

RESPONSE TO SUBMITTED QUESTIONS

Q #	Questions	RFP Reference (Document & Page-Section-Item)	Answers
1	On RFP Page 12, the RFP calls for an organizational chart in both Sections 6.1.5.1.1 and 6.1.5.2. Does the Judicial Council prefer the organizational chart included in both sections or may we refer to it in the first occurrence?	RFP Page 12, Sections 6.1.5.1 and 6.1.5.2 (sub-sections of 6.1.5 Proposed Personnel/ Project Team)	Provide organizational chart to suffice information requested by both sections. Information can be provided in Section 6.1.5.2.
2	On RFP Page 12, the RFP calls for key personnel resumes in both Sections 6.1.5.1.3 and 6.1.5.3. Does the Judicial Council prefer the resumes included in both sections or may we refer to them in the first occurrence?	RFP Page 12, Sections 6.1.5.1.3 and 6.1.5.3 (sub-sections of 6.1.5 Proposed Personnel/ Project Team)	Provide resumes to suffice information requested by both sections. Information can be provided in Section 6.1.5.3.
3	On RFP Page 12, Section 6.1.5.1, the RFP requests key personnel’s ten (10) most recent public works projects. For Section 6.1.5.1.1, the RFP requests the five (5) most recent public works projects for the Lead Scheduler and key personnel. Please clarify if the Judicial Council would like projects provided in both sections or just one of the sections and whether it prefers five (5) projects or ten (10) projects.	RFP Page 12, Sections 6.1.5.1 and 6.1.5.1.1 (sub-sections of 6.1.5 Proposed Personnel/ Project Team)	Provide (5) most recent public works projects to suffice information requested by both sections. Information can be presented for Section 6.1.5.1.1.
4	On Page 14, the RFP requests an approach to project management. Please confirm whether or not the Judicial Council is seeking project management of the contract or project management of the task order to review the schedule.	RFP Page 14, Section 6.1.10 Approach to Project Management	Judicial Council seeks Consultant’s philosophy and approach to project management of the services required for the task order assigned.

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5	Can the Judicial Council please clarify what it considers key personnel?	RFP Page 12, Section 6.1.5 Proposed Personnel/Project Team	Please refer to Table A in Attachment N Consultant Personnel Hourly Billing Rates.
6	Can the Judicial Council please define its expectations for personnel roles as well as any required licenses, registrations, and/or certifications for each role?	RFP Page 12, Section 6.1.5 Proposed Personnel/Project Team	Scope of services are listed in Sub-section 3.2 Consultant Services of Section 3 Scope of Services. There are no required professional licenses/registrations/certifications for this solicitation.
7	The RFP cover indicates the proposal is due May 23, 2024, but the website and RFP Page 9 indicate the proposal is Due June 5, 2024. Can the Judicial Council please clarify which is the correct proposal due date?	RFP cover page and RFP Page 9, Section 4.2 Schedule of Events	The RFP cover page has been corrected to reflect Proposal Due Date/Time as June 5, 2024, by 3:00PM Pacific Standard Time.
8	Are the Key Personnel the roles listed on Table A Consultant Personnel Hourly Billing Rates sheet?	RFP-FS-2023-15-XC-Attach-N-Consulting-IDIQ-Statewide-Hourly-Rates.pdf	Correct, key personnel roles are listed in Table A of Attachment N.

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9	Section 6.1.5.1 asks to identify ten most recent public works projects for each key personnel. Section 6.1.5.11 asks to describe their experience with public works projects and identify five most recent public works projects. These seem to be asking for duplicate information – do you want to see five or ten?	RFP-FS-2023-15-XC-Attach-N-Consulting-IDIQ-Statewide-Hourly-Rates.pdf Page 12 Section 6.1.5.1 and Section 6.1.5.1.1	Provide (5) most recent public works projects to suffice information requested by both sections. Information can be presented for Section 6.1.5.1.1.
10	Section 6.1.5.1 asks to list license numbers with issuance and expiration dates. What type of license(s) are required?	RFP-FS-2023-15-XC-Attach-N-Consulting-IDIQ-Statewide-Hourly-Rates.pdf Page 12 Section 6.1.5.1	Section 6.1.5.1 pertains to professional licenses for key personnel. Although professional licenses are not required for this solicitation, if the personnel holds a professional license, Consultants may include the license number and issuance and expiration dates.
11	Can the DVBE certification points be obtained through teaming with a DVBE subconsultant?	RFP-FS-2023-15-XC-Attach-N-Consulting-IDIQ-Statewide-Hourly-Rates.pdf Page 13 Section 6.1.15	The DVBE certification points cannot be gained through teaming with a DVBE subconsultant.

