ADDENDUM NO. 1

BID-CONTRACT DOCUMENTS

FOR

RFP No. 2028

Professional Design Services for the Golden West College Student Services Center

COAST COMMUNITY COLLEGE DISTRICT
COSTA MESA, CALIFORNIA
COUNTY OF ORANGE

COAST COMMUNITY COLLEGE DISTRICT
1370 Adams Avenue
Costa Mesa, CA  92626
The following changes, additions, deletions, clarifications, or corrections shall become part of the Bid-Contract Documents for Coast Community College District RFQ No. 2028, Professional Design Services for the Golden West College Student Services Center. All other terms, specifications, and conditions remain the same.

Item 1: **Add** the attached responses to questions.

Item 2: **Clarification**. The 44,000sf noted in the RFP is **Assignable**. The gross square footage is estimated at 59,000sf.

END OF ADDENDUM

Prepared By:

John Eriksen
Director of Purchasing
Coast Community College District  
Professional Design Services for the Golden West College  
Student Services Center  
RFP # 2028 Questions & Answers

1. Is there a campus master plan site with the new student services building on it?  
   Response: This is located within the Vision 2020 Facilities Master Plan located on the District website. 

2. Is there any kind of site plan, perhaps in an IPP or FPP?  
   Response: The only site plan available is referenced in question #1.

3. Is there an outline building or space program or can the college indicate in general terms the program 
   components to be included within the 44,000sf facility?  
   Response: The facility will include Admissions & Records, Counseling/Career & Transfer Centers, 
   EOPS, Registration, Re-Entry/CalWORKs Center, Veteran’s Resource Center, DSPS, Student 
   Government, International Student Office, Financial Aid, Mailroom, Welcome Center/Call Center and 
   Campus MDF room.

4. How was the size of the building determined?  
   Response: Based off of the parameters established by the Vision 2020 Master Plan.

5. How was the budget of the project derived?  
   Response: Conceptual estimates were developed as part of the campus master plan.

6. Exhibit C “Consultant Declaration” was included in the RFP, but not mentioned in Section F, #10 – 
   District Forms. If we should include the Consultant Declaration in this section, please confirm, or state 
   an alternate location where we should include it. Of these District forms, which do you require our 
   sub-consultants to fill out and include?  
   Response: Please include the Consultant Declaration as part of the required District forms. Sub- 
   Consultants do not need to complete the required forms.

7. Are individual resumes (prime consultant and sub-consultants) to be counted in the 20-page limit or 
   can they be in an Appendix section?  
   Response: Yes they are to be included in the 20 pages.

8. Are individual pages on project descriptions and/or project images counted in the 20 pages, or can 
   they be in an Appendix section?  
   Response: Project descriptions and/or images should be included in the 20 pages.

9. Would there be a page limit in an Appendix section?  
   Response: An appendix section need not be included in this proposal.

10. Please clarify that the only forms to be submitted with our proposal is the Non-Collusion Affidavit and 
    the Drug-Free Workplace Certification as part of Exhibit M, Attachments D and E, respectively. For 
    instance, is the Attachment C – Consultant Declaration form in Exhibit M not required?  
    Response: Yes Attachment C is required.
11. Are we limited to the list of disciplines identified in the Attachment A – Scope of Work, i.e., Civil, Structural, Architectural, Mechanical – HVAC, plumbing, Electrical, Fire Protection and Hardware?
Response: No, please specify your sub-consultants in your response.

12. Are there any District Standards that the design team will have access to?
Response: Yes. The campus M&O department will work collaboratively with the AOR to incorporate campus standards.

13. Is there a pre-proposal meeting scheduled? If not, we will have access to the areas that are part of the planned development?
Response: No. There is not a pre-proposal meeting scheduled. Site visits will be coordinated with campus personnel.

14. Should the existing Student Services be considered a good representation of what is to be recreated?
Response: Currently Student Services is disaggregated throughout several buildings. This project seeks to centralize those functions.

15. Referencing “Attachment C” – is it acceptable to reformat Attachment C to include additional information?
Response: Please do not alter the attachment. Supplemental information can be attached on a separate page.

16. Referencing Section F-4, is there an expectation from the District that the proposer identify engineering consultants at this time?
Response: Yes.

17. In Section F, Item number 7, can you please clarify the criteria for what is considered a “Local Business”?
Response: For the purposes of this RFP, a local business is located within Orange County.

18. Are exhibits A-M required at this time? If so, please confirm they do not count towards the page limit.
Response: Exhibits A-M are part of the Architectural agreement and are for reference only. They will be completed after selection and prior to award.

19. Will you please clarify the difference between the two listings of electronic versions of the proposal; and clarify what is meant by “any supporting documentation?” Can we submit Firm brochures; project cut sheets and the like as supporting documentation? Especially since there is no place for photos of projects in the 20 page submittal requirements.
Response: This was a typographical error. Please submit (1) electronic copy of your complete proposal.

20. We anticipate the need for consultant services beyond those listed in Attachment A 4C. How should they be identified in the proposal, i.e. by discipline, firm name with fees for related services?
Response: You may expand upon the sub-consultant list. Clearly specify your sub-consultants and their respective disciplines in your response.

21. Is the District willing to negotiate the terms of the contract? If so, should exceptions be stated in an Appendix, and does this count towards page limits?
Response: The Standard Architectural Services Agreement, referenced in Attachment B, establishes the terms and conditions between the District and awarded firm.

22. Does the signatures page count towards the maximum 20 pages?
Response: No
23. Clearly the scope of the project has changed from a renovation to a new facility. Was the old building inadequate after further review? Did the program from what is in the Master Plan?
   Response: After further review, the seismic constraints and floor plan of existing was not suitable for renovation. However, the programming has not changed.

24. Would CCCD like proposers to include a landscape consultant in our project team?
   Response: Yes

25. Is there a IPP or FPP for this project?
   Response: See question #2.

26. Do the resumes count towards the 20 page limit?
   Response: See question #7.

27. Section 9. Proposed cost asks for a NTE cost. However, further down the page it states Cost/Rates as 20 points in the selection criteria. Would you also like to see our hourly rate sheet, or are you just looking for an overall number? Is this page counted towards our 20 page limit?
   Response: No. Hourly rates are not required. Yes, this page counts towards the 20 page limit.

28. Is there a program for the proposed building that outlines the component requirements including services, areas, facilities, etc.?
   Response: Please see question #3.

29. Will there be kitchen or food service requirement?
   Response: No.

30. What levels of cost estimating are required? The RFP states that cost estimates are required at each “design level”; which is assumed to include schematic and design development phases. Should we be including a cost estimate at the construction document level?
   Response: Yes. Please include at SD, DD, and 100% CD level.

31. Is the existing building demolition considered part of this proposal?
   Response: Yes.

32. Are central plant requirements to be a consideration relative to this project?
   Response: Yes.