



San Bernardino Community College District

RFQ ADDENDUM

San Bernardino Community College District
550 E. Hospitality Lane, Suite 200
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PROJECT: Request for Qualifications (“RFQ”) **ADDENDUM NUMBER:** One (1)
Master Services Agreement for Hazardous Materials Assessment Services
San Bernardino Community College District
Procurement#: CC03.3640.08

OWNER: San Bernardino Community College District **DATE OF ISSUANCE:** January 9, 2020

THIS ADDENDUM HAS BEEN PREPARED TO CLARIFY, MODIFY, DELETE, OR ADD TO THE RFQ DOCUMENTS FOR THE ABOVE REFERENCED PROJECT. THE ITEMS LISTED HEREIN SUPERSEDE DESCRIPTIONS PRIOR TO THE DATE LISTED ABOVE. ALL CONDITIONS NOT SPECIFICALLY REFERENCED HERE SHALL REMAIN THE SAME. IT IS THE OBLIGATION OF THE APPLICANTS TO MAKE SUBCONSULTANTS AWARE OF ANY ITEMS HEREIN THAT MAY AFFECT STATEMENTS OF QUALIFICATIONS AND/OR PROPOSALS.

GENERAL INFORMATION:

- A. Please be advised that modifications to the original RFQ are included within this Addendum No. 1. The following content has been modified:
- a. **Modified Attachment 1 – Section 6.1 Project Staff Experience** – Revised the required roles table in this section. It is attached at the end of this Addendum.
 - b. **Placement of “Justification Letter”** – Please insert your “Justification Letter” after the Self-Certification form provided at the end of Section D – LOCAL BUSINESS CERTIFICATION FORM FOR MEASURE CC.
 - c. **Modified Attachment 12 – Hourly Rates & Personnel Classification** – Revised table is attached at the end of this Addendum.
- B. This Addendum One (1) addresses Requests for Clarification (RFC) submitted prior to the deadline as instructed per the RFQ Document: January 7, 2020 at 2:00PM PST. The following list is comprehensive of all questions (Q) received with corresponding numbered answers (A).

Q 1: If we are not a local business BUT we do want to include a local subconsultant firm on our team – can we still fill out the Self Certification form and initial item #2 and receive 30 points? In other words, does the Prime have to be a local firm in order to get any of the local firm points?



San Bernardino Community College District

A 1: If proposed Subconsultants qualify as “Local” per the District’s definition as indicated in Attachment 1, Part D to the RFQ, you may be qualified to receive the 30 bonus points. However, please refer to Attachment 1 Part D, Section 7.2 for specific details regarding the Local Subconsultant requirement.

Q 2: In Section 6.2 Project Experience – Attachment 3 – Applicant and Subconsultant History and Project Experience Form - the RFP seems to require only a short list of the applicant’s project experience, with no space for longer descriptions of each project. Is it acceptable to attach 2 page project descriptions for each project, for the applicant, in this section?

(On previous bids for other community college districts, the attached form was required, which allows the prime applicant to fully describe up to 10 projects in detail, will this form be provided OR, can we attach longer project descriptions as part of the RFQ Attachment 3 Applicant and Subconsultant History and Project Experience Section 6.2?)

A 2: You must use the form provided, however; you may modify the document to allow for additional verbiage.

Q 3: On Attachment 13 the checklist, it states that Attachment 6 should be filled out both by the Applicant AND the subconsultant. However, when you read Attachment 6, all the text states “Applicant” and there is no mention of “subconsultant” therefore, the subconsultants will not be willing to sign this document, since it reads “applicant” and they are not the applicant.

A 3: Attachment 6 - APPLICANT REPRESENTATIONS AND CERTIFICATION must be completed by both the prime and subconsultant firms. The mention of “Team Members” should be noted as synonymous with the term Subconsultants.

Q 4: Attached please find our Requests for Clarification for the San Bernardino Community College District – Multiple Award Master Services Agreement - Hazardous Materials Assessment Services.

A 4: Regarding your proposed modifications to the MSA; no modifications to the attached MSA are being considered at this time. Any contractual terms will be discussed at the time of contract execution once a firm is selected for a task order.

