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ADDENDUM No. 1

Request for Qualifications As-Needed Architectural Design Services No. 5 (Micro-LBE Set-Aside Program) Sourcing Event ID 0000008861

December 8, 2023

The Request for Qualifications (RFQ) with Sourcing Event ID 0000008861 is amended in accordance with the following Addendum No. 1.

CHANGES TO THE RFQ:

Note:

- **Red** with strikethrough texts are deleted text
- **Blue** bold texts are revised or added text

1. Proposal Due Date

The due date for proposal submittal has been postponed by 2 weeks. Proposals are due by 2:00PM on **January 22, 2024**. All subsequent dates on the schedule shall be adjusted accordingly.

Section 1 – Introduction and Schedule; Sub-section 1.4, Tentative RFQ Schedule, C, schedule table on page 3 shall be removed in its entirety and replaced with the following:

<u>Proposal Phase</u>	<u>Date</u>
Advertise RFQ	November 8, 2023
Pre-Proposal Conference	None.
Deadline for Written Questions	4:00 PM, December 6, 2023
Submittal Deadline	2:00 PM, January 8 22, 2024

QUESTIONS AND ANSWERS:

(Questions were paraphrased for clarity.)

Q1:	I was not able to log onto the sfcitypartner website. What do I need to do?
A1:	<i>Please contact sfcitypartner website User Support at https://sfcitypartner.sfgov.org/pages/contact.aspx, and create a new ticket. They will be able to troubleshoot the problem. If you have never logged onto the sfcitypartner website before, a new Supplier User ID and password may be needed. Please create a new ticket with User Support for help.</i>
Q2:	I would like to be informed of future As-Needed Architectural Design Services RFQ's. How do I get my name on the mailing list?
A2:	<i>Please contact the Contract Manager at Olivia.Lee@sfdpw.org.</i>
Q3:	Our firm is a certified SBA-LBE Architectural Design firm. Please confirm that we are NOT eligible to participate in RFQ 8861 set aside for Micro-LBE firms, but we can still participate in RFQ 8860 the regular LBE Program.
A3:	<i>Confirmed.</i>
Q4:	We would like to provide our services as a subconsultant, how can we get the word out?
A4:	<i>You may post your Partner Request on the RFQ page of the SF City Partner website.</i>
Q5:	We intend to submit a proposal as a prime. How can we advertise our outreach to potential LBE subconsultants?
A5:	<i>You may post your Partner Request on the RFQ page of the SF City Partner website.</i>
Q6:	We intend to submit a proposal as a prime, and we are looking for a subconsultant for a specific discipline? How can we get the word out?
A6:	<i>You may post your Partner Request on the RFQ page of the SF City Partner website.</i>
Q7:	Where can I view the Partner Requests for this RFQ?
A7:	<i>You may visit the View Partner Requests Page from the RFQ page of the SF City Partner website.</i>
Q8:	We are an incumbent providing architectural design services. Please confirm that we are allowed to submit adjusted billing rates for the new RFQ.
A8:	<i>Confirmed.</i>
Q9:	We are a small north bay firm providing architectural design services. Please confirm that we are NOT eligible to participate in RFQ 8861 set aside for Micro-LBE firms, but we can still participate in RFQ 8860 the regular LBE Program.
A9:	<i>Confirmed.</i>
Q10:	We are an incumbent micro-LBE firm providing historic preservation services. Please confirm that we are allowed to participate in the RFQ's 8860 and 8861.
A10:	<i>Confirmed. But only one contract can be awarded if selected.</i>

Q11:	We are an incumbent providing Architectural Services for Health Facilities. Please confirm that we are allowed to participate in the RFQ 8860.
A11:	<i>Confirmed.</i>
Q12:	In order to better coordinate with subconsultants, may we request for some time extension?
A12:	<i>Yes. Please see CHANGES to the RFQ above.</i>
Q13:	Is a list of possible projects available?
A13:	<i>No. Consultant services will be utilized on an as-needed basis.</i>
Q14:	We are an incumbent providing Architectural Design Services. Please confirm that we are allowed to participate in the RFQ 8860.
A14:	<i>Confirmed.</i>
Q15:	Does the LBE JV's percentage count towards the 25% LBE subcontracting requirement?
A15:	<i>LBE JV's percentage does NOT count towards the CMD subcontracting requirement, but it counts towards the good faith outreach efforts.</i>
Q16:	For an as-needed contract without defined projects, how can we fill out the percentages on the CMD Form 2A?
A16:	<i>Please see suggested work distribution in Section 2 – Scope of Work, 2.2, A, Table 1. It would be your best educated approach.</i>
Q17:	What is the purpose of requesting multiple firms for the same discipline? How should their percentages be split?
A17:	<i>In order to increase the chances of availability of certain disciplines, multiple firms are requested. It would be your best educated work plan.</i>
Q18:	Do subconsultants have to fill out the First Source Hiring Agreement form?
A18:	<i>Subconsultants are not required to fill out the First Source Hiring Agreement form at time of submittal, but the Prime consultant should (to the best of their ability) take into account the total number of new hiring opportunities that will be made available through the contract – whether through the Prime directly or through their subconsultants.</i>
Q19:	We are an SF CMD certified micro-LBE firm providing architectural design services. Please confirm that we can submit proposals to both RFQ's 8860 and 8861.
A19:	<i>Confirmed. But only one contract can be awarded if selected.</i>
Q20:	If there a pre-qualification requirement to be considered for this RFQ?
A20:	<i>Please see Section 3 – Minimum Qualifications of the RFQ.</i>
Q21:	Please confirm that forming a Joint Venture is NOT a requirement to submit a proposal in response to this RFQ.
A21:	<i>Confirmed. Potential proposer should review RFQ Section 9 – Local Business Enterprise Requirements (9.1, C in particular) and CMD Attachment 2.</i>
Q22:	Please confirm that there can be a Prime Consultant with subconsultants as a team.
A22:	<i>Confirmed.</i>

