

CHRISTINA SCHOOL DISTRICT

CHR20002-BANRFQ

ARCHITECTURAL/ENGINEERING (A/E) DESIGN SERVICES,
BANCROFT SCHOOL/CAMPUS

ADDENDUM No 2

2020/05/28

Answers to second/final sets of submitted questions in blue.

1. I was wondering if the District would be willing to accept electronic submissions in lieu of the hard copies that are to be mailed.

No.

2. I forgot to include in my previous email a question regarding resumes. It says that we only have a five page limit, which includes an organizational chart and you would like resumes for each one of our key team members. Is this five single-sided pages or five doubled-sided pages?

Each side counts as a page.

3. Proposal Questions

1. RFQ Submission Electronic Pricing File Requirement
 - a. Section Number: IV. Professional Services RFQ Administrative Information
 - b. Paragraph number: B.2. – RFQ Submissions - Proposals
 - c. Page Number: 5
 - d. Text of Passage Being Questioned: “Please provide a separate electronic pricing file from the rest of the RFQ proposal responses.”
 - e. **Question: Is pricing required for this proposal submission?**

We are not requesting a pricing proposal at this time. This is a Request for Qualifications. The A/E Firm who is scored most qualified for this project will be asked to provide a pricing proposal based on the Architectural & Engineering Fee Schedule on the Division of Facilities Management (OMB) website.

2. The Non-Collusion Statement (Appendix 2, page 30)
 - a. Section: Appendix

- b. Page Number: 30
- c. Text of Passage Being Questioned: “includes an area to indicate a Christina School District License Number”
- d. **Question: Please let us know how to apply for this particular license**

This may have been a place for a DE license number that was somehow incorrectly auto-filled on the form. Please leave this blank.

3. Scope of Project

- a. Section Number: II. Scope of Services
- b. Page Number: 1
- c. Text of Passage Being Questioned: “ A/E design services for the construction of a new school building and campus renovations at the current Bancroft School/Drew Educational Support Services Building Campus. The new Bancroft School will have a 1-8 grade configuration. The estimated student capacity for this school is 700 students.”
- d. **Question: What is the extent of the scope of the renovations to the current Bancroft School if any?**

The existing Bancroft School renovations are currently part of another contract.

4. Scope of Project

- a. Section Number: II. Scope of Services
- b. Page Number: 1
- c. Text of Passage Being Questioned: “A/E design services for the construction of a new school building and campus renovations at the current Bancroft School/Drew Educational Support Services Building Campus. The new Bancroft School will have a 1-8 grade configuration. The estimated student capacity for this school is 700 students.”
- d. **Question: What is the extent of the scope of the renovations to the current Drew Educational Support services Building?**

Although this decision has not been finalized, I believe after reviewing the size of the land available for a new Bancroft School, that Drew would have to be demolished.

5. Scope of Project

- a. Section Number: II. Scope of Services
- b. Page Number: 1
- c. Text of Passage Being Questioned: “ A/E design services for the construction of a new school building and campus renovations at the current

Bancroft School/Drew Educational Support Services Building Campus. The new Bancroft School will have a 1-8 grade configuration. The estimated student capacity for this school is 700 students.”

- d. Question: Is the demolition of either of these buildings, in part or in whole, contemplated?**

The existing Bancroft would need to be left online while the new Bancroft School is being built. The old Bancroft would be taken down after completion of the new school.

6. Scope of Project

- a. Section Number: II. Scope of Services
- b. Page Number: 1
- c. Text of Passage Being Questioned: “ A/E design services for the construction of a new school building and campus renovations at the current Bancroft School/Drew Educational Support Services Building Campus. The new Bancroft School will have a 1-8 grade configuration. The estimated student capacity for this school is 700 students.”
- d. Question: Where is the new building to be located?**

The exact location is to be determined.

