



**Judicial Council of California**  
ADMINISTRATIVE OFFICE OF THE COURTS

455 Golden Gate Avenue • San Francisco, California 94102-3688  
Telephone 415-865-4200 • Fax 415-865-4205 • TDD 415-865-4272

---

## REQUEST FOR QUALIFICATIONS

---

### ADDENDUM NO. 1

This Addendum No. 1 is issued for the Request for Qualifications (RFQ) for Architectural, Engineering, and Related Services; Ten Superior Court Buildings, which was issued June 15, 2004.

Summary of this Addendum:

- Modify Section 4, Specifics of a Responsive Proposal, to incorporate the clarifications provided in answers to multiple questions about the SOQ format, and to state that SF 254 is not to be submitted; and
- Add a stipulation that potential consultants are not to talk with the courts about these projects.

The Administrative Office of the Courts has issued the attached pages in this Addendum package to allow for full replacement of the existing pages in the RFQ document. Changes or additions to the text are in red-lined form for easy identification.

The following pages of the RFQ are hereby replaced: 6, 7 and 10.

- 3.13 **Construction contract administration:** Construction administration services, including field observations, submittal review, testing and inspection bid document preparation (testing laboratory or construction inspection services are not part of this RFQ), coordination of finishes, furnishings and equipment, requisition and procurement of specialized pricing and consideration/negotiation of changes, and project contract completion, including punch list, warranty review, preparation of record drawings and closeout;
- 3.14 **Building Commissioning:** Participation in development of building commissioning documents and procedures; specification of commissioning procedures, and participation in commissioning program. (Specialized Commissioning agent services are not part of this RFQ);
- 3.15 **Move and occupancy planning:** Planning, design and execution of temporary relocation, move planning, and start-up assistance;
- 3.16 **Public Art:** For projects that include a public art component provide the services of an artist experienced in creation and installation of artworks in and surrounding public buildings;
- 3.17 **Peer Review Panel:** Participate in peer reviews of projects for which the Consultant is not associated, if requested; (OCCM intends to institute a process of project reviews to be conducted by panels that include Architects and Engineers knowledgeable about court design but not associated with the particular project to be reviewed; peer reviewers would receive limited compensation for their participation).

#### 4.0 SPECIFICS OF A RESPONSIVE PROPOSAL

Each Consultant SOQ should clearly and accurately demonstrate specialized knowledge and experience required for consideration. The following information shall be included:

- 4.1 Cover letter which includes the name, address, telephone, e-mail address and fax numbers, and federal tax identification number of the proposing prime architectural consulting practice, name(s) of project(s) for which the consultant is submitting and if necessary, an explanation of the proposed project team structure;
- 4.2 Five (5) copies of the SOQ (in paper form) signed by an authorized representative of the firm, including name, title, mailing address, telephone number and e-mail address of one individual who is the responder's designated representative; Per 4.5, one copy of Attachment B for each project the Consultant desires to be considered for. If the exact team of architects and consultants is proposed for multiple projects it is sufficient to provide one SOQ and form 255, with multiple attachments B for each project. However if different teams are proposed for individual court projects provide an SOQ (including form 255 for each proposed team and the corresponding attachment B) for each project for which the Consultant desires to be considered;

