



ADDENDUM 1

To: All Proposers
Project: RFQ-26-007 Civil Engineering Services
Date: October 13, 2026

NOTICE TO PROPOSERS

This Addendum forms a part of the Request for Qualifications (RFQ) and modifies the original documents. It is intended that all work affected by the following modifications shall conform with related provisions of the RFQ.

The purpose of this Addendum #1 is to provide information and clarification for submitted questions for RFQ 26-007 Civil Engineering Services.

Request for Information and Clarifications for Submitted Questions

GENERAL NOTES

Q1. Section 8.L. Local Business Participation describes the District's goals for local business participation. However, there appear to be very few (if any) AEC firms within the City of San Bernardino or City of Highland with the prerequisite experience with the authorities having jurisdiction, DSA in particular. In consideration of this, what strategies can we implement to help the District meet its stated goal?

A1. Per section 8L, Consultant to provide plan and describe ways to achieve District's LBOP goal.

Q2. Are respondents required to identify all anticipated subconsultants as part of the RFQ response, or may specialty subconsultants be added after award of the Master Services Agreement and prior to individual Assignment of Project (AOP) opportunities?

A2. Respondents can list Subconsultants that provide services to Prime but Respondent will not be restricted to only utilizing those at the time of a Proposal for services.

Q3. Page 9 references "Building Survey Services." Can the District confirm that the intended scope of this solicitation is Civil Engineering Services as described throughout the RFQ?

A3. Yes, confirmed.

Q4. On p9, Part 9, there is this section that reads:

Exhibit A - Scope of Services

This is an on call Master Services Agreement for Civil Engineering Services. The District is seeking an Agent to provide complete Building Survey Services and to assist with coordination of training sessions to District staff per District's request.

Our request: We understand that the pre-approved consultants are to provide or coordinate surveying and mapping services if a project scope calls for it (Section 4, pp18-19), but that list of services does not include training. We would like clarification on the relationship of complete Building Survey Services to training sessions to District Staff, and what assisting with coordination of training sessions should entail.

A4. Building Survey Services should be replaced with "Civil Engineering Services". Training sessions would be related to Civil Engineering Services performed and if required based on the scope of work.

Q5. Will the District reveal the list of current pre-approved companies (Civil, Surveying, Architecture, Contractor, etc.) on their current as-needed pools?

A5. The information is available to the Public on the District website under the Board of Education.

Q6. Is it the District's intention to completely replace the current pool of Civil Engineers/Surveyors?

A6. The current Master Services Agreements are due to expire at the end of the year. Any firm wishing to continue Services with the District is required to submit proposals.

Q7. How many Civil Engineers/Surveyors is the District intending to place in the pool?

A7. Undetermined

Q8. Does the District have a list of anticipated projects to be assigned as part of this RFQ post-award?

A8. Not at this time.

Q9. How often will the District replenish/replace this pool of as-needed pre-approved Civil Engineers/Surveyors?

A9. The Master Service Agreement is for 3 years with the possibility of 2 - Two year extensions

Q10. Is it the District's intention for the Engineer to hire its own Cost Estimator, or should responders list a Cost Estimator as part of the team?

A10. That is to the discretion of the Respondent to provide the Scope of services noted in the Master Service Agreement.

Q11. Section 8, Item G. "Experience and References". Is the District willing to accept K-12 experience for projects that are completed with design and/or initial surveying tasks only? We find that in our as-needed contracts with other K-12 Districts, some of our task orders only include initial surveying and preliminary engineering and we still see this as very relevant and "contractually complete" experience, regardless of where these projects are in the Construction life cycle.

A11. Yes.

Q12. Section 8, Item G. "Experience and References", sub-item "d". By "company name", does the District actually mean "client name" as in Architectural client (typical for Civil Engineers in K-12 space) or District Contact Name?

A12. Yes.

Q13. Section 8, Item L. "Local Business Participation". Please confirm if it is the District's intent for the responder to include a "Local Business Participation Plan" to meet the 10% goal and not necessarily include all of the components of that plan (listing subcontractors, providing business licenses, etc.) within the response. Please also confirm that the 10% goal is related to the overall contract dollar value over the term of the contract and not on every individual task order.

A13. Yes, Include a "Local Business Participation Plan". Yes, overall contract dollar value.