7. Scope of Project

- a. Section Number: II. Scope of Services
- b. Page Number: 1
- c. Text of Passage Being Questioned: “ A/E design services for the construction of a new school building and campus renovations at the current Bancroft School/Drew Educational Support Services Building Campus. The new Bancroft School will have a 1-8 grade configuration. The estimated student capacity for this school is 700 students.”
- d. Question: Are there any special circumstances which need to be taken into account, i.e. specialized renovations for special needs populations, etc.?**

None are known at this time.

8. Scope of Project

- a. Section Number: II. Scope of Services
- b. Page Number: 1
- c. Text of Passage Being Questioned: “ A/E design services for the construction of a new school building and campus renovations at the current

Bancroft School/Drew Educational Support Services Building Campus. The new Bancroft School will have a 1-8 grade configuration. The estimated student capacity for this school is 700 students.”

d. Question: What programs will be offered in the Drew Educational Center?

None.

4. We would like to submit the following questions for clarification:

1. Re: Section Number B, “RFQ Submissions”; Page Number 5; Paragraph Number 2 - Given the present COVID-19 environment, is the Christina SD willing to consider accepting all electronic submissions (via electronic transmissions) in lieu of the media and hardcopy requirements described in the referenced section of the RFQ and repeated in Appendix A on page 39 of the RFQ?

No.

2. Re: Section Number C, “RFQ Evaluation Process”; Page Number 14; Paragraph Number 5, “Oral Presentations”; - Given the present COVID-19 environment, is the Christina SD considering any alternatives to the ‘Oral Presentations’ described, such as video conferencing or other forms of virtual or electronic presentation meetings?

Alternatives to the way in which oral presentations are given will be considered.

3. Re: Section Number D, “Contract Terms and Conditions”; Page Number 17; Paragraph Number 7.d, Licenses and Permits – The referenced portion of the RFQ states that , “... The cost of permits and other relevant costs required in the performance of the contract shall be borne by the successful vendor.” Application Fees and permitting costs are normally borne by building Owners and not the design service providers they engage. Please clarify the intent of this section. If it is the District’s intent to request vendors to bear these costs, please confirm that these costs shall be accepted as a reimbursable expense.

They will be accepted as a reimbursable expense.

4. Re: “Appendix A” ; Page Number 39 of RFQ; Paragraph Number 3 of Appendix A – Item No. 3 of ‘Appendix A; Minimum Mandatory Submission Requirements’ reads, “Pricing as identified in the solicitation.” We could not locate any request for submission of pricing or fees in the District’s RFQ. Please confirm that the submission of fees is not required as part of a candidate’s response.

We are not requesting a pricing proposal at this time. This is a Request for Qualifications. The A/E Firm who is scored most qualified for this project will be asked

to provide a pricing proposal based on the Architectural & Engineering Fee Schedule on the Division of Facilities Management (OMB) website.

5. Page 2, Section III.D. Relevant Expertise: The RFP asks for 5 renovation projects and, additionally, any Delaware Public School Facilities. Item 2 also asks for 5 project examples from a joint venture or association. Is the limit of 5 project examples for each category of projects (similar renovation, Delaware Public School, and joint venture/association) or total?

5 projects from each category.

2. Page 2, Section III. Required Information: Is the page limit noted for each section double or single sided sheets?

Each side is considered one page.

6. Please see below the following questions for the Christina SD Bancroft Proposal:
 1. Article II. Scope of Services - Describes a new Bancroft School with a 1-8 Grade Configuration. Article III. D. 1. Requests that the proposers include five “renovation” projects. Is the proposed project for “new construction” or “renovations”? We’d like to provide the correct example projects. [New School Construction](#).
 2. The addendum describes master planning services. What is the specific site being master planned and which buildings will be incorporated? Is there a prior study available that might describe the scope of work further? [The existing Bancroft School sits on a 6 block area owned by the School District. The plan would be to leave the existing Bancroft School in service until the new school is built. It may be necessary to take the Drew building down to allow for space to build the new school.](#)
 3. The RFP references MBE/WBE/DBE/VOBE/SDVOBE. Is there a specific target for these requirements to be met by the proposing team? [No](#).
 4. The RFP Attachment 2 requests a “Christina SD license”. Should this mean “City of Wilmington license”? [You can leave this blank](#).
 5. It is assumed that the request for an “electronic pricing file” was an oversight, as it is not allowed under the procurement policy. Please confirm. [Please submit per the requirements outlined on Appendix A](#).
 6. Can we submit electronically rather than with hard paper copies (COVID 19 concerns)? [No](#).
 7. What is the plan for the existing school? Is there consideration for reusing part of it? [Please see answer to question 2 above](#).
 8. Are students going to be staged to another school while demo / construction occurs? [Please see answer to question 2 above](#).
 9. The question was asked about District employees as to whether they are considered State employee and the answer was yes. The RFP restricts the use of State

