



**Responses and Clarifications to:
REQUEST FOR QUALIFICATIONS NUMBER 205
ARCHITECTURAL & ENGINEERING SERVICES FOR VARIOUS PROJECTS AND PROJECTS IN
SUPPORT OF THE DISTRICT FACILITIES MASTER PLAN**

1. We are reviewing the subject RFQ and wanted to know if you will be receiving individual RFQs for architectural and engineering services or would prefer RFQs of an A/E team?

A1. Please provide qualifications of an A/E Team.

2. I noticed on page 10 of the RFQ, it's got a due date of May 31, 2019. The date on the first page says June 6, 2019. Can you please confirm?

A2. The date of 5/31/19 on page 10 is incorrect. The correct due date is 6/6/19.

3. Tab F – Firm's Personnel and Staffing Resources – would you like us to include consultant resumes too?

A3. Please include resumes of any consultant staff you deem to be key members of your team.

4. Please advise as to which tab you would like the attachments to be included in.

A4. Include attachments in the order presented in the RFQ (after addressing Items A-N of Section VIII).

5. Can we recreate any attachments, (specifically speaking to Attachment 2 - Respondent Questionnaire)?

A5. Yes, Attachment 2 may be recreated provided there is no change to the wording of the text.

6. Is the District looking for subconsultant information as well, and if so are resumes needing to be provided for the subconsultants as well as the Architectural team?

A6. See Response to 3 (above).

7. In Section H, Relevant Experience and Past Performance: May we include relevant projects that are currently in progress?

A7. Completed projects are preferred, but projects currently in process may be included. Please be specific about project status.



8. In Section H, Relevant Experience and Past Performance: May we include relevant projects completed by key personnel while they were working for a different firm?

A8. Yes, but clearly state the work was performed while working for a different firm.

9. In Section F, considering that this is a pool with a wide range of project costs and scope of services, can we propose multiple consultants for each discipline?

A9. Yes.

10. Our firm currently has on-going and new projects underway with the District. Can you please provide some clarification about how we are to navigate client communication during this time?

A10. Since your firm currently has on-going and new projects, the communication will continue as needed for those projects. We restrict communication on future projects which are under the RFQ.

11. We are Mechanical, Electrical, Plumbing and Civil design engineers in Glendale, CA and we are wondering if we are able to submit just for the MEP&C portion of the RFQ? Or do we need to team up with an Architect?

A11. The RFQ is for Architectural & Engineering Services. Yes, you would need to team up with an Architect.

12. Due to the extent of information required in several tabs, would it be possible to remove the individual "not to exceed X pages" for specific tabs, however, still adhere to the 50 page max requirement?

A12. Please adhere to the requested page limits by section.

13. Section VIII-F "Firm's Personnel and Staffing Resources" states to "Submit resume(s) or profiles for each key staff member who will be proposed to provide the requested services." Should the responding Firm include resumes for proposed Consultants including Engineering Firms and Cost Estimation if these services are not provided in-house?

A13. If you deem consultant staff to be key members of your team, please include the subject resumes.

14. Section VIII-A-1 "MSA Exhibit 'A' - Insurance Requirements" states that "All Firms submitting a response to this RFQ must have the ability to meet all of the insurance requirements set forth in the District's Master Services Agreement." Is the responding Firm required to include insurance forms for proposed Consultants?

A14. Insurance is only required of the prime (responding) firm.