

## **SANTA BARBARA METROPOLITAN TRANSIT DISTRICT**

### **Request for Qualifications (RFQ) for Architectural & Engineering Services**

#### **Addendum Number 2 – Issued August 14, 2013**

The Santa Barbara Metropolitan Transit District (MTD) herewith issues this Addendum No. 2 to its *Request for Qualifications (RFQ) for Architectural & Engineering Services* issued July 25, 2013. Except as modified by this addendum and Addendum 1 issued August 5, 2013, all other terms and conditions of the RFQ remain unchanged. In response to substantive questions asked or topics presented at the pre-submittal meeting on August 7, 2013 or received by the deadline of August 12, 2013 for requesting clarifications or asking questions, the following answers to questions, clarifications and changes pertain to the RFQ:

- A2-1. In section 2.2 of the Solicitation Instructions, revise (in part) the first paragraph of the subsection entitled “Architect-Engineer Qualifications, Standard Form 330 (SF 330)” to delete the next to last sentence about stapling the SF 330 pages together so the last two sentences read:
- “Do not include the Instruction pages in your submittal. Specific guidance on particular sections of the SF 330 is as follows:”
- A2-2. Add the following to the end of section 2.2 of the Solicitation Instructions:
- “Sub-Consultants—Only the following types of engineering specialties need to be addressed in the SF 330: mechanical, electrical, structural, plumbing and civil. Provide at least one résumé for each engineering specialty. A separate Part I, Section E page from the SF 330 should be used for each résumé. A separate SF 330 Part II with only items 1-7 completed is required for each sub-consultant.
  - Solicitation or Project Number—Blocks on the SF 330 pages which ask for a solicitation or project number should be left blank.”
- A2-3. On résumés for sub-consultants the typed or printed name that is to be entered on the top of the page pursuant to section 2.2 is the name of the primary submitter, not the sub-consultant.
- A2-4. In section 2.3 of the Solicitation Instructions after the first sentence, add the following:
- “Assemble each copy of the documents with the cover letter on top, followed by the submitter’s SF 330, the SF 330 (Part IE and II) for each sub-consultant and then other forms and documents. Each assembled copy should be clipped together or bound in a folder that can be easily disassembled. Pages of the original document shall be one-sided, but copies may be two-sided.”
- A2-5. Regarding the SF 330, only one is required per submittal. A separate SF 330 for sub-consultants is not required except as described in A2-2 above. See section 2.3 for numbers of submittal copies each of which includes one SF 330.
- A2-6. In response to a question about whether Part I Section G of the SF 330 is to be completed, the answer is “yes.” See section 2.2 of the Solicitation Instructions.

- A2-7. If the submitter qualifies as a small business based on the SF 330 instructions for block 5b of Part II, enter “yes” in the block.
- A2-8. In response to a question about whether required forms could be provided in Word or a fillable PDF format, attached for optional use by submitters are the Bidder Information form, References and Suppliers form, Lobbying Certification form and Acknowledgement of Addenda form in fillable PDF format.
- A2-9. Regarding the solar (photovoltaic) system identified in section III of the Scope of Work, at this time it is not MTD’s intent to carry it out as a design/build project.
- A2-10. Add the following to the list of MTD Responsibilities in section VI of the Scope of Work:  
“D. Contracting for materials and soil testing including hazardous materials.”
- A2-11. A question was asked about whether the \$10,000 deductible for insurance policies is negotiable. MTD will not negotiate the deductible which is stated in the revised Exhibit A to the Master Agreement as provided by Addendum 1 to the RFQ.
- A2-13. It is not known at this time whether the anticipated 60 foot articulated buses MTD expects to receive next year will replace some existing buses or be in addition to them. In either case, their receipt will not affect the Bus Canopy Modification project nor expand the size of the MTD facility.
- A2-14. In response to questions about MTD providing electrical demand and utility data, it is premature to provide it at this time.
- A2-15. Other questions were received about specifics of the anticipated projects cited in the Scope of Work. It is not MTD’s intent to provide specifics at this time since those projects are still in the conceptual stage.

*End of Addendum 2*



**SANTA BARBARA METROPOLITAN TRANSIT DISTRICT**  
**Request for Qualifications for Architectural & Engineering Services**  
***REFERENCES & SUPPLIERS***

Business Name of Bidder: \_\_\_\_\_

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***Credit References***

Include your primary bank and two firms that you **currently** purchase materials or services from on credit:

Bank Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Vendor Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Vendor Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

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***Work References***

Include three recent clients for which you provided **similar services** to the project:

Client Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Client Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Client Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

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***Suppliers***

Provide the following information for any **significant** suppliers to be used in the project:

Firm: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Firm: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Firm: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Firm: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of Work: \_\_\_\_\_

**SANTA BARBARA METROPOLITAN TRANSIT DISTRICT**  
**Request for Qualifications for Architectural & Engineering Services**  
**LOBBYING CERTIFICATION**

The undersigned Contractor certifies that to the best of his or her knowledge and belief:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any.

\_\_\_\_\_  
Authorized Official Signature

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Authorized Official Name

\_\_\_\_\_  
Authorized Official Title

\_\_\_\_\_  
Business Name of Bidder

**(Signer must match authorized official shown on Bidder Information Form)**

**SANTA BARBARA METROPOLITAN TRANSIT DISTRICT**  
**Request for Qualifications for Architectural & Engineering Services**  
**ACKNOWLEDGEMENT OF ADDENDA**

The undersigned acknowledges the Bidder's receipt of the following addenda to this RFQ and has incorporated information or changes in said addenda within its submittal (if no addenda were received, write "None" in the first blank):

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Note: It is the Bidder's responsibility to ensure it receives all addenda which are posted on the MTD website at <http://www.sbmt.d.gov/business-and-employment/active.html>.

\_\_\_\_\_  
Authorized Official Signature

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Authorized Official Name

\_\_\_\_\_  
Authorized Official Title

\_\_\_\_\_  
Business Name of Bidder

(Signer must match authorized official shown on Bidder Information form)