

Cape Henlopen School District
Request for Proposals for Architectural/Engineering
Contract # 2020-001

Response to Questions:

Question	Response
1. Will the deadline for RFP be extended	1. We are not extending the due date at this time. All proposals are still due by April 20th, 3pm. If you are hand delivering the proposals, please email brian.bassett@cape.k12.de.us in advance to coordinate dropoff time with our current flexible office hours. We may not be in office to sign for fedex/ups. UPS is currently delivering to our back door and someone stops by at end of day to bring into the District Office. Coordinating a hand delivered dropoff may be the best option at this time. Please continue to check mymarketplace for any updates.
2. Can you please share a rudimentary space needs program for the 600 student middle school?	2. The space needs will be established after the ed-spec process is started with the architect who is selected. The building will include grades 5-7. The State of Delaware also has generic space needs for middle school's on their facilities website.
3. How was your budget established and how many square feet are you thinking for the \$39.5 million project budget?	3. The budget was established by the State of Delaware formula used for all public school certificates of necessity. The approximate sq footage for a 600 student middle school is 66,000 sq ft.
4. We do not see a bid submittal form as an attachment for us to put in a fee nor is fee a basis of selection criteria. Can you clarify please?	4. Page 12 of the RFP discusses the negotiation process used after initial scoring of all proposals. Fees are negotiated after initial scoring and are not part of the selection criteria.
5. Can we assume that the selected architectural team will be given a digital site plan with all above and below grade utilities and topography on it.	5. We do not have a digital site plan. This would be generated by your civil engineer if your firm was selected or obtained from a local civil engineering firm the District has worked with in the past who may have the documents.
6. Should we consider the page count as page faces (so a double sided page would count as 2 pages?) or as physical sheets of paper (so a double sided page would count as only 1 page?)	6. Page counts can be physical sheets of paper - a double sided page would count as 1 page towards the total pages allowed for each section.
7. Can page count be extended for Expertise section?	7. No, page counts have been revised to allow "1 page" to be "1 piece of paper" with information on front and back.
8. Due to the Coronavirus and shutdowns, would the school district consider receiving an electronic submission to the request for proposal instead of the 6 paper copies?	8. Due to the State of Emergency, the district will accept an electronic submittal instead of the 6 paper copies. A jump drive will need to be delivered prior to the deadline OR a dropbox file can be emailed to Brian Bassett (brian.bassett@cape.k12.de.us)