



May 12, 2022

ADDENDUM No.5 TO ALL OFFERORS:

Request for Proposal: RFP NO. 2387

Description: Architectural and Engineering Services

RFP Dated: April 8, 2022

For Delivery To: Alexandria City Public Schools (ACPS)

RFP Proposals Due: May 19, 2022, 11:00 AM EST

THE RFP IS HEREBY BEEN MODIFIED AS FOLLOWS:

- ANSWERS TO THE FOLLOWING QUESTIONS

Note: A signed acknowledgment of this addendum should be received at the location indicated on the RFP either prior to the due date and hour or attached to your response. Signature on this addendum does not substitute for your signature on the original RFP document. The original RFP document must be signed.

Best Regards,

Lander Napper
Buyer II

Name of Firm/Contractor

Authorized Signature/Title

Date

1. **Tab 2 – Executive Summary for Professional Development Services.** What is meant by Professional “Development” Services? Should it read simply “Professional Services” or is something specific meant by “development”? If the latter, please explain.
Answer: Please disregard - no professional development is required.
2. **Tab 2 – Executive Summary for Professional Development Services.** Tab 2 calls for us to “provide a non-technical summation of [our] firm’s understanding of the proposal” while Tab 1 calls for “a summary of [our] understanding of the services sought through the RFP.” Can you please clarify the difference so that we can respond accordingly to each.
Answer: There is no difference; please include a summary of your firm’s understanding of the proposal.
3. **Tab 2 – Executive Summary for Professional Development Services.** Tab 2 references “...& Interpretation Services.” What is meant by that? Are interpretation services required for this project?
Answer: ACPS will manage all associated interpretation services as required for its community, please disregard.
4. **Tab 5 – Key Personnel.** Similar to above, Tab 5 refers to “...and all translators and interpreters.” Are translators and interpreters required for this project?
Answer: See answer 16.
5. **Tab 3 – Additional Capabilities and Specialty Service Areas.** Can you provide examples of the kinds of additional special services you feel might be applicable to this project?
Answer: If your team believes additional capabilities will enable you to be more successful in this project, for example, in house communications support, cost estimating, etc., you may include it in your proposal. Your proposal will be evaluated based on your firm’s ability to successfully deliver the scope as requested.
6. **Tab 4 – Appropriate Experience.** Tab 4 asks us to list the “hours of architectural and engineering provided” for the projects featured in this section. Are you asking for the total number of hours that everyone on the architectural team plus all of the consultants billed to any given project? That’s a heavy lift so before we attempt to pull those numbers we wanted to double check to make sure 1) it wasn’t a carryover from a previous RFP and 2) if not, understand exactly what’s required to complete this requirement (e.g. format, level of detail).
Answer: You do not need to calculate hours on a project. Please describe, in general, your firm’s duration and level of support for each project. Any format which you feel best details your involvement will be accepted.
7. **Does the 100-page count limit** include counting the tabs, required forms, cover and table of contents? Please also confirm that one page equals one side of an 8.5x11 piece of paper.
Answer: See answer 11 & 13 Addendum 4 and one page equals one side of an 8.5x11 piece of paper.

8. **Page 4, Section 3. B.4.** regarding the request for: a description of the organizational structure of the management and operation of the services requested and /or provision of the items referred to in this RFP, including an organizational chart denoting all positions and the number of personnel in each position. If a local office is providing the work, can we supply the numbers from that specific office, or are you wanting a company-wide count for all positions?

Answer: Yes, please supply the organization chart of the members that will be working from your specific local office that would perform the work in this area.

9. **Was there any type of initial evaluation of the site?** Specifically was there a feasibility phase in which a full structural evaluation was performed to determine what needs to be done to get it to code, or if it is already adequate?

Answer: An assessment has been conducted by an Engineering team. Please refer to this addendum for the document. For additional information please refer to Facility Condition Assessment:

<https://www.acps.k12.va.us/cms/lib/VA01918616/Centricity/Domain/803/Attachments/20C%201703%20North%20Beauregard%20Street-FCA%20Facility%20Condition%20Assessment.pdf>

10. **Please confirm that we have all as-built plans, as well as shop drawings for delegated design?**

Answer: See instructions on Addendum #3 to obtain available drawings. Additional drawings may be available in hard copy; however, full inventory of all drawings has not been recorded.

11. **Will we have access to the geotechnical report?**

Answer: Geotechnical report is available for 1701 N. Beauregard property. The geotechnical Report has not been completed for the 1703 Building.

12. **Does ACPS plan to use any existing parking structures for a playground?** If so, do they have the as-builts and shop drawings?

Answer: At this time, ACPS is not anticipating using the parking structures for the playground. In the short term, 1703 N. Beauregard and the common area between Ferdinand T Day can be utilized for playground and outdoor space. The scope of the project includes providing solutions for the playground space for the short and long term uses of the building.

13. **On page 9 of the RFP, it states that a minimum requirement is a proposed timeline that would meet ACPS' schedule, but ACPS' schedule isn't mentioned.** What is ACPS' schedule?

Answer: A link to the overall anticipated schedule can be found here:

<https://alexandriapublic.ic-board.com/attachments/1535b640-fcf3-42f9-b290-519b0052a22a.pdf> and the associated brief here: <https://alexandriapublic.ic-board.com/attachments/f35ed751-3f9e-4e17-b190-a7ddb15735e6.pdf>

14. **What sort of training/development plan is ACPS looking for?**

Answer: Please disregard this request.

