



Ventura County Community College District

PURCHASING DEPARTMENT

DATE: November 12, 2020
TO: All Bidders
FROM: Jo Nell Miller, Purchasing Specialist
SUBJECT: Addendum 1 – RFP 611 Oxnard College Facilities Master Plan

This addendum is hereby made part of the Contract Documents to the same extent as though it was originally included therein and takes precedence over the original documents. The outdated pages must be replaced with any updated and/or changed pages when submitting your proposal. Acknowledge receipt of all addenda on the proposal submission.

The opening remains on **Wednesday, November 18, 2020**. Proposals must be received no later than **5:00 p.m.** at 761 E Daily Drive, Suite 200, Camarillo, CA 93010. Properly mark the outside of the exterior envelope on your submitted proposal with the RFP Number and Name according to the requirements stated in the proposal packet directions.

It is the responsibility of the bidder to verify that their proposal has been received by the VCCCD Purchasing Department prior to the opening date. Verification of receipt can be made through the listed Purchasing Specialist.

1. Many of the infrastructure drawings included in the “RFP_611_Oxnard_College_Plans_Packet.pdf” do not show recently completed new buildings on the Oxnard campus. Does the College/District have up-to-date site / campus utility plans for: storm drain, water, sanitary sewer, power, natural gas, etc. If no, does the College/District anticipate that part of the FMP scope will be to create/ develop up-to-date existing utility plans?
[The utility infrastructure was designed and completed 2004-2005, Oxnard College has plans for buildings built after 2005.](#)
2. Does the College have recent topographic survey information available for the successful team?
[The most recent topographic survey is 2004.](#)
3. With the provision for Technology, AV, Information Technology consultant “acceptable but not required,” is the College/District requesting the inclusion of the assessment and development of new campus-wide telecom/communications plans in the FMP scope, including telecom infrastructure plans?
[Not required, except to note that conduit would be required if recommending new construction.](#)



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4. Please confirm if Fire Alarm System assessment and master planning is to be included in the FMP scope.
Only for new construction or revision of existing facilities that would impact existing systems.
5. RFP Summary of Services notes a “general, mid-level assessment will be required for the FMP regarding existing buildings, interiors, and associated infrastructure.” Please clarify what scope is intended to be included in “mid-level” assessment for existing facilities?
Detail to be discussed and determined with the FMP committee.
6. What master planning scope is the College/District anticipating that an Acoustical consultant is being requested? Does anticipated scope include on-site acoustic measurement for specific existing facilities? If yes, which facilities?
Only for new construction or revision of existing facilities that would impact existing acoustics.
7. The 2016 Oxnard College Sustainability Plan, identifies as a 0-1 Year Goal to “perform energy audits on all campus building.” Have these building energy audits been completed? If no, is it the College/District’s intent to include the energy audits in this FMP scope?
The last energy audit was completed in 2017/18 and it would be beneficial if an analysis was completed to determine if Oxnard College is on track with the findings.
8. The 2013-2019 Educational Master Plan notes that the Educational Master Plan is due to be revised in 2019. Has or will Oxnard College be creating a new Educational Master Plan aligned with the new Facility Master Plan dates? If yes, what is the timeline for the development of the new Educational Master Plan, including draft and final milestone dates?
EMP is being revised currently and will be complete by May 2021. FMP will respond to priorities within the plan. The draft EMP will be made available to the firm awarded the contract.
9. When was the most recent Facilities Master Plan with similar scope to this RFP/FMP effort completed for Oxnard College?
2004 with minor revisions in 2014.
10. What is the anticipated Facilities Master Plan project start date?
VCCCD Board approval is anticipated for February 2021 or later. The project will start shortly after Board approval.
11. Is the College’s space inventory currently up-to-date?
Yes.



