



School Board of the City of Richmond Public Schools  
Division of Procurement and Property Management  
2395 Hermitage Road, Votex Building  
Richmond, Virginia 23220

MEMORANDUM for Record

Date: September 21, 2021

Subject: Pre-Proposal Conference, RFP 21-6991-08, Design Services for the George Wythe High School

A pre-proposal conference was held on September 14, 2021 at 2:00 p.m. Due to technical difficulties, the recorded information is not available.

Theresa Harris, Contract Officer for this solicitation, opened the meeting. The following individuals from Richmond Public Schools were introduced: Alana Gonzalez (COO); Damon Richardson (Interim Director); Bobby Hathaway and Lloyd Schieldge (Facilities)

The following information was discussed:

- The email address for Ms. Harris was stated as: [tharris9@rvaschools.net](mailto:tharris9@rvaschools.net)
- While the meeting was not mandatory, attendees were asked to send an email to Theresa Harris with the subject "Attend" to indicate their attendance for record purposes.
- Hardcopy proposals are due October 15, 2021 in one bound version and one electronic version.
- Questions are due by October 10, 2021. Please include the RFP number in the subject line.

These firms are known to have attended the meeting.

DLR Group (202-393-6445)	Delon Hampton (202-898-1999)
Ballou Justice Upton (804-270-0909)	HBA Architecture & Interior Design (757-995-7670)
W.M. Jordan Company (804-233-6921)	Moseley Architects (804-794-7555)
Quinn Evans (804-533-4738)	Crabtree, Rohrbough & Assoc (717-458-0272)
CMTA (703-525-6268)	Birchfield Jacobs Foodsystems (410-528-8700)
G+P (703-839-7514)	RRMM Architects (767-622-2828)
Thompson Consulting Engr (767-699-4415)	ClarkNexsen (767-961-7703)
Sustainable Design Consulting (804-644-3880)	Gwathmey Design Group (804-347-8306)

Attendees were requested to indicate a page number associated with questions. The meeting was then opened to questions. The following questions were asked and answered, in order of appearance in the RFP:

Invitation Letter:

Q: What are the Division-wide specifications?

A: This document was provided as an attachment to the original posting.

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Q: Please clarify if each phase is to be completed in 8 months.

A: The project is fast-tracked – RPS expects all three phases to be completed within the 8-month timeframe.

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Can you expand on the Passion4Learning?

A: A website may be available. RPS will provide additional information.

The Passion4Learning is a multi-year effort to nurture our students' natural curiosity by creating theme-based middle and high schools that tap into their interests and passions. This effort is an integral part of Dreams4RPS, the adopted Strategic Plan for Richmond City Public Schools. More information can be found on the RPS [Dreams4RPS](#) webpage.

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Q: Can you clarify the two proposals?

A: Offerors may submit two prototype designs. One must be complete and meet all the RFP requirements. The second may be abridged. Proposals should be submitted in two separated binders. Tab 5 should not contain two proposals.

(No page referenced) Minority-Owned Business Commitment

Q: Will RPS accept SWaM or use the City's MBE certification?

A: RPS will accept all certifications

Q: Does RPS have an MBE goal?

A: Yes, 20%

With no additional questions, the meeting then ended.

#### NOTES:

Nothing herein shall change the meaning or intend of the solicitation unless and until changed by formal addendum released by the Purchasing Agency.

This is the author's interpretation of the minutes. Corrections, additions, or changes should be addressed within three days of the above date.