



JUDICIAL COUNCIL OF CALIFORNIA

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

ADDENDUM NO. 4

Date Issued: **March 22, 2016**
RFQ Number: **RFP #REFM-2016-02-JT**
RFQ/Project Title: **2016 ID/IQ ARCHITECTURAL AND ENGINEERING SERVICES**
Contact: **CapitalProgramSolicitations@jud.ca.gov**
Action Requested: **None. RFP has been revised 03/18/16. New version is on website.**

(1) Section 4.1 of the RFP has been amended in its entirety. The section now reads:

4.1 Proposal Format

Proposals must be submitted in 3-ring binders or 3-hole soft report covers. It is encouraged to print double-sided to save paper. All page limits listed below refer to a single printed side on an 8.5" x 11" sheet of paper (exceptions are stated below). Five (5) complete copies are required for each region being considered. Proposals should be tabbed and include the following sections:

- A. Cover Letter – One (1) page limit - signed by an authorized representative of your organization, which provides the exact business name under which you propose to conduct business with the Judicial Council, and your address, telephone, fax number, e-mail address, and federal tax identification number. Your cover letter shall clearly indicate the Judicial Council Service Region you wish to be considered for (Bay Area/North Coastal region, Northern/Central region, and/or Southern region). If more than one region is to be considered, please state which region(s) you are applying for and which one this Proposal is to be considered for. You may propose for any or all Service Regions provided all requirements in Section 4.1 are complied with. Your letter must state that the Legal Agreement posted with this RFP is completely acceptable to the Proposer as posted. (one sheet maximum)

- B. Statement of Qualifications (SOQ) – Standard Form 330 and additional instructions:
- i. **Standard Form 330, Rev 3/2013** (completed in its entirety) (U.S. General Services Administration), complete the following parts, per specific instructions included therein and can be found at: <http://www.gsa.gov/portal/forms/download/116486>
 - ii. Part I, Section C – Proposed Team: Four (4) additional pages may be attached, if needed.
 - iii. Part I, Section D – Organizational Chart: Two (2) page limit. May be printed on 11” x 17”, landscape orientation, if desired.
 - iv. Part I, Section E – Resumes of Key Personnel: Twenty (20) page limit. This form must be utilized for all resumes.
 - v. Part I, Section F - Example Projects: Ten (10) projects are being requested related to building renovation and design. Twenty (20) page limit.
 - vi. Part I, Section H – Additional Information: Ten (10) page limit. The prospective Service Provider shall describe its specific responses to the selection criteria, numbered and titled to correspond to those listed in section 6, #1-5, Evaluation of Proposals, of this RFP.
 - vii. Part II – General Qualifications: Needs to be completed for Prime Proposer only, or both Proposers in the case of a Joint Venture.
 - viii. Under Part II, box 11 “Annual Avg. Professional Services Revenues for last 3 years”, please consider field 11.a. “Government” work and field 11.b. “Non-government” work.
- C. Payee Data Record – No page limit – completed in the exact name of the business entity under which you propose to do business with the Judicial Council. A separately printable copy of this form has been posted with this RFP as Attachment E.
- D. Delinquent Taxpayer Status – Two (2) page limit. Prime Proposer only (or both Proposers in the case of a Joint Venture). Is your organization listed on either or both of the following lists?
- i. State of California Franchise Tax Board’s “Top 500 Delinquent Taxpayers” (available at https://www.ftb.ca.gov/aboutFTB/Delinquent_Taxpayers.shtml); **and/or**
 - ii. California State Board of Equalization’s “Top 500 Sales & Use Tax Delinquencies in California” (available at <http://www.boe.ca.gov/sutax/top500.htm>)

Provide a signed statement saying yes or no. If yes, provide an explanation.

- E. Attachment D “Hourly Rates” – filled out in its entirety. Do not change or edit this form. All lines must be filled with a rate. The Judicial Council is looking for a blended rate in cases where duplication might occur. Rates must be fully loaded and include Overhead and Profit.

- F. One (1) CD-ROM or USB device containing all documentation required above in both Adobe PDF format and editable formats. Label your disk clearly with the name of your organization and with “A&E ID/IQ Services, REFM-2016-02-JT”.

(2) Section 5.1 of the RFP under Selection Process has been revised to read:

- 5.1 An evaluation panel composed of predominantly Judicial Council staff will review and score the Proposals, based on the selection criteria given in this RFP, and establish a shortlist of ~~no more than~~ **at least** five (5) of the highest scoring Proposals per Region in Attachment C.

(3) Section 6 – Evaluation of Proposals has been revised to read:

- 6. EVALUATION OF PROPOSALS
 Proposals will be evaluated on the basis of qualifications and hourly rates. The Judicial Council will evaluate and score the Statements of Qualifications submitted in your Proposal according to the following criteria and with the following weights:

<i>Points</i>	<i>Criteria</i>	<i>100 points maximum</i>
20	1. Relevant Experience - Past 5 seven (7) years of relevant experience of the prospective Service Provider team and its key personnel-consultants in the development of quality solutions for court buildings, or similar program-intensive, public agency, institutional buildings; for non-project specific work, relevant experience in the evaluation of existing infrastructure, code compliance, design and/or planning solutions.	
20	2. Quality Improvement - Documentation that the Service Provider has delivered high quality consulting services and contract documents to its clients, and has in place an effective continuous quality improvement process.	

15	3. Budget / Schedule - Demonstrated ability of Service Provider to design building renovations within budget and on schedule and, for non-building work, demonstrate an ability to provide services on schedule and within budget to meet client program requirements and goals.
15	4. Problem Solving - Demonstrate creative problem solving and solutions in dealing with difficult planning, programming, site planning-selection, architectural form generation, environmental evaluation-analysis
10	5. Regional Capacity - Capacity to provide resources necessary to develop and manage work within the geographic region(s) for which you proposed.
20	6. Hourly Rates - Hourly rates for general Architectural Services, as provided in Exhibit D. With regards to the initial scoring to create the shortlist for advancement to the Oral Presentation stage, the full 20 points will be awarded if the form is completed properly per RFP instructions. Otherwise, 0 points will be awarded.

(4) Section 8.1 of the RFP under Contract Terms and Administrative Rules has been revised to read:

8.1 Contracts with successful Proposers will be formed according to the Judicial Council Agreement form posted with this RFP. The initial term of this contract will be for three (3) years, beginning June 1, 2016. Two (2) subsequent one (1) year extensions may be offered at the discretion of the Judicial Council. Note that during subsequent terms, if any, rates shall be adjusted based on the California Bureau of Labor Statistics' Consumer Price Index for the preceding twelve (12) months prior to the increase becoming effective. Please refer to Exhibit D, Section 2 of the sample contract agreement.

(5) Attachment D "Hourly Rates" has been revised to:

- a. include the Prime Proposer's name.
- b. clarify Instructions Item #3 – Do not leave any "Hourly Rate" boxes blank. Do not edit this form.

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