



**ROCKFORD BOARD OF EDUCATION
INVITATION FOR BID ON SUPPLIES, MATERIALS, EQUIPMENT OR SERVICES
FOR SCHOOL DISTRICT NO. 205
ROCKFORD, ILLINOIS**

RFQ No. **16-18 Architectural Services**

DATE: **Tuesday, November 17, 2015**

RE: **ADDENDUM NO. 4**

To All:

Attached are modifications, clarifications and/or corrections for the RFQ document and are hereby made a part of the contract documents. Please attach this addendum to the RFQ document(s) in your possession. Please note the receipt of this addendum in the firm's Letter of Interest.

Submissions will be received until: **11:00 AM (CST) on Tuesday, November 24, 2015, Rockford Board of Education, Purchasing Department, 501 Seventh St., 6th floor, Rockford, IL 61104.** No submissions will be accepted after the above stated date and time.

If you plan to hand deliver your RFQ submission on the due date, please note you must check in on the 3rd floor prior to coming to the 6th floor. Please allow time for this as late submission will not be accepted.

If you have questions regarding this process, please contact Stacie Talbert Scott at stacie.scott@rps205.com. In an effort to promote a fair, quality-based selection process, the District specifically requests that firms submitting their qualifications direct all questions through Mrs. Scott.

ROCKFORD BOARD OF EDUCATION

By: Stacie Talbert Scott
Executive Director of Budget and Purchasing

Addendum Four
November 17, 2015

**Request for Qualifications (RFQ) for Architectural Services for Two New Schools
or Two Major Additions or a Combination Thereof**

Questions received at the Site Visit Conference:

Q: Will the District retain abatement design services for these projects separately?

A: Yes, the District will procure abatement design and abatement services outside of the architectural services contract(s) and construction projects resulting from this RFQ.

Q: Will the District retain civil engineering firm(s) for these projects separately?

A: The civil engineering services likely will be hired through the selected architectural firm(s); however, it is not necessary to include civil engineering qualifications in the response.

Q: Does the District have as-built drawings for Nelson and White Swan?

A: Yes, the District maintains an online database of historical drawings and access will be granted to the selected firm(s).

Q: Will the District retain kitchen design services for these projects separately?

A: The kitchen design services likely will be hired through the selected architectural firm(s); however, it is not necessary to include kitchen design qualifications in the response.

Q: Do you want design ideas submitted with the RFQ response?

A: The District is not requesting design ideas in the RFQ response; however, please describe how your firm would develop great design ideas for our projects.

Q: How will the geotechnical services be awarded for this work?

A: The District will hire geotechnical, as well as testing and inspection, services outside of this RFQ.

Q: What are the design and construction schedules for the new work?

A: If new schools are approved by the Board, the preliminary schedules are as follows:

<u>Activity</u>	<u>School A</u>	<u>School B</u>
Begin Design	February '16	June '16
Site Development/Demolition Out for Bid	June '16	October '16
Out for Bid	December '16	April '17
Construction Start	March '17	June '17
Construction Complete	June '18	February '19

The final schedules will be developed in conjunction with the successful firm(s). Acquisition of property may require adjustment of the schedule.

Q: What is the scope of renovations at each school?

A: The renovation scope of work could include pavement, roofing, windows, flooring, painting, ramps, elevator, boiler, ventilation equipment (unit ventilator, RTU and/or AHU), electrical service & distribution, additional classroom outlets and lighting. It is anticipated that selective demolition and remodeling of spaces will be required. The final scope will be developed in conjunction with the selected firm(s).

Q: What is the methodology of the evaluations, what is the grading criteria and what are the points for each item in the evaluation form?

A: The evaluation rubric will be included with the final addendum.

Questions received since the Site Visit Conference:

Q: Section C, Relevant experience limits the projects submitted to 8. Given that it is unclear if new buildings or addition/renovations will be pursued would it be acceptable to submit 8 new elementary schools and 8 addition/renovation examples? Our concern is if we submit 8 examples of new construction and the board selects addition/renovation as the direction your selection committee will not be seeing the most relevant experience from our team.

A: Responders may present up to twelve relevant experience projects and are encouraged to present a mix of project types (new, addition, renovations/remodeling) within the expanded limit of twelve.

