

ADDENDUM TO RFQ DOCUMENTS

 SOLANO COMMUNITY COLLEGE	ADDENDUM: #01
	SCCD RFQ: #15-010
	Project: Solano Community College District Program/Project Level Fixtures, Furniture, and Equipment Consulting Services
	Date: 10/31/14 All Addendums can be found at the District Purchasing website: www.solano.edu/purchasing

Addendum No. 1 – The following clarifications are provided based on questions received and must be added/considered when completing your submittal: Acknowledgement of receipt of this **ADDENDUM** is required on the Statement of Qualification cover letter of introduction. Please clearly note the addendum date and number.

ITEM:

- 1. On page 3;** Under SUBMITTAL FORMAT: Last sentence to be **REVISED** as follows: “Proposals shall be limited to a maximum of **20 sheets of paper, which may be printed on BOTH SIDES, back to back, for a maximum of 40 face pages**, excluding tabs, table of contents, appendix, and covers”.
- 2. CLARIFICATION: page 7; Under SELECTION CRITERIA, part A. Evaluation:** sentence is to be **REVISED** as follows:
A Selection Committee will evaluate all proposals for responsiveness and evaluation pursuant to the specific criteria set forth in sections 1 – **4 of the “Submittal Format” as outlined on page 3 through page 6.**

Answers to Submitted Questions:

1. The request asks for the content to be 20 pages. Can a response include 20 pages printed back to back, or do you require that the 20 pages be single sheet, and therefore if printed back to back it would be only 10 pages?

Answer: See item 1 above.

2. Several of the bullets in Section 1: Cover Letter are also requested under Sections 2-4. Much of this information will require extensive response, leading to a 6 or 6 page cover letter. Can you please clarify the difference in the level of information that you wish to see in the Cover Letter versus Sections 2-4, so we are not redundant?

Answer: The Cover letter should be general in nature with succinct summary statements addressing the topics called for under Section 1. COVER LETTER. The narratives addressing Sections 2 through 4 are to be more detailed in nature, expanding on many of the summary outline statements provided in your Cover Letter.

3. To confirm, the submittal is not to include a pricing proposal for the scope of work defined (these will be submitted only by the short listed firms)?

Answer: Price proposals are NOT to be included in your Statement of Qualifications. Only the top 3 firms, shortlisted to be interviewed, will prepare pricing proposals, to be addressed during the formal interview process.

4. Under Selection Criteria. A. Evaluation, please confirm what the statement that reads "...criteria set forth in sections 1-5 or this RFQ/P..." refers to, as there is not a section 1-5. Should it read m"...criteria set forth in sections 1-4 of this RFQ/P..."? And, if so, do the section numbers 1-4 refer to the Firm Qualifications, Relevant Project Experience, Pricing, and Interviews? Or, does it refer to the Sections 1-4 defined under Submittal Format?

Answer: See item 3 above.

5. For the Submittal, should the unbound copy be an original with wet signatures?

Answer: Yes.