

Response to Submitted Questions

Q #	Questions	RFP Reference (Document & Page-Section-Item)	Answers
1	Is there a maximum page limit for electronic submissions?	N/A	No, however the maximum file size of 20MB is applicable each submission (Non-Cost & Cost) as described in section 5.4 of the RFP. A page limit of 50 (8.5"x11") pages or less is encouraged.
2	Is there a preferred font and/or font size for electronic submissions?	N/A	No, there is no formal requirement for font sizing or font type. However, it is advised that a font size of no less than 8 is recommended for ease of review.
3	Will preference be given to SBEs/small businesses?	N/A	No preferential treatment for SBEs will be given. However, applicants with DVBE qualifications will receive 5 points during scoring. Please see sections 8 & 11 of the RFP for further details.
4	Item 10.5 states that a prospective Consultant "must affirm that it has no objections to the use of the Master Agreement as provided, pursuant to this RFP." Our firm cannot obtain insurance for completed operations because our scopes of work do not include completed operations. Will exceptions to such requirements in the Master Agreement be considered? If so, how are they to be submitted for consideration?	Request for Proposals, pp. 10, Section 10, item 10.5	Due to the nature of the solicitation, "insurance for completed operation" is not required since this is not a capital project.
5	Will an attendance list/sign-in sheet and/or a recording from the pre-proposal conference be provided?	Request for Proposals, pp. 12, Section 9	No, pre-proposal conference call is/was non-mandatory, and no sign-in sheet will be provided. The meeting was not recorded.
6	The insurance form requests coverage for "Automobile – Any Auto." Our firm does not hold "any" auto coverage due to not owning any automobiles. Will this exception be accepted?	Attachment B, pp. 3, Automobile Insurance	Since the selected contractor might be required to travel to project location, the JCC auto liability requirement is needed and needs to remain in the insurance requirement.
7	The item contains a sentence that reads "Consultant shall, and shall..." Is there missing language here regarding a requirement from the Consultant?	Attachment E, pp. A-14, item 29.5	Verbiage should read: Section 27.5 "... <i>Consultant shall ensure that Consultant and all Sub-Consultant(s), at no cost to Judicial Council, shall provide access and proper facilities for such purposes.</i> "
8	Is it possible to submit a PDF copy of our COI via email? We are a paperless company and do not hold paper copies of our COI.	Attachment E, pp. B-2, item 1.1.10	Yes, electronic copies are acceptable and preferable. Please submit as part of the Non-Cost proposal.

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9	We hold \$1m/occurrence and \$2m/annual aggregate for CGL insurance, given that CGL insurance is not very applicable to the scopes of work that we perform. We have an excess policy that would allow us to reach the \$2m/\$4m requirements. Would this substitution be acceptable?	Attachment E, pp. B-3, item 1.2.1	Yes, this is acceptable, since the Excess will be sufficient to for the CGL requirement
10	We do not own any automobiles and cannot get owned automobile coverage. Can this requirement be waived in that instance? (Please see Question #6.)	Attachment E, pp. B-3, item 1.2.2	Since the selected contractor might be required to travel to project location, the JCC auto liability requirement is needed and needs to remain in the insurance requirement.
11	If our firm includes a subconsultant that is not a DVBE, do they need to be included in our submission? If so, what forms and submissions will be required of them?	RFP, pp. 17, item 11.1.3.2	Please review section 6 of RFP for relevant information concerning the proposal content of your submission. Specifically identify any subconsultants when completing the requirement for section 6.1.8 “ Scored Components ”.
12	Is there a list or database of DVBE vendors that can be made accessible to bidders?	RFP, pp. 17, item 11.1.3.2	The Judicial Council does not maintain a database of DVBE vendors. Prospective bidders may wish to review online databases maintained by the Department of General Services, accessible online .
13	Is there a maximum page limit for electronic submissions?	N/A	See response to Question 1.
14	Have task orders been identified for this IDIQ, so that given the long list of potential services, we can prioritize personnel and project experience to suit?	3 Scope of Services, Page 5	Please refer to Section 2.5 for details concerning scope of IDIQ contracting for individual task orders. The potential respondent should only indicate services they are appropriately qualified to respond to. Multiple vendors will be selected to provide the Judicial Council with appropriate coverage over the entirety of the scope.
15	Please clarify the relationship and intent between Section 2.9 No Follow-On Contracting and the Contract Term under Section 10.7 that states: <i>Consultants selected under this RFP will not be precluded from consideration nor given special status in any future requests for proposals issued by the Judicial Council.</i>	10 Contract Terms -Section 10.7, Page 15	10.7 is accurate with the exception of any cases outlined in section 2.9; please also review Attachment E; Exhibit A, 42.7