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12	Please confirm that firms intending to submit a proposal are required to send an email to solicitations@jud.ca.gov stating their intention to do so.	Pre-proposal meeting	A courtesy email expressing interest is appreciated, but not required.
13	Is it acceptable to submit one proposal stating that we are submitting for all three regions?	RFP: Page 2, 2.2, Statewide Areas	Yes, one proposal stating services for all three regions is acceptable. Consultants will be evaluated and selected to provide services throughout the State.
15	Does a general contractor's license satisfy the licensing requirements?	RFP: Page 4, Section 3.1, Licensing	There are no required professional licenses/registrations/certifications for this solicitation.
16	RFP, Page 8, 3.3.2. Registration: Proof of registration (Consultant's DIR Registration Number) is not listed Section 6. Proposal Contents. Please confirm whether proof is required and if so, should it be placed under section 6.1.17 with the other certifications and attachments? Also, please confirm that the subconsultants are not required to be registered with the DIR.	RFP: Page 8, 3.3.2, Registration	The Judicial Council does not anticipate that prevailing wages will be required for the class of work called for in this solicitation. Accordingly, DIR registration is not required. Request for Proposals, Page 8, Section 3.3, Labor Code Provisions, has been removed in its entirety.
17	This certification is not included in 6.1.17. Certifications, Attachment, and Other Required Materials. Please confirm that Attachment O is to be included in the proposal.	RFP Page 8: CARB In-Use Off-Road Diesel-Fueled Fleets Certification (Attachment O)	Attachment O is required to be completed as a part of the package. Reference Information in Section 3.4 California Air Resources Board.

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18	This required items in 6.1.5.1 are duplicated in 6.1.5.1.1. Please clarify as to where the information is to be provided.	RFP: Page 12, Section 6.1.5.1, Proposed Personnel/Project Team	Proposers must provide all the information requested by both questions. However, to avoid duplication, proposers may provide the requested information in Section 6.1.5.1.1. -
19	6.1.5.1 asks for 10 projects while 6.1.5.1.1 asks for five projects. How many should be identified and where should the answer be placed?	RFP: Page 12, Sections 6.1.5.1 and 6.1.5.1.1, Proposed Personnel/Project Team	Provide five (5) most recent public works projects to suffice information requested by both sections. Information can be presented for Section 6.1.5.1.1.
20	Both sections ask for an organizational chart. What section does the chart go in?	RFP: Page 12, Sections 6.1.5.1.1 and 6.5.2, Proposed Personnel/Project Team	Provide organizational chart to suffice information requested by both sections. Information can be provided in Section 6.1.5.2.
21	Both sections ask for the Consultant's and key personnel's availability to provide the services. What section does this information go in?	RFP: Page 12, Sections 6.1.5.1.1 and 6.1.5.4, Proposed Personnel/Project Team	Provide availability to suffice information requested by both sections. Information can be provided in Section 6.1.5.4.
22	Both sections ask for resumes. What section does the resumes go in?	RFP Page 12, Sections 6.1.5.1.3 and 6.5.3 Proposed Personnel/Project Team	Provide resumes to suffice information requested by both sections. Information can be provided in Section 6.1.5.3.

