



## PASADENA UNIFIED SCHOOL DISTRICT PROCUREMENT SERVICES DIVISION

### **ADDENDUM NO. 2**

September 2, 2022

Request for Qualification/Proposal: PASADENA USD  
Architectural and Engineering Services  
(Pool) (RFQ/P) NO. 01-22/23

**This addendum forms part of the Contract documents and may modify the original Bidding Documents. Any revisions, clarification, deletions and/or additions shall be made to the bid documents for Request for Proposal (RFQ/P) No. 01-22/23. It is mandatory to acknowledge receipt of this addendum.**

**This addendum consists of two (4) pages.**

#### **Responses to Submitted Requests for Clarification**

##### **Question 1:**

1. Pursuant to the RFQ/P Section 6 Contractual Requirements, we would like to submit the following exceptions/deviations to the District's standard Professional Services Agreement for your review and consideration:
  - a. Section 3.4.1 Standard of Care: In the second sentence, insert "(but not including betterment)" between "increase costs" and "incurred by the District".
  - b. Section 3.11.5 Withholding Payment to Architect: Delete the first two sentence. Revise the third sentence to read, "In addition to withhold pursuant to California Civil Code 3320 as indicated in Section 3.11.4, the District may keep any moneys which would otherwise be payable at any time hereunder and apply the same, or so much as may be necessary therefor, to the payment of any expenses, losses or damages incurred by the District for which Architect is determined to be liable under the Agreement pursuant to the indemnification provision or state law."
  - c. Section 3.15 Indemnification: Start the first sentence with "To the fullest extent permitted by law (including California Civil Code 2782.8),". Add the following to the end of the end of the section, "Notwithstanding anything herein this article or elsewhere in this Agreement, the Architect for claims based on professional errors or omissions shall not be required to provide an upfront or immediate defense, but rather Architect shall reimburse the District and the other indemnified parties for their defense costs only upon a final determination of the Architect's fault in adjudication or settlement in an amount not to exceed the Architect's proportionate percentage of fault".

**Answer:** The district will not make changes to the standard Professional Services Agreement. It must be accepted as it is written.

##### **Question 2**

For sections 5 C. & 5 D. is the district looking for examples of projects where we have completed the ed specs & district design guidelines or projects where we have adhered to them? Is our firm disqualified if we have not completed 2 ed specs and 2 district design guidelines within the last 5 years?

**Answer:** The District is looking for projects that have been completed that have met or adhered to the

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Educational Specifications and District Design Standards. The District is not necessarily asking if you have produced these documents. Your entire body of work will be considered to determine responsiveness to the RFQ/P.

In section 5, can we include K-14 experience?

**Answer:** All educational experience will be considered and reviewed.

Do all projects in section 5 need to be completed?

**Answer:** Your entire body of work will be considered to determine responsiveness to the RFQ/P.

Is this a new pool replacing the pool from earlier this year or is this solicitation intended to supplement and add to that pool?

**Answer:** The previous RFQ/P results have been rejected/canceled by the District. This RFQ/P is a solicitation to provide architectural design and engineering services to the District. You must submit a proposal for the RFQ/P to be considered.

### **Question 3:**

We responded to your RFQ/P back in February of this year (2022) and we know that the District selected a shortlisted pool of architects from those proposals. Is it the District's intention to add to that shortlisted a pool of architects or replace that list?

If architects were not selected for that RFQ/P in February, are they eligible to re-submit for this RFQ/P?

If Architects were selected for that RFQ/P in February, do they need to resubmit a proposal for this RFQ/P?

**Answer:** The previous RFQ/P results have been rejected/canceled by the District. This RFQ/P is a solicitation to provide architectural design and engineering services to the District. You must submit a proposal for the RFQ/P to be considered.

Does the District have a list of expected projects you would like to complete with this pool of architects?

**Answer:** Architectural Services will be solicited for individual projects to those that have qualified to this RFQ/P. There is no List of projects.

On page 9 of the RFQ/P Section v. Tab 5, a., b., c., d., and e. all request we show specific project types completed in the last 5 years. Can those projects overlap and if so would it be acceptable to show a matrix highlighting which project type each project satisfies?

