

**PERALTA COMMUNITY COLLEGE DISTRICT  
DESIGN-BUILD SERVICES  
2118 MILVIA STREET EXPANSION PROJECT  
BERKELEY CITY COLLEGE**

**ADDENDA**

**RFP No. 20-21/06**

**Peralta Community College District  
East 8th Street Oakland, CA 94606**

January 11, 2020

**ADDENDUM No. 1**

This addendum supersedes items of the original contract documents wherein it is inconsistent with it. All other conditions remain unchanged. The following changes, modifications, corrections, additions or clarifications shall apply to the contract documents and shall be made a part of and subject to all of the requirements thereof as if originally specified or shown. It is the responsibility of the submitter to review the list of attachments to ensure that the addendum is full and complete. This Addendum modifies the original RFQ documents.

**Due Date: 2:00PM on Friday, January 29, 2020**  
**(NO CHANGE)**

**Revisions\Corrections to RFQ documents**

- 1) Please find attached added or updated documents:
  - a. Updated - 1 – Request for Proposal (RFP # 20\_21\_06) 2118 Milvia Street Project with **GREEN** updates.
  - b. Updated – Appendix A – Project Description and Scope of Services with **GREEN** updates.
  - c. Updated - Appendix C – Form of Agreement DBE 2118 Milvia Street Project with **GREEN** updates.
  - d. Added - Appendix J – SB Enrollment Report BOT 9.29.20
  - e. Added – Appendix K – PCCD\_Project Design Status Board Approval Form

**Questions and Answers**

- 1) Question # 1:
  - a. Question: Regarding required DBE design services, we assume the DBE is responsible for code and general wayfinding signage, however if there is a need for more extensive or specialty Environmental Graphics (branding, monument, placemaking/identity, exterior, etc.), will the District or DBE be responsible? And if the DBE, please clarify expected scope.
  - b. Answer: DBE will be responsible for all code, general wayfinding, branding, monument, placemaking/identity, exterior signage, etc. This scope will be further developed during the Collaboration Phase.

## 2) Question # 2:

- a. Question: In general the RFP and Appendix A Scope of Services both state the DBE is required to obtain District approval after each design phase prior to advancing to the next design phase. Because we need to include this “approval process” in our schedule, can you please define the process (i.e. constructability review, shared governance cycle, etc.) and the anticipated duration?

## b. Answer:

- i. The “Project Design Milestone Acceptance Form” and associated exhibits will be required to be submitted at the end of each phase, i.e. Collaboration, Schematic Design, Design Development, 50% Construction Documents, and 100% Construction Documents. As long as the DBE has fulfilled all of the requirements set forth in each phase and has accurately provided all of the information required per this form, then the DBE shall allow 1 week for approval of this document prior to proceeding into the next phase.
- ii. The “PCCD\_Project Design Status Board Approval Form” and associated exhibits will be required to be submitted during the Design Development Phase. The DBE shall obtain approval prior to the start of Working Drawings (i.e. Construction Documents). This form shall also be completed and submitted after DSA Approval and prior to the start of Construction. As long as the DBE has accurately provided all of the information required per this form, then the DBE shall allow 5 weeks from time of submission to the time of approval by the Board of Trustees.

- c. Question: Please clarify if the “approval” can be obtained concurrent to proceeding with the next design phase or if the DBE should plan to pause during these duration(s). Note that the Appendix A DSA Review and Construction start dates are currently based on no “approval” durations between each design phase.

## d. Answer:

- i. The DBE should allow 1 week for approval of the “Project Design Milestone Acceptance Form” prior to proceeding into the next phase as described in 2.b.i above.
- ii. The DBE shall submit their Preliminary Design, utilizing the “PCCD\_Project Design Status Board Approval Form” during the Design Development Phase in order to obtain approval from the Board of Trustees prior to the start of Work Drawings, i.e. Construction Documents. Working Drawings (CD’s) cannot begin until the Board of Trustees Approves the Preliminary Design. This form is also required to be completed and submitted after DSA Approval prior to the start of construction. See description in 2.b.ii above.

- e. Question: In addition, please identify if the “approval” process is different depending on the design phase. For example the RFP states that the DD approval includes the Board of Trustees.

## f. Answer:

- i. The DBE is required to complete the “Project Design Milestone Acceptance Form” at the completion of each phase as described in 2.b.i above.
- ii. The DBE is only required to complete the “PCCD\_Project Design Status Board Approval Form” during the Design Development Phase and after DSA Approval. The intent of this form is to obtain approval of the Preliminary Design prior to the start of Working Drawings, i.e. Construction Documents, and to obtain approval of the final DSA approved set of documents prior to the start of construction.

