



Jun Caranto, PE, Acting Bureau Manager | Project Controls & Services
severino.caranto@sfdpw.org | T. 628.271.2206 | 49 South Van Ness Ave. Suite 700, San Francisco, CA 94103

ADDENDUM No. 1

Request for Qualifications As-Needed Architectural Services for Health Facilities No. 4

Sourcing Event ID 0000008934

January 23, 2024

The Request for Qualifications (RFQ) with Sourcing Event ID 0000008934 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 3 weeks. Proposals are due by 2:00PM on **February 28, 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	December 14, 2023
Pre-Proposal Conference	None.
Deadline for Written Questions	4:00 PM, January 17, 2024
Submittal Deadline	2:00 PM, February 7 28, 2024

2. RFQ, Appendix A – Submittal Checklist, III. Contract Forms

Amended as follows:

- First Source Hiring Agreement for Professional Services (**Prime or each JV partner must submit-online**)

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:	We would like to provide our services as a subconsultant, how can we get the word out?
A3:	<i>You may post your Partner Request on the RFQ page of the SF City Partner website.</i>
Q4:	We intend to submit a proposal as a prime. How can we advertise our outreach to potential LBE subconsultants?
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, and we are looking for a subconsultant for a specific discipline? How can we get the word out?
A5:	<i>You may post your Partner Request on the RFQ page of the SF City Partner website.</i>
Q6:	Where can I view the Partner Requests for this RFQ?
A6:	<i>You may visit the View Partner Requests Page from the RFQ page of the SF City Partner website.</i>
Q7:	We are an incumbent providing architectural design services for health facilities. Please confirm that we are allowed to participate in this RFQ.
A7:	<i>Confirmed.</i>
Q8:	Do subconsultants have to fill out the First Source Hiring Agreement form?
A8:	<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>
Q9:	Where can we find the list of LBE firms?
A9:	<i>SF CMD LBE Directory can be found at this link: sfcitypartner.sfgov.org/pages/LBESearch/supplier-search.aspx.</i>

Q10:	Where can I get a list of current contract holders for As-Needed Architectural Services for Health Facilities?
A10:	<i>Please see the RFQ, Section 1 – Introduction & Schedule, 1.1, G on pages 1 and 2.</i>
Q11:	Please confirm that we do not need to recreate the contract forms in serif font.
A11:	<i>Confirmed.</i>
Q12:	Do we have to use serif font in the body of the proposal and the appendices?
A12:	<i>Please use the serif font in the body of the proposal. And in the appendices as much as possible.</i>
Q13:	May we use a font size smaller than 11 in tables and charts?
A13:	<i>Yes as long as they are legible.</i>
Q14:	RFQ, Section 4 – Submission Requirements, 4.3, A, 2. Prime Consultant Qualifications, e, asks that firms provide a list of prime contracts held by the Prime Proposer or each JV Partner providing Professional Architectural Design Services for Health Facilities for California government agencies or academic institutions or commercial firms in the last 10 years. We have too many contracts to list. How can we narrow the list?
A14:	<i>If there are too many contracts for these services, please limit the list to relevant contracts, such as California, or SF Bay Area, or comparable government agencies, or more recent contracts.</i>
Q15:	RFQ, Section 4 – Submission Requirements, 4.3, A, 4, a, iii asks for renovation of your firm’s oldest OSHPD and/or Health Facility or structure project, measured in years. Please confirm that for this item, we are to describe the oldest Healthcare Facility that our firm has worked on in the last 10 years.
A15:	<i>Confirmed.</i>
Q16:	How many sub-consultants should we include in our proposal?
A16:	<i>Please form a complete team that can deliver all scope of work described in the RFQ, Section 2 – Scope of Work.</i>
Q17:	What specific information about each subconsultant should we include in our proposal?
A17:	<i>Please see RFQ Section 4 – Submission Requirements, 4.3, A, 5, b for the information requested on subconsultants, and Section 3 – Minimum Qualifications, 3.3.</i>
Q18:	Do we need to include resumes of subconsultants?
A18:	<i>Please include key personnel’s resumes.</i>
Q19:	Please confirm that we have to describe all subconsultants.
A19:	<i>Confirmed.</i>
Q20:	Do we need to include degree documentation for all team members?
A20:	<i>Please see Section 3 – Minimum Qualifications.</i>
Q21:	What is the billing rate cap for this round?
A21:	<i>Billing rate cap for this round has not been established yet.</i>

