



NOTICE TO PROPOSERS

ADDENDUM #1

RFP #2021-021 Master Planning Services for Oceanside Unified School District

Oceanside Unified School District

The following changes, additions, deletions, clarifications or corrections shall become part of the Request for Proposals for the above listed project. This Addendum #1 forms a part of the RFQ document and modifies the original documents. **Acknowledgment of Addendum #1 Form MUST be included in Response. Does not count against page limit.** Failure to do so may subject response to disqualification.

Page	Oceanside Unified School District Master Planning Services	PROGRAM MANAGER: CCM/MAAS Program Manager: Penny McGrew
	RFQ QUESTION	RFQ RESPONSE
1	Page 2 states "respondents should mail or deliver four (4) copies" and page 5 states "provide five (5) bound copies." Is the District is looking for (4) copies or (5) copies of our submittal?	Please submit FIVE (5) copies of your Statement of Qualifications.
2	Will the consultants selected for providing planning services be precluded from proposing on future design work?	The District will not preclude the consultant selected from submitting on future work.
3	Are there any conflict-of-interest issues/concerns with the Facilities Master Plan preparation that would exclude the company preparing the FMP from being eligible to submit on and be awarded any of the subsequent District projects that arise from the FMP?	See answer to #2.
4	If (a firm) were to be selected for the Master Plan architect would that exclude (them) from being awarded any projects from the district?	See answer to #2.
5	Does the district request that respondents list core engineering sub-consultants (e.g., mechanical, electrical, plumbing, structural) in their proposals?	The fee needs to be inclusive of all requirements to provide the district with a solid master plan that can move the District forward.

6	Can you provide an estimate of square footage for each campus or site that is included in the RFP?	This information can be found in the District's previous master plan here and here .
7	Can the square footages of the campuses and support facilities that are to be assessed be made available for the Respondents to review prior to the submittal date?	This information can be found in the District's previous master plan here and here .
8	Will a copy of "the District's current Educational Specifications and Standards" be made available for the Respondents to review prior to the submittal date?	The District does not have current educational specifications and standards
9	With the revisions in the recent State and County social distancing requirements, will the District accept electronic submittals virtually (versus hand-delivered hard/electronic submittals in person)?	The District requires hard copies and one electronic copy to be mailed or delivered to the District as outlined in the RFQ/P.
10	Can the "facsimile/fax number" requirements be removed as a requirement for this section? Some Respondents no longer have a facsimile system.	If this requirement does not apply to your business, write in N/A.
11	With the amount of required information for the Cover Letter, can the requirement to "Identify Team" be eliminated from the Cover Letter and left to be explained in the "Qualifications of Consultant" section with the resumes?	Firms may identify team in section 3, Qualifications of Consultant.
12	Does the District have a demographics consultant to work with the winning respondent or shall each respondent provide their own for the Master Planning Services or any other design services within the District?	The District uses and will continue to use, Davis Demographics. Any other services a firm may need to provide a comprehensive master plan should be accounted for in the proposal and fee.
13	Has the Selection Committee assigned maximum numerical scores for each of the nine (9) categories of the Selection Criteria? If so, can that information be shared with the Respondents?	The scoring has not been finalized at this time.