Continued on next page...

Q: E. Firm Resources/4. Project Approach and F. Scope of Work/1 both reference our project approach. E/4 is limited to one page, F/1 is two pages. Are there different aspects of our approach you'd like to see us focus on between these two?

A: E.4 is intended to provide an opportunity to describe how the firm's general approach to projects would be applied to District 205. F.1 is intended to be project-specific.

Please refer to the attached Space Allocation for Programming checklist which will be used to analyze existing buildings or to design a new building.

Exhibit A to the Sample Agreement is hereby revised as follows:

<u>Section</u>	<u>Item</u>	<u>Revision</u>
Planning and Evaluation	Programming Energy Studies	Change "Up to 3" to "At least 3". Delete "paper" and "or energy modeling".
Design Services	Clock, etc. Meetings	Correct spelling of "installed". Add "At a minimum," before "Two". Add "on site" between "meetings" and "are".
Reimbursables	Renderings	Delete. Renderings will be required.

In paragraph G.2 on page 26 of the RFQ, insert "of" between "results" and "any".

On page 28 of the RFQ, correct the spelling of Stacie Talbert Scott's name.

The final deadline for questions is hereby extended to 5:00 p.m. on Wednesday, November 18th. The final addendum will be issued no later than Friday, November 20th. Responses remain due on Tuesday, November 24th at 11:00 a.m.

Please acknowledge receipt of this addendum (and the previous three) within your firm's Letter of Interest.

This addendum consists of these three pages plus a one-page Space Allocation for Programming checklist.

END OF ADDENDUM FOUR

Rockford Public Schools
Space Allocation for Programming

	Area, SF	3-Strand	4-Strand	Notes
Administration				
Secure Vestibule	150	Yes	Yes	
Receptionist	450	Yes	Yes	
Secretary	150	No	Yes	
Principal	240	Yes	Yes	
Assistant Principal	180	No	Yes	
Nurse	350	Yes	Yes	to include toilet and sick room
Conference Room	450	Yes	Yes	Also to serve as team room
Services				
Social Worker	350	Yes	Yes	Separate office
Psychologist	350	Yes	Yes	Separate office
Speech Therapist	350	Yes	Yes	Separate office
PT / OT	450	Yes	Yes	Separate space
Intervention Specialist	450	Yes	Yes	Can be a half classroom
Special Education Resource	450	Yes, 2ea	Yes, 2ea	Can be a shared full classroom or two halves
Bi-Lingual Resource	450	Yes	Yes	Can be a half classroom
General Classroom				
Self-contained _____	900	?	?	Based upon programs housed at building
pre-K	1,200	No	No	Unless part of a program such as Montessori
K	1,200	Yes, 3ea	Yes, 4ea	
1	900	Yes, 3ea	Yes, 4ea	
2	900	Yes, 3ea	Yes, 4ea	
3	900	Yes, 3ea	Yes, 4ea	
4	900	Yes, 3ea	Yes, 4ea	
5	900	Yes, 3ea	Yes, 4ea	
Building Support				
Corridors, lobby, vestibules	as need	Yes	Yes	
Restrooms - Boys, Girls, M, W	as need	Yes	Yes	
Custodial	incl.	Yes	Yes	Near each bank of restrooms
Receiving	300	Yes	Yes	
Mechanical	as need	Yes	Yes	
IDF / MDF	100	Yes	Yes	Need to keep cable runs under 300 feet
Electrical	150	Yes	Yes	
Sprinkler	100	Yes	Yes	
Teaching Support				
Teacher Work Room / Lounge	1,200	Yes	Yes	Ideally two spaces
Book Room	800	Yes	Yes	
Other Educational Spaces				
Separate Gymnasium	5,000	Yes	Yes	
PE Office	150	Yes	Yes	
Storage	300	Yes	Yes	
Separate Cafeteria	3,500	Yes	Yes	
Production Kitchen	1,000	Yes	Yes	May need to be larger to incorporate equip.
Art	1,200	Yes	Yes	Can incorporate STEM lab with Art
Music	1,200	Yes	Yes	
2nd Art OR Music	1,200	No	Yes	Can incorporate STEM lab with Art
Library	2,800	Yes	Yes	
Computer Lab	800	No	No	Not best practice, but building may request