



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

MEMORANDUM for Record

Date: October 21, 2021

Subject: Pre-Proposal Conference Minutes and Q&A, RFP 21-6990-06, Facilities Assessment

A pre-proposal conference was held on October 12, 2021 at 11:00 a.m.

Theresa Harris, substitute Contract Officer for this solicitation, opened the meeting. Brandon Butler, the Contract Officer, was not available to attend.

Representatives from RPS Facilities Team:

- Bobby Hathaway | Facilities Director
- Lloyd Schieldge | Facilities Planner

The following information was discussed:

- While the meeting was not mandatory, attendees were asked to send an email to Brandon Butler with the subject "Attend" to indicate their attendance for record purposes.
- Proposals are due October 28, 2021 in electronic version via Bonfire
- Questions are due by October 23, 2021. Please include the RFP number in the subject line.

These firms are known to have attended the meeting.

- DLR Group| Office: 202-393-6445 | Direct- 202-407-8758
- Facility Engineering Associates, P.C. |Office: 703-591-4855 x1036 | Cell: 757-639-1331
- ATLAS | Cell: 813.766.2183
- Bureau Veritas| Phone: 1 800 733 0660 x 6683| Mobile: 1 443 413 4293
- Ameresco Asset Sustainability Group| (412) 303-8462
- AEI Consultants | 740.363.0717
- KEI Architects | Mobile: 757.897.0364
- Gordian | Phone: 617-772-8186 | Mobile: 781-258-6498
- Peck Peck + Associates || 703-690-3121 ext. 115 |
- RRMM Architects | Main: 757.622.2828 | Direct: 757.213.6337 | Cell: 757.404.4664
- AEI Consultants | Cell. 707.200.3929
- Faithful Gould | 1 571.403.8771 | 612.562.0110
- Procon Consulting | Mobile 703.244.7909 | Main office 703.527.7059

- Timmons Group | Office: 804.200.6486 | Fax: 804.560.1016
- FEA, P.C | Phone 703.591.4855 x1035 | F 703.591.4857
- Cardno | Office (+1) 434-295-4446 | Mobile (+1) 540-718-3307 | Fax (+1) 434-295-5535
- AECOM | Mobile +1 (703) 268-3073
- R&K Solutions | Phone: 540-343-7300 x143
- Ameresco | P:804-762-4943| C:804-370-5751| F:804-762-4468
- Interface Engineering | Office: 202.370.9566
- Mckinstry | Cell: 281.381.8996 | Phone: 210.301.7085
- Woolpert | Direct: 937.531.1344 | Cell: 214.608.6699
- HBA Architecture & Interior Design Inc. | Direct :757.995.7670 | Office: 757.490.9048 (x7670) | Mobile: 757.323.2209
- Vaysen | (315) 480-5106
- Peck Peck + Associates | Alexis Peck Cognazzo | 703-690-3121 ext. 139 |

Attendees were requested to indicate a page number associated with questions. The meeting was then opened to questions. Questions received during the meeting and through October 20, 2021 include:

- **1Q:** On Cover Sheet (Initial Period of Contract), it indicates six (6) months but Section IV.4. Tab 3.3 indicates to “provide a time frame for initial implementation and completion for the initial 12-month period ...” and Section VIII.14.a indicates the “initial term of the contract shall be twelve (12) months from the date of full contract execution”. **Please clarify initial period of contract.**

1A: The contract term is anticipated to be a 12- month period; the six-month period is when RPS expects the assessment to be finalized; the remaining time is to allow for follow up.
- **2Q:** In Section III.2.d, it indicates that “Contractor is prohibited from entering into a contract with a bidder or contractor using information acquired to develop or draft specifications,”. **If awarded this contract (21-6990-06), would that preclude our firm from response and award of a subsequent contract to perform any design services for recommended work outlined within reports delivered in response to this RFP/contract?**

2A. – This question is under review and will be addressed at a later date.
- **3Q:** Section III.2.e.1, it indicates that “reports shall be provided to RPS within five (5) business days following the close of action”. **Please define the “close of action”?**

3A: Close of action means end of a report, an analysis, or other activities.
- **4Q:** XI. Pricing Schedule. **Please help us understand the reasoning behind the partial assessment breakdown. Also, can optional items be added to the pricing breakdown?**

4A: The partial assessment is to allow RPS to perform a complete analysis. Offerors; may include other pricing items as they feel needed.

