

# **ADDENDUM NO. 1**

Date: November 29, 2018

**REQUEST FOR QUALIFICATIONS (RFQ) FOR COMMISSIONING  
SERVICES POOL  
&  
REQUEST FOR PROPOSALS (RFP) FOR COMMISSIONING SERVICES  
ATAS BUILDING PROJECT AT SADDLEBACK COLLEGE  
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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## 1-1 Questions and Answers

Q1. Under Section 3, Executive Summary, the RFQ & P states: “The Executive Summary should contain an outline of Firm’s approach along with a brief summary of Firm’s qualifications (one-page maximum)”. Is the “one-page maximum” referring to the brief summary of Firm’s qualifications only? Or would you like our firm outline to be condensed to just one page, shared, with the firm’s qualifications?

A1. One-page maximum is preferred.

Q2. Can you please provide Attachment C, the Qualification Matrix, to proposers in Excel format?

A2. Please find attached a high resolution PDF file of the requested Attachment C which has been attached to this addendum.

Q3. Our firm is a sub-consultant to project’s criteria architect, Steinberg Hart Architects, that was retained by the District back in November 2017. Does this preclude our commissioning division from submitting on this RFQ & P?

A3. Your firm is not prohibited from submitting on the Commissioning Services Pool RFQ & P. The prohibitions for participation on the development criteria only preclude a firm from subsequently working for the Design-Build Entity (“DBE”), or performing work on the project as a subcontractor to the DBE. (Ed. Code 81703(c)(2)(A).) There is no conflict because the Pool will be let through the District, and not under contract with the DBE.

Q4. Is there a page limit for the entire submittal?

A4. No. However, please note the maximum number of pages identified for each sub-section under the “Instructions for Submitting Qualifications & Proposals” of the RFQ & P.

- Q5. Regarding the “Statement of Qualifications Information request” on page 10, item 4. Experience, Financial Standing- Provide a Current Annual Report or Audited Profit and Loss statement. Would the district accept an unaudited financial report?
- A5. This requirement will not be necessary for proposal submittal. However, the district may require it after selection.
- Q6. Are you looking for sustainability consulting services for this project?
- A6. No.
- Q7. Article 2.1C identifies LEED EA credit 5 (M & V Option D) which is no longer applicable to LEED-BD+C v4. In LEED-BD+C v4, the majority of the M&V credit has been placed in the Enhanced Commissioning credit under two options, (a) The base Enhanced Commissioning credit in LEED-BD+C v4 is worth 3 points. This portion requires the creation and (ongoing) development of an Ongoing Commissioning Plan. Certain elements of the M&V relate to this option of the Enhanced Commissioning credit. (b) The Enhanced Commissioning credit in LEED-BD+C v4 also allows for two additional options- 1) Enclosure Commissioning and 2) Monitoring-Based Commissioning. It is this second option where the remainder of the M&V has been placed. Outside of the Enhanced Commissioning credit, there are very small elements of M&V present in the Fundamental Commissioning prerequisite, the Advanced Energy Metering credit, and Demand Response credit. Accordingly, please verify the full scope of the project’s desired energy management/measurement/monitoring effort.
- A7. The full desired scope is identified in the RFQ & P, Sample Agreement, Attachment B, which can be refined by the District depending on future project’s needs and scope. For the ATAS Building proposal, the requested scope of services should include all management/measurement/monitoring effort required under LEED-BD+C v4 while working with the Design-Build Entity to achieve LEED Gold Equivalency for the ATAS Building Project.
- Q8. Page 43- **“The ATAS Building project has a requirement to meet LEED Gold standards.** Zero Net Energy (ZNE) Ready and Saving-By- Design Program with San Diego Gas & Electric (SDG&E). **Although the District will not be pursuing formal**

**certification with USGBC.** Please confirm that the District will not be seeking formal certification?

A8. Confirmed.

Q9. Page 46- Does not call out M&V; it just called out the energy analysis, Fundamental, and Enhanced. Therefore, it is unclear if management/measurement/monitoring for energy/water should be included in the base scope/proposal?

A9. Post-construction monitoring is required for a minimum of 12-months.

Q10. The spec section for sustainable design or commissioning did not call out for Ongoing commissioning (Cx), Monitoring-Based Cx, etc. Will ongoing / monitor based commissioning be required?

