Mt. San Jacinto Community College District

REQUEST FOR PROPOSAL No. 2016-102
PHASE I HAZARDOUS MATERIALS SURVEY

ADDENDUM # 1
ISSUED July 27, 2015

The following changes, additions, deletions or corrections shall become part of the Request for Proposal for the Phase I Hazmat Study for Mt. San Jacinto Community College District. The deadline to submit the Proposal is **August 5, 2015 at 2:00 pm.**

The following are responses to questions received by the published deadline for RFI’s from various firms.

1. Q. Item 5.8 on page 8 of 21 asks for a schedule of all school district contracts held within the last 5 years. Converse has worked on easily a hundred school projects over the last 5 years. Are you interested in every project? Just Phase 1 Hazardous Materials Surveys? Just Community Colleges?
   A. *If Respondent believes it adequately demonstrates the scale and scope of work performed, they may submit a representative sample of Phase 1 Hazardous Materials Survey projects and/or Community College experience over the last 5 years.*

2. Q. Is the Proposal portion of our submittal to be a separate document or can it be part of one larger submittal?
   A. *In addition to Qualifications, the District is seeking Proposals for the Work, to include costs to perform services under one contract with work to be completed on three campuses. Proposals shall include the information requested in Section 5 and Section 6, as well as Exhibit J. (The RFQ/P erroneously cites Exhibit F). The proposal of fees shall not exceed 5 pages to be included in the Response of a maximum of 20 pages.*

3. Q. In several sections in the document, there are references to RFQ/RFP and proposal. In some sections, references to both are made.
   a. Does the District requires one document RFQ/RFP response according to the MSJC RFQ/RFP #2016-102 Phase I HazMat Study format provided by the District?
   A. **Yes**  
   Q. b. Does the District requires a separate proposal for each site to be submitted as a separate document from the RFQ/RFP?
   A. **No. The District is seeking a single RFQ and single Proposal for work to be performed on three campuses.**  
   Q. c. Does the District require one document response to MSJC RFQ/RFP #2016-102 Phase I HazMat Study including a cost proposal for each site to be submitted as one document?
   A. **No. The District is seeking a single RFQ and single Proposal for work to be performed on three campuses.**
4. Q. Section 2.3 “Phase I Site Underground Hazardous Materials Study Services”. Is “Underground” included in this section by mistake? If not, what is the intent of the underground services?
   A. Any references to “Underground” are to be disregarded in this RFQ/P.

5. Q. Section 5 “Qualifications/Proposal Response Format”. Is this section requiring to a separate proposal for each site? What is the intent and how do we respond to this section? (also described above in 1.b)
   A. In addition to Qualifications, the District is seeking Proposals for the Work, to include costs to perform services under one contract with work to be completed on three campuses. Proposals shall include the information requested in Section 5 and Section 6, as well as Exhibit J. (The RFQ/P erroneously cites Exhibit F). The proposal of fees shall not exceed 5 pages to be included in the Response of a maximum of 20 pages.

6. Q. Section 5 “Qualifications/Proposal Response Format”. Bottom paragraph describes the requirements of the RFQ/RFP, not to exceed 20 pages which conflicts with our understanding item 3 above. Requirements of the RFQ/RFP not to exceed 20 pages, does that include the required Exhibits?
   A. The 20 page maximum response does not include the Required Completed Exhibits.

7. Q. Section 5.3, it is my understanding that Exhibit D is required only for Project Supervisors and no the entire team. Please confirm.
   A. Provide the requested information for all Lead, Supervisory and Point of Contact personnel.

8. Q. Section 9.2, is this section applicable to the RFQ/RFP or RFP for each separate site?
   A. The District is seeking an all-inclusive fee for services on three sites, but may, at its discretion, request separate proposals from qualified firms for services at individual sites.

9. Q. In regards to the above referenced RFQ/RFP, does the scope of services include Phase I Environmental Site Assessments (ESAs) in accordance with ASTM 1527-13? Or Phase II ESAs?
   A. Phase 1 Environmental Site Assessments (ESAs).