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23	The first sentence asks respondents to list ALL California public entities with whom they have provided similar services to in the past seven years. The second sentence limits the response to no more than five "most recent" public entities. Please clarify.	RFP: Page 14, 6.1.9.2, Prior Relevant Experience	Provide no more than (5) most recent public entities.
24	Respondents are asked to provide a written and certified document identifying our California taxpayer status. Please elucidate what kind of "certification" is required.	RFP: Page 14, 6.1.14, Delinquent Taxpayer Status	Completion of Attachment G satisfies this requirement.
25	The RFP states that the JCC has a DVBE participation goal of 3%. Please clarify whether or not a non-DVBE prime is required to meet the 3% DVBE participation goal with a DVBE subconsultant.	RFP: Page 18, 10, Disabled Veteran Business Enterprise Incentive	The JCC's DVBE participation goal is not mandatory for this RFP.
26	Please confirm that a non-DVBE prime is not eligible for the DVBE incentive points even if it intends to use DVBE subcontractors.	RFP: Page 18, 10, Disabled Veteran Business Enterprise Incentive	To be eligible for the DVBE incentive the Prime Contractor/Proposer must be a registered DVBE. DVBE Subcontractors cannot be utilized to obtain the DVBE incentive.
27	Can you please provide clarification for the following: 6.1.5.1 - Identify the key personnel including their roles that the Consultant will assign to the Project(s). For each, describe each of the key personnel's experience with public works projects, including identifying the ten (10) most recent public works projects. List license numbers with issuance and expiration dates. 6.1.5.1.1 - Identify the Lead Scheduler and key personnel that the Consultant would assign to the Project(s), including their roles. For each, describe their experience with public works projects, including identifying the five (5) most recent projects.	6.1.5.1	Provide (5) most recent public works projects to suffice information requested by both sections. Describe key personnel's experience with the provided projects. Information can be presented for Section 6.1.5.1.1. There are no required professional licenses/registrations/certifications for this solicitation.

Q #	Questions	RFP Reference (Document & Page-Section-Item)	Answers
29	We currently hold an IDIQ Staff Extension and Project Management Consulting Services contract with the Judicial Council of California through 2026. In reference to Section 6.1.12 'Conflicts of Interest' outlined on page 14 of the RFP, would this existing contract be considered a conflict of interest for the purposes of this proposal?	RFP Page 14 section 6.1.12 'Conflicts of Interest'	Utilizing the ID/IQ method, request for services will be awarded on a case-by-case basis and any potential conflict(s) of interest will be identified prior to solicitation for those services
30	The form asks proposers to "Identify every firm that the Consultant or any person listed above has been associated with (as officer, general partner, limited partner, owner, RMO, RME etc.) at any time during the past five (5) years ("Associated Consultant"). Please clarify as to what is meant by "Associated Consultant." Please confirm that identification of previous firms is not required unless the person was an officer, general partner, etc.	Attachment D, page D-7, Consultant Information	Associate Consultant is defined as any or all the titles defined within this section, "(as officer, general partner, limited partner, owner, RMO, RME, etc.)".
31	The form asks proposers to "Identify every firm that the Consultant or any person listed above has been associated with (as officer, general partner, limited partner, owner, RMO, RME etc.) at any time during the past five (5) years ("Associated Consultant"). Include all additional references and/or information on separate signed sheets. Please clarify as to what "additional references" and "signed sheets" are required.	Attachment D, page D-7, Consultant Information	Additional references refers to the information in the four columns of this Exhibit; Name of Person, Name of Firm, Date of Participation. If more than five (5) firms, put the remaining list on an additional page with the same column/info, and include the authorized signature on the page as well.

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32	Is an audited financial statement and a sample insurance certificate sufficient to meet the requirement of "a statement of consultant's financial resources and insurance coverage" and a "certification of correctness of the Consultant's statement of financial resources?"	RFP: page 13, 6.1.8.4 Consultant Information	The auditor's certification of a financial statement will satisfy the obligation to provide a "certification of correctness." The statement of insurance coverage required by Section 6.1.8.4 can be met by affirming, in the cover letter, that Proposer has access to the minimum required insurance set forth in the Agreement, or by providing any other similar assurance.
33	Both these sections refer to Attachment D, which includes a "References" portion. Which section should the reference information be placed in?	RFP: page 12, 6.1.4, Qualifications Questionnaire and page 13, 6.1.7, Reference Checks	Information is required to be provided in both Attachment D and proposal package to suffice requirements of both sections.
35	We currently hold an IDIQ Staff Extension and Project Management Consulting Services contract with the Judicial Council of California through 2026. In reference to Section 6.1.12 'Conflicts of Interest' outlined on page 14 of the RFP, would this existing contract be considered a conflict of interest for the purposes of this proposal?	RFP Page 14 section 6.1.12 'Conflicts of Interest'	Utilizing the ID/IQ method, request for services will be awarded on a case-by-case basis and any potential conflict(s) of interest will be identified prior to solicitation for those services
36	On Attachment D, could you confirm if you would like us to submit "Gross revenue of the Consultant for the past three (3) years" from 2020-2022 or 2021-2023?	Attachment D, page 1, under Section, "Gross revenue of the Consultant for the past three (3) years"	The Attachment D, requests gross revenues from the years 2020, 2021, and 2022.