15. **Do you have any idea how the available SF aligns with the proposed program and if the space distribution stacks reasonably well against the existing floor areas?**

Answer: ACPS's Educational Specifications can be found here:

<https://www.acps.k12.va.us/Page/1507>. Floors 2-4, approximately 60,000 SF will need

to accommodate a 400-student elementary school swing space, however, because this will be a temporary space, ACPS will be flexible with these requirements.

16. **Is ACPS prepared to increase the performance of the existing building envelope and upgrade the existing mechanical systems to achieve the required LEED Gold rating, if necessary?**

Answer: ACPS is seeking expertise in achieving a LEED rating through this renovation. Project should apply LEED Interior Design and Construction (ID+C) and LEED Operations and Maintenance (O&M) rating systems as a guideline for interior design and construction projects and targeted renovations of individual building systems (e.g.; HVAC, roof, windows, plumbing, etc.), where technically and financially feasible and reasonable to achieve within the project schedule.

17. **What is the existing envelope assembly?**

Answer: Please see the Facility Condition Assessment:

<https://www.acps.k12.va.us/cms/lib/VA01918616/Centricity/Domain/803/Attachments/201703%20North%20Beauregard%20Street-FCA%20Facility%20Condition%20Assessment.pdf>

18. **What is the existing mechanical system?**

Answer: Please see the Facility Condition Assessment for systems information:

<https://www.acps.k12.va.us/cms/lib/VA01918616/Centricity/Domain/803/Attachments/201703%20North%20Beauregard%20Street-FCA%20Facility%20Condition%20Assessment.pdf>

19. **Are drawings available?**

Answer: See instructions on Addendum #3 to obtain available drawings.

20. **Section 3.B.2, page 4** – Please provide the target NTP and occupancy date for each phase of the project.

Answer: ACPS will begin design shortly after the notice of award. A link to the overall anticipated schedule can be found here: <https://alexandriapublic.ic-board.com/attachments/1535b640-fcf3-42f9-b290-519b0052a22a.pdf> and the associated brief here: <https://alexandriapublic.ic-board.com/attachments/f35ed751-3f9e-4e17-b190-a7ddb15735e6.pdf>

21. **Section 3.B.3, page 4** – Please confirm if details of the firm’s training/professional development plan are required for this proposal.

Answer: See answer #3

22. **Section 3.B.8, Cost Proposal, page 5** – Confirm that cost proposals are not required in the proposal as both requirements are listed.

Answer: Correct. The Cost proposal will be requested after negotiations of the top ranked offerors

23. **Section 3. B.8. Cost Proposal, page 5** – Confirm that rates for services are not required in the proposal.

Answer: See answer #22

24. **Section 4, Tab 2, page 7 and Tab 6, page 8** – Confirm ACPS is seeking Interpretation Services as part of the A/E team.

Answer: See Answer #3

25. **Section 5, Page 25 – Option 1** references basic design services through design development. Confirm the scope of services anticipated is full basic services from pre-design phase through construction administration.
Answer: Scope of services for Phase I is through Construction Administration. Scope of services for Phase II is through Design Development. Option II would be for the conversion of the 600-student school through construction documents.
26. **Section 5, Page 25 – Option 3** references a base contract year and multi-year contract. Confirm this is a single contract.
Answer: Yes, and the contract can be awarded to 1 or more offerors.
27. **Is the AE team being selected for both phase I and phase II?**
Answer: Yes
28. **Confirm page numbers are not required for covers, forms, tabs, contracts, and financials.**
Answer: See answer 11 & 13 Addendum 4
29. **Are font styles equivalent in size to Times New Roman 11 font acceptable?**
Answer: Yes
30. **What counts within the 100-page limit?** Are covers, forms, tabs, contracts, and financials included in this 100-page limit?
Answer: See answer 11 & 13 Addendum 4
31. **Tab 2, Page 7** - What is needed to be shown for “financial status”?
Answer Financial condition of the firm and ability to perform all obligations of any resultant contract: The sufficiency of the financial resources and the ability of the Offeror to comply with the duties and responsibilities described in this RFP. Offeror shall provide a current annual financial report and the previous year’s report and a statement regarding any recent or foreseeable mergers or acquisitions.
32. **Tab 4, Page 7** - What does “Resources and Ancillary Materials” refer to?
Answer: Provide any materials that may assist in describing previous projects.
33. **Regarding page numbers for documents** – does this refer to the required attachments? Do you want them listed explicitly on the Table of Contents?
Answer: See answer 11 & 13 Addendum 4
34. **Tab 4, Page 7** – Please confirm if Hours of Architectural provided for each project is required to be provided in the proposal response.
Answer: Hourly rates can be provided for job descriptions of staff working on this contract
35. **Tab 4, Page 7** – Please confirm if Hours of Engineering provided for each project is required to be provided in the proposal response.
Answer: See answer 6
36. **Please clarify the page limit.** Are tabs, covers included?
Are forms and Addenda included?
Answer: See answers 11 & 13 Addendum 4

37. **Training/Professional Development Model:** Each Offeror shall provide details of a sample training/professional development plan, if applicable - what does this mean?
Answer: Not applicable, please disregard this requirement.

38. **TAB 2 Provide a non-technical summation of your firm's understanding of the proposal** – Please clarify what non-technical means.

Answer: A basic written narrative of the understanding of the scope of services.

39. **TAB 1 asks for a technical approach and TAB 6 asks for a Technical Plan and Approach.** Please clarify the difference and whether these should be consolidated

Answer: Tab 1 is asking for a written narrative to summarize the understanding of the RFP and scope of services. Tab 6 should be a more detailed plan and approach to the scope of services.

40. **Would consideration be given to staggered bell times for the two elementary schools on the site?**

Answer: Yes, consideration would be given to staggered bell times, in alignment with Transportation Services needs and resources.