Q22:	May we request for some time extension?
A22:	<i>Yes. Please see CHANGES to the RFQ above.</i>
Q23:	RFQ, Appendix A – Submittal Checklist, III. Contract Forms says we must submit the First Source Hiring Agreement online. Please clarify whether the First Source Hiring Agreement must be submitted online or whether it can be included as a pdf page in the Contract Forms Package.
A23:	<i>Please include the First Source Hiring Agreement Form as part of the Contract Forms package.</i>
Q24:	RFQ Section 4 – Submission Requirements, 4.3, A, 2, Prime Consultant Qualifications, f) asks to describe three (3) prior or current OSHPD projects providing Professional Architectural Planning and Design Services for Health Facilities to commercial firms or academic institutions or government agencies. May we include OSHPD projects that we completed for not-for-profit healthcare systems / clients?
A24:	<i>Yes, we will allow OSHPD projects for not-for-project healthcare systems.</i>
Q25:	RFQ Section 4 – Submission Requirements, 4.3, A, 4. Technical Qualifications, a) asks to include three (3) sample OSHPD and/or Health Facilities, permitted in the last 10 years or currently in progress or under construction, that demonstrate the Consultant’s expertise and experience... May we include Health Facilities projects that we completed in other states?
A25:	<i>Yes, we will allow Health Facilities projects from other states.</i>
Q26:	RFQ Section 4 – Submission Requirements, 4.3, A, 4. Technical Qualifications, a) iii says renovation of your firm’s oldest OSHPD and/or Health Facility or structure project, measured in years. May we describe a Health Facilities project in the oldest building that we completed in another state? May we describe a Health Facilities project, in an old building, that we completed more than 10 years ago?
A26:	<i>Yes, you may describe a Health Facilities project in the oldest building that your firm completed in another state.</i> <i>No, but you may describe a Health Facilities project, in an old building, that was permitted in the last 10 years or currently in progress or under construction.</i>
Q27:	RFQ Section 4 – Submission Requirements, 4.3, A, 2, 3) asks for a list of Prime contracts held by the Prime Proposer or each JV Partner providing Professional Architectural Design Services for Health Facilities for California government agencies or academic institutions or commercial firms in the last 10 years. Please confirm that we can list all healthcare facilities related prime contracts in the last 10 years, not just as-needed prime contracts.
A27:	<i>Confirmed.</i>
Q28:	Please confirm that we need to list multiple firms where requested in Table 2: Team Composition.
A28:	<i>Confirmed.</i>
Q29:	Are we required to provide all the services listed in Table 2: Team composition?
A29:	<i>Yes, please form a team that can provide all the services described in Section 2 – Scope of Services.</i>

Q30:	When uploading the files onto the City's PeopleSoft system, we are asked to enter the Bid Price. What should we enter for the Bid Price?
A30:	<i>Please enter \$1.00 for the Bid Price.</i>
Q31:	Please confirm that 20% LBE subcontracting requirement means 20% of the total value of services to be provided.
A31:	<i>Confirmed. The prime would need to subcontract out 20% of scope of work to LBE firms.</i>
Q32:	Please confirm that there are no separate Micro, Small, SBA-LBE Sub Requirements on this RFQ.
A32:	<i>Confirmed. This RFQ has just the 20% overall LBE sub participation requirement. Please identify whether the listed LBE sub is Micro, Small, or SBA LBE firm on CMD Form 2A.</i>
Q33:	Please confirm that the Pilot Neighborhood Program does not apply to this RFQ.
A33:	<i>Confirmed.</i>