



Responses to Submitted Questions for IDIQ Architectural and Engineering Services



ADMINISTRATIVE OFFICE
OF THE COURTS

OFFICE OF COURT CONSTRUCTION
AND MANAGEMENT

ID/IQ Architectural and Engineering Services
RFP # OCCM-2011-07-JMG

#	RFQ Reference	Question	Answers
1		Is this published Draft RFP the final?	No. The RFP will be reposted minus the "DRAFT" watermark, with other changes, and should be revisited by all prospective service providers before providing proposals. The revised RFP is provided in both redline and strikeout as well as changes accepted versions.
2	Page 3 – Scope of Services	<p>Is this RFQ seeking architectural teams?</p> <p>Which sub-consultants/disciplines should be included in the SOQ submittal?</p> <p>Are you considering design-build teams?</p>	<p>This RFP is seeks services consultants on an as needed and when needed basis. On some projects, a single consultant may be all that is required whereas on other projects, it's anticipated a firm will lead a team of consultants. Teams need only be formulated at the time the projects are formulated.</p> <p>Firms do not have to compose a team to respond to this RFP. Proposers are being asked to provide a listing of the various types of service(s) the firm proposes to provide (i.e. architectural, various engineering disciplines, incidental services), and should segregate their price submissions according to the service proposed. Each separate service should describe the service. If a service is based on payment by hourly rate, provide the job titles that will perform the service, accompanied by hourly rates along with the resumes of the individuals currently filling those job titles. If a service has a fixed price, provide a complete description of the service provided and the applicable fixed price.</p> <p>The choice of the disciplines you cite in your SOQ is your decision. Whichever disciplines played material roles in actually providing the work are being requested.</p> <p>Design-build teams and or other types of project delivery teams are not being solicited here.</p>

ID/IQ Architectural and Engineering Services
RFP # OCCM-2011-07-JMG

#	RFQ Reference	Question	Answers
3	Page 3 – Scope of Services	How are specialty consultants included in the team?	On an as-needed basis if a project so requires.
4	Page 3 - Purpose of this RFP	Is there is list of projects, costs and locations?	No. This RFQ is compiling consultants to work on un-anticipated projects.
5	Page 3 – Purpose of this RFP	Clarify, “Service Providers may be evaluated for either large or small projects”.	See modified RFP for clarification. This provision has been eliminated.
6	Page 3 - regarding project value	Please clarify the \$1million to \$10 million project cost and number of feasibility studies	The value of individual contracts to be awarded under this RFQ is not known at this time. Project values stated in this RFQ includes soft and hard cost. The \$1mil to \$10mil total does not portray minimum or maximum amounts for an individual project but a range for all projects. The number of feasibility studies is indefinite.

ID/IQ Architectural and Engineering Services
RFP # OCCM-2011-07-JMG

#	RFQ Reference	Question	Answers
7	Page 3 – Scope of Services	<p>Are you seeking the services of individual professional disciplines? Can a technology or energy consultants apply as a prime?</p> <p>Can multi-discipline teams apply as a single firm or must each discipline apply separately?</p>	<p>State law authorizes the use of RFQ based solicitations only for the solicitation of professional services of an architectural, landscape architectural or engineering nature as well as incidental services that members of those professions and those in their employ may logically or justifiably perform.</p> <p>Respondents to this RFQ are limited to firms employing the professions called out under law. However, this RFQ is not soliciting firms for the performance of structural engineering services. Structural engineering services have already been separately solicited and are in the process of being awarded under the AOC's March 25, 2011 solicitation RFQ OCCM-2011-11-GS.</p> <p>Although respondents to this RFQ are not limited to single discipline firms (such as Mechanical, Electrical Engineering ...) single discipline firms are encouraged to apply.</p> <p>Firms that provide many different disciplines may bundle these disciplines into one proposal, but please separate the various disciplines you offer by segregating the services descriptions, titles, and rates of the individuals you propose to provide according to each service/discipline that you offer.</p>
8	Page 3 – Scope of Services	The AOC published a separate RFP for structural engineering services. Are structural services excluded from this RFP?	Answered above.
9	Page 4 – Responding to the RFP	How should firm resumes be represented in the submittal?	Using Form 330 Part 1-(E).

ID/IQ Architectural and Engineering Services
RFP # OCCM-2011-07-JMG

#	RFQ Reference	Question	Answers
10	Page 4 – Responding to the RFP	Should firms submit as a comprehensive team?	Answered above.
11	Page 3 and 5 – Purpose of this RFP and Selection Process	How many firms will be selected?	See modified RFP for clarification.
12	Page 4 – Responding to the RFP	Will a list of potential proposers for this RFP be posted?	No, there was no requirement for proposers to submit an intent to respond.
13	Page 4 – Responding to the RFP	How should all the submittals be assembled?	Section 4 of the RFP contains detailed instructions and has been additionally modified for clarity.
14	Page 4 – Responding to the RFP	Is there a limit on the number of pages within the submittal?	No, but be practical. The AOC will evaluate based on content and elaborate/weighty proposals are neither necessary nor provide an advantage to the proposer.
15	Page 5 – Selection Process	What is the value for the blank on line 5.4?	The blank has been deleted in the revised RFP.
16	Page 5 – Selection Process	Can a multi-location firm submit one identical submittal to all AOC services region?	Yes.
17	Page 5 – Selection Process	Is there a preference for local business classification such as SF Micro-LBE?	No.
18	Page 5 – Your Statement of Qualification Must Include	What parts of Form 330 must be submitted?	In addition to Part 1(F) and Part 1(H), include Part 1 (E)-resumes of the employees you propose to provide the work. No other Parts of Form 330 are required.
19	Page 5 – Your Statement of Qualification Must Include	Where should staff org charts be shown?	Org charts should be included in Part 1(E).

ID/IQ Architectural and Engineering Services
RFP # OCCM-2011-07-JMG

#	RFQ Reference	Question	Answers
20	Page 5 – Your Statement of Qualification Must Include	How should sub-consultants be identified?	Sub Consultants involved in past projects being described should be identified in Part 1 (F). Only list major sub-consultants that actually and materially contributed to the work of the project.
21	Page 5 – Your Statement of Qualification Must Include	Can sub-consultant projects be included in Part 1(F)?	The projects described should be those for which the proposing organization was the prime contractor. If sub-consultants actually provided a material portion of the work, their portion should be identified and described in Part 1 (F).
22	Page 5 – Your Statement of Qualification Must Include	In Part 1(F), how many projects should be submitted?	At least 10, no maximum.
23	Page 5 – Your Statement of Qualification Must Include	Should sub-consultants submit a Part 1 (H)?	If sub consultants were instrumental in the performance of a past project being cited, include their work in Part 1 (F) and list them in box 25.
24	Page 6 – Evaluation of Proposals	How will criteria 2 be evaluated?	The Quality Assurance process you submit will be evaluated
25	Page 8 – DVBE Participation	How should firms comply with DVBE requirements?	To comply, the firm must be a DVBE or subcontract with a DVBE firm for the actual work provided to the AOC in such a manner that the percentage of work performed by the DVBE compliant entity is equal to or greater than the percentage of dollars agreed to on the DVBE commitment form submitted with your signed agreement. The DVBE form in the RFP has been revised and is also being published here as a separate MS Word file for your later use.