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37	Section 6.1.5 Proposed Personnel/Project team asks for many of the same materials multiple times. To avoid submitting duplicate materials, may we format/organize this section as we see fit?	Attachment A, RFP, Section 6.1.5 (Page 12)	Please provide information as requested in the RFP and clarified in the responses to the questions. This question has been addressed throughout these responses for specific items.
38	Sections 6.1.5.1 and 6.1.5.1.1 ask for different numbers of key personnel projects. Please confirm if we are to submit 5 or 10 projects for each key personnel, or if we are to submit separate lists in each section.	Attachment A, RFP, Sections 6.1.5.1 and 6.1.5.1.1 (Page 12)	Provide (5) most recent public works projects to suffice information requested by both sections. Information can be presented for Section 6.1.5.1.1. Describe each of the key personnel's experience with the projects identified.
39	Sections 6.1.5.1.2 and 6.1.5.2 ask for an organizational chart. Please confirm the correct section for submission of the organizational chart, or if it should be submitted in both places.	Attachment A, RFP, Sections 6.1.5.1.2 and 6.1.5.2 (Page 12)	Provide organizational chart to suffice information requested by both sections. Information can be provided in Section 6.1.5.2.
40	Sections 6.1.5.1.3 and 6.1.5.3 ask for resumes. Please confirm the correct section for submission of the resumes, or if they should be submitted in both places.	Attachment A, RFP, Sections 6.1.5.1.3 and 6.1.5.3 (Page 12)	Provide resumes to suffice information requested by both sections. Information can be provided in Section 6.1.5.3.
41	Sections 6.1.5.1.1 and 6.1.5.4 ask for key personnel availability. Please confirm the correct section for submission of personnel availability, or if it should be submitted in both places.	Attachment A, RFP, Sections 6.1.5.1.1 and 6.1.5.4 (Pages12-13)	Provide availability to suffice information requested by both sections. Information can be provided in Section 6.1.5.4.

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42	Please clarify what JCC requires for the “certification of correctness.” For example, is this a letter from our bank, or a letter signed by an owner/officer of our firm?	Attachment A, RFP Sections 6.1.8.4 (Page 13)	Consultant must include a certification of correctness of Consultant's statement of financial resources. The certification of correctness can be a statement from Consultant’s officer or auditor as having been prepared in accordance with all applicable regulations and instructions and to be a true and accurate representation of the financial condition and performance of the Consultant. A certification of correctness is required in addition to financial statements.
43	For confidentiality purposes, may we submit financial information to JCC separately from the rest of our SOQ?	Attachment A, RFP, Sections 6.1.8.4 (Page 13)	Proposers may submit their financial information confidentially as set forth in Attachment A, Section C.
44	Are the Job Titles listed in Attachment N the anticipated key personnel, or may we change these titles? Some titles such as “Cost Estimator” or “Project Manager” may not apply.	Attachment N – Hourly Rates	The job titles in Attachment N are the anticipated key personnel. Titles cannot be added or changed.
45	Is the “Personnel Weight Factor” fixed for each Job Title, and will it be used for evaluation purposes?	Attachment N – Hourly Rates	The personnel weight factor percentage is fixed for each job title and will be used for evaluation purposes.
46	Please provide JCC’s scheduling specifications for Construction Manager at Risk, Design/Build, and Design/Bid/Build projects.	General	Information will be shared with selected Consultant at issuance of task order.

