



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

RFP No. **22-07 Program Management Services**

DATE: **August 11, 2021**

RE: **ADDENDUM NO. 1**

To All Bidders:

Included are modifications, clarifications and/or corrections for the Project Manual and are hereby made a part of the contract documents. Please attach this addendum to the Project Manual(s) in your possession. Please note the receipt of this addendum on the bid form. Bidders shall review changes to all portions of this work as changes to one portion may affect the work of another.

If you plan to hand deliver your RFP submission on the due date, please note you must check in on the 2nd floor prior to coming to the bid opening. Please allow time for this as late submission will not be accepted.

Refer all questions relative to the business aspect, Instructions to Bidders, Special Conditions, and questions concerning the technical aspect of the documents to the Director of Purchasing by email at purchasingdeptstaff@rps205.com.

CLARIFICATIONS

This addendum includes Requests for Information (RFI) to date and corresponding answers.

ROCKFORD BOARD OF EDUCATION

By: Dane Youngblood
Director of Purchasing

ADDENDUM ONE

Date: 8.6.21

The following questions were received for RFP 22-07 Program Management Services:

1. *Do you have a job description for Project Manager #1 vs. Project Manager #2 – trying to understand the difference between them if there is any.*

Response: No. No difference. Staffing is anticipated for two project managers. Program Manager will submit resumes for RPS to review.

2. *Hourly rates – how will the number of hours be calculated for each project – (IE is there going to be a not to exceed number of hours per project or just however many it takes to get the job done and paid accordingly?)*

Response: The District will work closely with the Program Manager to determine actual needs throughout the program. The estimated hours needed from September 2021 – December 2024

- a. Project Executive: 6525
 - b. Project Manager: 6264
 - c. Project Manager: 5220
 - d. Project Administrator: 2,784
3. *Do you have more detailed description of the scope of work as noted in 4.4.1? Section 4.4.1 “The Program Manager shall assist the owner with the review, development and recommendations for the portfolio of projects based upon anticipated construction costs and schedules.”*

Response: This is a part of the basic professional services the Program Manager shall provide to the district for evaluation of the best value to the district for construction work to be implemented. The Program Manager may need to perform their own analysis of the work in lieu review of costs and schedules submitted by the architect or the contractor.

4. *In 4.5.2 is the HVAC Project Executive part of the Program Manager’s staff or part of the MEP Engineer’s staff?*

Response: The Project Executive is part of the Program Managers staff. Program Manager will submit a resume for RPS to review.

5. *We are assuming that RPS 205 is contracting directly with the respective subs for each project and the Program Manager is not functioning as an “at risk” General Contractor or Construction Manager.*

Response: These are design, bid, build projects. The Program Manager is simply the owner’s representative throughout the planning, design, construction and occupancy phases of the projects comprising the portfolio of the work.

6. *Who is reviewing the responses to the Request for Proposals?*

Rockford Public School District 205
501 Seventh St
Rockford, IL 61104
RFP 22-07 Program Management Services

Response: The Request For Proposals will be reviewed at a minimum by a team of Rockford Public School Staff from Purchasing, Operations, Facilities, and Design and Construction to make a recommendation to the Board for approval.