A10. Refer to above.

Q11. Page 29; 6.1.b.2. Enhanced Commissioning. With LEED V4, Enhanced Commissioning is broken out with different “paths” Path 1 Enhanced Commissioning; Path 2. Enhanced and Monitoring Based Commissioning and/or Option 2 Envelope Commissioning. Please provide which “Path” the District will be taking.

A12. For the ATAS Building project proposal, provide separate pricing for each path as part of the fees proposal under Task 3 B, Enhanced Commissioning.

Q13. During the Design Phase of the ATAS Building, how many coordination meetings are expected? Also, will there be a phone in option or is attendance in person a requirement.

A13. For the ATAS Building project proposal, assume a minimum of two coordination meetings during each design phase. Attendance in person a requirement.

Q14. During Enhanced scope of work, there is a call for four design reviews; 50/100% Design Development (DD) and 50/100% Construction Documents (CD). Will all four

design reviews be required on all projects. Industry standard is to provide two; 50% & 100% CD.

A14. The requirement of the four design reviews is applicable to the ATAS Building project scope of services. Other projects will be determined on a project by project basis.

Q15. Section 01 91 00 Commissioning Specification, 1.1.2. Electrical Systems. Are the systems included project specific?

A15. The electrical system listed are general and may vary based on the project's scope and needs.

Q16. 1.12.B.3. Sampling. Since sampling is acceptable on non-critical equipment, is there an acceptable sampling amount? 15%, 25% 50%?

A16. For the ATAS Building project proposals, assume 50%. Other projects will be determined on a project by project basis.

Q17. Does the ATAS Building project scope include irrigation controls and/or water reuse systems that would require commissioning per Title 24, Part 11, Section 5.410?

A17. Yes.

Q18. Please confirm that the design-build team is responsible for Title 24 energy calculations needed for permits.

A18. Confirmed.

Q19. Please confirm that Task 1: NC2.2 Energy Analysis should be LEED v4.

A19. Confirmed.

Q20. Please clarify if the RFP scope and fee is to include both writing the M&V Monitoring Based Commissioning (MBCx) plan and implementation of the plan (i.e. the Monitoring Based Commissioning tasks during the first 12 months' post construction) or does the District plan to self-perform the implementation?

A20. The scope of services includes both and the District will not self-perform the implementation.

Q21. Valuable Document Insurance, item d, on page 28: Commissioning agents do not create design documents or record/contract documents (see Definitions, page 37) and do not normally carry this type of insurance. Please confirm.

A21. These insurance requirements will be discussed during contract negotiations.

Q22. Commissioning Services Scope of Work – ATAS, page 43: Please confirm the number of design phases.

A22. The Scope of Services is as defined in the RFQ & P. The ATAS Building project is currently at 100% Schematic Design (SD) Phase.

Q23. General Scope, page 44 – Attend regular jobsite meetings: Since this is an undefined requirement, can you provide a number of meetings that should be included for the ATAS Building Project fees?

A23. Since the ATAS Building project is currently under design and has not been submitted to the Division of the State Architect (DSA), the number of meetings required to attend by the successful Cx Agent during the construction phase cannot be determined at this early stage. Thus, assume a total of 10 meetings for both the new Tennis Courts Center & the ATAS Building. The District reserves the right to allocate these meetings between the new Tennis Courts Center & the ATAS Building.

Q24. There is one point for daylighting in the LEED scorecard. Please clarify if we are to include daylight modeling services or if this a design-build team responsibility?