A4 Part 2: There will be no modification to Attachment 11 to the RFQ – Confidentiality Agreement. This form is required to be submitted as part of your Statement of Qualifications.



San Bernardino Community College District

Q 5: On the RFQ Attachment 1 – Part C, section 6.1, item number 10 requires an “AHERA/EPA Certified Asbestos Project Monitor”. As far as our experience, this is not a training/certification that is offered at this time. There is however, a state of California “Certified Lead Project Monitor” certification. Is the latter the one that is required?

A 5: This item has been modified, please see the attached modified tables(s).

End of Addendum No. 1

SECTION 6.1 REVISED PER
ADDENDUM NO. 1



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
APPLICANT AND SUB-CONSULTANT PERSONNEL
and PROJECT EXPERIENCE

(“ATTACHMENT 1” to RFQ)

“Part C”

District-Wide

MULTIPLE AWARD

MASTER SERVICES AGREEMENT (MSA)

For

HAZARDOUS MATERIAL ASSESSMENT SERVICES

NOTICE:

**THIS FORM MUST BE FILLED OUT AND SUBMITTED WITH AN
APPLICANT’S STATEMENT OF QUALIFICATIONS**

SECTION 6 – APPLICANT AND SUB-CONSULTANT PERSONNEL AND PROJECT EXPERIENCE

6.0 Experience Requirements

The Applicant is to provide personnel resources, credentials and expertise to meet the District’s needs for each project. In this Section the Applicant provides information regarding the firm’s general project experience and project staff experience for evaluation by the District and PMO for qualification.

6.1 Project Staff Experience – 280 points available:

Submit a completed Individual Resume Form (RFQ, Attachment 2) for each of the following positions listed in the table below. Do NOT submit more than one (1) person for any Role listed. Each Role title provided in every resume submitted must be labeled exactly as it is written below under the column labeled, “Role in this Project.” Additional Roles submitted past those defined in this RFQ will not be scored. One (1) individual can perform two (2) roles but must be labeled as such on the Resume Form, for instance “Principal in Charge/Project Manager.”

An additional single page may also be included behind each form for each resume. The resume must present all information required in the Resume Form fields. Proposed Project Staff resumes will be scored based upon the individual’s overall experience, education, licensing and other general information. Project experience listed in each resume should articulate the individual’s involvement working in higher education, sustainability, and consulting experience, primarily with Community College District projects, and any other public works projects.

Use the Resume Form to explicitly define how the individual meets these criteria. The Form must be filled out with the information requested and not dependent on any supplemental resumes or information. All proposed “Senior-Level” personnel must be licensed professionals registered in the State of California, including both the Principal in Charge and Project Manager. The submitting firm shall only propose staff possessing professional licenses and/or certifications that correspond with their assigned role title listed within the following table:

The specific individuals submitted with the SOQ may be requested by the District for a future project.

#	Role in this Project	Available Points
1.	Principal in Charge	0 to 35
2.	Project Manager	0 to 35

3.	Senior/Principal Environmental Engineer	0 to 25
4.	Senior/Principal Geologist	0 to 25
5.	Senior/Principal Scientist	0 to 25
6.	Certified Safety Manger	0 to 20
7.	Certified Hazardous Material Manager	0 to 20
8.	Certified Asbestos Inspectors	0 to 20
9.	Certified Asbestos Inspectors Management Planners	0 to 20
10.	Certified Asbestos Project Monitors	0 to 20
11.	California State Certified Lead Inspector Assessor	0 to 20
12.	Senior Field/Laboratory Technician	0 to 15

Each of the foregoing people submitted for the above positions will be evaluated and scored by the Evaluation Committee based on the strength of their personal experience as reflected in Attachment 2 – Individual Resume Form and awarded from 0 to the number of points available as indicated above.

6.2 Project Experience – 150 points available:

Submit a completed Applicant and Sub-Consultant History & Project Experience Form (RFQ, Attachment 3) and include with the SOQ submission.

