ADDENDUM NO. 3
Bid 15

Date: December 6, 2013
for

REQUEST FOR QUALIFICATIONS AND PROPOSALS - DEVELOPMENT MASTER PLANNING SERVICES, ADVANCED TECHNOLOGY & EDUCATION PARK

South Orange County Community College District

General-All project documents including contract documents, drawings, and specifications, shall remain unchanged with the exception of those elements added, revised, deleted, or clarified by this addendum.

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ADDENDUM ITEMS

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ITEMS:

3-1 Questions & Answers

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3-1 Questions & Answers

Q1: We assume that the one original copy is one of the seven. Shall this copy be loose? The second paragraph of the Certification on page 15 refers to “five copies of the firm’s submittal,” but the rest of the instructions indicate to provide seven copies plus an electronic copy. Please confirm that the correct number of copies required is indeed seven plus one electronic copy.

A1: Yes, the original is one of the seven required copies. It is not necessary for this one to be loose. The electronic copy will serve a loose copy function.

Q2: We assume that there will be an interface with the City of Tustin and the County of Orange. Can you elaborate on that anticipated interface and the number of meetings/presentations?

A2: These interactions have taken place and parameters for master planning are in place. See documents referenced in the RFP under “Introduction” and found on pages 2-3, particularly the Land Use and Access Plan.

Q3: Please confirm the anticipated timing for interviews and award with the anticipated completion date of May 31, 2014. If the NTP is at the end of January, that will allow four months for the completion of the planning effort, which is aggressive but possible.

A3: Confirmed. Dates are as listed in the RFQ&P, Page 5. The NTP is projected for after the February Board meeting, leaving three months for “Overall guidance for campus growth, layout and phasing”. We have received concerns regarding the timeframe and are willing to further discuss during contract negotiations.

Q4: Submittal Requirement #13 reads as follows:

13. Certification. Complete, provide authorized signature, and date the CERTIFICATION - REQUEST FOR QUALIFICATION & PROPOSALS enclosed with this RFQ&P.

Has a form been established for this requirement? Is that Exhibit A? If not, please clarify how the Certification should be organized.

A4: Yes, this is Exhibit A.
Q5: Should Submittal Requirement #9 Professional Fees and #10 Travel Costs be supplied together in a separate sealed envelope?

A5: Refer to RFP Instructions for submitting qualification and proposals, sections 9 and 10.

Q6: Would you like Exhibit B, Agreement to be completed, signed and submitted??

A6: Review Agreement per Instructions for submitting qualification and proposals, section 12. Do not return Agreement with submittal.

Q7: Would you like Exhibit D, Sample - Template for Monthly Invoice to be completed and submitted?

A7: Do not return Exhibit D with submittal.

Q8: You previously suggested that a specific fee budget has not been established for the project. Can you provide some indication of what a maximum fee range might be?

A8: As indicated, master planning of this type is not a frequent service sought by educational institutions. As a result, we are looking to the professionals to assist with our understanding of associated costs. To aid us in performing an analysis, please provide a cost break down using the following table and referencing the tasks 1-5 on page 5-7 in the RFP:

<table>
<thead>
<tr>
<th>Task</th>
<th>Description of Work (optional)</th>
<th>Proposed Fee</th>
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<td>$</td>
<td><strong>Reimbursable Allowance</strong></td>
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<td></td>
<td><strong>Total</strong></td>
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</tbody>
</table>
Q9: In reviewing the District’s request for a current annual report or audited profit and loss statement on page 10, we assume the District is seeking evidence of our financial solvency. As a privately held firm, we do not typically release our financial reports, nor do we have audited profit and loss statements. Will a bank letter or internal balance sheet suffice to demonstrate our firm’s financial strength? Please advise what documents or information the District will accept in order to be considered “responsive” for this request.

A9: You are accurate in understanding that our desire is to ensure a firm’s financial strength. While our preference is for an annual report or audited profit and loss statement, a bank letter combined with an internal balance sheet will suffice to demonstrate this for the purposes of this submittal.

Q10: In reviewing the District’s request for a current annual report or audited profit and loss statement on page 10, we assume the District is seeking evidence of our financial solvency. As a privately held firm, we do not typically release our financial reports, nor do we have audited profit and loss statements. Will a bank letter or internal balance sheet suffice to demonstrate our firm’s financial strength? Please advise what documents or information the District will accept in order to be considered “responsive” for this request.

A10: You are accurate in understanding that our desire is to ensure a firm’s financial strength. While our preference is for an annual report or audited profit and loss statement, a bank letter combined with an internal balance sheet will suffice to demonstrate this for the purposes of this submittal.

Q11: Per Instructions for submitting qualification and proposals, 3. Executive Summary... (two page maximum) a. Note: Exhibit E, the Qualification Matrix, should be completed and placed in this section behind the executive summary. This form will be used as part of the review process. Does the Qualification Matrix Count towards the 2 page maximum?

A11: No
Q12: Evidence that the Firm is legally certified to conduct business in the State of California for the services offered and experience with college and university educational facilities and other institutional services. Does the prime firm have to be legally certified at the time of proposal?

A12: We will defer to public contract code, which requires contracts to be licensed at the time of entering contract and agree that the Firm must be legally certified to conduct business in the State of California at the time Firm signs the contract. There will be no delay in signing permitted while certification is obtained.

Q13: The instructions for submittal state “Each section, 1 – 11 listed below, shall be tabbed.” There are 13 sections listed (Though Financial Standing seems to be grouped into Experience, 10 appears to be further description of 9- Fee Proposal, and 11 is duplicative of a requirement in 4. Experience). Could you provide clarification??

A13: Agreed. Provide Client References in Section 4 and do not include tabs for section 10 and 11. Tab in accordance with the following:

1. Cover Letter.
2. Table of Contents.
3. Executive Summary.
4. Experience/Financial Standing
5. Personnel.
6. Scope of Work
7. Services
8. Additional Data.
9. Professional Fees.
12. Agreement Review.
13. Certification.