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**TO:** Structural Engineers

**FROM:** Administrative Office of the Courts  
Office of Capital Planning, Design, and Construction  
Clifford Ham

**DATE:** November 22, 2002

**SUBJECT/ PURPOSE OF MEMO:** Project Title: Court Building Seismic Assessment Program  
Summary of Pre-submittal teleconference -  
Addendum #1  
RFQ Number: CSE01 Consulting Structural Engineer

**ACTION REQUESTED:** **You are invited to review these notes - which are furnished for your information only - nothing contained herein changes the requirements or terms of the Request for Qualifications**

## **1.0 GENERAL INFORMATION**

### **1.1 Teleconference Notes**

The following is a summary of the general points discussed during a pre-submittal telephone conference on November 14, 2002. This is not an exact reporting of the conversation. Nothing discussed changed the requirements, terms or criteria for selection stated in Requests for Qualifications CSE01. Most questions were answered by referring to the text of the RFQs.

Format - below:

Questions are shown in italic type and may not be verbatim. Discussion is shown in plain text.

## **2.0 Discussion regarding Consulting Structural Engineer – RFQ CSE01**

- 2.1 Consulting Structural Engineers will be under the contract to one of seven Master Planner firms. Participates were directed to section 1.3 of the RFQ. The AOC will not assign Engineers to a Master Plan Consultant.
- 2.2 *Will interviews be required for this element?* The RFQ Section 8.0 states that the AOC reserves the right to hold interviews; at this time interviews are not planned.
- 2.3 *What will be the order of selection?* The AOC will first select a firm for the Supervising Structural Engineer role and then the list of firms qualified for the Consulting Structural Engineer role.
- 2.4 *Is there a quota for firms of a certain number by geographic location?* No.
- 2.5 *Is there a limit on the number of pages in the response or the number of pages of the AOC forms that a firm could use in their response?* While there is no stated limit – brevity will be greatly appreciated. Use of the AOC forms 001 and 002 is required.
- 2.6 *Is there a required amount of professional liability insurance?* Part 9.0 of the RFQ states, “will be required to demonstrate professional liability errors and omissions insurance coverage” which is generally considered to be \$1 million.
- 2.7 *Is Courts experience more important than seismic evaluation experience?* Refer Part 4.0 and 7.0 for items to be included in the proposal and criteria for selection.
- 2.8 *Would a Consulting Structural Engineer be precluded from contracting with a County for further engineering work on a building for which they had preformed a detailed evaluation?* In the opinion of the AOC General Counsel a conflict of interest would not be presented in this case.
- 2.9 *Will there be a list of pre-qualified testing / investigation contractors?* No.

End of Notes