

**Mill Valley School District Facilities Master Plan Questions
Addendum 1**

Question 1: Are we going to make feasibility studies available for proposal development to all firms?

Answer: Yes, they can be found [here](#).

Question 2. Will the master plan firm be precluded from performing work if selected for the master plan?

Answer: No, the master plan firm will not be precluded from submitting a proposal to perform future work for the District.

Question 3: Who completed the past facilities master plan?

Answer: Vanir in 2009.

Question 4: Who worked on the facility assessments in 2018?

Answer: HY Architects.

Question 5: Can resumes be included in an Appendix and not counted in the page count?

Answer: Yes, please try and keep resumes concise as possible.

Question 6: Can District required forms not be counted in the page count?

Answer: Yes.

Question 7: Will the sign-in sheet be distributed in the addendum (emails from mtg)?

Answer: Yes, it's included on this document as attachment 1.

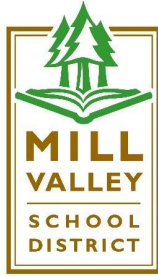
Question 8: Has the District surveyed its voters on priorities? Can the information be released?

Answer: Yes, it is filed as [EMC Research And TBWB Strategies Presentation](#).

Question 9: Is the completion date (on page 6) meant to say April 12, 2022 (instead of 2021) or a different month/date altogether?

Answer: The completion date for the Facility Master Plan will be September 31, 2021.

Question 10: We would like first to confirm that there is no conflict of interest as my spouse is an employee with the Mill Valley School District.



Answer: Should the employee of the District in question be a Board member, senior District official, cabinet member, or any other District employee that is involved in the RFP process or otherwise has any influence whatsoever in the RFP process, then this would result in a conflict of interest and said the firm would be precluded from being awarded a contract in response to this RFP on the basis of this conflict of interest.

Question 11: Section 12 - Project Plan and Methodology, the question asks us to include an estimate of the amount of District staff time needed for assistance (please see below). Can you clarify what you are looking for (total hours, number of meetings, etc.) and send over a list of staff that will be involved?

Describe the procedures that the Firm will employ to ensure that the needs of the District will be satisfied, including completion of the project in a cost-effective and timely manner. Please describe how the Firm will manage and control costs while providing the highest quality of design and planning services. Include an estimate of the amount of District staff time needed for assistance.

Answer: We are looking for the total estimated hours, number of meetings, and proposed District staff. Our District staff during the process will be the District Superintendent, Assistant Superintendent, Maintenance Director, Curriculum Director and Technology Director, Principals, and specific classified and certificated staff.

Question 12: Can you confirm the tentative schedule or set a specific duration, e.g. 11 Months?

Answer: The completion date for the Facility Master Plan will be October 1, 2021.

Question 13: In order to include all 17 sections within the 25-page limit in an organized manner, would the district also exclude the cover letter, resumes, non-collusion certification, RFP certification, and Project Data Sheets?

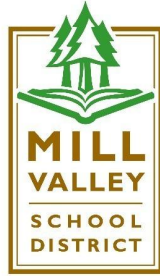
Answer: Yes, those are excluded.

Question 14: Can we assume that the outreach process for the FMP will be tied to gathering local community support for a future GO Bond?

Answer: If the Board of Education decides to move forward towards a Bond, the District will discuss that matter at the time.

Question 15: Has a Developer Fee Study been completed?

Answer: Yes it can be found on this [link](#). It was board-approved on April 2, 2020.



Question 16: May we receive a copy of the District's Sample Agreement?

Answer: The District will provide the agreement once the firm is selected.

Question 17: Can resumes be included in an Appendix, and not counted in the page count?

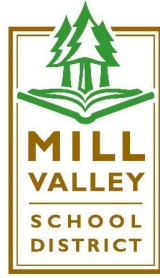
Yes, they will not be counted. Please do not submit a resume longer than one page.

Question 18: Can District-required forms not be counted?

Answer: Yes.

Question 19: May we provide a link in our response to materials developed to address post-COVID strategies?

Answer: Yes, this can be included as a link but provide a summary narrative in the RFP submittal.



Attachment 1

Pre Proposal Meeting_Sign in sheet

3/24/21

1. Kailey Manning, PBK-WLC, Kailey.manning@pbk-wlc.com
2. Rob Tanner, Education Solutions Group, Email: rtanner@mgtconsulting.com
3. June Francis Roño, TRiGroup, Inc, Email: june@trigroup.us , Peter@TriGroup.us
4. Sarah Fishleder, CFW, Inc., sfishleder@cfwinc.com
5. Perkins Eastman, E. m.mickle@perkinseastman.com
6. Katy Fishman, Quattrocchi Kwok Architects, KatyF@qka.com
7. Aaron Jobson , Quattrocchi Kwok Architects, AaronJ@qka.com
8. Marijke Smit, MKThink, smit@mkthink.com
9. Eric J. Hall, EH&A, eric@EHandA.com
10. Abel Guillen, CFW Inc. aguillen@cfwinc.com
11. Aaisha Ahad, Total School Solutions, aahad@totalschoolsolutions.net
12. Elizabeth Mckegney, Sherwood Design Engineers, emckegney@sherwoodengineers.com
13. Bob Nicholson, Eric Hall & Associates, julie@ehanda.com
14. Ken Rackow, Gelfand Partners Architects, ken@gelfand-partners.com
15. Quattrocchi Kwok Architects, Mark Quattrocchi, Principal markq@qka.com, Katy Fishman, Marketing Director katyf@qka.com
16. Sam McGarey, Sherwood Design Engineers, smcgarey@sherwoodengineers.com
17. Meryl Walden, obrARCHITECTURE, inc. , walden@obrarchitecture.com
18. Robert M. Simons, AIA, bsimons@sva-architects.com
19. Kevin A. MacQuarrie, AIA |PBK-WLC kevin@PBK-WLC.com
20. Jordan A. Miles, Caldwell Flores Winters, Inc, jmiles@cfwinc.com |
21. Marcus Hibser, HY, <mhibser@hy-arch.com>
22. Carolyn Kenney, HY Architects, ckenney@hy-arch.com
23. Jennifer Gridley, HKIT Architects, jgridley@hkit.com
24. John Olsson, Cumming, jolsson@ccorpUSA.com, mwatson@ccorpUSA.com
25. Lance Kutz, Perkins Eastman, <l.kutz@perkinseastman.com>
26. Zachary Goodman, CSDADesign <zgoodman@csdadesigngroup.com>
27. Manning, Kailey <Kailey.Manning@pbk-wlc.com, pmclaughlin@marinschools.org