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16	Are resumes/roles of any subconsultants required in the response, or just of the Prime consultant?	Section 6.8.1.1 -3; Page 9	Yes, please refer to Question 11 for further clarification. Any additional information that strengthens the “Scored Components” section is acceptable and preferable.
17	May resumes be in our company’s branded format. If space allows, can the resumes include more than (5) projects?	Section 6.8.1.1; Page 9	Yes, company branding is acceptable. More than (5) projects is acceptable; please see Question 1 for clarifications on preferred page count.
18	Can you please specify what “fully loaded” anticipates in terms of billing rates?	6.2 Cost Proposal, Attachment D, Page 11	“Fully Loaded” billing rates include Overhead, Profit, anticipated Escalation, and any other reasonable charges.
19	Is Section 6.1.8.1 Consultant’s Prior Relevant Experience ONLY referring to the Prime proposer, and not subconsultants?	Section 6.1.8.1.1 -2, Page 9	No, both Prime and Subconsultant prior experience is acceptable.
20	Is there a page limit or font size requirement for this submission?	Throughout the RFP document	Please see Question 1 for details.
21	If not pursuing DBVE Incentive, do we reply as “Not Applicable” within our submittal?	Section 6.1.8.4, Page 10	Yes, please mark as “Not Applicable” on submittal.
22	What signifies a “certified” document in regards to the Delinquent Tax Payer Status?	Section 6.1.12, Page 11	A copy of the individual’s or businesses’ tax certificate or Certificate of Status with the Secretary of State qualify as certified documents.
23	Under Other Required Materials, is this asking for proof in document form?	Section 6.1.14, Page 11	Yes, the requirement specified in the referenced section (Section 6.1.14, Page 11) looks for formal proof in document form from the CA Secretary of State (Certificate of Status) or equivalent out-of-state or international documentation.
24	For Consultant’s Prior Relevant Experience, are you looking for more a narrative approach or are Project Sheets sufficient for this portion of the submittal?	Section 6.1.1.8.1 , Page 10	Please review section 6 of RFP for information concerning the proposal content of your submission. You should provide both narrative and relevant prior projects information as needed to provide as much clarity as possible.
25	Besides the information relative to staff and education levels, what Additional Information is the Client looking to be provided within this section? Can you please be more specific?	Section 6.1.6 , Page 8	Please provide information related to the ongoing education of staff, certification upkeep, or awards, etc. that provides context around your firm’s commitment to professional development. This will help the Judicial Council make a more informed decision when evaluating the consultant's proposal.

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26	For the Sample Reports, are we to provide the whole document or a portion of the report that relates to the project? Is there a page limitation?	Section 6.1.10, Page 10	Please submit full reports; redact any sensitive information from reports. Please see the response for Question 1 for submission size requirements.
27	What is the size limit for email attachments sent to the submittal email address for non-cost (technical) proposals?	RFP Section 5.4, pages 5-6	Please see the response for Question 1 for submission size requirements.
28	Which firms are the incumbents for this contract?	NA	There is no current incumbent Consultant.
29	Are Prevailing Wage and DIR registration requirements applicable for this Agreement?	Attachment E, Standard Agreement	No, Prevailing Wage and DIR Registration are not applicable for this RFP/Agreement. Please see Addendum 1 which revises Attachment E, Standard Agreement, to remove references to Prevailing Wage.
30	Approximately how many Consultants does JCC intend to select for each "Type of Work" category?	Attachment O	Please see section 2.1 of the RFP for details on anticipated consultant pool size. However, the Judicial Council will consider good coverage for the entirety of the "Types of Work" listed in Attachment O.
31	Is a recording of the pre-proposal conference available?	5.2	No. Please see response to Question 5.
32	For Attachment O, please elaborate on the types of projects intended for the Service Category "Policy".	Attachment O	Policy services include projects concerning the development of documents that will steer the JUDICIAL COUNCIL leadership/entity towards higher sustainability goals.
33	For Attachment O, please elaborate on the types of projects intended for the Type of Work "Building System Consulting".	Attachment O	Projects concerning Building System Consulting will include, but not be limited to, retrofit analysis of HVAC systems, lighting systems, and other energy using systems. Analysis may include financial payback, energy savings, etc.
34	Are there any limits or guidelines to number of pages for each section of the RFP response?	General	Please see the response for Question 1 for submission size requirements.

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35	Could you please confirm section 2.9 prevents our team from providing ANY additional consulting / contract services until the end of contract term? Or is this section intended to prevent consulting / construction services for projects that have emerged from the work performed for projects related to this RFP for Energy Efficiency and Sustainability Programs until end of term?	RFP: Section 2.9, Pages 3 &4	This section is intended to prevent consulting services for projects that may be initiated as a result of suggestions or recommendations made in the performance of the services solicited by this RFP. Additional consulting under the agreement that results from this RFP contract will not be affected.
36	Will consultants be expected to provide ‘Construction Project Inspection’ as part of the services?	RFP: Section 6.1.8.2 Approach	Consultants will only be expected to provide Construction Project Inspection if the initial scope of work provided for the IDIQ bid contains/needs this type of post installation inspection. Please see Addendum 1 which revises RFP Section 6.1.8.2.
37	Do you expect Consultants to provide a comprehensive team of consultants to address all the services identified, or for consultants to propose on certain scope of works identified? Will the JCC select multiple vendors for the same scope item?	RFP: Page 2, Section 2.1 Consultants.	No, a comprehensive team that addresses every service type is not required. Consultants may propose on certain types of services and provide as much coverage as they are comfortable with. Multiple vendors will be selected to provide the Judicial Council with appropriate coverage over the entirety of the scope.
38	To the best of the JCC’s ability, would you be able to expand on expectations from Consultant(s) for the following scope items, ‘Utility procurement services,’ ‘Climate Change Adaptation/Resiliency consulting,’ ‘Embodied Carbon/Energy consulting’?	RFP: Page 4, Section 3 Scope of Services	<ol style="list-style-type: none"> 1. Utility Procurement Strategies (e.g. Direct Access, Natural Gas Procurement, Power Purchase Agreements, etc.) applicable for CA state governmental entity. 2. Climate Change Adaptation/Resiliency: analysis of courthouse susceptibility to climate change and subsequent adaptation/resiliency strategies. 3. Embodied Carbon/Energy: cradle-to-grave carbon/energy analysis and reporting for new construction or existing building retrofits.

END OF ATTACHMENT