

#	Date Received	FIRM	RFI Question due by Friday, March 13, 2026; 2:00 PM PST	Final District Response (RFI Responses) issued via Addendum
1	3/11/2026	jmc-2	Please, can you provide us with concept design or a map showing the boundaries of the scope of work or the proposed scope for the entire campus?	The 2025-2035 Facilities Strategic Plan is referenced in the RFP as a guide to establish site parameters and intent. This document is public record and may be found on our GCC webpage linked here: Administrative Services Department Glendale Community College.
2	3/11/2026	jmc-2	Is it the same scope for each campus, or are there some different areas?	Each campus needs are outlined in the 2025-2035 Facilities Strategic Plan.
3	3/11/2026	kpff	Please provide a link or access to the Strategic Plan 2025-2035 document	This information is public record and may be found on our GCC webpage linked here: Administrative Services Department Glendale Community College
4	3/12/2026	Psomas	On the District's website, when clicking on the link to the Civil Engineering RFP, it leads to the Private Security RFP Word document - please advise:	The link was corrected on 3/12, and the PDF document issued via email and posted to the ARC Public Planroom.
5	3/12/2026	Psomas	For #2 on Proposal Form B is asking for items a through f - how many projects is the District looking for in this proposal response?	Please list at least three (3) comparable project examples focusing on Community Colleges / public infrastructure civil service projects with similar scope.
6	3/12/2026	Psomas	Are separate resumes expected to be included for key employees, in addition to the Proposal Form C?	Yes. Please include resumes for all individuals being proposed to this project.
7	3/12/2026	Psomas	Can the District confirm whether projects identified in Proposal Form B #2 may also be used as references in Proposal Form F, or whether the District prefers different projects to be provided for each form?	It is acceptable to list two (2) of at least three (3) comparable project examples required on Form B as a References on Form F.
8	3/12/2026	Psomas	Proposal Form F includes fields for "Type of Legal Services Provided" and "Number of administrative hearings conducted and the outcomes of those hearings." As this RFP is for civil engineering consulting services, these fields do not appear applicable. Can the District confirm whether proposers should mark these fields as "Not Applicable" or provide alternative information relevant to civil engineering services?	It is acceptable to mark "Not Applicable" for "of Legal Services Provided:" and "Number of administrative hearings conducted and the outcomes of those hearings:" fields on Form F.
9	3/12/2026	Psomas	Can you elaborate on what type/s of Environmental Assessments? Site assessments I/II or CEQA or other?	Site assessment 1 is required. Site assessment 2 is required, if needed . CEQA is not part of this scope.
10	3/13/2026	Kimley-Horn	I wanted to reach out for a quick clarification regarding the instructions on page 5 under the "Proposal Submission" section, specifically paragraph 3. It mentions that the submission is electronic, but then also refers to enclosing the package in a sealed envelope. To make sure we follow the correct procedure, could you please confirm whether the entire proposal should be submitted electronically, and if there is anything that needs to be physically mailed in?	Proposals shall be submitted electronically only to Silva Sorkazian, Measure GCC, Contracts and Procurement Manager for the District by e-mailing ssorkazian-cp@glendale.edu . Disregard note to submit "This proposal package should be enclosed in a sealed envelope bearing the name of the Proposer. " No hardcopy submissions will be accepted.

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11	3/13/2026	Latitude 33	<p>1.Proposal Page Count Clarification The RFP includes two different page count references: •One section states that "No proposal shall exceed twenty (20) pages plus any pricing schedules, exhibits, or attachments." •Another section states that "No proposal shall exceed ten (10) back to back pages plus any pricing schedules, exhibits, or attachments." With this being an electronic submission, please confirm the correct maximum page limit and whether the intent is: •20 single sided pages</p>	The correct total page count is 20 single sided pages since this will be submitted electronically only.
