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July 1, 2020

RFQ-21
Architectural Services for Parker Rd. High School

Addendum 1

1. Question from potential applicant: *In the RFQ there is an outline for the response, but there is also a Standard Form APSB AE in the RFQ packet. Are we to use the form for our submission and address the things outlined in the RFQ on the form?*

Answer: The Standard Form APSB AE is in addition to the RFQ outline and should be submitted separate from the binder with the same number of bound copies required. APSB Standard Response Form XLS is now uploaded at www.apsb.org/aeselection2020.

2. Question from potential applicant: *In the outline (section 1.9 Proposal Response Format) in part D. Technical Proposal it references a spreadsheet “that follows” but we could not find the spreadsheet in the bid packet, could you please provide that if it is needed for our response?*

Answer: As mentioned above, the response form is required, and the spreadsheet has been uploaded to the website titled: APSB Standard Response Form XLS located at www.apsb.org/aeselection2020.

3. Question from potential applicant: *How many students are anticipated to attend the school?*

Answer: Our design standard is for 2,200 students

4. Question from potential applicant: *Do we fill out the APSB form that was attached and insert it into the binder? Binder mentioned on page 8, and*

detailed contents on page 10. If so, what section in the binder does it go? Or, is the form separate from the binder requested.

Answer: Similar questioned as #1. See above response.

5. Question from potential applicant: *Section 1.9D Technical Proposal – It mentions “proposer need only complete those portions of the spreadsheet of which the proposer elects to submit.” Can you please provide the spreadsheet?*

Answer: Spreadhseet APSB Standard Response Form XLS is uploaded to the website, www.apsb.org/aeselection2020.

6. Question from potential applicant: *Upon request of the RFQ emailed document, the email did not contain all the items listed on the website. Are the official documents /RFQ only those received via email, or those listed on the website?*

Answer: Website has the official documents

7. Question from potential applicant: *Page 6, section 1.6 – Are we to put the sample label on all 8 copies of the binder, or just the box that the 8 binders will be delivered in?*

Answer: Only on the box delivered

8. Question from potential applicant: *Page 9, section 1.9 – Is there going to be a pre-proposal conference?*

Answer: No

9. Question from potential applicant: *Page 10, section 1.9D – Technical Proposal – Illustrating and describing compliance with the RFQ requirements as listed in the spreadsheet that follows. A proposer need only complete those portions of the spreadsheet for which the proper elects to submit? Where is the spreadsheet that is referenced? Do we need to complete this spreadsheet once provided?*

Answer: *Spreadsheet APSB Standard Response Form XLS located at www.apsb.org/aeselection2020 is now uploaded. Complete this for submittal.*

10. Question from potential applicant: *Page 11, section 1.9G & Page 18, Section 1.31 – Both sections refer to Financial Proposals – this is prohibited by RS 38:2318.1 – No Bidding of Design Professional Services. Should this be removed from the RFQ?*

Answer: *Both sections are form portions of APSB RFQs/RFPs through the purchasing department and will not be removed; however, the Background, Purpose, and Goals and Objectives sections supersede the form portion of the RFQ. As noted in section 1.2 Purpose: The standard APSB fee for projects over \$1.0MM is 6.5% of final construction cost... This RFQ portion of the fees are valued at 75% of final construction cost.*

11. Question from potential applicant: *Clarification requested: Page 10, section 1.9 Proposal Response Format – This section specifically spells out the format of the proposal, and leaves the number of pages and method of presentation open to the submitting form, basically not using a standard form. Also included on the website was the Standard Response Form APSB AE Statement of Qualifications (8 pages). Are we to fill out the 8 page APSB AE Statement of Qualifications and include it in our overall proposal, or are we required to ONLY fill out the AE Statement of Qualifications? If we are to include it with the proposal, does it simply get its own section in the binder?*

Answer: *See answer to question 1... The Standard Form APSB AE is in addition to the RFQ outline and should be submitted separate from the binder with the same number of bound copies required.*

12. Question from potential applicant: *Is there a maximum page/sheet limit to the submitter's proposal.*

Answer: *There is not a maximum page limit; however, a concise presentation is expected.*

I acknowledge receipt of Addendum No. 1.

Company Name

Signature of Preparer

Name of Preparer (Print)

Phone Number of Preparer

***PLEASE INCLUDE THIS FORM IN YOUR RFP PACKAGE!**