



Judicial Council of California
ADMINISTRATIVE OFFICE OF THE COURTS

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MEMORANDUM

Date	Action Requested
July 14, 2004	Review
To	Project Title
Prospective Consultants	RFQ number: OCCM A&E – 0614
From	Deadline
Office of Court Construction and Management	SOQ must be submitted by 1 p.m. Friday July 23, 2004
Subject	Contact
Answers to questions submitted Additional clarifications Superior Courts of California, Ten Court Buildings	occmrfq@jud.ca.gov

Questions received since July 1, 2004 by this office related to this RFQ are answered in this memorandum. There will be no further memorandums issued in response to questions.

- 1. If we include one or two relevant projects that exceed the "within 5 years" requirement, will our submittal be rejected?*

No, it will not be rejected if a few projects are older than 5 years.
- 2. Is Section 8 of the 255 intended for projects by the architect only or can it include projects by the Engineering Consultants?*

You may include projects by the prime engineers on your proposed team.
- 3. Can color photographs be included in Section 8 of Form 255? If yes, indicate number of maximum pages for each project.*

Color photographs are acceptable. There is no maximum number of pages per project, but please be concise.

4. *You just require the 255 form, but on your list of attachments on your website, the 254 form is listed as well. Do we need to submit the 254 form?*

No. Refer to RFQ Amendment No.1.

5. *For the Standard Form 255, do we need one set for each project as well, or one for all 10 projects?*

Are we supposed to submit one SOQ with an Attachment B for each project we are interested in, or should we submit a separate SOQ for each project?

Refer to RFQ Amendment No.1. If you are proposing the exact same team of architects and consultants for each of the projects you wish to be considered for, then one SOQ and form 255 is sufficient. However, if you are proposing different teams for individual court projects, then provide an SOQ (including form 255) that matches each of our your proposed teams with the corresponding attachment B.

6. *Who will be at the interviews?*

Interview panelist will be announced with the short-listed firms after August 4, 2004.

Will the review of SOQs, short-listing, interviews and selection include staff from counties where the projects are located, or be solely AOC staff?

The interview panel will include a representative of the Superior Court and AOC staff.

7. *Is it acceptable to use an SF 255 form other than the one provided on your website?*

Yes, but it must be a SF255, not the recently created SF330, or a non-standard form.

8. *Generally, we submit one "section 8" page per project and within that page we include an image or a floor plan drawing. We believe it is an effective way to convey the relevance of the project to project(s) being considered in an RFQ. Is this acceptable?*

One page for each project is acceptable – however, please be restrained in the number of projects.

9. *Will the List of Firms be updated?*

Yes, it will be distributed and posted along with this memorandum. Also refer to question number 12 below.

10. *Form 255 will be phased out on July 8th, so what form should be used now?*

Form 255.

11. *I would be interested in receiving a list of the contacts inquiring about the projects.*

Please visit <http://www.courtinfo.ca.gov/reference/rfp/aersforscbrfp.htm>.

12. *Is it possible for us to be included as a registered proposer, although it is past the July 6th non-mandatory pre-submittal telephone conference call?*

Yes. If you have not previously indicated your intention to submit, please do so as described in paragraph 8.2, this will facilitate communications.

Please note that paragraph 8.2 states "...potential consultants...should [*emphasis added*] register their intention...". Registration is not a prerequisite for submission of a SOQ.

13. *We assume Form 254 constitutes the SOQ and five paper copies are required. We assume that five copies of the cover letter are required, one with each copy of the Form 254 SOQ. Is this correct?*

Refer to RFQ Amendment No.1.

14. *Should Attachment B only be submitted electronically or also as paper copy? Should Form B be submitted both electronically and in paper form?*

Only an electronic file is to be submitted.

15. *Should the 3-page response be strictly from the prime consultant (4.3.6), or should each sub consultant/engineering discipline respond as well?*

The key sub-consultants may contribute to the responses but a single response should be submitted.

16. *Is there a list of outside key Consultants/Associates on file with the contracting office that Prime Consultants can access to determine whether or not their outside key Consultants/Associates are on it so that we can determine which are required to provide a 254 form?*

No, Refer to RFQ Amendment No.1, SF 254 is not to be submitted.

17. *If the Prime Consultant is not already on file with the contracting office, should the Prime Consultant also attach a 254?*

No, Refer to RFQ Amendment No.1.

18. *Is it correct that only one 255 form is to be submitted by the prime firm and their outside key Consultants/Associates information will be included in that form; Outside key Consultants/Associates need not provide section 1-5, section 6, section 8, or section 10; outside key Consultants/Associates are only required to provide section 7 information?*

Yes, key sub-consultants are to be included in SF 255. Refer to RFQ Amendment No.1.

19. *Do we need to include separate 254/255 forms for each sub-consultant? Or just section 7 resumes for the immediate team and those sub-consultants noted in the RFQ (i.e. Structural, Mechanical and Electrical Engineers)?*

Submit section 7 for key consultants – as stated in part 4.3.3 of the RFQ.

20. *Should resumes (Section 7) be submitted for key specialty sub-consultant personnel (such as space planners or civil engineers)?*

No.

21. *Do we need to include sub-consultant projects in section 10 or projects completed by the prime only?*

Prime and key consultants only.

22. *Is section 8 limited to 10 projects completed by the prime or can there be section 8 project submissions for each outside key Consultant/Associate?*

In the interest of brevity please limit the number of projects to ten, which can include projects of the key consultants/associate.

23. *The RFQ and question #20 seem to agree that you are looking for qualification information about the Architects, Structural, Mechanical and Electrical engineers. However, form B lists far more disciplines with a line for "Sub-consultant Firm's Name." If we plan to provide the services below Mechanical on this form (e.g. Civil, Security, Acoustical, etc.) must we name the specific consultants on this form, or merely indicate our intention to engage a sub-consultant to provide service? If we are to name them, should we include qualifications materials?*

Please indicate the name of specialty sub-consultants to the extent practical, if certain sub-consultants are not known indicate, "to be determined"

24. *In regard to the Mariposa Courthouse, Project Number 90-19-005, Attachment B.6, is site selection and analysis going to be needed? The site has already been selected, so will Land Use Entitlements and Acquisition be needed as part of our project team?*

The initial Study phase will determine the site selection, analysis, acquisition, and entitlement services required in subsequent phases of the project.

25. *We would like to see the evaluations/needs assessment information if they are available. If they are, where might we find that information?*

The Facilities Master Plans for individual Superior Courts will be made available to the selected Consultant after award of a contract.

26. *When "graphic design" is mentioned in the RFQ, what does this refer to?*

Information and direction signage and graphics for the building and site.