

# MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

## Addendum No. 1

June 16, 2016

### Consultant for the Development of a District Facilities Master Plan (FMP) RFP No. 3027

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To All Bidders:

All bidders shall acknowledge receipt of this Addendum via email to Teresa Patterson at the following email address: [tpatterson@mtsac.edu](mailto:tpatterson@mtsac.edu).

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#### **Changes/Clarifications:**

Item No. 1: Article 1. BACKGROUND AND INTRODUCTION:

***Add: On February 17, 2016, The Board of Trustees approved the proposed revisions to the College Mission Statement, Vision Statement, and Core Values. Please refer to the following link:***

***<http://www.mtsac.edu/about/overview/mission-and-goals.html>***

Item No. 2: Article 1. BACKGROUND AND INTRODUCTION:

***Add: The definition for "program review" as stated by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (ACCJC) is: "The institution evaluates all courses and programs through an on-going systematic review of their relevance, appropriateness, achievement of learning outcomes, currency, and future needs and plans." The minimum ACCJC requirements are that Career Technical Education (CTE) programs are evaluated every two years and all other programs are evaluated every four years.***

***Mt. SAC follows the ACCJC format; however, Mt. SAC engages in an annual program review as part of our Planning for Institutional Effectiveness (PIE) process. This process is designed to create a closer connection among planning, outcomes assessment, and resource requests. The most recent documents for the 2014-2015 cycle are available here:***

***<http://www.mtsac.edu/governance/committees/iec/2014-15completedPIE.html>***

Item No. 3: Not Used

Item No. 4 Not Used

Item No. 5: Article 3. SCOPE OF REQUIRED SERVICES, Final Product subsection K.6 Perceptions about the District:

**Add:**

**a. Summary of On-campus Interviews**

**b. Summary of Community Advisory Committee Interviews**

Item No. 6: Article 3. SCOPE OF REQUIRED SERVICES, Final Product, subsection S.3, Facilities Recommendations:

**Add:**

**e. Building Renumbering Plan**

Item No. 7: Article 5. SUBMITTAL FORMAT AND SELECTION CRITERIA, Proposal Format:

**Change from:** "Copies are to be printed back-to-back and bound with a single staple in the upper left corner."

**Change to:** "Copies are to be printed back-to-back and bound *in any format deemed appropriate.*"

Item No. 8: Article 5. SUBMITTAL FORMAT AND SELECTION CRITERIA, Content and Order of RFP Response:

**Change table from:**

Section	<u>Section Title</u>	<u>Page Limit</u>	<u>Points</u>
A	Letter of Interest and Approach	7	5
B	Consultant's Personnel and Staffing Resources	6	20
C	Related Experience and Methodology	5	20
D	Fee Schedule	2	40
E	Litigation History	1	5
F	References	4	10
	Total	25	100

**Change table to:**

Section	<u>Section Title</u>	<u>Page Limit</u>	<u>Points</u>
A	Letter of Interest and Approach	7	<b>15</b>
B	Consultant's Personnel and Staffing Resources	<b>7</b>	20
C	Related Experience and Methodology	5	20
D	<b><i>Deliverables</i></b>	<b>6</b>	<b>30</b>
E	Litigation History	1	5
F	References	4	10
	Total	<b>30</b>	100

Item No. 9: Article 5. SUBMITTAL FORMAT AND SELECTION CRITERIA, Content and Order of RFP Response:

**Add:** *Total proposal page limit is exclusive of cover page, table of contents, tabs, appendix items, and complete examples of previous master plans.*

Item No. 10: Article 5. SUBMITTAL FORMAT AND SELECTION CRITERIA, Content and Order of RFP Response, Section A: Letter of Interest and Approach, subsection a.

**Change from:** "Each candidate should be prepared to illustrate examples of data they collect and how they use this data appropriately to direct the future growth of a District."

