



Washoe County School District

Purchasing Department • 14101 Old Virginia Road • Reno, NV 89521
Phone (775) 850-8025 • Fax (775) 857-3175

ADDENDUM 1 - QUESTIONS & ANSWERS

November 9, 2018

Request for Qualifications for Engineering Services for New Construction of High Schools, Middle Schools, Elementary Schools and Administration Facilities, Capital Renewal, Revitalization and Modernization of Existing Elementary, Middle, and High Schools, and Support Facilities within Washoe County School District

RFQS #002-19

It is the prospective Proposer’s responsibility to read the entire proposal and all appendices and to respond to all requirements completely. All other terms and conditions shall remain the same.

The opening/due date and time for RFQS #002-19, is November 20, 2018 at 2:00 p.m. (local time).

A. CLARIFICATION: Section 18.0 Professional Liability Insurance has been revised as follows:

*During the life of the contract, the awarded Proposer shall maintain Professional Liability Insurance (Errors & Omissions) with minimum limits of at least **one million dollars (\$1,000,000)** per occurrence, but the District reserves the right to require more for projects that might dictate a higher limit. The insurance required above may be provided under primary policies or by a combination of primary and excess policies. Professional Liability is not covered under additional Umbrella Liability coverage.*

B. CLARIFICATION: Section 49.0 Checklist For Submittal Requirements & Format has been revised as follows:

- ~~Identify any potential sub-consultants, if any, by name, address and describe work that may be performed.~~ **This requirement has been removed.**

The District reserves the right to review and approve any proposed sub-consultants on any contracted project.



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1. **QUESTION:** We will be submitting a statement of qualifications for both structural and civil engineering services. Do you prefer one submittal with a clear outline of both services, or two separate submittals?

ANSWER: If you offer more than one engineering service/discipline, one submittal with a clear outline of each service addressing each requirement will be sufficient.

2. **QUESTIONS:** I would like clarification of the following requirements listed on Pages 19 and 20 of 24. For the list of comparable projects identified above, describe or provide the following information for each project (*Evaluation Criteria C - Depth of Experience*): A. Project meetings; B. Submittals; C. Photographs; and D. As-Built drawings, sketches and/or plans. For each of the comparable projects:

- a. Do you need a list of all the “project meetings” that occurred during design and construction?

ANSWER: No, a description of meetings (frequency and or format) is sufficient.

- b. What do you mean by “submittals”? Shop Drawings?

ANSWER: Discuss the process and typical timeline for review of submittals (material or otherwise) and any unique submittal challenges.

- c. Do you need a list of all the “submittals” or a representative example?

ANSWER: Describe your approach to handling and producing record and as built drawings.

- d. How many “photographs” do you want for each project? Just a representative one or two?

ANSWER: Yes, one or two is sufficient.

- e. Do you want a list of the “As-Built Drawings” (if done) or do you need samples?

ANSWER: Describe your approach to handling and producing record and as built drawings.

- f. Do you want a list of the completed “plans” or just a sample?



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ANSWER: Describe your approach to handling and producing record and as built drawings.

3. **QUESTION:** The RFQ asks for submittal of “indexed portfolios/binders” and “bound proposals.” Could you please clarify what this means? Is it allowed to use spiral binding for the original and copies?

ANSWER: Spiral bound proposals are allowed. Proposals should be organized as specified in Section 49.0.

4. **QUESTION:** We would like to clarify that you would like two separate envelopes – one for the financial stability documents and one for the Statement of Qualifications/ Evaluation Criteria/Addenda Acknowledgement forms.

ANSWER: To clarify, the required financial stability documentation (refer to Section 1.1.4) must be submitted in one (1) sealed envelope. Proposals must be submitted in a sealed manner (i.e. a box, carton, etc.). The sealed envelope with the financial stability documents must be included with the submitted proposals.

5. **QUESTION:** Would you like an electronic copy of the financial stability documents (Evaluation Criterion A)? If so, should they be submitted as a separate USB in the financial documents envelope or in a different way?

ANSWER: Electronic copies of the financial stability documents are not required.

6. **QUESTION:** Is it required to submit tabs/dividers for each section of the proposal?

ANSWER: Tabs/Dividers are not required; however, they are preferred.

7. **QUESTION:** Is it allowed to print the proposal in color?

ANSWER: Yes

8. **QUESTION:** Some submittal bullet points are listed on pages 18-19, beginning with “overview of the firm and its work” and ending with “identify any potential sub-consultants.” Where should this information be placed in the proposal? Should it fall under one of the evaluation criteria A-F or before Criterion A?

