

ADDENDUM No. 1

Request for Qualifications As-Needed Temporary Staffing Services for Architectural Drafting Work No. 1 (Re-Advertisement)

Sourcing Event ID 0000009133

February 15, 2024

The Request for Qualifications (RFQ) with Sourcing Event ID 0000009133 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. Appendix F – Job Titles and Descriptions

1. Architectural Drafter I
2. Architectural Drafter II
3. Job Captain I
4. Job Captain II
- 5. Architect**

2. Appendix G – Temporary Workers' Qualification Roster

APPENDIX F

5. Architect

DESCRIPTION:

Under general administrative direction, performs difficult and responsible professional architectural work in connection with the design, construction, maintenance and conversion of public buildings; plans, assigns and directs the activities of assigned personnel engaged in such work; and performs related duties as required.

In conjunction with managing and performing the technical aspects of projects summarized above, the Architect provides comprehensive project planning and coordination services, including maintaining client relationships, support of contract negotiation and administration, public and user group presentations, and maintenance of budgets and schedules for the assigned projects. The Architect also participates in coaching and professional development of subordinate staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

1. Leads and participates in the preparation of complex and difficult conceptual, schematic and detailed design, through final architectural contract documents, bidding and supplemental documents, preliminary and final construction cost estimates, project schedules and budgets for a wide variety of construction and maintenance projects.
2. Prepares and facilitates communication between engineering disciplines, clients, agencies, consultants and contractors. Prepares and conducts presentations to clients, public interest groups and Commissions.
3. May lead and participate in the preparation of project programming, and summaries of the size and scope of projects and contracts, including cost estimates. Researches, analyzes and interprets regulatory requirements; facilitates project approvals and permits from regulatory agencies.
4. Coordinates the preparation of environmental impact statements feasibility studies and reports for architectural projects.
5. Researches and analyzes project data; selects and specifies building systems, materials and finishes.
6. Plans, distributes and coordinates work by staff; coordinates the work of multiple design and engineering disciplines, checks drawings and specifications prepared by staff, consulting Architects and Engineers for conformance with prescribed federal and state standards, project design criteria and codes.
7. Examines, analyzes and makes recommendations on submitted construction bids and consultant qualifications and proposals;

reviews and analyzes contract modifications and makes recommendations accordingly.

8. Reviews and checks contractors' correspondence, reports, change order requests, payment requests and submittals including shop drawings, material samples and substitutions to insure contract compliance and conformity with the design intent.
9. Coordinates with contractors, construction managers, inspectors, project managers, and code officials; conducts field observation of work in progress to assure contract compliance.
10. Prepares difficult design details and specifications and supervises the preparation of preliminary plans and detailed drawings for highly complex building projects.
11. Reviews and coordinates the progress of the design work of consultant architects, engineers and other architectural personnel to ensure the drawings and specifications are properly coordinated.
12. Prepares complex and difficult programming and planning documents and final architectural contract documents for a wide variety of projects,
13. Checks and reviews drawings and specifications prepared by consulting architects and engineers for conformance with prescribed standards, codes, and project goals and requirements.
14. Prepares quantity take offs and construction budgets; prepares preliminary and final construction costs opinions and assists in establishing the size and scope of projects to meet budget parameters.
15. May be required to perform important duties in connection with the architectural phases of interior design and construction management.
16. Performs field observations of construction, renovation, alteration, maintenance, and repair projects; analyzes problems that arise, evaluates alternative solutions; determines and recommends optimum solutions.
17. Takes field measurements and documents existing conditions on complex projects; coordinates the incorporation of data provided by other professionals, such as surveyors and geotechnical engineers.
18. Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Requires considerable knowledge of: architectural theory, practice and procedures; construction methods and materials and their application to architectural and designing phases of construction projects; the laws, ordinances and regulations applicable to construction projects.