- g. Question: Second, there are a few discrepancies (listed below) between the RFP and Appendix A required design milestone “approvals”. Please clarify:

- i. RFP (Section IV.C.1.a) listed phases: SD, DD BOT, 50% CD, 100% CD
- ii. Appendix A (Scope of Services C.4.f) phases: Collaboration (B.11), SD BOT, DD, 50% CD, 100% CD

## h. Answer:

- i. The DBE is required to complete the “Project Design Milestone Acceptance Form” at the completion of each phase as described in 2.b.i above.
- ii. The DBE is required to complete the “PCCD\_Project Design Status Board Approval Form” during the Design Development Phase and after DSA Approval as described in 2.b.ii above

3) Question # 3:

- a. Question: RFP section IV.G states “Compensation for collaboration, design, DSA review, and open book buyout will be negotiated based on the Price Proposal”. Wouldn’t the compensation for the preconstruction/design phase be fixed as the price proposal states lump sum?
- b. Answer: The District will be following the rules as set forth in this RFP and in Section 00 26 40 – Rules and Procedures for Discussions and Negotiations.

4) Question # 4:

- a. Question: The RFP’s Proposal Requirements in Tab 5 requests that the proposal schedule “include a minimum a maximum of 60 activities”. Should it include a minimum or maximum of 60 activities?
- b. Answer: The schedule should include a minimum of 60 activities. There is no maximum number of activities as long as the schedule fits within the three (3) specified pages.

5) Question # 5:

- a. Question: The RFP limits both the submitted risk register & procurement plan to 1 page each. However both of these are typically multiple pages. In order to keep the font legible, is it acceptable to use discretion in choosing what items to include on the 1 page, or should additional pages be included in an appendix?
- b. Answer: It is acceptable to use discretion in choosing what items to include in the risk register and procurement log.

6) Question # 6:

- a. Question: With regard to the modular furniture systems and fixtures, furniture and equipment design/scope requirements, the following questions are geared towards understanding the required FF&E design and construction procurement requirements in a public design-build project.
  - i. Question: Peralta CCD is tied to the current furniture contracts managed by the FCCC. Assuming these contracts have leveraged the State’s higher education system to obtain better pricing than we could obtain bidding the scope, would the DBE teams be expected to include an FF&E vendor during the RFP phase and then use the pre-negotiated contract pricing when it comes to GMP pricing? (similar to the MEP trade contractors that will develop GMP pricing in a negotiated open-book approach)
  - ii. Answer: The District does not expect that an FF&E vendor be procured during the RFP phase but the DBE will be required to include all required design coordination, surveying of existing FF&E, space planning, procurement management, oversight, etc. as required to procure and manage an FF&E vendor. The full cost of the FF&E vendor including all of the FF&E materials, installation, moving of existing FF&E, relocation management, etc. can be treated as its own bid package, similar to the other trade packages.
  - iii. Question: If yes, the FF&E design costs are typically inclusive with the purchase of the furniture materials, install & moving costs. In addition, the FF&E design is not required for DSA approval. Therefore, should the FF&E design/management costs be deferred until the GMP pricing?
  - iv. Answer: Agreed, but all required coordination including but not limited to, design coordination, surveying of existing FF&E, space planning, procurement management, oversight, etc. as required to procure and manage an FF&E vendor. The full cost of the FF&E vendor including all of the FF&E materials, installation, moving of existing FF&E, relocation management, etc. can be treated as its own bid package, similar to the other trade packages.
  - v. Question: If the DBE is expected to competitively bid the FF&E design/scope, are we limited to sole-source manufacturers in the FCCC contracts or expected to develop FF&E design criteria/standards that establish equal specifications for multiple broker/manufacturers to bid on?
  - vi. Answer: This will be determined during the Collaboration Phase.
  - vii. Question: Appendix A provides a brief description that the furniture will be a combination of existing and new. Is this also true for the fixtures and equipment? Can you please elaborate on the expected scope for fixtures and equipment? More

detail will help us better estimate costs and provide feedback on the adequacy of the project budget.

viii. **Answer: This will be determined during the Collaboration Phase.**

7) Question # 7:

- a. Question: The RFP document 'Appendix E – Division 00 01 Specifications' includes a contract agreement section: 00 72 13 General & Special Conditions. These appear duplicative with the RFP document 'Appendix C – Form of Agreement DBE' however the section numbering is different. Can you please confirm if these are exactly the same and if not which one takes precedent?
- b. **Answer: The Form of Agreement is defined in section 00 50 00 Form of Agreement (See Appendix C). 00 72 13 General Conditions and 00 73 13 Special Conditions are separate sections from the Form of Agreement. In the case of discrepancy or ambiguity in the Contract Documents, the order of precedence in the Agreement shall prevail as defined in Article 2.4.**

8) Question # 8:

- a. Question: Specification 01 14 10 item 1.7.6 states that COVID-19 protocol costs should be included in the General Condition Price Proposal. There is a high probability these COVID protocols will not be required in two years from now and the District would end up paying for services not required. Rather we would recommend including an allowance in the GMP in the event these requirements come to fruition. Is it acceptable to exclude COVID-19 costs from the General Condition price proposal?
- b. **Answer: Agreed, an allowance if required, it will be established in the GMP.**

9) Question # 9:

- a. Question: Specification 01 14 10 item 1.7.5 states that the Final Cleanup should be included in the General Condition Price Proposal. We would recommend this scope be procured as a competitive bid package at the GMP when a more defined scope can be identified. Is this acceptable? Otherwise it is too early to bid 2 years out and the DBE teams will carry a more conservative amount in their proposal.
- b. **Answer: Agreed, this can be competitively bid out and included as part of the GMP.**

10) Question # 10:

- a. Question: Specification 01 14 10 item 1.7.2.1 states to reference specification 01 52 00 for other details that need to be included in the General Condition Price Proposal. Is item 1.7.2.1 intended to be a subset of item 1.7.2 and only asking to reference 01 52 00 with respect to temporary toilet specifics? Otherwise spec 01 52 00 is quite extensive and would require follow-up questions as the majority of those items are not quantifiable at this time and typically included in the General Requirements at the time of GMP.
- b. **Answer: Include items as required per the Form of Agreement and section 01 14 10. Utilize section 01 52 00 as supplemental information only at this time. Any items listed outside of those listed in the Form of Agreement and Section 01 14 10 will be included at the time of GMP.**

11) Question # 11:

- a. Question: Does the District have any structural foundation information on the adjacent 1947 Center St. building that you can share?
- b. **Answer: The District does not have this information.**

12) Question # 12:

- a. Question: Under Section 0. Proposal Requirements, part 3. Contents, the deliverables are listed as Tabs 1-8, then change to numbers 4 – 10. See below. Please advise if items 4-10 should be a continuation of Tab numbering (i.e. item 4 would become Tab 9, item 5 would become Tab 10, etc.). Per the RFP, Section 3. Contents (starting on page 12): • Tab 1 – Executive Summary • Tab 2 – Table of Contents • Tab 3 – Cover Letter • Tab 4 – Method and Strategic plan • Tab 5 – Schedule and GMP Development Plan • Tab 6 – Design Proposal • Tab 7 – Life Cycle Cost Analysis • Tab 8 – SLBE/SELBE Compliance Then on page 17 the format changes to numbers: 4. Skilled Labor Force Availability 5. Safety Record 6. Price Proposal 7. Insurance 8. Comments to Form of Agreement 9. Stipend Agreement 10. Appendix (if used)
- b. **Answer:**
  - i. **Tabs 1-8 shall be organized as part of the RFP Submission Document.**
  - ii. **Item # 4 is addressed by Signing of Exhibit A and should be included after Tabs 1-8 of the RFP Submission Document.**
  - iii. **Item # 5 was addressed in the RFQ phase and therefore does not require additional information to be provided in the RFP.**
  - iv. **Item # 6 (Exhibit C) should be submitted as a separate file from the RFP Submission Document.**
  - v. **Item # 7 should be submitted as an appendix to the RFP Submission Document.**
  - vi. **Item # 8 should be submitted as an appendix to the RFP Submission Document.**
  - vii. **Item # 9 should be submitted as an appendix to the RFP Submission Document.**
  - viii. **Exhibits A, B, D-1, D-2, E, F, G, and I should be submitted after Tabs 1-8 of the RFP Submission Document.**
  - ix. **Exhibit H is not required.**
  - x. **Items 7, 8, and 9 should be submitted as an appendices to the RFP Submission Document after the Exhibits.**

13) Question # 13:

- a. Question: Please clarify question due date. The RFP documents list the due date as January 19th 2020 at 2 PM. The online system lists the due date as January 15th 2021 at 2 PM. Please confirm deadline is January 15th 2021 at 2 PM.
- b. **Answer: Questions regarding this RFP may be directed in writing via <https://build.peralta.edu/vendor-registry>, and must be submitted on or by 2:00 P.M. TUESDAY, JANUARY 19TH, 2021. The date posted in Vendor Registry is Incorrect.**

14) Question # 14:

- a. Question: Reference the RFP - Page 14 of 23: The schedule requirement section (Tab 5) in the RFP includes a typo where it references a minimum a maximum 60 activities. Please confirm the intention is to provide a minimum of 60 activities in the schedule, no more than 3 pages in length.
- b. **Answer: See Answer to Question # 4 above.**

15) Question # 15:

- a. Question: Are there CAD files that can be shared for the existing site plan or any other elements of the existing building?
- b. **Answer: There are no CAD files available at this time.**