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47	How will travel be reimbursed for site visits? Will we be held to non-payment if within 100 miles of our office and the site?	Attachment C - Sample Agreement, Section 23.4 (Page A-12)	<p>Please reference Attachment C Master Agreement Section 23.4 Travel Time on Page A-12.</p> <p><i>The Judicial Council is not obligated to pay for, and Consultant shall not invoice for any hours of non-production work expended by the Consultant’s employees that are spent traveling to or from the Project site and travel to or from any offsite location within a one-hundred-mile radius of either the Consultant’s designated office, staff’s commute location, testing lab, or the Project site. Notwithstanding the preceding, the Judicial Council may in its own discretion authorize and approve payment for non-production travel time, but only when Consultant has specifically included line items for these costs in the form of a prior written approval from the Judicial Council Project Manager</i></p>

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48	Does JCC anticipate requiring 4D scheduling?	Attachment C - Sample Agreement, Exhibit D, Section 1.5 Building Model for Design Materials (Pages D-3 – D-4)	Judicial Council may seek scheduling consulting services for 4D scheduling on a case-by-case basis.
49	<p>This section has multiple duplicate questions and asks for contradictory information. [Examples: Section 6.1.5.1 asks to identify the key personnel and their last 10 most recent public works projects, while section 6.1.5.1.1 asks to identify the lead scheduler and key personnel and their last 5 most recent projects. Section 6.1.5.1.3 also repeats the same information requests as Section 6.1.5.1.1.]</p> <p>Can JCC please clarify the correct format for responding to Section 6.1.5, including how many past public works projects should be included for the lead scheduler and key personnel?</p>	RFP Page 12 Section 6.1.5 Proposed Personnel/Project Team	<p>Please provide information as requested in the RFP and clarified in the responses to the questions.</p> <p>Provide (5) most recent public works projects to suffice information requested by both sections. Describe key personnel’s experience with provided projects. Information can be presented for Section 6.1.5.1.1.</p>
50	Section 6.1.10 asks “Provide Consultant’s philosophy and approach to project management.” Is this supposed to say “schedule management” instead of “project management”? Or is JCC asking for the consultant’s approach to project management in addition to scheduling?	RFP Page 14 Section 6.1.10 Approach to Project Management	Judicial Council seeks Consultant’s philosophy and approach to project management for the services required for the task order assigned.
51	Does the Judicial Council prefer resumes for just key personnel or are support staff required as well?	Section 6.1.5 Proposed Personnel/Project Team Page 12	Please provide resumes for key personnel.

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52	<p>Does the Judicial Council prefer references be included in Attachment D Qualification Questionnaire and if so, may we alter the form to copy and paste the reference portion of the form for the 5-10 references requested? Or does the Judicial Council prefer we provide the references within Section 6.1.7 Reference Checks of the proposal instead? Or does the Judicial Council prefer we provide references in both Attachment D and Section 6.1.7?</p>	<p>Section 6.1.7 Reference Checks Page 13 and Attachment D Qualification Questionnaire</p>	<p>Information is required to be provided in both Attachment D and proposal package to suffice requirements of both sections. Please do not alter the forms provided.</p>
53	<p>May we provide references for projects that are ongoing?</p>	<p>Section 6.1.5 Proposed Personnel/Project Team Page 12</p>	<p>Yes, references from on-going projects are acceptable.</p>
54	<p>For Attachment D's requirement in Consultant Information and just below the DIR information, for which license/certification would the Judicial Council like information? Specifically for the questions listed below.</p> <ul style="list-style-type: none"> • Name of license/certification holder exactly as on file: • License/certification classification(s): • License/certification Number(s): • License/certification expiration date(s): • Responsible Managing Officer (RMO) or Employee (RME) for Consultant: • Number of years license holder has held the listed license(s): • Number of years Consultant has done business in California: • Number of years Consultant has done business in California under current license/certification: <p>Has Consultant changed name(s) or license number(s) in the past five (5) years? If "yes", explain on a separate signed sheet, including the reason for the change.</p>	<p>Attachment D Qualification Questionnaire</p>	<p>There are no required professional licenses/registrations/certifications for this solicitation. However, your firm should be registered to do business in California.</p>

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55	How many personnel (key and support) does the Judicial Council anticipate needing for this contract?	Section 6.1.5 Proposed Personnel/Project Team Page 12	Please refer to Attachment N that lists the anticipated key personnel.

END OF ATTACHMENT