**Change to:** "***At the interview***, each candidate should be prepared to illustrate examples of data they collect and how they use this data appropriately to direct the future growth of a District. ***The proposal approach should be limited to addressing the type of data to be collected and how it is used.***"

Item No. 11: Article 5. SUBMITTAL FORMAT AND SELECTION CRITERIA, Content and Order of RFP Response, Section C: Related Experience and Methodology:

**Change from:** “Submit complete examples of similar Facilities Master Plans.”

**Change to:** “Submit *a minimum of one and a maximum of three* complete examples of similar Facilities Master Plans *in digital format on a CD or flash drive.*”

Item No. 12: Article 5. SUBMITTAL FORMAT AND SELECTION CRITERIA, Content and Order of RFP Response, Section D: Fee Schedule:

**Delete** section in its entirety.

**Replace with:**

**Section D: Deliverables** – *Clearly identify the scope of basic services and specify any work that would be considered additional services. It is the proposer’s responsibility to understand the complexity of the District as well as the complexity of the proposed work. Refer to Article 3. SCOPE OF REQUIRED SERVICES. If selected (short-listed) for an interview, Proposer shall agree to provide a complete fee breakdown at the time of interview.*

Item No. 13: Article 5. SUBMITTAL FORMAT AND SELECTION CRITERIA:

**Add:**

**Section G: Appendixes** – *The following forms shall be submitted in an Appendix to the proposal response.*

- *Statement of Compliance*
- *Non-Collusion Declaration*
- *Contractor’s Certification Regarding Workers’ Compensation*
- *Insurance Certificate*

Item No. 14: Article 6. SELECTION PROCESS:

**Add:**

***If selected for an interview, Proposer shall submit a proposed fee schedule including a detailed breakdown of the fee by deliverable and fully burdened hourly rates for each title/individual proposed for the work. Clearly identify the scope of basic services and specify any work that would be considered additional services. It is the proposer's responsibility to understand the complexity of the District as well as the complexity of the proposed work and to submit a not-to-exceed fee accordingly.***

- a. The fee for services shall be submitted using the format described in Attachment A – Fee Proposal. It shall be signed by the Principal-in-Charge and the Principal Planner designated for this project.***
- b. The Fee Proposal shall include all costs to complete the scope of work including working with the EMP consultant to develop and finalize the Comprehensive Master Plan (CMP).***
- c. Provide a list of hourly rates for anticipated positions within the Proposer's organizational structure with the fee proposal. Additional services shall be billed to the District at the Proposer's contracted hourly rates. Such rates shall include all labor, materials, overhead and profit (OH&P), and other direct and indirect costs including incidental travel.***
- d. Provide a signed statement by the Principal-in-Charge that the proposal is valid for 180 days from the time of submission.***
- e. Provide a signed statement that the named people will actually perform the work when the planning effort begins.***

Item No. 15: Article 7. SUBMISSION OF PROPOSALS: ALL RESPONSES MUST BE RECEIVED BY NO LATER THAN:

**Change from:** "Friday, June 23, 2016, 2:00 PM."

**Change to:** "**Thursday**, June 23, 2016, 2:00 PM."

Item No. 16: REFERENCES form:

**Change from:** “The District is particularly interested in evaluating references of 2-year California public community colleges similar in size and budget to Mt. SAC.”

**Change to:** “The District is particularly interested in evaluating references of 2-year California public community colleges similar in size ~~and budget~~ to Mt. SAC.”

**Response to Requests for Information:**

**Question No 1:** Is the District currently working with an Agricultural Education Planner, or do you have a preferred Agricultural Education Planner?

Response: No, the District is not currently working with either an Agricultural Education or Facilities Planner. The Farm Addendum was completed in spring 2015 and should be both current and relevant. However, as part of this master planning process, this document needs to be reviewed and incorporated into the new Educational Master Plan appropriately.

**Question No 2:** Firms are requested to include tabs, and to staple the double-sided copies. Instead of stapling, can we use a wire or spiral binding method to make reviewing the document easier?

Response: Refer to Addendum Item No. 7.

**Question No 3:** The forms listed below are not requested in the "Content and Order of RFP Response" beginning on RFP page 9 of 24, but are referenced elsewhere in the RFP. Questions:

- b. Are we to place these forms in an appendix?
- c. Is this the complete list of forms required for the proposal?
  - Statement of Compliance
  - Non-collusion Declaration
  - Contractor's Certification Regarding Workers' Compensation
  - Insurance Certificate

Response: Refer to Addendum Item No. 13.

