

ANSWERS TO SUBMITTED QUESTIONS

Q #	Questions	RFP Reference (Document & Page-Section-Item)	Answers
1	Page 5 states “proposer must submit (i) red-lined version of the Terms and Conditions that implements all proposed changes; (ii) a written explanation or rationale for each exception and/or proposed change.” For any objections to the form of Agreement. Would it be acceptable to include any exceptions under a separately marked tab within the Statement of Qualifications?	RFP Page 5, item 5.1.1	Yes, explanation or rationale for each exception taken may be included under a separately marked tab within the Statement of Qualifications; however, a red-lined version of the Terms and Conditions must also be included or attached as a separate file. The red-lined version is preferred to be submitted in Microsoft Word format.
2	Page 3 States “4.4.2.1 Firms Statement of Qualifications (SOQ) as outlined in section 4.4.3, including the following attachments.” Would it be acceptable to include these attachments under a separately marked tab within the Statement of Qualifications?	RFP Page 3, item 4.4.2.1	Yes, attachment forms may be included under a separately marked tab within the Statement of Qualifications.
3	To what level are you expecting the selected team to take the criteria documents package?	[none provided]	The Judicial Council is expecting the selected Criteria Architect team to take the criteria documents to a highly detailed level, prior to submitting for review and approval by the Court Facility Advisory Committee (CFAC), the Department of Finance (DOF), and the State Public Works Board (SPWB).
4	We noticed that the Structural Engineering role is missing from attachment 3 of the RFP. Is this role not required for this proposal? Or shall we add it ourselves?	RFP Attachment 3	The Structural Engineering role is not required for this RFP, but can be added by a Firm if necessary.
5	Is there a date range of relevant projects shown in our SF330 form (10 projects for Section F)?	4.4.2.1, Firms SOQ, Standard Form 330, Page 6 – 3 of 8	No, there is no specified date range for relevant projects.
6	Will the project be NZE?	[none provided]	No, the project will not be net zero energy (NZE)
7	Do the Criteria Documents and Drawings need to go through a State Fire Marshal review process for a “no exception taken letter,” to be issued by the State Fire Marshal before the criteria documents can be released in the RFP?	[none provided]	No, the Criteria Documents and Drawings do not need to go through a State Fire Marshal review process for a "no exception taken letter".
8	Cost estimator is listed in the Attachment 3 form. Are we to include a cost estimator on our team?	Attachment 3 – Consultant Billing Rates	No, Firms do not need to include a Cost Estimator.
9	For the 3% DVBE requirements, does the Judicial Council of California (JCC) have a listing of DVBE firms that have been working on JCC projects available to us?	5.5, DVBE, Page (8) - 5 of 8	No, the Judicial Council does not have a listing of DVBE firms that have worked with the Judicial Council.
10	For the references, are you just looking for contact information, or are you looking for a specific project description and contact information too?	4.4.3.12 – References, Page (7) – 4 of 8.	For references, please list the contact information in addition to specific project description.
11	Is there a Pre-Proposal Conference Listing of all attendees?	[none provided]	No, the pre-proposal conference was not mandatory; therefore an attendance list or sign-in sheet was not required.

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12	It is my understanding that the Attachment 3 (Hourly Rates) will be emailed separately from our SOQ to fs202112al.fee@jud.ca.gov. Is that correct?	Page (2), Number 5, Submittal Deadline for Proposals	Yes, the Fee Proposal (Attachment 3 Consultant Personnel Billing Rates) must be emailed separately from the Firm's Statement of Qualifications. These two elements are outlined in 4.4.2.1 and 4.4.2.2. The Fee Proposal must be emailed to fs202112al.fee@jud.ca.gov.
13	Can we add additional personnel if needed to Attachment 3?	[none provided]	For personnel not included in Attachment 3, the Proposer should add rows to the bottom of the Personnel Rate Table, complete the row for each additional Job Title, omit the Personnel Weight Factor or mark it "N/A", and enter the Firm's proposed billing rate.
14	Can we add additional job titles to the Criteria Architectural Services in Attachment 3?	[none provided]	See answer to Question 13.
15	Are you looking for a print screen of each architect and engineer on our team, or will a table of each that lists license/registration and expiration dates be acceptable?	4.4.3.4 – Licensure, Page (6), 3 of 8	Firms can add a print screen of each Architect and Engineer on their team at their discretion, but must show a list of the licenses and or registrations with expirations dates accordingly.
16	Do we have to follow this numbering system, or can we have our own sections (i.e., Section 1 – Letter of interest; Section 2 – Table of Contents, etc.)	4.4.2 Proposal Elements, Page (6) - 3 of 8	For the SOQ proposal, please organize the proposal elements as outlined in 4.2.1 utilizing your preferred numbering system.
17	Is there any page limitation?	[none provided]	No, there are no page limits for this RFP.
18	Is the Executive Summary (4.4.3.3.) outside of the SF330 Form?	4.4.3.3. – Executive Summary, Page (6) – 3 of 8	Yes, the Eexecutive Sumamry (4.4.3.3) is outside of the SF330 Form.
19	Are you only looking for the Prime (Criteria Architect)'s Public Works Contractor Registration number issued by DIR or each firm on our team?	4.4.3.5 – Public Works Contractor Registration Number, Page (6) 3 of 8	Each proposer and any of the proposer's subconsultants or subcontractors performing prevailing wage work must be registered with the PWCR database and their registration numbers must be provided in the proposer's Statement of Qualifications.
20	Are you looking for the Criteria Design Experience within the Team (4.4.3.6); Planning and Programming Expertise (4.4.3.7); Key Personnel/Team (4.4.3.8); Technical Expertise (4.4.3.9); Management Approach (4.4.3.10); Claims (4.4.3.11); References (4.4.3.12) in their own section or should this be in Section H of the SF330 Form?	4.4.3.6 through 4.4.3.12, Page 6 & 7, 3 of 8 and 4 of 8	The Judicial Council is looking for any overall relevant Criteria Design Experience within the Team for each Firm.
21	Will the updated geotechnical report and site survey be provided by the JCC or does the Criteria Architect provide a geotechnical engineer to update to the report?	[none provided]	The previous geotechnical report and site survey will be made available to the Criteria Architect post-award. Any additional geotechnical services can be negotiated post-award if needed.
22	When will the draft of the Projected Staff and Space Requirements Summary be available?	Exhibit B, Page 1 of 3, Section 1.2	The draft of the Projected Staff and Space Requirements Summary will be made available to the Criteria Architect post-award.