**Answer:** All educational experience will be considered and reviewed. How your information is submitted is up to the firm, but it must follow the "Tabs" as listed in the RFQ/P.

On page 10 of the RFQ/P Section vi. Tab 6 Financial Stability, can financial statements be submitted in a separately sealed envelope to reduce the risk of public disclosure for privately held firms?

**Answer:** Yes, financial statements can be submitted in a separately sealed envelope clearly marked with firm name and marked confidential. Each page must be marked "Confidential" on all pages that are not subject to public disclosure.

Does the District want any exceptions/modifications to the Agreement for Design Architect Services (Attachment 1) included in the Statement of Qualifications and Proposal, and if so, where would the District like those placed in the SOQ/P?

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**Answer:** The district will not make changes to the standard Professional Services Agreement. It must be accepted as it is written.

Page 12 States that “The District will maintain two separate shortlist or pool of qualified architectural firms. The first will consist of “small” firms, or firms with annual revenue of less than \$5 million. The second list will consist of “large” firms, or firms with annual revenue of \$5 million or more. Based on District needs and availability of projects, the District will determine, in its sole discretion, the number of firms to be shortlisted in each category. (See section 8 of this RFP for financial statement submittal requirements).” Can the District please confirm that we do not need to specify which pool of qualified architectural firms we would like to be considered for (“small” vs. “Large”)?

**Answer:** Firms do not need to specify which pool of qualified architectural firms they would like to be considered for (“small” vs. “Large”)

**Question 4:**

My firm responded to what appears to be an identical RFQ from the District back in February. Is the purpose of re-releasing the RFQ to expand the consultant pool, and do any firm exclusions apply?

**Answer:** The previous RFQ/P results have been rejected/canceled by the District. This RFQ/P is a solicitation to provide architectural design and engineering services to the District. You must submit a proposal for the RFQ/P to be considered.

Also, can you clarify the intent of this statement from Bid Form B on page 61 which states, “I further certify that I must submit CONSULTANT’s proposal in response to this request via email and that I am authorized to commit the CONSULTANT to the proposal submitted.”

**Answer:** disregard “via email” in paragraph 1 on page 61.

**Question 5:**

Also, what is the difference from the RFQ/P No. 09-21/22 in February – why an additional submission?

**Answer:** The previous RFQ/P results have been rejected/canceled by the District. This RFQ/P is a solicitation to provide architectural design and engineering services to the District. You must submit a proposal for the RFQ/P to be considered.

**Question 6:**

Good afternoon, we understand the current RFQ is asking for 6 printed copies to be sent to the District Office. In the consideration of limitation of paper waste, would you team be willing to accept electronic Bid responses only?

**Answer:** The previous RFQ/P results have been rejected/canceled by the District. This RFQ/P is a solicitation to provide architectural design and engineering services to the District. You must submit an RFQ/P to be considered.

**Question 7:**

I am writing to confirm that the attached re-issued RFQ for On-Call A/E Services is already passed? We were on the shortlist of selected architects from the RFQ earlier this year that was later cancelled. We are concerned that we were not notified of any re-application process especially when this RFQ was released 6 days before we were notified of our previous contract being cancelled. I left you a voicemail as well if it is easier to discuss on the phone.  
Please let me know if you can clarify this situation.

**Answer:** Addendum 1 revises the due dates for this RFQ/P.

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**Question 8:**

We were recently contacted by a design firm to join their team for the above-mentioned RFQ; however, HRG is currently assisting DLR as historic preservation consultant on PUSD's Master Plan project. Does this disqualify HRG from participating as a subconsultant to an architecture/design firm for the current RFQ?

**Answer:** Work as a sub-consultant or as the prime consultant on the Districts Master Plan does not disqualify a firm from participation or eligibility for this RFQ/P.

**Question 9:**

We have education experience with private school that meets your requirements such as

- a) Phased construction with partial occupancy
- b) Project type experience
- c) Successful project completion record in the past 5 years

Additionally, principal has DSA experience in the past with another firm

All consultants, proposed will meet the required recent DSA experience

Question; Based on the above, are we eligible to submit, OR not having the recent stipulated DSA experience is a disqualification basis ?

**Answer:** All educational experience will be considered and reviewed.

**END OF THE ADDENDUM**