



To: All Bidders
From: Ryan Fealey, Director of Finance
Date: April 30, 2021
Re: RFP 21-11 On-Call Professional Design Services

ADDENDUM 1

VENDOR QUESTIONS & ANSWERS

1. Scope of Services of the RFP, Section C (page 10/11), adjustment.

Please add Structural as one of the options to bid on as shown below:

(SPS) is soliciting proposals for on-call professional design services. This will include services for architectural, MEP, civil, landscape, land surveying, and structural.

Please mark an X for which services your firm provides, and the hourly rates for such services:

	<u>Yes/No</u>	<u>Hourly Rates</u>
Architectural	_____	\$_____
MEP	_____	\$_____
Civil	_____	\$_____
Land Surveying	_____	\$_____
Landscape Design	_____	\$_____
Structural	_____	\$_____

All other part of Section C remains unchanged and requires responses.

2. Will multiple firms be awarded on-call contracts? If so, how many?

As specified in Section A.1 of the RFP, yes multiple firms can be selected. There's no set of how many.

3. What is the annual value of the on-call work per discipline?

There is no set amount. It is an on-call as needed contract. The total amount we can do with a vendor of the entire course of a contract is 100k before it has to be taken in front of the board of Ed for approval to go further.

4. How will work be assigned amongst the awarded firms? Rotation, bidding, or negotiated?

Work will be assigned as needed and depending on what the firms specialty is. Some situations can be put out to bid and some can go strictly off of hourly rates.

5. If our firm does not provide all services required in house, should we form a team and submit that way?

You do not need to put a team together. You can just provide rates for the services your firm offers. Also, please mindful of Section A 6.3, A 6.7 and Section H of the RFP.

6. Will there be interviews for this RFQ?

No interview needed. Just to clarify, it's a RFP, not a RFQ.

7. Section 6.2 Prime Contractor Responsibility. Can you clarify if we are to include the services of specialty consultants (subcontractors MEP, LA, Civil, etc.) in our proposal or just the services and hourly rates provided by our in-house personnel? We anticipate advising SPS if the need for specialty consultants is required to meet project requirements. Also under "Contractor Verification" Section 2 – B, will this form need to be filled in for all employees that may be assigned to the SPS projects or just for me the Principal-In-Charge? Please advise what information you need in this section?

You only need to provide services that your firm offers, and the form can be filled out for just you as the principal in charge.