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12. Have the 2016 Sustainability Plan goals identified to be implemented by 2020 been achieved?
Unsure, this has not been a priority to review.
13. Has the College conducted a recent ADA Accessibility Compliance Review of the site and buildings?
Annual inspections are conducted by the District's insurance administrator, Keenan & Associates and ADA issues resolved as recommended. In addition, compliance review is conducted with projects requiring DSA approval.
14. Do you have an anticipated schedule for this facilities master plan?
VCCCD Board approval is anticipated for February 2021 or later. The project will start shortly after Board approval. Project completed is anticipated by May 2022.
15. Can you elaborate on the level of assessment you are looking for?
General, mid-level assessment, further details will be determined by awarded firm and the Oxnard College committee.
16. Can you describe how (what level of detail) you are looking for with regards to fee proposal?
 - a. How would you like for the fee proposal to be broken down?
The RFP response must include the actual fees being charged for the services, either by time and materials, flat rate, lump sum or a combination of fee methods. The District is expecting total cost for the project and the fee structure/method for charging those fees.
17. Is the successful bidder for the Oxnard College FMP precluded from pursuing subsequent projects at the campus that come after and are identified in the new FMP?
FMP firms will not be excluded from future building design pursuits.
18. Will there be any updates to the Education Master Plan that should be accounted for in the new FMP?
The EMP is being revised currently and will be complete by May 2021. FMP will respond to priorities within the plan. The EMP draft plan will be made available to the firm awarded the contract.
19. Will presentations to the Board of Trustees be required? If yes, how many are anticipated, and would these be virtual or in-person?
Yes, either one or two presentations to the Board of Trustees will be required. The presentations will either be virtual or in-person depending on pandemic conditions.



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20. Will community outreach or Town Hall meetings be desired or required? If yes, how many town hall meetings would be anticipated?
Yes, either one or two Town Hall meetings will be required. The meetings will be virtual or in-person depending on pandemic conditions.
21. Can access to the Fusion database be provided to teams during the solicitation phase?
Fusion access will be provided, email Jo Nell Miller for access (jonellmiller@vccd.edu).
22. Is the College's space inventory currently up-to-date?
Yes
23. Does the College have comprehensive record drawings for the existing facilities available for the successful team?
Oxnard College has hard copies of all buildings and projects and a few scanned.
24. Does the College have a current Accessibility Transition Plan available for the successful team?
Oxnard College does not have an Accessibility Transition Plan; however, the College does adhere to ADA accessibility mandates through annual inspections and review for new projects through DSA,
25. Does the College have recent utility survey information available for the successful team?
Last comprehensive survey completed was in 2004 for the College Infrastructure project.
26. Does the College have recent geotechnical information available for the successful team?
Several reports are available for different projects on campus but not all.
27. Does the College have recent topographic survey information available for the successful team?
Yes, from 2004.
28. Has a hazardous material assessment of existing campus buildings been conducted?
Hazardous materials have been removed from most buildings as part of various projects. Preliminary testing is completed prior to the start of a project of existing documentation is not available.
29. Does the College have a campus stormwater management plan available for the successful team?
Yes



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30. When assessing the existing buildings, for structural, will an ASCE 41 Tier 1 evaluation be required?

Recommended.

31. Will a topographic survey be required? If so, will an aerial survey with sporadic supplemental field shots suffice or will a more detailed field survey be needed?

A topographic survey is not required at this time.

32. Will utility locating be required?

The 2004 plans are often accurate; however, a discussion with the awarded firm may be discussed to review the plans.

33. Are technical studies for the existing and future water, sewer, and storm drain systems required? If so, does the College have existing information with respect to pressures, flows, etc. that can be used as a starting point?

The 2004 plans are often accurate; however, a discussion with awarded firm may be discussed to review the plans.

34. The scope of work notes that "During COVID-19, meetings may be virtual." Given rising cases of COVID, should it be assumed that all meetings will be virtual?

Meetings will be virtual or in-person as determined by pandemic conditions.

35. Will a detailed ADA analysis be needed to confirm ADA paths of travel, including compliant slopes, etc.?

Annual inspections are conducted by the District's insurance administrator, Keenan & Associates and ADA issues resolved as recommended. In addition, compliance review is conducted with projects requiring DSA approval.

36. Is a pavement evaluation required? If so, for which areas?

A payment survey was completed in 2016.

End of Section