- A24. The ATAS Building Project Design-Build Entity is responsible for modeling services. However, the successful Cx Agent will be responsible for verification process.
- Q25. Would the District be willing to extend the submission deadline two weeks, making them due on December 18th in lieu of the current deadline of December 4<sup>th</sup>?
- A25. The current December 4<sup>th</sup> deadline will **not** be revised.
- Q26. The Scope of Work described in the main body of the RFQ & P Documents (pages 7 & 8) does not match the Scope described in the Sample Agreement found in Attachment B. Will all scope in the sample agreement need to be provided in general? Do these services need to be provided for the initial ATAS project?
- A26. Refer to the General Information section of the RFQ & P. For the ATAS Building scope of services, refer to Attachment E of the RFQ & P.
- Q27. Please confirm all systems listed are to be Commissioned? Please confirm that you would like the Commissioning Agent to provide the services described in Attachment B, part 2.6, item e. of the Sample Agreement in general and also on the ATAS project?
- A27. Confirmed. Refer to Attachment E of the RFQ & P for ATAS Building Project scope of services.
- Q28. The scope described in the Sample Agreement found in Attachment B, part 2.6, item f. describes a LEED credit (M&V) that is no longer found in Version v4 of the LEED reference manual. Should this item be removed from the Sample Agreement?
- A28. The sample agreement will be updated prior to contract execution.
- Q29. Does the Qualification Matrix count against the one-page maximum for the Executive Summary section, or is this form in addition to this requirement?
- A29. The Qualification Matrix does not count.

Q30. If our firm is strictly a third-party commissioning firm, and thus does not employ M&V and Modeling Engineers in house, should we include pricing for outside firms/consultants as part of our response to section 8?

A30. Yes.

Q31. The LEED Scorecard for the ATAS Project indicates that “Monitoring-Based Commissioning” and “Building Envelope Commissioning” are two credits that are still in the ‘Maybe (?)’ column. However, a description of these services were not described elsewhere in the RFQ & P. Would the District like alternate pricing to provide additional services for the ATAS project to achieve these additional LEED credit points?

A31. No.

Q32. Is the design for the ATAS Project far enough along to provide a mechanical and plumbing equipment schedule for a more accurate take off?

A32. The ATAS Building project is at the 100% Schematic Design Phase. The District will provide the successful Cx Agent with the design package upon contract execution.

Q33. Would District accept professional liability coverage of \$1,000,000 per claim and \$2,000,000 in aggregate, which is more typically required.

A33. No.

## **1-2 Attachments**

1-1.1.1 Attachment C ‘Qualification Matrix’ in PDF format.

**END**



**RFQ & P - Attachment C**

**RFQ & P for Labor Compliance Services - Qualification Matrix**

<b>Firm</b>	Proposing firm to complete <u>highlighted cells only</u>	This column to be filled in by SOCCCD
Location (City / State)		
NOTE: Firm to validate quantities listed on this sheet with supporting documentation in appropriate proposal tab sections. <b>The completed matrix is to be inserted behind the Executive Summary in Tab 3.</b>		
	<b>Firm Input</b>	<b>SOCCCD Review</b>

**TAB Description**

**1 Cover Letter** - Professional / Format / Signed. [ ]

**2 Table of Contents** - Correct & Professional [ ]

**3 Executive Summary** - professional - coherent - relevant - concise - 2 page max  
NOTE: Include a copy of this Matrix with highlighted cells filled in [ ]

**4 Experience**

Years in business (Min. 5)			
Professional registration, certifications, affiliations			
Evidence firm certified to do business in California			
Firm utilization of single or multiple offices			
Experience with Department of Industrial Relations			
Evidence of Insurance			
<b>Number of Projects in past 5 years</b>	Other	K-12	Community College
01-05 Million Construction Value			
06-15 Million Construction Value			
16-30 Million construction Value			
31 - 100+ million Construction Value			
# Contract terminations in last 5 years			
# Mediation / Litigation in last 5 years			

**5 Personnel**

# of in-house staff with > 5 years experience		
Services not provided in house		
Resume review		
Statement all personnel meet minimum qualifications listed in this RFQ & P		

**6 Services**

Scope of Work assessment	
Monthly Status Report assessment	

**7 Additional Data**

Voluntary info about firm as relates to RFQ & P	
Ongoing professional education, DVBE, misc.	

**8 Professional Fees**

	Hourly rate	Overtime Rate	Weekend Rate
Principal			
Lead-Project Manager			
Associates			
Person performing site visits			
Clerical staff			
Sample Project fee			

**9 Client References**

# of References with phone #s		
# of Written Recommendations from past clients (min. 3 - Maximum 10)		

**10 Agreement Review**

# of Proposed Changes to scope (to improve project success)		
# of Exceptions to Agreement Conditions - (proposed eliminations)		
# of Serious Exceptions to Agreement - (required eliminations)		

**12 Certification signed W/ correct # of addenda noted** [ ]

**Total** [ ]