ANSWER: Submit information regarding overview of firm with items relative to Section 49.3 following the Cover Letter as outlined in Section 49.2. All items



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submitted under Section 49.0 (Submittal Requirements and Formats) are inclusive of all Evaluation Criterion A-F.

9. **QUESTION:** Are you looking for submittals from a team that can provide the whole range of services, or should a firm just submit qualifications on the services they can provide in-house?

ANSWER: Proposing firms are to submit qualifications on in-house services only.

10. **QUESTION:** Is it fine to bring on sub-consultants who are not listed in the proposal if an assignment requires services that our firm doesn't provide in-house?

ANSWER: Refer to Clarification B.

11. **QUESTION:** Can you submit to qualify as an engineering consultant under one discipline (i.e. geotechnical)?

ANSWER: Yes

12. **QUESTION:** Do we need to submit separate proposals for different disciplines for example one for Civil, Geotechnical and Structural or can we submit one proposal? Please clarify.

ANSWER: Refer to Answer to Question #1.

13. **QUESTION:** For Evaluation Criteria C – Depth of Experience, please confirm what type of information needs to be submitted for the following items? A. Project meetings; B. Submittals; C. Photographs; and D. As-Built drawings, sketches and/or plans.

ANSWER: Refer to Answer to Question #2.

14. **QUESTION:** The RFQ states that selection of engineering firms will include the following: Mechanical, Electrical, Plumbing, Structural, Civil, Geotechnical, Environmental and Traffic Engineers. Can WCSD provide more details on what type(s) of environmental services they anticipate they will need to complete the scheduled new construction projects?

ANSWER: WCSD cannot anticipate what type of environmental services it may need at this time.



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15. QUESTION: Given that we are a privately held corporation with small business certification, is it absolutely necessary to provide financial documents for award of this solicitation and/or may this be provided after award?

ANSWER: Financial stability documentation is required as part of the evaluation criteria of this RFQS.

16. QUESTION: Will proposals that do not contain financial documentation be rejected?

ANSWER: If a proposer is unwilling to supply financial documentation as required under the RFQS, the proposer's submission will be rejected.

17. QUESTIONS: Section 49, Page 19: For the list of comparable projects identified above, describe or provide the following information for each project (Evaluation Criteria C - Depth of Experience): A. Indicate which client the project was for and include the gross square footage assessed (size), cost, relevance, change orders, etc.; B. Description of the responsibilities of the firm; C. Details of the schedule and sequence of activities and constraints; D. Alerts to coordination issues; E. Deficiency resolution; F. Project Meetings; G. Submittals; H. Photographs; and I. As-Built drawings, sketches and/or plans.

- Regarding the above, are we required to explicitly address all nine bullets for each project? What if they are not relevant?

ANSWER: Yes please address each bullet point and write "Not Relevant" if any bullet point is not relevant to firm's proposal.

- Are you requesting we provide actual as-built drawings, sketches, or plans for each project or can we just describe our participation in their development, if applicable? Since this is an engineering on-call and not a specific project related RFP, the compilation of requested information (submittals, photographs, as-built drawings, sketches, and/or plans) could be quite extensive and not necessarily applicable to the projects anticipated by the WCSD.

ANSWER: Refer to Answers 2b, 2c, 2d, and 2e above.

- Are there any font restrictions or page limits?

ANSWER: No



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- Does WCSD have a full list of anticipated deferred maintenance projects and/or future projects not currently under design, to be completed under this contract that they can share with proposing consultants?

ANSWER: See attached board approved 2019 Capital Renewal Program list. This list is not indicative of all potential projects for this year. – 2 pages

- Identify each principal of the firm and all key personnel with detailed resumes that clearly reflect specific experience and/or professional educational background in the represented field(s) of expertise. Can full, detailed resumes be included in a tabbed appendix?