Requires considerable ability to: plan, organize and supervise the work of subordinate personnel; prepare technical and professional reports; communicate, coordinate and work effectively with client representatives for City departments, Public Commissions, public interest groups or other project stakeholders, regulatory agencies, professional engineers, architects, contractors and other professional groups; requires a high degree of analytical ability and professional judgment.

Requires considerable skill in: the application of architectural theory; including current practice, and production techniques to practical architectural problems and the preparation of complete architectural plans, specifications and presentations; the use of electronic architectural drafting and/or 3D modeling software for building information modeling (BIM).

MINIMUM QUALIFICATIONS

Education:

Possession of a baccalaureate or master degree in Architecture/Landscape Architecture or an architecture/landscape architecture related field (such as Environmental Design or Interior Architecture) from an accredited college or university.

Experience:

Eight (8) years of progressively responsible experience in the architectural field, including architectural design, architectural detailing, construction documents, programming, preliminary cost budgeting, specification coordination and review, and construction administration. This experience must include four (4) years serving as a job captain or project leader, and two (2) years of verifiable experience as a licensed architect in the State of California.

License and Certification:

Possession of a license to practice architecture in the State of California issued by the California State Board of Architectural Examiners.

Possession of a valid California driver's license.

APPENDIX G

Temporary Workers' Qualification Roster

Company Name: _____
 Preparation Date: _____
 Prepared By: _____

Job Classification	Worker's Name	Education				Years of Experience		Knowledge of Software						Notes		
		Architecture master degree	Architecture bachelor degree	Landscape Architecture master degree	Landscape Architecture bachelor degree	With Agency	Total in Profession	AutoCAD 2022 Architecture	Revit Architecture 2024	Navisworks Manage 2024	Formit 2021	Sketchup 2021	Adobe Photoshop		Adobe In-Design	
Architectural Drafter I																
Architectural Drafter I																
Architectural Drafter I																
Architectural Drafter II																
Architectural Drafter II																
Architectural Drafter II																
Job Captain I																
Job Captain I																
Job Captain I																
Job Captain II																
Job Captain II																
Job Captain II																
Architect																

Architect																
Architect																

Company Officer Name & Title (Print): _____ Signature: _____ Date: _____

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 Temporary Staffing Services for Architectural Drafting Work 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:	Are the workers that we provide need to do the following: a. Drug Tests? b. Physical examination? c. Hearing Test? d. Communicable disease test?
A3:	<i>The RFQ requires the selected consultant to perform all tasks necessary to provide qualified temporary workers, including but not limited to, drug testing, physical exams, hearing test, and communicable disease assessment.</i>
Q4:	What is the maximum contract amount for each contract?
A4:	<i>\$600,000.00.</i>
Q5:	What are the City’s payment terms if awarded a contract?
A5:	<i>Please see Appendix E – Sample Master Agreement, Article 3.</i>
Q6:	What are the City's invoicing procedures/ policy?
A6:	<i>Please see Appendix E – Sample Master Agreement, Article 3.</i>

Q7:	Are we to invoice bi-weekly or monthly?
A7:	<i>Please see Appendix E – Sample Master Agreement, Article 3.</i>
Q8:	Who will be the point of contact for invoicing questions/ issues if we are awarded the contract?
A8:	<i>Invoice contact will be communicated to you if your firm’s proposal was successful.</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:	How do we get SF CMD LBE Certification?
A10:	<i>You can find out more about the SF CMD LBE Certification Program at this link: https://www.sf.gov/14b-local-business-enterprise-lbe-program?_gl=1%2Asby02x%2A_ga%2AMzk5ODg0MjExLjE2NTE2NjE2NDk.%2A_ga_BT9NDE0NFC%2AMTcwNzg2NDQ5Mi4yOS4wLjE3MDc4NjQ0OTluMC4wLjA.%2A_ga_63SCS846YP%2AMTcwNzg2NDQ5Mi4yNC4wLjE3MDc4NjQ0OTluMC4wLjA.</i>