Q14. Exhibit A – Scope of Services. This sentence seems incorrect that "Building Survey Services" is part of Civil Engineering services. What--in the District's criteria--constitutes Civil Engineering Services? Does it include utility locating, surveying, mapping, title research, as-built research, preliminary programming, etc.?

A14. Building Survey Services should be replaced with "Civil Engineering Services".

Q15. Section 11 "Evaluation and Award", Item B "Evaluation Scoring", sub-item "e.) Insurance Requirements (Exhibit E)". Regarding Insurance Requirements carrying a scoring value of 20 points. Would the District consider removing this from the scoring metric and instead using "pass/fail" scoring? It is unclear how points can be assigned to a company that either does or doesn't have the required insurance to perform the work.

A15. Correction: This is to be a Pass/Fail

Q16. Section 11 "Evaluation and Award", Item B "Evaluation Scoring", sub-item "h.) Prior Work for SBCUSD". Considering this RFQ is intended to replenish and expand the District's pool as as-needed Civil Engineers, and presuming that many proposers may not have done business with the District before, will the District consider removing this 15 points for prior work for SBCUSD from the scoring metric?

A16. No.

Q17. Section 11 "Evaluation and Award", Item B "Evaluation Scoring", sub-items "i.) Litigation" and "j.) Bankruptcy". Regarding Litigation and Bankruptcy carrying a scoring value of 20 points and 10 points (respectively). Would the District consider removing these from the scoring metric and instead using "pass/fail" scoring? It is unclear how a company with some litigation history or current bankruptcy status would compare (point-wise) against a company that doesn't.

A17. No.

Q18. Section 12, Item A. "Local Business Participation". Please confirm if it is the District's intent for the responder to include a "Local Business Participation Plan" to meet the 10% goal and not necessarily include all of the components of that plan (listing subcontractors, providing business licenses, etc.) within the response. Please also confirm that the 10% goal is related to the overall contract dollar value over the term of the contract and not on every individual task order.

A18. Yes, Include a "Local Business Participation Plan". Yes, overall contract dollar value.

Q 19. Section 13 SCOPE OF WORK – Civil Engineering Services. What disciplines does the District anticipate being needed for these projects: (Civil, Surveying, Mapping, Utility Locating/CCTV/assessment, Landscape Architecture, Traffic Engineer, Architect)? Does the District require a list of any and all subconsultants? If we onboard new subconsultants, are those typically able to be added without too much difficulty post-award?

A 19. Respondent to list subconsultants related to providing Civil Engineering Services and Scope listed in the RFP.

Q 20. Section 13 SCOPE OF WORK – Civil Engineering Services, Items 1 - 12. These milestones and service items seem to indicate the need for Civil Engineering responders to provide full-service project management, regulatory permitting, environmental consulting, DSA processing, Construction Admin, and Closeout services, which involves more disciplines than Civil Engineering. Please confirm that it is the District's intent to have responders include a full design service team, or clarify if it is the District's intent to have Civil Engineering responders work with others hired by the District.

A 20. The District's intent is for responders to provide full-service for Civil Engineering services. The intent is not to have responders work as a sub-consultant to others hired by the District but coordination may be required.

Q 21. Considering the volume of questions and clarifications requested, and seeing that there are only two (2) days included in the RFQ schedule between Amendment/Q&A release date (October 13) and the due date (October 15), will the District consider extending the due date by one week to October 22, in order to give responders adequate time to digest answers and changes related to the October 13 amendment?

A 21. No.

Q 22. 7. Utilize current District-approved drawing formats, CAD/BIM standards, electronic-file protocols, title blocks, specifications, and document-management procedures, when provided.

A 22. Further clarification is required for this question.

Q 23. Please confirm that the hourly rates submitted with our SOQ should be effective for the full initial 3-year contract term.

A 23. Please refer to Article 3, Section 3.2 of the Master Service Agreement.

Q 24. Due to the nature of the professional services being provided for this contract, would the District consider waiving 'Insurance Requirement 1.7 – Sexual Abuse/Molestation'?

A 24. No.

Q 25. Are front/back cover pages and table of contents included in the page count?

A 25. No, Front and back cover pages are not included. Table of Contents is included.

Q 26. Please confirm that a Prime firm that is not a “Local Business” as defined in the RFQ should still complete the LBOP Roster on OpenGov (linked on page 56 of the RFQ).

A 26. Confirmed.