ANSWER: Yes

WCSD

2019 Capital Renewal Program

Project Type	General Description	Location		Specific Project Description	Estimated Budget
ADA	ADA Compliance				\$700,000
		Piccollo	ES	Restroom Upgrades	\$700,000
Asbestos/Lead	Abatement				\$300,000
		Districtwide	ES	Asbestos Islands	\$200,000
		O'Brien	MS	Transite Panel Abatement	\$100,000
Backflow	Backflow Compliance				\$120,000
		Billinghurst	MS	Backflow upgrade	\$40,000
		Incline	MS	Interior Backflow upgrade	\$40,000
		Incline	HS	Interior Backflow upgrade	\$40,000
Carpentry	FCIS repairs				\$600,000
		O'Brien	MS	Recaulk Panels & Wdws	\$100,000
		North Valleys	HS	Repair Leak-Window frames	\$200,000
		Sparks	MS	Replace existing soffits	\$300,000
Electrical	FCIS repairs				\$400,000
		Wooster	HS	Repl. Intermediate panels	\$75,000
		Sparks	MS	Repl. Intermediate panels	\$35,000
		Swope	MS	Repl. Intermediate panels	\$35,000
		Traner	MS	Repl. Intermediate panels	\$35,000
		Dilworth	MS	Repl. Intermediate panels	\$35,000
		Vaughn	MS	Repl. Intermediate panels	\$35,000
		Sparks	HS	Repl. Theater lights	\$120,000
		Billinghurst	MS	Repl. Emergency Lights	\$30,000
	Electronics				\$500,000
		Winnemucca	ES	Replace Fire Alarm System	\$175,000
		Bennett	ES	Replace Fire Alarm System	\$175,000
		Swope	MS	Replace PA System	\$150,000
Flooring	FCIS repairs				\$500,000
		Hug	HS	Worst Areas	\$86,666
		Sparks	HS	Worst Areas	\$86,666
		Galena	HS	Worst Areas	\$86,667
		Beasley	ES	Recarpet classrooms	\$240,000
Grounds	FCIS repairs				\$900,000
		Districtwide	ES,MS,HS	Concrete/Railings Repairs	\$100,000
		Damonte Ranch	HS	Replace synthetic turf field	\$750,000
		Hug	HS	Replace Walk & Columns	\$50,000
	Underground Tanks				\$200,000
		Diedrichsen	ES	Remove UG Storage Tank	\$50,000
		Dodson	ES	Remove UG Storage Tank	\$50,000
		Dunn	ES	Remove UG Storage Tank	\$50,000
		Palmer	ES	Remove UG Storage Tank	\$50,000
HVAC	FCIS repairs				\$2,250,000
		Dodson before Palmer	ES	Replace Coolers, Fan coils	\$2,200,000
		Stead	ES	Replace obsolete tuxes	\$50,000
Irrigation	FCIS repairs				\$80,000
		O'Brien	MS	Replace Main irrigation line	\$45,000
		Spanish Springs	ES	Repl. Irrig. For back field	\$35,000
Locks	FCIS repairs				\$200,000
		Reed	HS	Replace exterior hardware	\$200,000
Mobiles	FCIS repairs				\$250,000
634			ES,MS,HS	Residing/Repainting	\$100,000
610				Residing/Repainting	
618				Residing/Repainting	
646				Residing/Repainting	
638				Replace Steel Ramp/Stairs	\$150,000
681				Replace Steel Ramp/Stairs	
687				Replace Steel Ramp/Stairs	
622				Replace Steel Ramp/Stairs	
Painting	FCIS repairs				\$300,000
		Traner	MS	Paint Exterior	\$225,000

Project Type	General Description	Location		Specific Project Description	Estimated Budget
		Dodson	ES	Paint & Seal Exterior	\$75,000
Paving	Safety Projects				\$500,000
		Districtwide	ES,MS,HS	Extend Useful life	\$500,000
Plumbing	FCIS repairs				\$100,000
		Reno	HS	Replace water heater	\$25,000
		Elmcrest	ES	Replace B Bldg Sewer Line	\$50,000
		Dodson	ES	Replace Floor drain & P trap	\$25,000
Roofing	FCIS repairs				\$2,000,000
		Mendive	MS	Roofing Replacement	\$1,000,000
		Kate Smith A,C	ES	Roofing Replacement	\$375,000
		Districtwide	ES,MS,HS	Repairs	\$225,000
		Districtwide	ES,MS,HS	Roofing - Coatings	\$250,000
		Districtwide	ES,MS,HS	One Third Assessment	\$150,000
Safety/Security	S/S Upgrade Projects				\$1,400,000
		Districtwide	ES, MS, HS	SHSC Prioritized Projects	\$1,000,000
				single points	
		Kleppe	SS	Fall Protection Restraints	\$50,000
		Schultz	SS	Fall Protection Restraints	\$50,000
		N. Valleys	SS	Fall Protection Restraints	\$50,000
		Districtwide	ES,MS,HS	Seismic Analysis - 9 sites	\$250,000
Windows	FCIS repairs				\$600,000
		O'Brien	MS	Window replacement	\$600,000
Under 25K	FCIS repairs				\$250,000
		Districtwide	ES,MS,HS	Safety Projects	\$250,000