



South Orange County Community College District

RFQ&P No. 4058-2021:  
District-wide CEQA/Environmental Consulting Services

Addendum No. One (1)

September 30, 2021

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Purchasing and Contracts Manager

**Note:**

All documents remain unchanged except section or parts added to, revised, deleted and/or clarified by this Addendum.

1. Proposal Form D: Fee and Rate Proposal has been replaced in its entirety through this Addendum. The Revised Proposal Form D: Fee and Rate Proposal is attached to this Addendum.
2. The responses to the Requests for Information received as well as the responses to the questions asked during the optional pre-proposal meeting on September 30, 2021 are shown below:

Q1: Should Proposers submit separate proposals for each of the two projects since they are to be awarded separately, or submit one proposal addressing both?

A1: Proposers shall submit one proposal that addresses both projects.

Q2: **Proposal Form A.** The sixth bullet point makes reference to "Proposal Form A through H;" however, the RFQ/P contains only Proposal Forms A through G. Is the letter "H" a typographical error, or is Proposal Form H missing from the RFQ/P?

A2: The letter H is a typographical error.

Q3: **Proposal Form B.** The requirements of this form are slightly confusing. The first paragraph suggests that we should include one resume for each staff member proposed for the team, no matter what role each person may have; however, item number 1 asks about the entire firm not individual staff members, and items 2 and 3 appear to apply only to Project Executives or person(s) providing oversight who must attend the interview if chosen as a finalist. May we answer items 1-3 in a cover sheet for the resumes, and then provide a one-page resume for each of the staff proposed for the team including one page for each the people named in answer to items 2 and 3?

A3: Firms are welcome to include a cover sheet to address items 1-3 and then provide a one-page resume for each of the staff proposed for the team including one page for each the people named in answer to items 2 and 3.

Q4: **Proposal Form C Item 4.** Our firm has provided services to hundreds of public entities over the past 5 years. May we limit naming these entities to only the most relevant? If not, can we provide the entire long list as an Attachment?

A4: Please limit references to those that are relevant to the services identified in the RFQ&P. The District is particularly interested in references with higher education entities and community colleges

Q5: **Proposal Form D.** The third paragraph states: "Indicate the billable hourly rates for the Firm and all subconsultants inclusive of all labor, materials, overhead and profit (OH&P), **and other direct and indirect costs** including incidental travel." [emphasis added] However, Item 2. Other Costs asks for other "reimbursable costs." Are other direct costs to be included in the hourly rates, or should they be included as other reimbursable costs? Additionally, can we provide a range of rates for each title we list? And can we expand this form to accommodate all our staff and subconsultant staff?

A5: The hourly billable rates are to be all-inclusive. Allowed reimbursable costs are addressed in the sample agreement. A range of rates for each title is acceptable. Proposing firms shall expand the form if necessary to include all applicable titles and hourly billable rates. A revised Proposal Form D: Fee and Rate Proposal is included with this Addendum No. 1. Firms shall utilize the revised Proposal Form D when submitting a proposal.

Q6: Proposal Form D requests a fee schedule with firm and fixed fees. I would like to confirm that since this is an on-call proposal an hourly rate sheet for our staff will be sufficient for this Form.

A6: The District is only requesting hourly rates. The hourly rates will remain firm and fixed over the entire duration of the awarded agreement's term.

Q7: Is SOCCCD open to consultant teams that include law firms? Would this be a benefit to SOCCCD?

A7: For the ATEP site, the District has a specific law firm on board to assist. For Saddleback and Irvine Valley Colleges, the District has a pool of qualified legal firms that we may utilize.

**REVISED PROPOSAL FORM D**  
**FEE AND RATE PROPOSAL**  
 \*Issued per Addendum No. 1 on 9/30/21

The proposed fee schedule shall include fully burdened hourly rates for each title/individual proposed for the work. It is the proposer’s responsibility to understand the complexity of the District as well as the complexity of the proposed work.

Fees shall be firm and fixed.

Indicate the billable hourly rates for the Firm and all subconsultants inclusive of all labor, materials, overhead and profit (OH&P), and other direct and indirect costs including incidental travel. Actual rates and fees will be subject to negotiation prior to issuance of any agreement.

**1. Professional Fees**

Service Description	Team Member Title	Year 1 Hourly Billable Rate	Year 2 Hourly Billable Rate	Year 3 Hourly Billable Rate	Year 4 Hourly Billable Rate	Year 5 Hourly Billable Rate
<i>Duplicate as Necessary for Additional Service Descriptions</i>						

**2. Other Costs:** Please indicate below any costs not specified above, and list any applicable reimbursable and their respective unit costs:

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