**Question No 4:** Reference Section A, a: "Each candidate should be prepared to illustrate examples of data they collect and how they use this data appropriately to direct the future growth of a District." Question: Are we required to show examples of data in our proposal, or should we instead be prepared to show examples at the interview?

Response: Refer to Addendum Item No. 10.

**Question No 5:** Section B looks like the only section where we can discuss our sub-consultants' qualifications in detail. With the six-page maximum for this section, it will be difficult to include sub-consultant resumes. Questions:

- a. Can the page count for this section be increased?
- b. Is each sub-consultant team member whose resume we submit required to attend the interview? The wording of Section B.c. seems to indicate that is so, but we'd like to show qualifications for sub-consultant team members that don't necessarily have a significant role to play during the interview (such as a traffic consultant or cost estimator, for example).

Response: Refer to Addendum Item No. 8 for page count. Each Proposer has leeway within the maximum number of pages per section to address the proposal requirements and provide information they deem relevant.

Per Article 5. SUBMITTAL FORMAT AND SELECTION CRITERIA, Section B: Consultant's Personnel and Staffing Resources, subsection c, only persons principally responsible for working with the District are required to attend the interview.

**Question No 6:** Section C requires the submittal of complete examples of similar Master Plans. Questions:

- a. Are physical documents required?
- b. Would electronic files (PDF) be acceptable?
- c. Are there a minimum number of physical documents and/or electronic files required?

Response: Refer to Addendum Item No. 11.

**Question No 7:** Upon reviewing the RFP documents, I noticed the "Statement of Compliance" attachment mentions the District's terms and conditions, but we were not provided a copy. Would you please send an example contract/terms and conditions?

Response: Per Article 6. SELECTION PROCESS, Contract terms will be negotiated with the selected Proposer. INFORMATION FOR PROPOSERS lists some of the terms and conditions that will be incorporated into the final agreement.

**Question No 8:** You request a cover page and tabs we assume these will not be counted in the page limit.

Response: Refer to Addendum Item No. 9.

**Question No 9:** We assume the table of contents will not be included in the page count.

Response: Refer to Addendum Item No. 9.



**Question No 10:** Can the 10 copies be spiral bound versus being stapled?

Response: Refer to Addendum Item No. 7.

**Question No 11:** Part b of Section B implies that only Project Executives or person(s) providing oversight should have their resumes included, please clarify.

Response: Resumes for Project Executives is a minimum requirement. Each Proposer has leeway within the maximum number of pages per section to address the proposal requirements and provide information they deem relevant.

**Question No 12:** Section C – Facilities Master Plans examples tend to be very lengthy and will go over this section’s page count. Would you prefer these documents to be submitted on a flash drive/electronically?

Response: Refer to Addendum Item No. 11.

**Question No 13:** We assume additional requested forms (Statement of Compliance, References, Non-Collusions Declaration, Workers Comp) will not be included in the page count.

Response: Refer to Addendum Item Nos. 9 and 13.

**Question No 14:** Following up on the discussion at the site meeting – is the fee a part of the shortlist review?

Response: Refer to Addendum Item Nos. 8, 12, and 14.

**Question No 15:** There are forms included at the back of the RFP. Should these forms be completed and included in our proposal? Will they be included in the maximum 25-page count? And what section of the proposal should we include these forms? The forms we are referring to are:

Response: Refer to Addendum Item Nos. 9 and 13.

**Question No 16:** For Section D: Fee Schedule: Are we to provide the completed Attachment A, Project Fees Form with an hourly rate schedule in a separate sealed envelope? How many copies should we provide? Should the Fee Schedule be included in pdf format on a CD or flash drive? Is this section a maximum 2-pages as indicated in the table provided on page 9 “Content and Order of RFP Response”?

Response: Refer to Addendum Item Nos. 8, 12, and 14.

**END OF ADDENDUM**