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23	Does the scope of work include verifying and confirming the space requirements in the Projected Staff and Space Requirements Summary?	Exhibit B, Page 1 of 3, Section 1.2 and 2.3.1	Yes, the scope of work will include verifying and confirming the space requirements in the Project Staff and Space Requirements Summary.
24	Will the program criteria be developed based on the information included in the Projected Staff and Space Requirements Summary or will long-term space needs be re-evaluated?	[none provided]	The program criteria will be developed based on information included in the Projected Staff and Space Requirements Summary, and will work closely with the Court to evaluate future long-term space needs.
25	<p>Could you please explain how you would like the sections or tabs set up? Before or after the SOQ requirements? Do you want us to show the SOQ as required in 4.4.3 and followed by the following?</p> <p>Proposer's Acceptance of Terms and Conditions, Attachment 4 General Certifications Form, Attachment 5 Darfur Contracting Act Certification, Attachment 6 Standard Form 330, Attachment 7 Payee Data Record Form, Attachment 8A Payee Data Record Supplement, Attachment 8B Iran Contracting Act Certification, Attachment 11 Unruh Civil Rights Act and California Fair Employment and Housing Act Certification, Attachment 12</p>	4.4.2 – Proposal Elements, Page (6), 3 of 8	Please organize the SOQ proposal elements as outlined in 4.2.1: SOQ (with items listed in 4.4.3) Attachments (with items listed in 4.2.1)
26	Do we have to fill out STD 205 if we already filled out STD 204 – Payee Data Record?	STD 205, Attachment 8B	No, STD 205 is optional and is used to provide remittance address information if different than the mailing address on the Payee Data Record (STD 204), for multiple remittance addresses, and additional Authorized Representatives of the Payee not identified on the STD 204.
27	For Attachment 9 – DVBE form, how can we determine the amount of claimed value and the percentage of work, if that is unknown at this time? Can we put in To Be Determined (TBD)?	Attachment 9 – DVBE form	DVBE documentation is not required to be submitted with the proposal but is to be submitted only by the Firm selected for Services.
28	Is there any requirement for SBE participation, or will there be additional point/consideration for it?	[none provided]	The small business preference is not applicable to this solicitation and will not be considered in the evaluation process.
29	Will additional points be awarded for team continuity (same team members having worked on similar projects together), or is it better to show a strong team with the most experience and expertise (but not necessarily on a specific shared project)?	Page 4 of 8; 4.4.3.6 “teams with long term experience together”	No, teams will be evaluated on their relevant experience and expertise.
30	Will the Criteria Architect be required to provide CEQA-related consulting as a part of this effort?	[none provided]	No, the Criteria Architect will not be required to provide CEQA-related consulting as part of this effort.

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31	<p>In the RFP item 3.2 Project Schedule indicates site acquisition occurred on 03/2016. In Attachment 2 Exhibit B: Responsibilities and Services of Criteria Architect section 2.2 indicates that the Site Acquisition phase is included in the scope.</p> <p>We assume since the Site Acquisition has already occurred that the Site Acquisition phase is NA and not included in the responsibilities and scope.</p>	Attachment 2 Exhibit B Item 2.2	The Site Acquisition Phase has been completed. The Site Acquisition Phase is not applicable to the scope of this RFP. Please see Addendum 01.