12	3/13/2026	Latitude 33	<p>2.Items Included vs. Excluded from Page Count Please confirm whether the following items are excluded from the proposal page count, as referenced in the RFP: •Fee and rate schedules (Proposal Form D) •Resumes •Required forms (Proposal Forms A–G) •Appendices (Appendices A–E)</p>	The only documents EXCLUDED from the proposal page count, as referenced in the RFP: Resumes
13	3/13/2026	Latitude 33	<p>3.Electronic Submission vs. Sealed Envelope Language The RFP states that proposals must be submitted electronically via email, but also references the proposal being "enclosed in a sealed envelope." •Please confirm that for electronic submissions, no physical sealed envelope is required, and that the sealed envelope language is a standard clause not applicable to this solicitation.</p>	<p>Proposals shall be submitted electronically only to Silva Sorkazian, Measure GCC, Contracts and Procurement Manager for the District by e-mailing ssorkazian-cp@glendale.edu.</p> <p>Disregard note to submit "This proposal package should be enclosed in a sealed envelope bearing the name of the Proposer. " No hardcopy submissions will be accepted.</p>
14	3/13/2026	Latitude 33	<p>4.Use of District Forms vs. Customized Proposal Format The RFP includes Proposal Forms A–G and Appendices A–E. Please confirm: •Whether firms are required to submit the District's forms exactly as provided, or •Whether firms may customize the format and layout (while still fully addressing all requested information and including required certifications and signatures).</p>	Please use District Forms provided through this RFP without customizing format.
15	3/13/2026	Latitude 33	<p>5.Proposal Content Format / Marketing Materials To ensure alignment with District expectations, please clarify whether the District: •Expects responses primarily through the provided forms and exhibits, or •Allows a custom proposal format that incorporates the required content (approach, experience, personnel, etc.) in a professionally designed proposal document.</p>	Please use District Forms provided through this RFP without customizing format.

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16	3/13/2026	Latitude 33	6.Availability of an Editable Proposal Template If the District prefers proposers to respond directly within the provided forms, would the District be willing to provide an editable Word version of the proposal forms to facilitate consistent and complete responses?	Firms should feel free to convert Form(s) into an editable format in order to fill-in responses.
17	3/13/2026	Latitude 33	7.Reimbursables Form D allows reimbursables with 10% max markup but doesn't define allowable items. •Please confirm what GCCD considers allowable reimbursable expenses (e.g., printing, mileage, plan check fees, courier, lab testing, permit fees, subconsultants, specialized software/modeling) and whether any are not reimbursable.	Form D Revision: Reimbursable expenses will no longer be accepted or considered under this RFP.
18	3/13/2026	Latitude 33	8.Legal Services •Proposal Form F includes fields referencing legal services and administrative hearings. Please advise what information GCCD would like provided in those fields for a civil engineering services proposal.	It is acceptable to mark "Not Applicable" for "of Legal Services Provided:" and "Number of administrative hearings conducted and the outcomes of those hearings:" fields on Form F.
19	3/13/2026	Latitude 33	9.Insurance/Notary •Appendix B requires a notarized Insurance Affidavit. Please confirm whether GCCD will accept remote online notarization or scanned notarized documents as part of the electronic submission or is this something that can be done if awarded.	Since this is an electronic submission, it is acceptable for the firm to provide remote online notarization or scanned notarized documents. No hardcopy submissions will be accepted.
20	3/13/2026	Latitude 33	10.If interviews are held, will GCCD provide an interview agenda and scoring criteria in advance?	Yes.
21	3/13/2026	Latitude 33	11.Selection of Consultant: •The RFQ states that the District will be selecting one Civil Engineering Consultant, but does allude to the potential to select multiple throughout. Can the District confirm if they will be contracting with one firm, or multiple through this RFQ?	The intent is for the College to select a single Civil Engineering firm.
22	3/13/2026	Latitude 33	12.Sub-Consultants: Can firms responding to the RFQ have sub-consultants on their team to provide specialty design services? (Ex. Irrigation design is listed but is typically not provided by a Civil Engineering Consultant).	Yes. The Civil Engineering firm may include subconsultants for specialty design services. The selected firm is responsible for identifying and retaining any specialty design firms necessary to meet the scope requirements.
23	3/13/2026	Latitude 33	13.Projects: Can the District provide a list of anticipated projects that will be executed under this contract?	The Final Project List is not yet Board of Trustees Approved. Therefore, the 2025-2035 Facilities Strategic Plan is referenced in the RFP as a guide to establish site parameters and intent. This document is public record and may be found on our GCC webpage linked here: Administrative Services Department Glendale Community College.