List up to ten (10) projects that include the following components:

1. Experience with K-12 Schools and/or Higher Education facilities in California.
2. Experience with projects for Public Agencies in California.
3. Experience working on a campus while school is in session.
4. Experience relevant to the scope of services described in this RFQ

Applicants may list projects that may not match the exact criteria listed, however, projects listed are to be representative of the Applicant's ability to perform Hazardous Materials Assessment services. A majority of the projects Applicant lists in the Applicant and Sub-Consultant History & Project Experience Form (RFQ, Attachment 3) shall be Applicant's history and project experience, not Applicant's Sub-Consultant's history and project experience. i.e. the Applicant must submit at least six (6) or seven (7) and the Sub-Consultants at least three (3) or four (4) (that is a total for all Sub-Consultants combined), for a total of ten (10) projects. If there are no Sub-Consultants, the Applicant must submit ten (10). Do NOT submit more than ten (10) projects.

Projects listed that do not match exact criteria requested, may receive fewer points by evaluators.

Each of the ten (10) projects submitted will be evaluated and scored by the Evaluation Committee based on the factors listed above and reflected in Attachment 3 – Applicant

Team Project History and Performance and awarded from 0 to 15 points for each of the ten (10) projects submitted. If less than ten (10) projects are submitted, it reduces the number of available points to an Applicant. (Example: with ten (10) projects submitted, there are up to 150 points available (i.e., 10 projects x 15 points = 150).

However, if only nine (9) projects are submitted, there would be only 135 points available (i.e., 9 projects x 15 points = 135 available points), etc. Do NOT submit any more than ten (10) projects total.

6.3 Proposed Team Matrix – 110 points available:

The Applicant is to provide a list of its proposed overall Team Members (which includes Applicant’s employees and proposed Sub-Consultants and their employees which at minimum are those roles included as resumes per 6.1 above). The Applicant is encouraged to add any additional staff or roles that the Applicant believes are needed to complete the work or enhance the team. In addition to the Team Matrix below the Applicant shall provide an organizational chart of the proposed team. Please provide any additional consultants as needed and indicate anything that the Applicant deems as value added to the team.

Every Team Member that is a Sub-Consultant listed below is to complete and submit documentation as per Qualification Questionnaire, Part B (RFQ, Attachment 1). Add additional lines as required to the Team Matrix table.

District reserves the right to request additional firms or disciplines as required for future work.

Do not include more than one (1) staff member for the same discipline/role.

Individual Names and Firm Names	Discipline/Role in this Project

The overall Team proposed, as submitted on the above matrix and the organizational chart, will be evaluated and scored by the Evaluation Committee based on the strength of the overall Team proposed in the matrix above, the information contained in the Individual Resume Forms – Attachment 2, and the information contained in the Qualification Questionnaire, Attachment 1.

The Applicant will be awarded from 0 to 110 points based on the strength of the overall Team proposed. Only submit 1 person for each of the Roles on this Project. Any additional value added over and above the Roles on this Project can be listed here and here only.

END OF SECTION SIX

Hourly Rates & Personnel Classifications – Revised per Addendum No. 1

Position	Hourly Rate¹
Principal in Charge	
Project Manager	
Senior/Principal Geologist	
Junior Geologist	
Senior/Principal Environmental Engineer	
Junior Environmental Engineer	
Certified Safety Manager	
Senior Field/Laboratory Technician	
Junior Field/Laboratory Technician	
Certified Hazardous Material Manager	
Certified Asbestos Inspectors	
Certified Asbestos Inspectors Management Planners	
Certified Asbestos Project Monitors	
California State Certified Lead Inspector Assessor	
Senior Technician	
Junior Technician	
Admin	
<i>Any other Items Not Listed Above</i>	<i>Cost per EA</i>

The District reserves the right to modify rates, add additional position classifications and make any other modifications as it deems necessary.

(Applicant Signature required on the following page)

¹ The hourly rates are “fully burdened”.

Date: _____

[Name of Applicant or Team Member Firm]

[Signature of Applicant (if individual) or its Officer]

[Typed Name of Person Signing]

[Office or Title]