



May 4, 2022

ADDENDUM No. 4 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 QUESTIONS

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**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

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Name of Firm/Contractor

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Authorized Signature/Title

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Date

1. Per section 3 item B.8, please clarify if a cost proposal is required at the proposal stage.  
**Answer:** A cost proposal will be requested after successful negotiations of the top ranked Offeror.
  
2. Do the sample contract (tab 1), excerpts or sample reports (tab 3), proposal forms, tabs, table of contents, and cover count toward the 100 pages?  
**Answer:** No.
  
3. Please clarify under section 3 item B.3., what types of training and professional development models is ACPS looking for? Is this in reference to training opportunities for our staff or specific to project development?  
**Answer:** Not applicable, please disregard this requirement.
  
4. Please confirm Alexandria Planning and Zoning has indicated this will be a "minor site plan" process?  
**Answer:** The DSUP and Site plan amendment process is to be determined by the scope and design solutions proposed by the design team. Based on preliminary information, assuming there are no site or exterior changes, only a minor site plan amendment will be required. This includes:
  - File for an administrative minor site plan amendment:
    - This amendment would be to SUP#96-106 which was a Special Use Permit with Site Plan that approved this office building along with the building at 1701 and the parking garage.
    - Update the site plan to reflect the new school use and any other changes to the building or site.
  - Additional information that would need to accompany the amendment include, but not limited to:
    - Updated parking counts
    - Updated traffic study
    - A plan for bus drop-off / pick-up area
    - A plan for parent drop-off / pick-up
  - A building permit could be filed upon approval of the amended site plan.
  - Proposals should reflect an iterative process that ensures successful obtaining of the minor site plan approval and building permit. Please consider multiple submissions in your response.

If exterior changes to the building are required based on the needs of the school, or updates based on building code (expansion of stairwells, entrance relocation) this process may change. Per the RFP, we would like to see creative solutions for assembly/recreation space. If the outdoor courtyard is to be converted to common open space, it will need a site plan amendment separate from the retrofit of the building. Proposer should provide alternate pricing and timeline for a Full DSUP Amendment Process.

5. Please confirm that an Audio-Visual consultant is necessary in addition to an Acoustic Consultant, per page 13, #7 of the RFP  
**Answer:** Yes, can be either part of engineering team or a separate consultant
  
6. Under Section 4 of the RFP, Tab 1 Administrative, the second bullet suggests that Expertise and Understanding of RFP and Technical Approach would fall under Tab 1. However, Tab 6, Consultants Technical Proposal Exhibit A, suggests that the Technical

Plan and Approach should go under Tab 6. Please clarify where the Technical Plan and Approach should be inserted.

**Answer:** Reference Section 4 Tab 1 Administrative second bullet ACPS is requesting a written narrative or (a brief summary of your Technical Approach)  
Reference Tab 6 to insert the Technical Plan and Approach.

7. On page 8 of the RFP under MINIMUM REQUIREMENTS, a., the RFP suggests that firms may include experience on a minimum of 5 public K-5, K-8, or Middle School design efforts in the past 10 years. However, on page 7 of the RFP under Tab 4 Appropriate Expertise, the RFP asks for a minimum of 3 projects completed within the past 5 years. Please confirm 1. The minimum # of projects required and whether or not the limit is the past 5 or 10 years.

**Answer:** Total of 5 minimum public K-5, K-8, or Middle School projects in the past 10 years. Of those, 3 must have been within the last 5 years.

8. We are interested in the ACPS conversion of 1703 N. Beauregard to School Building RFP. Is there a pre-proposal attendee list available?

**Answer:** Yes.

9. May I ask what the MBE/disadvantaged/Minority goals for this contract and who are the current incumbents?

**Answer:** ACPS is requesting that the MBE is Small Woman and Minority Business SWAM Certified and eligible to submit a proposal in accordance with the requirements of this solicitation.

10. Due to the limited number of office space retrofits into schools in the current marketplace, will ACPS consider other types of retrofit renovations as examples/references for the minimum requirements?

**Answer:** Yes, public K-5, K-8, or Middle School renovations and reconfigurations are acceptable project examples.

11. Do the following count in the 100-page limit?

- Tabs
- Sample Contract
- Proposal Forms(s); Attachment B
- Insurance Requirements Checklist; Attachment C
- Addendums

**Answer:** No

12. Per section 3 item B.8, please clarify if a cost proposal is required at the proposal stage.

**Answer:** See Answer #1

13. Do the sample contract (tab 1), excerpts or sample reports (tab 3), proposal forms, tabs, table of contents, and cover count toward the 100 pages?

**Answer:** No