24	3/13/2026	Coffman Engineers, Inc.	Based on Pages 5/42 and 6/42, the proposal appears to be limited to 20 pages. Page 22/42 (Proposal Form C) indicates that resumes are not included in the page limit. With that in mind, can you please clarify whether the required proposal forms are included in or excluded from the 20 page limit?	The only documents EXCLUDED from the proposal page count, as referenced in the RFP: Resumes

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25	3/13/2026	KPFF	Can any additional surveys completed to date or as-built information be provided to assist in the refinement of the proposal?	The College will provide all available surveys and as-built documentation to the selected Civil Engineering firm to complete 1. Project Initiation and Discovery" obligations listed in the Scope of Services.
26	3/13/2026	KPFF	Can any preliminary plans, studies and or scope of work exhibits be shared to help define the scope of work?	The 2025-2035 Facilities Strategic Plan is referenced in the RFP as a guide to establish site parameters and intent. This document is public record and may be found on our GCC webpage linked here: Administrative Services Department Glendale Community College.
27	3/13/2026	KPFF	What is the anticipated project design effort schedule?	The selected Civil Engineer will determine the project design schedule through the Scope of Services development. The entire scope is expected completion within two (2) years.
28	3/13/2026	KPFF	What is the anticipated project construction schedule?	The selected Civil Engineer will determine the project construction schedule through the Scope of Services development. The entire scope is expected completion within two (2) years.
29	3/13/2026	KPFF	Can you confirm that there is no site work required beyond what needs to be repaired for the site utility upgrades?	The selected Civil Engineering firm is expected to advise the College of the extent of required site work repairs and / or underground water line utility replacement requirements by conducting thorough 1. Project Initiation & Discovery obligations as outlined in the Scope of Services.
30	3/13/2026	KPFF	Can you confirm that scope should include an ADA assessment of the existing site only and that the required scope and fees for required design services once the extent of work is confirmed.	This Collegewide Civil Engineering Services RFP shall NOT include the Accessibility Compliance Study / Scope.
31	3/13/2026	KPFF	It states on Form C: "Number of Community College Transactions Individual Has Participated." What does "transaction" mean? Does it refer to project involvement (e.g., stakeholder engagement) specifically or does it refer to civil engineering work for community colleges (e.g., memorandums)?	In this instance, replace the word Transactions with completed Civil Engineering projects.
32	3/13/2026	KPFF	In the Facilities Strategic Plan page 43 it states that, "all underground water lines will need replacement due to deterioration" for the Verdugo Campus. Does this include the fire water, reclaimed water, and the smaller water system on the southeast side of the campus? If the entire system will be replaced, will the scope also include new water services or any water main improvements outside campus boundaries or master planning for future buildings?	The Facilities Strategic Plan provides planning-level information only and does not define the scope of this RFP. The selected Civil Engineering firm is expected to advise the College of the extent of required site work repairs and / or underground water line utility replacement requirements by conducting thorough 1. Project Initiation & Discovery obligations as outlined in the Scope of Services. The Facilities Strategic Plan provides planning-level information only and does not define the scope of this RFP.
33	3/13/2026	KPFF	Can you confirm that the campus will provide all domestic and fire water throughout the campuses for all buildings accounting for existing and future needs?	Confirmed. The service provider is Glendale Water and Power.

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34	3/13/2026	KPFF	· For the new fire safety/public safety academy on Facilities Strategic Plan page 70, it states that "Further analysis and development will proceed once the site for the facility has been confirmed." Has a site been selected? Can more information be provided regarding the required scope for this building, such as required studies, size of the proposed building, extent of exterior improvements etc.	The new fire safety/public safety academy project site is confirmed and relevant information will be provided to the selected firm.
35	3/13/2026	KPFF	· For the Sartoris Field renovation, will a field consultant be on-boarded to detail the field?	Yes.
36	3/13/2026	KPFF	· For the Auditorium building on Facilities Strategic Plan page 74 it states that "The decision to renovate or replace the building will be decided during the state funding final project proposal phase when more specific project costs are known." Has a decision been made to renovate or replace the building? What option(s) should be included in the scope and fee.	A decision has been made to replace the building limited to the existing footprint as required by the Final Approved FPP including changes to the parking Lot I adjacent to the auditorium.
