

MEMORANDUM for Record and All Potential Offerors

Date: September 27, 2021

Subject: RFP 21-6991-08, Design Services for the George Wythe High School, Q&A Part I

The following questions have been received:

1. Item V.1.b. on page 11 is specifying a Microsoft Word document that can be searched and edited in addition to hard copies, a PDF format digital file, and any redacted copies. Is it permissible to only submit a searchable PDF document in place of the Microsoft Word file?

A: A PDF version is acceptable provided it is searchable. See Addendum No. 1.

2. During the pre-proposal meeting, new proposal submission formatting was shared that indicated submitting only one prototype design in the complete, primary proposal document. The second prototype design should be submitted separately in an abbreviated document with only Tab 5: Design prototype information. Per the RFP, Tab 5: Design Prototype asks for one but no more than two prototype designs. Is it possible to prepare one proposal document with both prototype design options located in Tab 5 to provide a complete package and limit any confusion between two documents?

A: Offerors may include up to two design prototypes under Tab 5. Each design must be clearly identified. See Addendum No. 1

NOTES:

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