

# ADDENDUM NO. 1

Date: April 25, 2018

for

## DSA Inspection Services BID No. 362D

South Orange County Community College District

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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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### CONTENTS ADDENDUM ITEMS

INDEX		<u>PAGE 1</u>
<b><u>ITEMS:</u></b>		
1-1	Q & A	<u>PAGE 2</u>
1-2	Document Revision	<u>PAGE 2</u>
1-3	Attachments	<u>PAGE 2</u>

## 1-1 Questions and Answers

Q1: In your request for an IOR for “Various projects over an unspecified period of time, do you have a general start date? Full-time or Part-time?

A1: We expect some projects to get underway soon after the RFQ & P is complete. The combination of projects is expected to require full time services, though there may be occasions over the five year period this RFQ & P addresses when part time services are warranted.

Q2: Do you have a start date for the Saddleback College Access Project:

A2: The Saddleback College Access Project is expected to require services immediately upon completion of the RFQ&P process.

## 1-2 Document Revision

1-2.1 In “Instructions for Submitting Qualification, tab #4, Experience”: Delete the following requirement:  
**Financial Standing** - Provide a current annual report or audited profit and loss statement.

It will be necessary to provide the amounts and carriers of both general and professional liability insurance as stated in the RFQ & P.

1-2.2 In “Instructions for Submitting Qualification, tab #7 Services”: Include a brief narrative regarding the Firm’s philosophy for providing DSA Inspection services.

1-2.3 In “Instructions for Submitting Qualification, tab #8 Additional Data”: Firms may want to include information about on-going trainings, learning opportunities provided to new inspectors, involvement/relationship with the Division of the State Architect, etc.

1-2.4 See Addendum No. 1, Attachment A for Exhibit E-Qualification Matrix

## 1-3 Attachments

Attachment A          Evaluation Matrix

Attachment A - Exhibit E Qualification Matrix

**DSA Inspection RFQ&P - Qualification Matrix**

Firm                     Name                      
 City/State                     Location                    

NOTE: Firm to validated quantities listed on this sheet with supporting documentation in appropriate proposal tab sections.

Proposing firm to complete highlighted cells only

TAB	Description				
<b>1</b>	<b>Cover Letter</b>				
	1 Page - Professional/Format/Signed				
<b>2</b>	<b>Table of Contents</b>				
	Correct & Professional				
<b>3</b>	<b>Executive Summary</b>				
	2 Page Maximum - Professional - coherent - relevant - concise SIMPLE!				
<b>4</b>	<b>Experience</b>				
	Years in business (minimum 3)				
4a	Sample projects by firm in past 5 years	Other	K-12	Community College	
	1-5 Million Construction Value				
	06-15 Million Construction Value				
	16-30 Million Construction Value				
4b	Regulatory Experience				
4c	Financial Standing-Not Required with Proposal				
4d	Legally certified to conduct business in California				
4e	Location(s) to execute work for SOCCCD				
<b>5</b>	<b>Personnel</b>				
5a	number of in-house staff > 5+ years of experience				
5b	Services not performed in-house				
5c/5d	Resumes - personnel qualifications				
5e	Past experience with subconsultants				
5f	Statement that all participants will meet or exceed min. state qualifications.				
<b>6</b>	<b>Scope of Work / Scope of Services</b>				
	Understanding of desired services Enhancements?				
<b>7</b>	<b>Services - Philosophy</b>				
	2 Pages Max - Services Provided – Philosophy, Process				
<b>8</b>	<b>Additional Data About Company</b>				
	On Going Education				
	DVBE/Small Business/Disadvantaged/Minority Owned				
	Internships				
	Other				
<b>9</b>	<b>Professional Fees-Remain in sealed envelop for proposal review</b>				
	Hourly rates included				
	Rates				
<b>10</b>	<b>Client References/Recommendations</b>				
	Number of References with phone numbers				
	Written Recommendations from clients and/or testimonial				
	Phone interview results				
<b>11</b>	<b>Agreement Review</b>				
	Review and comments attached				
<b>12</b>	<b>Certification</b>				
	Signed & correct # of addenda noted				