- **5Q:** Does award of the Assessment preclude you from the actual project work?

5A: (See 2A)

- **6Q:** Page 5, Section I.1 **and** page 26, Section IX - The contract purpose is to “establish a fixed price, term contract through competitive negotiation to furnish and provide comprehensive facilities assessment, reporting, and long-range planning”, and the “itemized pricing schedule should be provided as indicated below, and should be inclusive of all services described” (emphasis added) - Given the variety of services requested (building forensics, condition assessment, development plans that utilize current estimates of enrollment demand and educational goals, validation of square footage, and asset inventory), each of which requires a unique level of effort, different skill sets, a different level of staff, and a different level of client of client interaction, is it possible to either restructure the pricing model or have it apply only to the condition assessment portion of the work?

6A: See (4A)

- **7Q:** Page 6, Section III.2.a- “Services to be provided include...building forensics”- Forensics is not mentioned elsewhere in the RFP. Can you provide a definition of what is intended, the reporting requirements for a forensic report, and an estimate of how many cases might be expected for pricing purposes?

7A: Building Forensics is the evaluation of problematic conditions in a building and the various components such as ventilation, leaks, cracks in walls, uneven floors. The forensic study allows the Engineer to identify and locate reasons for the failures so that appropriate solutions can then be recommended.

- **8Q:** Page 7, Section III.2.c(1) “Assessors should document the following: 1) An inventory of all major building equipment, including quantity, size, asset tag number, manufacturer, model and serial number” - Is there an estimated or assumed asset count that should be used for pricing purposes? The asset count greatly affects the inventory effort and cost

8A: This information is not currently available

- **9Q:** Page 10, Section III.2.e(1) “Reports shall be provided to RPS within five (5) business days following the close of action.”- Given all the reporting requirements listed in Sections III.2.e(2-5), is the expectation that each building’s report would be provided within five days of completion of the building’s assessment?

9A: Yes

- **10Q:** Page 10, Section III.2.e(5)- “The Contract Administrator may request additional information contained in each report”- How should pricing be estimated for undefined “additional information” that may have to be collected, analyzed, and documented?

10A: Additional needs will be determined by individual assessments. Offerors, should use professional judgment.

- **11Q:** What is RPS' timeline for completion of the Facility Assessment's? The RFP states that the initial period of contract will be for 6 months. Is it expected that assessment of all facilities be completed within that time period?

11A: (See 1A)

- **12Q:** In the pre-proposal meeting, it was mentioned that the successful offeror will be prohibited from submitting for projects that result from the assessment. Do this include Professional Service providers (Architects, Engineers, etc.)?

12A: (See 2A)

- **13Q:** Has a budget been established by RPS for completion of the assessments?

13A: This information is not available.

- **14Q:** Does RPS have a specific goal for SWaM participation?

14A: RPS overall goal is 20 percent.

- **15Q:** Please confirm the timeline for the project. Page 1 states "6 months" and page 13 states "12 months".

15A: (See 1A)

- **16Q:** Is an Environmental Engineer required for the assessments? This would be for observing possible locations of hazardous materials.

16A: Offerors should use their professional judgment

- **17Q:** Is a Food Service Consultant required for the assessments?

17A: The need for a food service consultant is not anticipated at this time.

- **18Q:** Would it be acceptable to include Tab 2, Item 3 "Litigation" with Tab 2, Item 1 "Written Narrative" in order to reduce the number of pages for this section?

18A: Offerors should be prepared as directed in (RFP)

- **19Q:** In Section III.2.a, it references "Building Forensics". **Please further define expectations and potential scope of work to be performed in conjunction with Building Forensics.**

19A: (See 7A)

NOTES:

Nothing herein shall change the meaning or intent 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.