

**ANSWERS TO SUBMITTED QUESTIONS**

Q #	Questions	RFP Reference (Document & Page-Section-Item)	Answers
1	Will JCC disqualify for "conflict of interest" all the consultants to the prime architect, including the programming consultant for the last iteration of the Lakeport Courthouse project?	n/a	Firms are directed to consult with their legal counsel regarding Government Code § 1090 and bear the risk of any actions taken as a result of their legal counsel's advice or failure to seek as much.
2	Can JCC please clarify if proposers are to submit a full Standard Form 330 proposal (refer to 4.4.2.6 Standard Form SF330, Attachment 7) in addition to the Statement of Qualifications listed under section 4.4.3.	RFP Page 3, section 4.4.2 Proposal Elements	Firms are to submit a fully completed SF330 form, and any repeated information under RFP section 4.4.3 can be referenced to the corresponding SF330 section, if any.
3	We assume a schematic egress plan will be included in this scope. Please confirm.	(blank)	No, a schematic egress plan will not be included in this scope.
4	Will the scope include a schematic space plan?	(blank)	No, the scope will not include a schematic space plan.
5	Will the JCC provide a soils test?	(blank)	Yes, the JCC will provide a soils test and the Criteria Architect will update it.
6	Will the JCC provide a site plan?	(blank)	No, the JCC will not provide a site plan. The Criteria Architect will develop a conceptual site plan and blocking and stacking diagrams.
7	Will the JCC provide a topographic survey outlining which area that will remain natural habitat?	(blank)	A topographic survey for a cone of vision right of way will be provided. There is no natural habitat on this site.
8	Will the project be NZE?	(blank)	No, the project will not be net zero energy (NZE).
9	Is there a page limit to this RFP?	(blank)	No, there aren't any page limits for this RFP.
10	Section 4.4.2.1 refers to Firms Statement of Qualifications (SOQ) as outlined in section 3.4.2, but this section does not exist. What is the correct reference, please?	RFP Page 3, 4.4.2, section 4.4.2.1	The correct reference for the Firms Statement of Qualifications (SOQ) is RFP section 4.4.3.
11	The method of submission calls for "the SOQ and accompanying administrative documents" to be submitted as one file. Is this file the attached version of the SOQ and all forms (including SF330), or does the SOQ incorporate all forms excluding SF330?	RFP Page 5, 4.4.4, section 4.4.5	The Firms shall submit one (1) SOQ file which includes accompanying administrative documents and all of the required Attachment forms including SF330.
12	Is the fee proposal its own and independent deliverable, to be unaccompanied by any other forms or document?	RFP Page 4, 4.4.4, section 4.4.1.2	The Firms shall submit one (1) Fee Proposal file which includes Attachment 3 only.
13	Please clarify if the fee proposal submission is to include hourly rates only and that the lump sum fee proposal will be negotiated after selection, or if the proposal is to include hourly rates and a lump sum fee for completing the scope.	RFP Page 3 – 4.4.2, section 4.4.2.2	The submitted Fee Proposal file shall include Attachment 3 only which identifies hourly Billing Rates; do not include a lump sum proposal for the scope. After determining the total score for all Firms, the Judicial Council will commence negotiations of the fixed fee with the the highest ranked Firm.

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<b>14</b>	Do the Criteria Documents and Drawings need to go through a State Fire Marshal review process for a “no exception taken letter,” to be issued by the State Fire Marshal before the criteria documents can be released in the RFP? This has been the process for typical Justice Design Build criteria projects in the past in our State.	(blank)	No, the Criteria Documents and Drawings do not need to go through a State Fire Marshal review process for a “no exception taken letter.”
<b>15</b>	Please clarify if this effort will be an update to the programming and performance criteria documents prepared by the previous architect or if this effort will be starting from scratch.	(blank)	Criteria Documents will start from scratch using the Judicial Council's programming data.
<b>16</b>	Should sub-consultants be included in Section E of the SF330 forms (Attachment 7)? Or should we only fill out section E for the proposed criteria architect key personnel?	Attachment 7 Section E	See answer to Question 2.
<b>17</b>	Can you confirm that we can show the licensure of the key architect of record, rather than licensure for the firm as an entity?	RFP section 4.4.3.4 Licensure	Yes, architect and engineer licensure of key personnel are acceptable as opposed to licensure of the Firm.
<b>18</b>	The Public Works Contractor Registration does not have an option to register as an architect. Can you confirm that each proposing criteria architect must register with Public Works?	RFP section 4.4.3.5 Public Works Contractor Registration Number	Firms are required to register with the DIR for all public works projects. It is possible to register utilizing the craft category "Consultant". For questions regarding DIR registration, Firms should contact the DIR: Email: publicworks@dir.ca.gov or call the Labor Commissioner's Office 833-LCO-INFO (833-526-4636)
<b>19</b>	4.4.2.1 reads: “Firms Statement of Qualifications (SOQ) as outlined in section 3.4.2”. Section 3.4.2 is not present in the RFP document. Is this supposed to refer to section 4.4.3? Or are there missing sections from the RFP Document.	RFP Page 3 section 4.4.2.1	See answer to Question 10.
<b>20</b>	The requested SF330 document will contain a good deal of information that it redundant to the items requested in 4.4.3. Statement of Qualifications (SOQ). For example, resumes and project experience would be featured in both documents. Please advise if we should complete both sections in their entirety, or if redundant sections in 4.4.3 can refer to the SF330, or vice-versa.	RFP Page 3 section 4.4.2.6	See answer to Question 2.
<b>21</b>	Should we use an SF 330 form in our response to this RFP	RFP Page 3 section 4.4.2 and 4.4.3	See answer to Question 2.
<b>22</b>	Will the updated geotechnical report and site survey be provided by the JCC or does the Criteria Architect provide a geotechnical engineer to update to the report?	Attachment 2, Page 2, section 2.3.3	Criteria Architect will provide the updated geotechnical report.

