



# Town of Moraga

PUBLIC WORKS/ENGINEERING  
DEPARTMENT

## TOWN OF MORAGA

### Request for Statement of Qualifications for On-Call Architect Services

#### Addendum No. 1 and Questions & Answers No. 1

July 30, 2019

#### ADDENDUM NO. 1

TO: All Prospective Proposers

DATE: July 30, 2019

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This Addendum modifies the request for statement of qualifications issued July 5, 2019, as noted below, and shall be taken into consideration when submitting.

- A. Section 6.0 – Replace “Attachment A – Sample Consultant Services Agreement” with the enclosed document entitled *Design Professional Services Agreement*.
- B. Section 3.1 – Add the following sentence to the end of the first paragraph:  
*The cover letter shall acknowledge receipt of Addendum No. 1 and state that the Consultant has reviewed the sample Design Professional Services Agreement and understands the terms, conditions, indemnification and insurance requirements provided in the sample agreement.*
- C. Section 3.2 – Replace the first sentence in the second paragraph with the following:  
*See the Conflict of Interest section on the sample Design Professional Services Agreement enclosed with Addendum No. 1 for more information.*

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Shawn Knapp  
Senior Engineer

The following questions received by interested consultants in writing by 5:00 p.m. on Monday, July 22, 2019, in accordance with Section 5.2 of the Request for Statement of Qualifications. The Town of Moraga provides the following answers:

**QUESTIONS RECEIVED FROM INTERESTED CONSULTANT AND ANSWERS PROVIDED BY TOWN**

Q1: For this submittal, it requests resumes in an appendix. Do the resumes count towards the 10-page maximum?

A1: The appendix containing resumes will not count against the 10-page maximum submittal.

Q2: Do you want resumes for just the architectural team, or do you want us to include subconsultants too?

A2: We recommended you include resumes for subconsultants as they could be an important part of your team, depending on the undefined (at this time) scope of future task order work.

Q3: Regarding the 10-page limit, do you mean 10 sheets double sided or single sided?

A3: See Section 3.0: "The SOQ submission may not exceed ten (10) single-sided standard sized (8½" x 11") pages. Minimum font size of 12 required..." Also see A1 above regarding appendix.

Q4: Since the scope for future task orders is not defined, we do not know whether certain subconsultants will be required (e.g. cost estimator, structural engineer, MEP, landscape, civil, etc.). Will it be possible to add subconsultants later, on a project-specific basis?

A4: Note that additional subconsultants can be added at a later time if necessary. However, please note the selection process will be based on the team presented in the submittal, and its expected value for potential future projects.

Q5: The Request for Statement of Qualifications asks that we provide the "approximate percentage" of the subconsultants' contribution. How should we approximate the percentage of subconsultants without knowing the scope of future task order work? For example, how should we estimate the percentage for MEP assistance if we do not yet know if MEP assistance will be required?

A5: Please remove strike through text of the following: "Similar information is required for each subconsultant utilized, if any, and the approximate percentage of their contribution."

Q6: The "Schedule of Costs and Fees" in Section 3.4, says that the rate schedules are to include, "an hourly breakdown, direct salary costs, salary additives, indirect costs, and fixed fee or profit..." Would a statement describing what the hourly rates include be sufficient, or does each rate need to be broken down by those categories?

A6: Each rate needs to be broken down as described in Section 3.4.