

Submittal Requirements Clarification For

RFQ OCLS-Main-23-001
Architectural Design and Engineering Services For
The Orange County Library District
Main Library First Floor Renovation Project

The Following Questions (in Red Ink) were received regarding submittal requirements found on pages 25 – 29 of the RFQ. The Library’s responses are in black ink and in yellow highlight.

A. Title Page

B. Table of Contents

C. Letter of Transmittal

D. Profile & Qualifications:

1. Firm Organization Description
2. Similar Projects – *At least 3 public projects with a total construction cost in excess of \$3,000,000 within the last 10 years.*
 - **Would the Library System accept similar projects that are currently in design?**

Response: A “ Similar Project “ is one that includes professional architectural services that have been successfully or substantially completed within the past ten (10) years to design and construct a new commercial or institutional (not residential) facility or renovate an existing commercial or institutional (not residential) facility of at least 15,000 square feet.

Note: The 2nd paragraph on page 27 under “ Scoring Criteria “ currently reads

The substantially completed projects must have been certified as such prior to the date of submission of proposals for this RFQ. “Substantially Complete” is defined as completion to the point where the Owner may make beneficial use of the project for its intended purpose.

The paragraph will NOW READ: The substantially completed projects must have been certified as such prior to the date of submission of proposals for this RFQ. “Substantially Complete” is defined as completion to the point where the Owner may make beneficial use of the project for its intended purpose **100% designed with building permit issued.**

- **Please confirm that we are not using Forms EXP-PM and EXP-PA in this section.**

Response: Correct in Section D.2 of the response we are looking for company history. Forms EXP-PM and EXP-PA are individual experience, as some individuals may have worked for a different firm in the past and their past history helps your firm qualify for this RFQ. The two (2) response areas can overlap, thus if your Project Manager worked on your firm’s qualifying project then the project would be listed under D.2 and his/her role is listed on the EXP-PM form.

3. Qualifications of Sub-Consultants:

- Team Listing Form
- Skills & Experience of the Project Team / Form EXP-TEAM (See page 27 and 46.)
- Skills & Experience of the Project Team / Form KEY-MEMBER (See page 27 and 46.)
 - Using 8 pages, proposers are asked to provide the resume and project experience per individual that will be assigned to the following disciplines – 1. Engineering, 2. Value Engineering, 3. Design Review, 4. Cost Estimating, 5. Quality Assurance/Quality Control, 6. Construction Administration, 7. Operations Planning & Assistance, 8. Commissioning. Since our team members are collectively involved in the aforementioned responsibilities throughout the project, would the Library System simply accept resumes and project experience of our sub-consultants for this section?

Response: Yes we would as long as they are identified as to their area of service (ie: Cost Estimating, Engineering, etc.) and the information requested on page 46 is provided.

- Design Management Plan / Form DMP
- Form EXP-TEAM-11 – Team Organizational Chart
- Licenses, certifications, and MWBE / SDV are requested in this section.

4. References

5. Key Personnel (See pages 28 and 48-57 for reference.)

- The RFQ is requiring proposers to use Forms Similar Projects – Project Manager (EXP-PM) and Similar Projects – Project Architect (EXP-PA) to provide biographies/resumes of the proposed PM, PA, and other key design lead members of the staff/team. However, Forms EXP-PM and EXP-PA are not for resumes. The forms are requesting the breakdown of similar projects by PM and PA. Please confirm that we are allowed to instead provide resumes for this section.

Response: For Forms EXP-PA-1 thru EXP-PA-4, you need to fill out the “ cover sheet “ (this provides us with project information we desire) and you can use one (1) copy of the resume to substitute for the additional information requested on Forms EXP-PA-1-1 thru EXP-PA-4-2.

For Forms EXP-PM-1 thru EXP-PM-4, you need to fill out the “ cover sheet “ (this provides us with project information we desire) and you can use one (1) copy of the resume to substitute for the additional information requested on Forms EXP-PM-1-1 thru EXP-PM-4-2.

- In addition to the resumes, would the Library System want Forms EXP-PM and EXP-PA to be included in this section?

- Please note that the similar project requirements on these are different than the requirements in the previous section.
 - a. **D. Profile & Qualifications – 2. Similar Projects:** At least 3 public projects with a total construction cost in excess of \$3,000,000 within the last 10 years.
 - b. **Forms EXP-PM & EXP-PA:** List up to four similar projects for which services have been successfully completed within the past 20 years.

Response: Yes, provide the EXP-PM and EXP-PA forms. Yes, the requirements are different as staff changes occur from time to time, and some newer staff to your firm bring experiences from their previous employment that may qualify your firm for this RFQ. Thus Section D.2 is seeking information on the company itself; and Forms EXP-PM and EXP-PA are seeking information on the individuals being assigned to the project.

- Another Team Organizational Chart is requested. Will the previous Organization Chart suffice or should it be repeated in this section?

Response: Only need the EXP-TEAM-11 Organizational Chart

6. Conflict of Interest
7. Legal

E. Scope of Services: Project Scope, Approach, & Understanding. GNATT Chart also requested in this section.

F. Additional Information

G. Required Forms

1. Cover Page and W-9
2. Acknowledgement of RFQ Addenda Page
3. Authorized Signatories/Negotiators Page
4. Drug Free Workplace Acknowledgement Form
5. Conflict of Interest and Litigation Statement Form
6. E-Verification Certification Form
7. Relationship Disclosure Form
8. Vendor Certification Regarding Scrutinized Companies Lists Form
9. Title Page **Please confirm that we do not need to repeat this item in Section G.**
10. Letter of Transmittal **Please confirm that we do not need to repeat this item in Section G.**
11. Organizational Chart **Please confirm that we do not need to repeat this item in Section G.**
12. State and County Licenses **Please confirm that we can include licenses and certificates in this section only.**
13. MWBE Certificates as Applicable
14. FIRM References **Please confirm that we do not need to repeat this item in Section G.**
15. Project Manager and Senior Project Manager Bio / Resume **Please confirm that we do not need to repeat this item in Section G.**
16. Team References **Please confirm that we do not need to repeat this item in Section G.**

17. Sub-Contractor List Please confirm that we do not need to repeat this item. This information is already provided in Forms TEAM LISTING, EXP-TEAM, and KEY-MEMBER.
18. Sub-Contractor Qualifications
19. Form TEAM LISTING Please confirm that we do not need to repeat the following forms in Section G.
20. Form KEY MEMBER
21. Form EXP-TEAM
22. Form DMP
23. Form EXP-PA
24. Form EXP-PM
25. Form APPROACH
26. GNATT Chart

Response: Section G is a checklist for you to use to ensure that your firm submits all of the required forms. It is not necessary to duplicate forms.