14	Is the selected Award-winning Respondent for this RFQ/P prohibited from participating on the subsequent design service project RFP's resulting from these Master Planning Services or any other design services within the District?	See answer to #2.
15	Can there be more time allowed between the Notification of Finalist(s) on a Friday and the earliest possible Interview of Finalist(s) on Monday, January 18, 2021 (MLK Day)? It will be difficult for any Respondent to properly prepare for an interview over that Holiday weekend and it appears to be a District Holiday.	The RFQ/P states the week of January 18-22, 2021, not January 18, 2021. Interviews will not be scheduled on a recognized holiday.
16	The agreement in Section 12.2 calls for notification from the insurer to the District in the event of a reduction in coverage. Insurers do not typically offer this function. They are only able to add an endorsement for prior notice of cancellation. Can this narrow notification regarding reduction in coverage be revised or removed to reflect existing industry standard policies?	The cover letter requires a statement of acceptance of the agreement as is, or with exceptions. That is the area where a firm can list exceptions and provide alternatives that would equally protect the District.
17	In the agreement Section 12.2c adds contract liability to the professional liability provisions. Standard Professional Liability Policies exclude any liability assumed in a contract that would not be there in absence of the contract. Can this section be revised to reflect standard policy coverage?	The cover letter requires a statement of acceptance of the agreement as is, or with exceptions. That is the area where a firm can list exceptions and provide alternatives that would equally protect the District.
18	Does the Oceanside Unified School District maintain the legal position that the firm who is successfully awarded the Master Plan will not be precluded from future work for the District that may or may not be included within the Master Plan?	See answer to #2.
19	In reviewing the RFP, we did not see any mention of the District's demographic information. Is there an existing report the District will provide and/or does the District desire an updated report as part of the scope of services?	The report will be provided to the selected firm. OUSD will utilize our own demographer, Davis Demographics.

20	Under Process for Submission of Proposals, four (4) hard copies are mentioned, but under Submittal Format five (5) hard copies are requested. Please clarify.	Please submit FIVE (5) copies of your Statement of Qualifications.
21	Will the selected architect for the Master Planning Services be precluded from being selected for architecture/engineering services for the projects that are identified within the master plan?	See answer to #2.
22	Is the development of demographic projections required as part of the Master Planning Services, or will OUSD be providing these demographics?	OUSD will provide this information to the selected firm.
23	What are the deliverables for the master plan? Does the District prefer a book format or an interactive website?	We will rely on a firm's expertise as to what should be included in a complete Master Plan. Book format is desired, but please provide an option (and associated fee) for an interactive website.
24	Does the District require an implementation plan or just recommendations and priority list as the final deliverable?	The District does not need an implementation plan, recommendations and priority list are desirable, however, we will rely on a firm's expertise as to what should be included in a complete Master Plan.
25	Does the District currently have a consultant that they coordinate with for funding sources?	No.
26	What does the District use for Equipment Inventory Data, i.e., School Dude?	People Soft.
27	Does the District already have Ed Specs? Is this part of the Scope of Work? If so, do we submit as part of the fee?	No. We will rely on a firm's expertise as to what should be included in a complete Master Plan.
28	Due to Covid and the recent shutdowns again, is it possible to have the submittal electronic only?	See answer to #9.
29	Firm Information – Please clarify "license or registration number" Provide our business license number? Is other information needed?	Please provide Registration number.

30	Are you requiring references from other clients, other than our firm? If so, is this included in the 30-page count? Or if they have worked on other projects with our firm is this reference acceptable?	Provide references for both your firm and your subconsultants. If that is for a project that you did together, one reference is adequate, but you must state that.
31	Please confirm submittal format: States the second Tab should be Titled Relevant Qualifications (from page 5 of the RFQ/P) on page 6 though – Firm Information should be Tab 2?	Page 5 was intended to be instruction for the use of divider tabs and was an example only. Follow the requested format.
32	One Page 14 can you give more details regarding the Financing Plan?	Page 14 is part of the agreement. We will rely on a firm's expertise as to what should be included in a complete Master Plan. We do not have a separate consultant to provide assistance with funding to offset costs to the bond.
33	With the holidays, is it possible to extend the submittal deadline beyond January 6 th ?	In order to meet our goal of taking a firm to the February Board for approval, we cannot extend the due date.

END OF ADDENDUM #1

ACKNOWLEDGMENT OF ADDENDA

The Applicant acknowledges the receipt and review of all Addenda, if any, for this Procurement by indicating below the Addendum Number and Date thereof.

This form must be signed and returned with firms Statement of Qualifications and Proposal.

Acknowledgement does not count against page limit.

PROJECT NAME: Facilities Master Planning Services

PROCUREMENT NUMBER: RFQ/P 2021-021

Addendum Number	Date Received

Applicant:

By:

Its:
