ADDENDUM NO. 2

DATE: June 8, 2018
REQUEST FOR PROPOSALS (RFP): G180026674 Design Professional Services – Richmond Public Schools – Elkhart-Thompson Middle School
DATED: May 15, 2018
PROPOSAL DUE DATE & TIME: June 12, 2018 / Time: 3:30 P.M.
SUBJECT: Site Correction, MBE/ESB Forms, Questions & Answers (Q&A).

Ladies/Gentlemen:

Please take note of the following changes in the Solicitation:

Offerors must take due notice and be governed accordingly. This addendum must be acknowledged and included with your proposal submission or your response may not be considered.

A. Reference PART I STATEMENT OF NEEDS, Section 1.2 Background, second paragraph: Replace the following statement, “The “as-built” designs must be customizable to fit the building site located at 7825 Forest Hill Ave., Richmond, VA 23225” to Read: The “as-built” designs must be customizable to fit the building site located at 6300 Hull Street Road, Richmond, VA 23224 (the “Site”).

B. Reference PART I STATEMENT OF NEEDS, Section 2.2 Scope of Work, Letter A., Number 3: Replace the following statement, “The selected design must accommodate 1,000 middle school students” to Read: The selected design must accommodate 1,500 middle school students.

C. Include the attached “MBE/ESB Forms” and the “Energy Costs Spreadsheet” document (Microsoft Excel) with the RFP# G180026674 Solicitation.

- MBE / ESB-5 Past Good Faith Efforts Participation Form (Documents firms past MBE/ESB Participation).
- MBE / ESB-4 Good Faith Effort Form (Documents current means or efforts for contacting MBE/ESB firms for this project).

D. Questions and Answers (Q & A):

1. Question: How does Richmond Public Schools procure commissioning services?
   Answer: The City of Richmond has not yet determined the procurement method to be utilized for Commissioning services. The procurement determination will be made once all design revisions are made.

2. Question: Please advise if the projects submitted for consideration need to be completed or can they be under construction?
   Answer: Completed per the document request for as-built designs.

3. Question: Do we need to submit a separate proposal for all three schools or can we combine them into one proposal? Or, may we at least consolidate both elementary schools into one proposal and submit a separate proposal for the Middle school?
   Answer: The RFPs are separate solicitations and responses must be separate.

4. Question: Will the design team need to complete a feasibility study to determine if the submitted plans and program will fit on the selected site?
Answer: The submitted designs are expected to fit to the existing site, modifications may be made after selection during the redesign phase.

5. **Question:** We understand the ed. specs are older and will need to be updated to meet current 21st century standards. Will the awarded design team be responsible for developing or updating the educational specifications?

   **Answer:** The RFP contained the approved education specifications.

6. **Question:** We do not create our proposal documents in Microsoft WORD software. Would it be acceptable if we provide a searchable and writable PDF format, instead of a WORD Document?

   **Answer:** The electronic submission may be in PDF format.

7. **Question:** The staffing inspector classifications listed in items D – F do not match the classifications of our firm’s services. May we use the roles/titles appropriate to the services our firm provides?

   **Answer:** Yes.

8. **Question:** Will RPS contract directly with the geotechnical engineer and site environmental engineer, or should these be included as part of the A/E contract?

   **Answer:** To be determined after selection. It is anticipated that the initial site investigations will be performed by City of Richmond 3rd party firm.

9. **Question:** Questions are due 10 days prior to the proposal due date is before the preproposal meeting. If we have additional questions after the preproposal meeting, may we submit them for consideration?

   **Answer:** No, unless an extension is issued.

10. **Question:** Could you share the names of the members of the selection committee and their roles on the project?

    **Answer:** No.

11. **Question:** Could we get clarification on the two electronic copies that are requested as part of the submission? Is a PDF copy acceptable? Some of our, and our sub consultant’s information, is in a format other than Word (InDesign, etc.)

    **Answer:** Electronic copies may be in PDF format.

12. **Question:** Regarding owner questions: 2.2.A.1, 3.4, and 3.4.A all refer to “middle school”. Please confirm that this should be “elementary school”.

    **Answer:** Both 2.2.A.1 & 3.4.A should read “elementary school.”

13. **Question:** Question for Owner regarding N Street: Is there a plan to vacate N Street ROW between 27th and 29th Street? Looks like street, sidewalks, curb and gutter have been removed.

    **Answer:** To be determined during the allotted redesign phase.

14. **Question:** Are there utilities in the N Street ROW that need to remain?

    **Answer:** To be determined during the allotted redesign phase.

15. **Question:** Security – are there any standards for security design that need to be addressed?

    **Answer:** To be determined during the allotted redesign phase.

16. **Question:** There is a reference to the City maybe using a third party program manager. Is this AECOM?

    **Answer:** The selected vendor for design services will receive information regarding the third party vendor after contract award. Although AECOM has a contract with the City for this type of service, the City reserves the right to engage vendors based on the best value for services provided.

17. **Question:** The RFP indicates the architect and contractor: does the City intend to employ construction management or CM at Risk contracting methods or will the projects be bid through traditional, competitive, general contractor bidding? If the latter, will there be pre-qualification of GC’s?

    **Answer:** This will be determined in the next 30 days.
18. **Question:** Section 3.0 Proposal Contents – You ask for a Microsoft Word format that can be searched and edited. Do you want the entire proposal in Word or just certain sections?  
**Answer:** PDF format is acceptable.

19. **Question:** Question related to RFP for Elkhardt-Thompson Middle School: In paragraph 1.4.2 – this references Elementary Schools – assume this should be Middle School. This statement says this programming document is to be finalized in the future. Who will finalize this document?  
**Answer:** Correct. Richmond Public Schools (RPS).

20. **Question:** The RFPs state that submitters are to provide designs sized to fit a building site, but no plans, dimensions, sizes, property lines, etc. were provided. Please provide all available site plan information.  
**Answer:** Final building location within the physical site will be determined during the redesign phase.

21. **Question:** The sites appear to have existing schools on them. Are those schools to remain in operation during construction?  
**Answer:** Yes.

22. **Question:** Would the existing and/or newly planned classroom trailers remain on the site during design / construction?  
**Answer:** Yes.

23. **Question:** Would you clarify which specific MBE / ESB participation A/E forms need to be submitted on behalf of each team? Would these include MBE/ESB-2 Participation Commitment Form (Rev. 4/9/15); MBE / ESB-4 Good Faith Effort Form (Rev. 1/1/14); and MBE / ESB-5 Good Faith Efforts Participation Form (Rev. 1/13/14)?  
**Answer:** An addendum will be forthcoming for all the required MBE/ESB forms.

24. **Question:** Will there be changes to the RFP and Specifications?  
**Answer:** If there are any changes, an addendum will be issued to address.

25. **Question:** Has the selection committee been determined and will they be party to the evaluation of the proposals?  
**Answer:** The committee has not be determined but will be part of the evaluation.

26. **Question:** When is the deadline for questions?  
**Answer:** The deadline for questions to be asked was 10 days prior to the due date of the proposal.

27. **Question:** Will answers to questions at Pre-Proposal Conference be issued formally?  
**Answer:** Yes. Questions will be answered in an addendum.

28. **Question:** Will the school remain open during construction?  
**Answer:** Yes.

29. **Question:** Is there a requirement of design to have one or two stories?  
**Answer:** No requirements have been made in regards to the number of stories.

30. **Question:** Will modulars remain in place during construction?  
**Answer:** Yes.

31. **Question:** In regards to access to the point of the property (triangle shape), is there any issues with that access point as it relates to adjacent roads or public works issues?  
**Answer:** Not any at this time that we are aware of. If access point is more advantageous to the city it considered.

32. **Question:** Does RPS want different, same, or similar interior identities for each school?  
**Answer:** The City/RPS is not committed to one or multiple designs. Please provider best designs.

33. **Question:** Does RPS have any energy costs info for the school?
34. **Question:** Will the new schools be built on the existing sites and how does that work with existing students and ongoing classes?
   **Answer:** Yes. Schools will be built on existing sites and consideration will have to be given to separation of existing, working school and construction site, as done in the past. Design should include how best to manage. The City will not specify.

35. **Question:** What is the city’s participation with the site?
   **Answer:** The City owns site, but RPS will take and manage.

36. **Question:** Will there be an opportunity to visit the sites?
   **Answer:** There will not be a coordinated site visit. Interested parties may use Google or drive/walk the site to familiarize themselves with it. Entry into the buildings is not necessary. Note that all buildings have been razed at the Elkhardt-Thompson site.

37. **Question:** Are there Historic aspects of the buildings that need to be considered and is there Special Programming to consider?
   **Answer:** George Mason is a CAR District, but the building and site are not of historic significance. Regarding programming, please review the specifications.

38. **Question:** Should Education Specifications be updated as offeror sees as needed?

39. **Question:** Is site boundary limited by existing features, i.e. tennis courts and baseball fields?
   **Answer:** Entire parcel can be considered for design.

40. **Question:** Will additional utility loads and LEED Certification be required?
   **Answer:** No additional utility loads will be necessary and LEED requirements have not been determined at this time. Within the next week or so, the city will determine as LEED Silver is being evaluated versus sustainable design practices. If offeror has LEED Services in-house, it is up to the design professional’s discretion whether to include LEED practices as part of the proposal.

41. **Question:** Is historical energy data available?
   **Answer:** Yes, RPS to supply. Note: See energy costs for schools spreadsheet (Microsoft Excel attachment).

42. **Question:** Will special FF&E design be required?
   **Answer:** Yes, special FF&E design will be required.

43. **Question:** Is adequate infrastructure in place?
   **Answer:** No evaluation has been completed and infrastructure will be addressed in the future.

44. **Question:** RFP states that proposal is to be submitted in Word format, but is PDF acceptable and is it possible that the Proposal Due Date will be extended?
   **Answer:** Yes, PDF is acceptable. Any changes will be communicated via an addendum. School is slated to open in August 2020 and with aggressive timeline due date extensions are not anticipated.

45. **Question:** Will there be a separate RFP for commissioning?
   **Answer:** City of Richmond has not made a determination at this time.

46. **Question:** Is funding in place and has LEED and security measures been anticipated in the budget?
   **Answer:** Yes, funding is in place. Recent as-built designs are required because of the timeline. The Re-Design time period of 5 to 6 months to make site/RPS specific plans. Changes made during this time may include security measures. Proposals should include 3 of the best designs for RPS’ consideration.
47. **Question:** How quickly after June 12th will the project be awarded? And is there community meetings and a schedule for them?
   **Answer:** Evaluation process usually take 1 to 2 weeks depending on the evaluation committee, followed by the negotiation phase, and the awarding phase. The goal is to have the contract awarded by the end of August 2018.

48. **Question:** Are there to be community meetings and is schedule for them?
   **Answer:** Anticipating a notice to proceed being issued in August, 2018 with commencement of construction starting four months later, the number and dates for the community meetings have not been determined. The goal is to work with RPS to publicly engage the community.

49. **Question:** Please confirm that Pre-Proposal Conference is mandatory for design firms and not subcontractors.
   **Answer:** That is correct. It is mandatory only for design firms. If a firm is not here at the Pre-Proposal Conference, then they are not eligible to submit a proposal. Also, the City reserves the right to award multiple contracts to different firms.

50. **Question:** Could clarification be given on the 180 days regarding MBE registration?
    **Answer:** Un-registered MBE Vendors have 180 days after commencement of project to register with the City’s MBD Department and are encouraged to register as soon as possible.

51. **Question:** The RFP instructs that the city of residence be included for Key Personnel under Tab 5 of the proposal. Is the city of residence the location of the firm of Key Personnel or the domestic residence of Key Personnel?
    **Answer:** The city of residence is the location of the firm.

52. **Question:** Will there be an opportunity to visit the sites?
    **Answer:** There will not be a coordinated site visit. Interested parties may use Google or drive/walk the site to familiarize themselves with it. Entry into the buildings is not necessary. Note that all buildings have been razed at the Elkhardt-Thompson site.

53. **Question:** Since this site has been demolished, what is the status and location of utilities and other infrastructure to the site?
    **Answer:** Site is located on major road adjacent to commercial area. Utilities and infrastructure are in place. Demolition was completed by RPS and information should be available regarding the termination of utilities.

54. **Question:** How is this scope of work different from the scope of work for the other proposals?
    **Answer:** Site is development ready, as school building has been razed.

55. **Question:** What is the address of the site?
    **Answer:** 6300 Hull St. is the correct address.

56. **Question:** What is the capacity specified for the school? RFP conflicts between 1,000 and 1,500 students.
    **Answer:** 1,500 students is the minimum capacity.

57. **Question:** Will the sports facilities be used in conjunction with the adjacent high school?
    **Answer:** Question is not applicable as there is not a high school adjacent to site.

58. **Question:** What is the existing population of the school?
    **Answer:** Data is not needed. 1,500 is the minimum capacity.

59. **Question:** What is the schedule?
    **Answer:** Anticipated project completion of August 2020 and September opening for all three projects.

60. **Question:** Should proposals be packaged as one or separate?
    **Answer:** 3 Separate proposals.
61. **Question:** Will there be separate or one package for construction?
   **Answer:** Construction is not addressed at this time.

62. **Question:** Confirm that the minimum capacity for George Mason is 650 students, ESH Greene is 1,000 students, and Elkhardt-Thompson is 1,500 students.
   **Answer:** Correct.

63. **Question:** What is the site’s acreage?
   **Answer:** 20 acres.

**THIS ADDENDUM MUST BE ACKNOWLEDGED AND INCLUDED WITH THE PROPOSAL SUBMISSION.**

RESPECTFULLY SUBMITTED:

GARY HUNDLEY
CONTRACT SPECIALIST
804-646-2670

________________________________________________________
Company

BY: ____________________________________________________

________________________________________________________
Title Date
MBE/ESB Past Good Faith Efforts Participation Form

All firms listed in this directory have registered with the City of Richmond as a minority owned business (MBE) or certified as an Emerging Small Business (ESB). It should be noted, that there are MBE businesses listed in this directory that are not certified. Therefore, any prime contractor/vendor desiring to use a registered MBE firm that is not certified, must be aware, that the registered MBE firm has 180 days to get certified or before the completion of the contract, whichever is less, or the prime contractor/vendor risks not receiving credit toward the minority participation goal for the said project.

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
<th>CONTRACT NAME/NO:</th>
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<tbody>
<tr>
<td>CONTACT NAME:</td>
<td>PHONE #</td>
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<tr>
<td>Email Address:</td>
<td>Fax#</td>
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</tbody>
</table>

How long have you been in Business?

If you can verify your firm has made past good faith efforts in the Public or Private Sector to engage MBE/ESB firms through subcontracting, joint venture, mentor-protégé, or apprenticeship opportunities over the past three (3) years, you may be eligible to earn additional points for this project. Please include valid documentation to support this claim. Feel free to attach additional pages, if necessary.

Enter Below Code for Ownership of each MBE Firm:

- 1 = African American
- 2 = Hispanic American
- 3 = Asian American
- 4 = American Indian
- 5 = Other (Specify Below)

Yes – may be eligible – Complete section below  
No – not eligible

<table>
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<tr>
<th>CONTACT PERSON/PHONE NUMBER/PROJECT NAME / DATE</th>
<th>DID YOU MEET THE MBE GOAL?</th>
<th>SCOPE OF WORK</th>
<th>MBE/ESB COMPANY NAME/CONTACT PERSON/PHONE</th>
<th>MBE/ESB Code</th>
</tr>
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DEFINITIONS

**MINORITY BUSINESS ENTERPRISE**

A business at least 51% of which is owned and controlled or 51% operated by minority group members or, in case of a stock corporation, at least 51% of the stock which is owned and controlled by minority group members. Minority group members are citizens of the United States who are African American, Hispanic American, Asian American and American Indian.

**GOOD FAITH MBE/ESB PARTICIPATION EFFORTS**

The sum total of efforts by a particular business to provide equitable participation of minority business enterprise or emerging small business subcontractors. For past efforts, this sum total shall be comprised of the record of participation by minority business enterprises and emerging small businesses through subcontracting or joint ventures. For future efforts, it shall be comprised of such efforts, which are proposed to allow equitable participation of minority business enterprise or emerging small business subcontractors.

**EMERGING SMALL BUSINESS**

A business that (1) has been certified by the Office of Minority Business Development for a period of seven years or less, (2) has annual gross receipts for each of its three fiscal years preceding application for certification of $500,000 or less if engaged in the construction business or of $250,000 or less if engaged in non-construction business, (3) has fewer than ten employees, (4) is not a subsidiary of another business and does not belong to a group of businesses owned and controlled by the same individuals, (5) has its principal place of business within the City of Richmond Enterprise Zone, (6) possesses a City business license, and (7) pays personal property, real estate, and business taxes to the City of Richmond.

Bidder and the MBE/ESB agree that the MBE/ESB shall not subcontract or assign any work described herein to another entity without prior written approval of the City of Richmond.

THE UNDERSIGNED HEREBY CERTIFIES THAT S/HE HAS READ THE TERMS OF THIS COMMITMENT AND IS AUTHORIZED TO BIND THE BIDDER TO THE COMMITMENT HEREIN SET FORTH.

SIGNATURE OF AUTHORIZED OFFICIAL:  
DATE:  

MBE/ESB-5 Past Good Faith Efforts Participation Form – Revised Date 1/13/2014
Good-Faith Minority Business Enterprise and Emerging Small Business Participation Efforts Documentation of Contacts

All firms listed in this directory have registered with the City of Richmond as a minority owned business (MBE) or certified as an Emerging Small Business (ESB). It should be noted, that there are MBE businesses listed in this directory that are not certified. Therefore, any prime contractor/vendor desiring to use a registered MBE firm that is not certified, must be aware, that the registered MBE firm has 180 days to get certified or before the completion of the contract, whichever is less, or the prime contractor/vendor risks not receiving credit toward the minority participation goal for the said project.

Request for Qualification or Request for Proposals No.: ________________________________

Project Name: ________________________________

Name of Contractor: ________________________________

Part I – Method of Contact

How did you contact each Minority Business Enterprise or Emerging Small Business?

A. **Telephone.** For each firm contacted: □ YES □ NO How many MBE/ESB firms were contacted?
   - State the name of the firm, the name of the person contacted, the telephone number contacted and the date of the contact.

B. **Fax.** For each firm contacted: □ YES □ NO How many MBE/ESB firms were faxed information regarding this project?
   - State the name of the firm, the fax number contacted and the date of the contact.
   - Attach a copy of the fax transmittal sheet indicating receipt of the fax.

C. **E-Mail.** For each firm contacted: □ YES □ NO How many MBE/ESB firms were emailed?
   - State the name of the firm, the name of the person contacted by e-mail, the e-mail address at which you contacted the person and the date of the contact.
   - Attach a copy of the e-mail sent. All copies of e-mails must include metadata indicating "From," "To" and "Cc" e-mail addresses as well as the date and time of the e-mail.

D. **Newspapers and Other Publications.** For each advertisement placed in a newspaper or other publication: □ YES □ NO
   - State the name of the newspaper or other publication and the date or dates on which the advertisement was published.
   - Attach a copy of both the published advertisement and any solicitation advertised.

E. **Other.** For methods of contact not included above: □ YES □ NO If yes, see below instructions
   - Describe the nature of the contact.
   - As applicable, state the name of the person contacted, the name of the firm contacted and the date of the contact.
   - Attach a copy of any written documentation of the contact.

Attachment A sets forth the form in which the information required above must be submitted.

MBE/ESB-4 Good Faith Effort Form - Revised Date 1/1/2014

(Turn Over)
<table>
<thead>
<tr>
<th>MBE/ESB Name</th>
<th>Contact Person</th>
<th>Address</th>
<th>Phone Number</th>
<th>Fed ID Number</th>
<th>Telephone # &amp; Date of Contact</th>
<th>Fax # &amp; Date of Contact</th>
<th>Email Address &amp; Date of Contact</th>
<th>Name of Newspaper or Other Publication &amp; Date of Advertisement</th>
<th>Separate Written Statement with any supporting documentation for each contract</th>
<th>Response of Contacted Firms</th>
<th>MBE/ESB Response</th>
<th>Yes, No, No Response or Comment</th>
<th>Enter Below Code for Ownership of each MBE Firm</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Co., Inc.</td>
<td>Joe Johns</td>
<td>110 Main Street, Anywhere, USA (XXX) 555-5555 54-XXXXXX</td>
<td>(XXX) 555-5555 01/28/09</td>
<td>54-XXXXXX</td>
<td>(804) 555-5555 01/28/09</td>
<td>(804) 555-5555 01/28/09</td>
<td><a href="mailto:ABC@gmail.com">ABC@gmail.com</a> Times Dispatch</td>
<td></td>
<td>See Attachment</td>
<td>Yes</td>
<td>Yes, No, No</td>
<td>Comment</td>
<td>1 = African American</td>
</tr>
</tbody>
</table>

Additional copies can be made

MBE/ESB-4 Good Faith Effort Form - Revised Date 1/1/2014