37	3/13/2026	KPFF	· The campus entrance upgrades on Facilities Strategic Plan page 79, states that "This will also involve optimizing the layout of the vehicular drop-off zones to better accommodate the flow of traffic and reduce congestion." Is there a preliminary plan what the extent of the drop-off areas will impact the street frontage, is it limited to 20,000 sf as shown on page 93.	As part of the "1. Project Initiation & Discovery" phase outlined in the Scope of Services, the selected Civil Engineering firm is expected to advise the College on expanding the Mountain Street entrance, optimizing vehicular dropoff zones and necessary improvements to Circle Drive in accordance with local City of Glendale ordinances and planned bike lane enhancements running N-S on Verdugo Road.
38	3/13/2026	KPFF	· For the campus-wide accessibility upgrades on Facilities Strategic Plan page 82, it was suggested that "the district conduct a detailed Accessibility Compliance Study by a Certified Access Specialist (CAsp) to provide the College with a comprehensive outline of upgrades needed to meet current accessibility regulations." Has this been completed and what scope should be included for this RFP?	The selected Civil Engineering firm shall NOT include the Accessibility Compliance Study / Scope.
39	3/13/2026	KPFF	· On page 92 of the Facilities Strategic Plan, it mentions sewer and water replacement part of phase A, what is the extent of the sewer and water replacement in Phase A? Similar, water and sewer replacement is also included under Phase B on page 93, Phase C on page 94, and remaining scope on page 95. Should the fee be broken down per phase? It is not clear what sections will be replaced in each phase. The units are provided in square footage rather than linear footage with locations. If a map can be provided delineating the phases that would be very helpful.	The selected Civil Engineering firm will advise the College on the extent of required site repairs and/or underground water line utility replacements by performing the "1. Project Initiation and Discovery" tasks outlined in the Scope of Services. If any system or component is determined to require repair or replacement due to age or malfunction, these findings shall be identified during this phase and carried forward into subsequent phases for implementation. The firm shall also provide a detailed fee breakdown aligned with its proposed project phasing approach.

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40	3/13/2026	KPFF	<p>For the Systems + Infrastructure Report on Facilities Strategic Plan page 232 it states that "Further evaluation of campus-wide infrastructure should include storm drainage, sanitary sewer, domestic water, reclaimed irrigation, and fire protection water, electrical and communications. The repair or replacement of aged or nonfunctional components will be necessary to support the needs of modern learning environments and campus improvements and expansion." Are only the studies included in this proposed scope? Or what extent of replacement should be included?</p>	<p>The selected Civil Engineering firm will advise the College on the extent of required site repairs and/or underground water line utility replacements by performing the "1. Project Initiation and Discovery" tasks outlined in the Scope of Services. If any system or component is determined to require repair or replacement due to age or malfunction, these findings shall be identified during this phase and carried forward into subsequent phases for implementation.</p> <p>The firm shall also provide a detailed fee breakdown aligned with its proposed project phasing approach.</p>
41	3/13/2026	KPFF	<p>The MEP Strategic Plan Report on page 237 mentions "the Sartoris Field Storm drainage will need to be upgraded to improve flow." Is the intent to implement low impact development systems and drainage improvements as a part of the renovation scope noted on page 73?</p>	<p>Yes. The intent of Sartoris field is to implement low impact development systems.</p>
42	3/13/2026	KPFF	<p>Will all sites be provided new topographic, subsurface utility location and condition, and boundary surveys? It appears some sites already have topographic surveys, can this information be shared so required survey scope can be more effectively determined?</p>	<p>The College expects the selected Civil Engineering firm to provide new topographic surveys, boundary surveys, and comprehensive subsurface utility locating, mapping, and condition assessments. The subsurface utility investigation shall include full underground utility locating and the development of a detailed, campus-ready 3D model of all identified utilities. This deliverable will support future construction and BIM integration across campus projects and shall be completed as part of the "1. Project Initiation and Discovery" phase.</p> <p>The College will provide all available existing surveys and as-built documentation for reference purposes following firm selection</p>