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23	Does the Criteria Architect need to provide a cost estimator	Attachment 2, Page 2, section 2.3.3	No, Firms do not need to provide a Cost Estimator.
24	At the pre-proposal conference the criteria scope was described, and it appears the involvement of architectural sub-consultants (mechanical, electrical, etc) may be quite limited. Will sub-consultants have scope after the criteria development that would preclude them from participating on the design-build teams?	(blank)	See answer to Question 1.
25	Can we submit references from individuals who previously worked for the Judicial Council?	RFP Page 7, section 4.4.3.12	No, Firms should not submit references from previous Judicial Council employees.
26	Please confirm that the project Study Phase (2.1) and Site Acquisition Phase (2.2) are excluded from the services.	Attachment 2, Exhibit B, section 2.1 and 2.2	Yes, the project Study Phase (2.1) and Site Acquisition Phase (2.2) are excluded from the services.
27	The RFP/ Attachment 2, calls for architect to maintain the schedule during the Criteria and Selection Phases. Will the Construction Manager selected by JCC review the DBE's schedule during the D/B phase?	Attachment 2, Exhibit B, section 2.3.7	Yes, the Construction Manager selected by the Judicial Council will review the DBE's schedule during the D/B phase.
28	The RFP calls for Criteria Team review of DBE 50% Construction Document submittal. Who is reviewing the 95% or 100% CD submittals?	Attachment 2, Exhibit B, section 2.4.2	The DBE will perform 95% and 100% CD review.
29	There is an indication that the Criteria team needs to update the Geotechnical Report. Is there a definition of these services, or can they be negotiated post award so that our fee pricing is accurate?	Attachment 2, Exhibit B, section 2.3.3	The geotechnical report update services can be negotiated post-award.
30	Who will the Geotech of Record be during the DBE Design & Construction phases?	Attachment 2, Exhibit B, section 2.4	The geotechnical engineer that provides the updated geotechnical report will be the Geotechnical Engineer of Record.
31	There is an indication in the Attachment 2, that Criteria team will update the Survey. Is there a specific scope of work defined, or can we negotiate this post award so that our fee pricing is accurate?	Attachment 2, Exhibit B, section 2.3.3	The site survey update services can be negotiated post-award.
32	Attachment 2, indicates a Public Presentation of the Criteria Documents. In what form do you anticipate this to take place: One time session in Lake County to present project with Q&A; Multiple meetings eliciting feedback; Public Workshop(s)?	Attachment 2, Exhibit B, section 2.3.6	The method to make a public presentation of the Criteria Documents will be via a one-time session with questions and answers.

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<b>33</b>	Does JCC have a preference for frequency and form or regular check-in progress meetings?	Attachment 2, Exhibit B, section 2	The Judicial Council's preference for frequency of check-in progress meetings is at a minimum once per week.
<b>34</b>	Was a facility program prepared for the previous project? If so, will the program be made available to the selected criteria architect as a starting point for the development of the Architectural Program?	Attachment 2, Exhibit B, 2.3.2	An updated facility program will be made available to the Criteria Architect post award.
<b>35</b>	A CEQA Document has been prepared, can the JCC share this to make sure we have all the appropriate team members accounted for in our proposal?	Attachment 2, Exhibit B, 2.3.3	The CEQA Document will be made available to the Criteria Architect post award.
<b>36</b>	Will JCC want the Criteria Architect to attend DBE OAC meetings during Design and Construction, If so, how often?	Attachment 2, Exhibit B, 2.4	Yes, the Criteria Architect will attend DBE OAC meetings as required by Judicial Council.
<b>37</b>	The Attachment 2, requires a 3D massing and rendering. Is this appropriate for this progressive design build approach, or is it necessary for CEQA? Is there any other CEQA assistance required by the Criteria Team?	Attachment 2, Exhibit B, 2.3.3	3D massing is not necessary for CEQA. CEQA measures need to be appropriately included in the Criteria Document.
<b>38</b>	Is JCC wanting the Criteria team to review all Construction Submittals or is there an anticipation that some submittals will be Informational with DBE AOR / EOR responsible for review. Is there a prior Action / Information submittal list that JCC could release for reference in preparing our fee?	Attachment 2, Exhibit B, 2.4.6	Review of all Construction Submittals are to be determined. Proposals should not include a lump sum proposal for the fee. After determining the total score for all Firms, the Judicial Council will commence negotiations of the fixed fee with the the highest ranked Firm.
<b>39</b>	This is a very short schedule over two holiday periods. Are there windows of opportunity for meeting with JCC and Court staff that we can build into our schedule so we can refine our approach.	Attachment 2, Exhibit B, 2.3.1	The Judicial Council and the Court will work with the Criteria Architect on meeting the schedule. Proposers are specifically directed NOT to make any unauthorized contact with any Judicial Council personnel or consultants for meetings, conferences, or discussions that are related to the RFP at any time between the release of the RFP and any award of a contract.
<b>40</b>	Please confirm that cost estimating services are excluded.	Attachment 2, Standard Agreement, Exhibit B	Yes, cost estimating services are excluded.
<b>41</b>	The Personnel Rate Table requires a billing rate for a Conceptual Cost Estimator. If cost estimating services are excluded, should we also exclude a billing rate for this Service Type?	Attachment 3, Consultant Personnel Billing Rates	Cost estimating services are excluded.