- 4.3 Standard Form 255, (General Services Administration) one for the entire prospective Consultant team, for each project the Consultant desires to be considered for, consisting of:
  - 4.3.1 Sections 1 – 5: Identify the prospective Consultant personnel to be utilized on the project; Note that in section 4: list only the number of people (by function) to be utilized ON THIS PROJECT [emphasis added] on line (A) and in-house consultants on line (B); Note in section 5: use if submittal is by joint venture OR AN ASSOCIATION OF TWO PRIME ARCHITECTS [emphasis added], do not attach SF 254.
  - 4.3.2 Section 6: Identify specialists and consultants, their proposed contribution, past work with the lead consultant referenced to projects described in section 8; do not attach SF 254.
  - 4.3.3 Section 7: Identify (maximum one page per person) the Consultant's principal architect, structural, mechanical and electrical engineers (a principal is the person committed to AOC throughout the project assignments and who is responsible for the Consultant's contractual commitments and quality of service). For each assignment, identify (maximum one page per person) the proposed project manager, project architect and project designer; identify project structural, mechanical and electrical engineers, and reference their involvement in projects in section 8; (a project individual is the person responsible for the execution of the work and will be the primary client contact for that portion of the work);
  - 4.3.4 Section 8: Describe building projects relevant to California courts or buildings of similar complexity completed in the last five (5) years, and with reference to the key individuals identified in section 7, and provide contact information (including phone number) for the Consultant's client on each project identified;
  - 4.3.5 Section 9: Omit;
  - 4.3.6 Section 10: In a maximum of three (3) pages, the prospective Consultant shall describe: a) its approach to the design of public buildings, b) its system for providing high quality services; and c) its understanding of the challenges of the Superior Courts of California, Capital Improvement Program.
- 4.4 The AOC may contact the Clients and Owners listed in section 8 of the standard form to verify the experience of the prospective Consultant's key personnel and their performance on past projects;
- 4.5 The submittal of qualifications will include a completed Attachment B, to this RFQ, in which the Consultants will indicate:
  - 4.5.1 The project(s) which the Consultant proposes to perform services, considering project size, preferences of the Consultant or insurance limitations (the Consultant is referred to the AOC OCCM standard agreement for Architectural and Engineering services for insurance requirements related to project scale);

after the deadline may be rejected without review. Responses should be sent by registered or certified mail or by hand delivery.

- 8.2 Within seven (7) business days after this RFQ is issued, potential consultants who plan to submit qualifications for one or more of the projects should register their intention by sending (via e-mail), contact information for the Consultant's Principal (and person responsible for submittal preparation, if different) to [occmrfq@jud.ca.gov](mailto:occmrfq@jud.ca.gov);
- 8.3 Registered proposers will be notified of the non-mandatory pre-submittal telephone conference call tentatively scheduled for July 6, 2004; registered proposers may submit questions, via e mail up to three (3) business days prior to the pre-submittal telephone conference;
- 8.4 After evaluations of the SOQs, a short-list of top ranked Consultants in each Project Category will be published to all registered proposers and posted on the AOC website.

8.5 Potential Consultants shall not contact employees of Superior Courts involved in the projects covered by this RFQ.

## **9.0 PROPOSED CONTRACT TERMS AND ADMINISTRATIVE RULES**

The AOC may contract with the Consultant using a single agreement for a specific project or under a standard master agreement that establishes the overall scope of the services to be provided, the obligations of the parties, and the general fee agreement. If a master agreement is utilized, each assignment will be reflected in a separate delivery order under the master agreement. Each single agreement or delivery order will include details about the nature of the assignment or assignments the service provider will perform for the AOC, the timeline(s) for the assignment(s), the firm-fixed or not-to-exceed time and materials fee for services, reporting guidelines, and other information.

Contracts with successful Consultants will be signed by the parties on an AOC Standard Agreement form and will include terms appropriate for the project.

A typical AOC agreement for architectural and engineering services on a conventional design-bid-build project assignment is posted along with this RFQ.

The AOC reserves the right to modify or update the standard agreement in whole or in part at any time up to the negotiation of a specific agreement of a project assignment.

Incorporated in this RFQ, and attached as Attachment A, is a document entitled "Administrative Rules Governing Requests for Qualifications." Prospective consultants shall follow these rules in preparation and submittal of their SOQs.

## **10.0 CONFIDENTIAL OR PROPRIETARY INFORMATION**

The Administrative Office of the Courts policy is to follow the intent of the California Public Records Act (PRA). If a prospective Consultant's proposal or SOQ contains material noted or marked as confidential and/or proprietary that, in the AOC's sole opinion, meets the disclosure exemption requirements of the PRA, then that information will not be disclosed pursuant to a