



No	Date	Request for Clarification (RFC)	GCC RFP 25-1 - RFC Response - FINAL
1	6/26/2025	Would you accept a proposal from a joint venture?	Yes
2	6/26/2025	In Exhibit C, you talk about two groups who will work together on the Program: Facilities Planning & Development (FPD) and Program Management Support & Advisory Services (PgM-SAS). I want to confirm that the FPD is a group that is comprised of District staff (and potentially other contractors), and that the RFP we are responding to is to select the PgM-SAS team to work with FPD. Is my understanding correct?	Page 25 of 53 - Correct. The District is only seeking to hire a Program Management Support & Advisory Services (PgM-SAS) through this RFP.
3	6/26/2025	On page 16 of the RFP, Item I states "The following Exhibits are required to be included in your proposal" and the list includes all exhibits A-L. Exhibits A, C and L are all informational, and don't require signatures at this time. Exhibit B was not included with the RFP, but appears to also be informational, and will likely not require a signature. Can we please leave copies of these Exhibits out of our proposal? This would allow us to reduce the amount of paper used to produce our proposals, and help us minimize our environmental footprint.	<b>Include only the first page of exhibits "A through C" to acknowledge receipt:</b> Exhibit "A" FACTORS CRITICAL TO SUCCESS – OVERALL GOAL; Exhibit "B" BALLOT MEASURE & PROJECT LIST; Exhibit "C" PROPOSED PROGRAM MANAGER JOB RESPONSIBILITIES. Exhibit "L" contract is for information purposes only and will be negotiated with selected bidder.  These pages will not be included in page count requirements. Exhibit B – Ballot Measure & Project List was included in Addendum 1. Exhibits "D through K" are expected to be returned fully executed with the proposal.
4	6/27/2025	Could you please confirm whether the following exhibits are intended for reference only and may be excluded from the final proposal package, or if they are expected to be included in our proposal response under Section L: oExhibit A – Factors Critical to Success – Overall Goal oExhibit B – Ballot Measure & Project List oExhibit C – Proposed Program Manager Job Responsibilities oExhibit L – Program Management & Advisory Services Agreement	See response to RFC No. 3
5	6/27/2025	Please confirm whether a cover letter is expected or required, and if so, whether it is excluded from the 18-page limit for the main proposal content.	In lieu of a Cover Letter, please submit an Executive Summary (limit: 2 pages). The RFP shall not exceed (23) pages inclusive of the Executive Summary.
6	6/27/2025	Should the fee proposal include only the three (3) proposed principal positions, or all positions required to complete the scope of work?	The fee proposal should include all positions required to complete the proposed scope of work including the three (3) principal positions. The final fee will be negotiated with the successful proposer and will include all positions authorized by the District.
7	6/27/2025	Can the District please provide Exhibit B – Ballot Measure & Project List?	Exhibit B – Ballot Measure & Project List was included in Addendum 1.
8	6/27/2025	May we include full-page resumes in the appendix?	Yes. These supporting documents will be excluded from page count.
9	7/1/2025	Will the successful firm selected for this RFP be eligible to submit for future Construction Management (CM) services at Glendale Community College?	Yes. The District will determine procurement approach for future Construction Management (CM) firms at their discretion.