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42	Scope of work includes survey update but the list of billing rates does not include the survey. Will surveyor be added to the fee matrix?	Exhibit B, page 2 of 3, 2.3.3. Performance Criteria	For Service Types and Job Titles not included in Attachment 3, Consultant Billing Rates, the Proposer should add rows to the bottom of the Personnel Rate Table; complete the row for each additional Job Title, omit the Personnel Weight Factor or mark it "N/A", and enter the Firm's proposed billing rate.
43	Scope of work excludes information such as audio visual, acoustics. Will AV and Acoustic Engineering be added to the criteria and / or fee matrix?	Exhibit B, page 2 of 3, 2.3.3. Performance Criteria	See answer to Question 42.
44	Criteria includes "utility points of connections, easements, encumbrances ad other relevant site features". Will Civil Engineering be added to the fee matrix?	Exhibit B, page 2 of 3, 2.3.3. Performance Criteria	See answer to Question 42.
45	Criteria includes "utility points of connections, easements, encumbrances ad other relevant site features". Will Landscape Architecture be added to the fee matrix?	Exhibit B, page 2 of 3, 2.3.3. Performance Criteria	See answer to Question 42.
46	Do all sub-consultants need to fill out SF330 E-resumes?	SF330	Yes, SF330 resumes must be submitted for all Key Personnel, including subconsultants, who will participate in the Project.
47	Are all Consultants who were part of the prior Lakeport Courthouse team excluded from this RFP submission?	(blank)	See answer to Question 1.
48	For Criteria Architectural Services, is a Public Works Contractor Registration Number required?	(blank)	See answer to Question 18.
49	Key Personnel/Team indicates the following positions: management, programming, planning, and design review services. Attachment #3 indicates Principal, Criteria Architect, Planner and Administrative Staff. Can you clarify where these roles would align from resumes to billing rates?	RFP Page 7 section 4.4.3.8 Attachment #3	Proposers may include the Firm's intended alignment of Key Personnel to the Consultants Billing Rates, if desired. Further clarification may occur during negotiations with the highest ranked Firm.
50	We believed the following disciplines are necessary to complete the scope indicated and are not included in attachment #3; Structural, Civil, Landscape, Acoustics, Physical Security. Can we include them and, what percentages would be associated with each?	Attachment #3	See answer to Question 42.
51	Are there any precluded consultants?	N/A	See answer to Question 1.
52	Are we able to recommend and provide resumes for additional roles/team members needed to complete project scope?	RFP Page 7, section 4.4.3.8	Yes, Firms may include additional resumes with their proposal, and Firms may add Job Titles to Attachment 3. Also see answer to Question 42.
53	4.4.2.1 indicates the SOQ as outlined in section 3.4.2. There is not a section 3.4.2 – is the RFP referring to section 4.4.3?	RFP, section 4.4.2.1	See answer to Question 10.

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54	What format would you prefer our fees/costs be submitted in? Will you be expecting Exhibits E&F as per typical project or in our own format, alongside Attachment 3 – Consultant Billing Rates?	RFP, section 4.4.1.2	Fees/costs shall be proposed as hourly rates only and submitted on the RFP Attachment 3, Consultant Billing Rates only. Do not submit Exhibits E and F of the Standard Agreement as these Exhibits apply only to any resulting agreement.
55	I'm guessing the resumes in section 4.4.3.8 should be in SF-330. Should all responses to section 4.4.3.6, 4.4.3.7, and 4.4.3.9 ALSO be in SF-330 format? They don't exactly seem to fit, which is why I'm asking for clarification.	RFP, section 4.4.3.6 to 4.4.3.9	Firms are to submit a fully completed SF330 form, and any repeated information under RFP section 4.4.3 can be referenced to the corresponding SF330 section, if any.
56	On the SF330 form Section F, it states "Present as many projects as requested by the agency, or 10 projects, if not specified." Can you confirm the number of projects firms should submit on this section?	SF330 Section F (Attachment 7)	Complete the SF330 Section F form for up to 10 projects which best illustrate the Key Personnel/Team's qualifications for this project.