Q23:	Where can we find the list of LBE firms?
A23:	SF CMD LBE Directory can be found at this link: sfcitypartner.sfgov.org/pages/LBESearch/supplier-search.aspx .
Q24:	What is the billing rate cap for this round?
A24:	<i>Billing rate cap for this round has not been established yet.</i>
Q25:	Please confirm that the projects used to fulfill the Prime Consultant's Minimum Qualifications must be from the previous 5 years.
A25:	<i>Confirmed.</i>
Q26:	Please confirm that the projects with specified scope of work used to demonstrate the Consultant's Technical Qualifications must be from the previous 7 years.
A26:	<i>Confirmed.</i>
Q27:	RFQ, Section 3 – Minimum Qualifications, 3.1, A, ii asks for minimum two (2) Prime contracts providing Architectural Design Services for government agencies, public buildings and / or civic building projects in the last 10 years. Do prime contracts with out-of-state government agencies, public buildings and/or civic building projects or educational systems like University of California count towards fulfillment of this prerequisite?
A27:	<i>Yes.</i>
Q28:	Do we need to assign a percentage of participation to every consultant on the proposed team?
A28:	<i>On the CMD Form 2A, please provide a complete list of firms for the entire team that can perform all work described in the RFQ, Section 2 – Scope of Work, along with all required information requested on the form.</i>
Q29:	For RFQ 8861 set-aside for Micro-LBE firms, may we list an architectural design firm with 50% workload?
A29:	<i>If submitting as a joint venture in response to RFQ 8861, both firms must have SF CMD certification as Micro-LBE in the Architectural, Including Historical and Conservator Services Certification Category. For the RFQ 8861 set-aside for Micro-LBE firms, CMD Attachment 5, Part I, 1.01, C states that the Micro-LBE Proposer must perform at least 25% of the contract work. The LBE sub participation requirement is not applicable to Micro-LBE Set-Aside Contracts.</i>
Q30:	Where can we find a list of trades subject to CA DIR prevailing wages?
A30:	https://www.dir.ca.gov/
Q31:	Please confirm that we can list all prime contracts, not necessarily as-needed contracts, to fulfill RFQ Section 3 – Minimum Qualifications, 3.1, A, ii.
A31:	<i>Confirmed.</i>
Q32:	What is CASp Certification?
A32:	<i>The RFQ, Section 2 – Scope Work, 2.1, D asks the proposer to include CASp Certification specialized discipline. Please refer to California DGS website for information on CASp Certification.</i> https://www.dgs.ca.gov/DSA/Services/Page-Content/Division-of-the-State-Architect-Services-List/Apply-and-Maintain-CASp-Certification

Q33:	Please confirm that RFQ Section 2 – Scope of Work, 2.1, E lists the deliverable work products.
A33:	<i>Confirmed.</i>
Q34:	We are unable to list all 6 sample projects as requested in the RFQ, Section 4 – Submission Requirements, 4.3, A, 4. Are we automatically disqualified?
A34:	<i>No, a proposal is not disqualified because of lacking a sample project for technical qualifications. Please see Section 3 – Minimum Qualifications, and Section 5 – Evaluation and Selection Criteria.</i>
Q35:	Please confirm that “all tasks” in the RFQ, Section 4 – Submission Requirements, 4.3, A, 5, c means all scope of work described in the RFQ, Section 2 – Scope of Work.
A35:	<i>Confirmed.</i>
Q36:	For RFQ, Section 4 – Submission Requirements, 4.3, A, 4. Technical Qualifications, may we list a project that we completed 20 years ago.
A36:	<i>No. We would like to see recent projects.</i>
Q37:	If selected, how would the projects be assigned? Can we decline a certain project that is against our company policy?
A37:	<i>Please see RFQ, Section 6 – Contract Award, 6.5 on how the Contract Service Orders (CSO’s) will be administered.</i>