

December 11, 2020

RIALTO UNIFIED SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ)
ARCHITECTURAL AND ENGINEERING DESIGN SERVICES
TWO-STORY CLASSROOM BUILDING
AT EISENHOWER HIGH SCHOOL

Addendum No. 1

RFQ SUBMITTAL DUE DATE DECEMBER 18, 2020 no later than 4:00 p.m.

SUBMIT TO:

Angie Lopez

Agent (Director), Facilities Planning

(909) 421-7555

alopez@rialto.k12.ca.us

Questions and comments to Angie Lopez

Rialto Unified School District

625 W. Rialto Avenue

Rialto, CA 92376

Architectural Services RFQ Clarifications:

1. Tab 6 – Prior Relevant Experience: The last bullet requires to provide a list of ALL K-12 projects for the past five (5) years. Understanding that this could potentially consume a majority of the pages allowable for the RFQ, we will allow for 20-25 most relevant projects completed within the past five (5) years to be listed and to only provide the required details for the ten (10) most recent projects.
2. Tabs 4 and 5 – Both sections require to include resumes of key personnel who would be performing services for the District and to define the role of each person and outline the individual experience and responsibilities, indicating personnel who will serve as primary contact(s) for the District. **This information should only be inserted in Tab 4.**
3. **Number of paper copies - Correction:** Interested Firms are invited to submit an RFQ as described below, with one (1) electronic copy in PDF format and **four (4)** paper copies in a sealed envelope prominently marked with: Request for Qualifications, title, the due date and time, and the name of the organization submitting the RFQ.
4. RFQ Cover pages, cover letter, table of contents and tabs do not count towards the 30 page limit for the RFQ. But all other pages including resumes, references, etc... will be counted towards the 30 page limit.
5. District prefers single sided page format for the RFQs.
6. Understanding the sensitive nature of financial documents the District will accept the firm's financial information in a separate USB format. Please label the USB as "Financial Information". The USB needs to be submitted together with the RFQ by the due date and time on Dec. 18, 2020 by 4:00 p.m.
7. Due to the recent "Stay-at-Home" order many firms may be mandated to close offices and work from home. Understanding that this could pose a challenge to print the required paper copies (4) of the RFQ, the District will accept the electronic copy via email or a USB drive in order to meet the due date of December 18, 2020, by 4:00 p.m., but with the understanding that the paper copies will need to be submitted by January 6, 2021. (Please note that the Facilities Planning Department will be closed for the Christmas Holiday from Dec 21, 2020 – January 1, 2021. We will be back in the office on January 4, 2021.)
8. District staff intends to complete the review process and schedule interviews by the middle of January 2021.