

**ADDENDUM NO. 1**  
**PROJECT: CEQA CONSULTING SERVICES**  
**BID NO.: RFP No. AVC2017/2018-07**

**Notice to Bidders on the Above Project:**

Please acknowledge the receipt of this addendum in your proposal submission. Failure to do so may subject the bidder to disqualification.

**This addendum consists of: Q & As**

Q-1. Are the forms required for sub-consultants?

**A-1. No.**

For questions 2-5 read quote first:

“Bidder ultimately selected to perform the CEQA Services for the District shall be responsible for:  
a. Obtaining all permits and approvals required to carry out such services.  
b. Coordinating all of its activities with the relevant property owners and their tenants and neighbors, the District, and all other entities having jurisdiction or likely to be affected by Bidders activities”

Q-2. For item a, I wanted to confirm if this would be limited to environmental permits, such as biological resource regulatory agency (ie, US Fish and Wildlife Service, California Department of Fish and Game, Regional Water Quality Control Board) or air district permits? Or would this also include encroachment and emergency access permits?

**A-2. Limited to environmental permits only.**

Q-3. Similarly, for item a, would this be limited to the approval of the CEQA document, or does the District expect a scope to get the Facilities Master Plan projects through the DSA approval process (e.g. construction drawing approval, etc.)?

**A-3. Limited to approval of the CEQA document.**

Q-4. For item b, would this coordination be limited to the scoping of the EIR and distribution of the document, or would this also include coordination of right-of-way encroachment with local jurisdiction of property owners?

**A-4. Limited to the scope of the EIR and distribution of document.**

Q-5. Based on the 2017-2018 FY Budget (pg 52) it appears that \$300,000 has been earmarked for the AVC Facilities Master Plan EIR. Is this the budget for the CEQA and environmental permitting tasks only? This question relates to the above two questions, particularly if this \$300,000 budget needs to include staff time necessary to secure DSA permits or to facilitation right-of-way acquisition.

**A-5. Yes, per the clarified scope above.**

Q-6. Has a CEQA document been prepared for the AVCCD 2016 Facilities Master Plan, and if so, is it possible to obtain a copy?

**A-6. This RFP is for preparation of a CEQA document for the AVCCD 2016 Facilities Master Plan.**

Q-7. Is the RFP request a scope of services for the preparation of the CEQA document for the Master Plan and a description of the consultants qualifications related to the full range of CEQA documents?

**A-7. Yes**

Q-8. For any associated technical analysis, such as traffic, should the proposal include the scope of preparing a traffic impact analysis for the Master Plan or should it just include the qualifications (of the prime or sub consultant) associated with this technical expertise?

**A-8. To properly complete item V. a.; 'Bidder's budget should be a detailed document...', sufficient information detailing the complete scope of work and associated technical analysis and assigned prime/sub consultant qualifications should be provided.**

Q-9. Should the proposal include a budget and schedule for the scope of preparing the CEQA document for the master plan or should it include only the rate schedules for the prime and the sub consultants?

**A-9. Item V on page 13 defines the Rate/Fee Schedule(s) requirements. To demonstrate that the Consultant 'must be prepared to provide turnkey CEQA Consulting Services in a timely manner that will enable the District to meet critical deadlines and schedules related to the current building program.' (page 10); it is recommended that a schedule for completing the CEQA document for the Master Plan be provided.**

Q-10. Is the District looking for an Environmental Consultant who will provide services for a Master Plan EIR and/or to retain an Environmental consultant to provide services?

**A-10. Provide services for a Master Plan EIR.**

Q-11. Do sub-contractors need to submit Exhibits A-F?

**A-11. Only the primary consultant submits Exhibits A-F.**

Q-12. The RFP request a font size of 11 or 12, can tables have smaller fonts?

**A-12. Yes**

Q-13. Can the District provide the planned Phase 1, Phase 2, Phase 3, and Phase 4 student enrollment increases (on a full-time equivalent basis)? This will drive traffic generation forecast for the traffic study. What is the current FTE enrollment at the AVC campus?

**A-13. Current FTE (last annual report) is presently at 11,657. Phased FTE projections can be provided that were utilized to define the Facilities Master Plan requirements.**

Q-14. Does AVCCD have a defined traffic analysis Scope of Work (e.g., number and location of study intersections and/or street segments)? Are any current weekday AM/PM peak hour or daily traffic counts available?

**A-14. The District is expecting the Consultant to provide expertise and direction for defining and acquiring all information as required to meet CEQA requirements.**

Q-15. We are assuming that detailed, quantitative level of service and traffic impact analyses will be required for each of the four phases. Can the District please confirm this?

**A-15. The District is expecting the Consultant to provide expertise and direction for defining and acquiring all information as required to meet CEQA requirements.**

Q-16. Since the District will act as the Lead Agency, do we need to contact the City of Lancaster at this time to coordinate on their traffic study requirements?

**A-16. The District is expecting the Consultant to provide expertise and direction for defining and acquiring all information as required to meet CEQA requirements.**

Q-17. The RFQ does not specify how many consultants will be awarded contracts. In the early portions of the RFQ, the language refers to "Environmental Consultants" (plural), but in the latter portions of the RFQ the language states "The District will select a bidder" (singular). Will the District be selecting only one firm to provide services, or will multiple firms be selected?

**A-17. District will select one consultant.**

Q-18. The RFQ does not specify the duration of the contract. What will the duration of the contract be? (One year, two years, five years, ten years?)

**A-18. As referenced on page 24 of the RFP, the Agreement will be for Eighteen (18) months commencing from the date the Agreement is executed. Thereafter, the parties may extend the term of the Agreement for an additional one (1) year at the District's discretion and after services have been evaluated. The District reserves the right to cancel or change the term of the Agreement with a 30-day written notification.**

Q-19. Is there an existing on-call list? Will the District share the list?

**A-19. There is no list.**

Q-20. The RFQ requests a proposed budget and a not to exceed dollar amount for the CEQA Consulting Services. Can the District explain this in more detail? The RFQ specifies that a standard rate schedule with direct costs will satisfy the "proposed budget" requirement. What, exactly, is the District seeking consultants to provide to satisfy the "not to exceed" dollar amount requirement?

**A-20. Per V. a. (page 13) the 'detailed document' should provide the information required, and as requested, to meet the scope of work for completing a CEQA document for the Master Plan as deemed appropriate by the Consultant.**

Q-21. In EXHIBIT C - References, what information is the District seeking in the "Approx. FTES" section? Is this the number of reference client staff or consultant staff who worked on the project?

**A-21.** "Approx. FTES" is the Approximate Full-Time Equivalent Student when using a California public or private educational institution references.

All other terms and conditions remain the same.

*Dawn McIntosh*

Dawn McIntosh, Director, Procurement and  
Contracts

11/28/2017 \_\_\_\_\_ Date