vendors plan to utilize local entities of any type who could benefit from association with the work contracted. An example is using a local printing company for all reproduction needs.