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November 22, 2002

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Finance Division

TO: Structural Engineers

FROM: Administrative Office of the Courts
Office of Capital Planning, Design, and Construction
Clifford Ham

DATE: November 21, 2002

**SUBJECT/
PURPOSE OF
MEMO:** Project Title: Court Building Seismic Assessment Program
Summary of Pre-submittal teleconference,
Addendum #1 -
RFQ Number:
SSE01 Supervising Structural Engineer

**ACTION
REQUESTED:** **You are invited to review these notes – which are furnished for information only – nothing contained changes the requirements or terms of the Requests for Qualifications**

1.0 GENERAL INFORMATION

- 1.1 Teleconference Notes
The following is a summary of the general points discussed during a pre-submittal telephone conference on November 14, 2002. This is not an exact reporting of the conversation. Nothing discussed changed the requirements, terms or criteria for selection stated in Requests for Qualifications SSE01. Most questions were answered by referring to the text of the RFQ's
- 1.2 Format - below:
Questions are shown in italic type and may not be verbatim. Discussion is

shown in plain text.

2.0 Discussion regarding Supervising Structural Engineer – RFQ SSE01

- 2.1 *Is this intended to be a single individual or a firm?* The scope of work and schedule will require the resources more than a single person.
- 2.2 *Do we need Architects or MEP Engineers on our team to develop material to base a cost estimate on?* No the Cost Estimates are to cover the work directly related to seismic retrofit of buildings.
- 2.3 *Is there a required amount of professional liability insurance?* Part 9.0 of the RFQ states “minimum appropriate” which in the case of professional liability insurance is considered to be \$1 million.
- 2.4 *Is there a required DVBE participation?* The AOC has a goal of 3% of the total contract to be assigned to DVBE. If a good faith effort is made a DBVE consultants cannot be located for this contract, this should be indicated on the forms provided.

End of notes