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10	7/1/2025	<p>Fee Estimate Range: RFP Section 3.02 (pg. 5) requests that a fee estimate range be submitted at the time of the proposal with a final not-to-exceed fee to be negotiated with the successful Proposer for an agreed to scope of work. Please confirm, so that the District receives similar proposals from which to evaluate and compare, that the Proposer is to provide a fee for the initial three-year period, referenced in section 3.03 Term, broken down by year and months with hourly rates for each anticipated position, as indicated in section 3.02, and that it is not be a lump-sum.</p>	<p>In Exhibit "A", include a Not to Exceed (NTE) value for the proposed scope of services covering the initial term of the contract for three (3) years. The fee estimate does not need to be broken out annually. The final term shall not exceed five (5) years with each additional option year negotiated at time of renewal.</p> <p>Proposers are directed to section 3.02 Fee Estimate Range in the RFP. "Proposer must submit a fee proposal in a separate, sealed envelope. The fee proposal shall include hourly rates for anticipated positions within the PM organization structure. The fee proposal should also include an estimate of personnel hours and cost to complete the scope of work. A professional services agreement detailing a final scope of work and not-to-exceed fee shall be negotiated with the successful Proposer."</p>
11	7/1/2025	<p>Insurance: RFP Section 5.02.h (pg. 11 and 12) requests the following coverages amongst others:  a.Commercial General Liability - \$3M per occurrence and \$10M aggregate  b.Automobile Liability Insurance - \$3M  c.Professional Liability Insurance \$3M per claim and \$10M aggregate</p> <p>These insurance limits are significantly higher than industry requirements for program management services in a staff augmentation role should they be obtainable. Would the District accept the following coverages:  a.Commercial General Liability - \$2M per occurrence and \$4M aggregate  b.Automobile Liability Insurance - \$1M per accident plus \$1M excess  c.Professional Liability Insurance \$2M per claim and \$4M aggregate</p>	<p>Insurance requirements shall be provided per recommendations in Addendum 1; copied below: If your firm cannot provide these requirements, please provide a written explanation consistent with your proposal. This explanation will be excluded from the page count.</p> <p>5.02 Contents</p> <p>h. Insurance  ii. Commercial General Liability Insurance: Commercial General Liability Insurance shall be at least as broad as Insurance Services Office General Liability Coverage (Occurrence Form CG 0001.) Three Million Dollars (\$3,000,000) per occurrence for bodily injury, personal injury and property damage/ Three Million Dollars (\$3,000,000) aggregate.  v. Professional Liability Insurance (Errors and Omissions): The respondent shall provide professional liability insurance in the amount of at least Three Million Dollars (\$3,000,000) per claim and Five Million Dollars (\$5,000,000) aggregate.</p>
12	7/10/2025	<p>The RFP Section 3.03 indicates an initial term for the contract for three (3) years with a District option to extend one year. At the Pre-proposal Conference a potential of a five-year total term of contract was discussed. Please confirm the initial term and number of District option years.</p>	<p>See response to RFC No. 10</p>
13	7/10/2025	<p>Will the District please clarify how the page count is calculated for the sections with stated limitations (e.g., 5 pages for Staffing Resources and Proposed Method to Accomplish the Work)? Specifically:  a.Does "5 pages" refer to five physical sheets of paper, allowing for double-sided printing (i.e., up to 10 pages of content), or is the limitation to five pages of content regardless of whether the document is printed single- or double-sided?  b.If the proposal is printed double-sided and includes tabbed dividers, is it acceptable to include intentionally left blank pages behind tabs for formatting or readability purposes?  c.May such intentionally blank pages be excluded from the total page count, provided that they do not contain any substantive content?</p>	<p>The page count refers to the number of sheets: If print is double-sided, then this will count as a single sheet against the (23) page limit.</p> <p>Blank pages, front and back covers, tabs, appendices and supporting documentation are excluded from the page count.</p>



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14	7/10/2025	Section g., "Proposed Method to Accomplish the Work" requires a draft first year schedule of tasks, services, milestones, and deliverables that will provide for a timely completion of the first series of Bond projects most cost effectively,. Will you please confirm if this requested schedule is excluded from the page count?	The RFP states "Proposed Method to Accomplish the Work (limit: 3 pages)" Therefore, the proposed schedule of tasks, services, milestones, and deliverables for proposed method of work is not excluded from the page count.
15	7/10/2025	Submittal Requirements, Section 7.02, "Preparation" states, "technical literature that supports the Program approach and workplan should be forwarded as part of the Proposer. Emphasis should be concentrated on completeness, approach to the work and clarity of proposals". a. Is this technical literature excluded from the page count? b. If marked as "Confidential and Proprietary" will it remain confidential to the District?	7.02 Preparation a. The RFP states "Experience and Technical Competence: This section shall include a response to Section 5.02 (f). (5 pages)". Therefore, these proposed documents are not excluded from the page count. b. Yes. If marked as "Confidential and Proprietary", these documents will remain confidential to the District if not subject to Public Records Act under California law.
16	7/10/2025	Are we required to include the full contents of Exhibits A, B, C, and L or can we just include the first page?	See response to RFC No. 3
17	7/10/2025	For exhibits that do not contain a designated signature block, is a formal acknowledgment sufficient?	See response to RFC No. 3
<b>RFCs RECEIVED BY END THURSDAY JULY 10, 2025 by 4:30 PM</b>			GCC RESPONSE ISSUED TUESDAY JULY 15, 2025