10. Q. On Page 2 of the RFQ/RFP, second paragraph it states that the College is interested in Pre-qualifying consultants to provide the scope of work (Section 2.3) for upcoming projects as they arise. On page 8 (middle of page), the RFQ/RFP states the following, “Consultant shall propose an all-inclusive, lump sum fixed cost proposal for all of the services described in Section 5 below. Consultants proposed fee should include and account for all direct labor costs, fringe benefits, insurance, overhead, profit, and all other expenses the consultant will incur in providing the services.” Is this correct, as the next section in the document is Section 7. Also, on page 2, the document states this is just a pre-qualification?
   A. In addition to Qualifications, the District is seeking Proposals for the Work, to include costs to perform services under one contract with work to be completed on three campuses. Proposals shall include the information requested in Section 5 and Section 6, as well as Exhibit J. (The RFQ/P erroneously cites Exhibit F). The proposal of fees shall not exceed 5 pages to be included in the Response of a maximum of 20 pages.
11.Q. On the top of page 6 the RFQ/RFP top paragraph states the following, “The District’s objective is to employ a Hazardous Materials consultant who will develop a survey for the site based on the scope of work, as described in Section 1. The proposal for this particular project shall not exceed 5 pages and include the following information: Cost for Phase 1 HazMat Study with breakdown of anticipated hours and hourly rate for labor and material; Reimbursable expenses with a descriptive list and quantities of each, if applicable; schedule for completion of Phase I HazMat Study; and Number of original surveys to be delivered at completion. Does this paragraph just refer to the actual proposal format for when the pre-qualified consultant actually prepares a proposal for an actual requested scope of work? Are we submitting a 5 page proposal for a certain scope of work, for one of the campuses?
A. See response to Question 10.

12.Q. On the second paragraph of page 6 of the RFQ/RFP, the document states the following, “For the RFQ portion of this response a consultant’s response shall not exceed 20 pages, excluding resumes, brochures, and other related materials. Responses must be organized in the following order and shall include all of the following sections and information as stated in this document. In addition, your firm must meet the following minimum qualifications: Are you referring to 20 pages in response which represents our statement of qualifications, based on how you would like consultants to submit their qualifications as shown in Sections 5.1 through 5.8?
A. The response is to include Qualifications and Proposal. The total response shall not exceed 20 pages. As many as 5 of those pages may be devoted to Proposal. The 20 page maximum does not include the required Exhibits.

13.Q. Phase 1 Hazardous Materials Survey-can you clarify what the District is expecting to be included in a Phase 1 Hazardous Materials Survey. As I understand from RFP/RFQ and experience with other Districts, the Phase 1 Hazardous Materials Survey, would include regulated materials contained within, or, on a particular building or series of buildings on the campus being investigated. This type of survey allows for the safe renovation or demolition of a building or set of buildings. It would not include database review of historical land use, aerial photos, underground storage tanks, or other databases that identify off site hazardous material generators, contaminated sites, or storage facilities, landfills, etc. This type of documentation is normally required by a Phase 1 Environmental Assessment.
A. The scope of this work does not include a survey of buildings. It is Site Assessment only.

14.Q. In Section 5.3 the RFP/RFQ is requesting a ‘…schedule of all District contracts held within the last five (5) years…’. Does this only apply only to the Mount San Jacinto Community College District? Our firm has completed hundreds of projects over the years at Elementary, Secondary, and Community College Districts throughout Southern California. It would be impractical to list all of these projects with the accompanying information for each job.
A. If Respondent believes it adequately demonstrates the scale and scope of work performed, they may submit a representative sample of Phase 1 Hazardous Materials Survey projects and/or Community College experience over the last 5 years.

15.Q. We are preparing our response to your RFQ. We will provide our proposed Billing Rates in Exhibit J. However, there is a sentence on page 8 that appears to request lump sum pricing for the pending work. The sentence states something to the effect: consultant shall propose an all inclusive lump sum fixed cost proposal for all services described in Section 5 below. Because this statement appears in Section 6, I suspect this sentence was associated with a previous RFP and doesn't apply to this RFQ.
At this time, I don't believe any firm can provide accurate budgets for any of the future investigations you may request.

Would you please confirm what, if any, additional pricing beyond the Exhibit J Billing Rates you expect us to provide within our response?

A. The District is requesting a single proposal for Phase 1 ESA on three campuses as described in Sections 5 and 6, and Exhibit J of the RFQ/P.

End of RFP No. 2016-102 Addendum 1