employee as references. This proposal is for a new school in Delaware, are you says we cannot use any reference from Delaware School Districts we have worked with?

The context to the previous answer to which you are referring was the son of the person asking the question was a teacher. Teachers are State of DE employees. The Business References page asks you to list 3 business references who are not State Employees.

7.

- I. Per section II, paragraph one, page one, under heading, "Scope of Services", there is this statement: A/E design services for the construction of a new school building and campus renovations...." The following questions apply to A/E design services for construction of a new school building and campus renovations.
 1. Will telecommunications design services be required? IF so, is there a requirement for the consultant for to hold a Registered Communications Distribution Designer (RCDD) registration?
 2. Are there existing telecommunications utilities in the ground within the limits of the project that will need to be designed and relocated?
 3. Will a telecommunications utility upgrade be part of this project?
 4. Will the owner provide backbone circuits to the building or does the design team need to design and document backbone circuits to other buildings on the campus?
- II. Per section II, paragraph one, page one, under heading, "Scope of Services", there is this statement: A/E design services for the construction of a new school building. The following questions apply to A/E design services for construction of a new school building.
 1. Will the telecommunications designer provide locations of the wireless local area network (WLAN) antenna with predictive modeling software or are WLAN locations by Owner?

To be determined as part of the Master Planning process for the New School/Campus.

8.

1. Section II, Paragraph 1, Scope of Services, Page 1-A/E design services for the construction of a new school building and campus renovations at the current Bancroft School/Drew Educational Support Services Building Campus. **Question: Is this an RFQ or RFP or both? RFQ**
2. Section II, Paragraph 1, Scope of Services, Page 1-A/E design services for the construction of a new school building and campus renovations at the current

- Bancroft School/Drew Educational Support Services Building Campus. **Question:** What is the size of site and site context for the new school? It is currently 6 city blocks.
3. Section II, Paragraph 1, Scope of Services, Page 1-A/E design services for the construction of a new school building and campus renovations at the current Bancroft School/Drew Educational Support Services Building Campus. **Question:** What will be the estimated area of the new building to accommodate 700 students? As a guide, the current Bancroft School is approximately 130,000 sq. ft.
 4. Section II, Paragraph 1, Scope of Services, Page 1-A/E design services for the construction of a new school building and campus renovations at the current Bancroft School/Drew Educational Support Services Building Campus. **Question:** What type of renovation work will be done for the existing campus structure? Renovations at the existing Bancroft School are part of another contract already in place.
 5. Section II, Paragraph 1, Scope of Services, Page 1-A/E design services for the construction of a new school building and campus renovations at the current Bancroft School/Drew Educational Support Services Building Campus. **Question:** What is the size of the existing structure? Will there be any structural renovation? The existing Bancroft School will be taken down after the new school is complete.
 6. Section II, Paragraph 1, Scope of Services, Page 1-A/E design services for the construction of a new school building and campus renovations at the current Bancroft School/Drew Educational Support Services Building Campus. **Question:** Are there any existing record drawings (Architectural, Structural, MEP, etc.) available for the existing campus structure? Yes.
 7. Section II, Paragraph 1, Scope of Services, Page 1-A/E design services for the construction of a new school building and campus renovations at the current Bancroft School/Drew Educational Support Services Building Campus. **Question:** Are there any sustainable design criteria associated with the project? Design criteria should match State of DE requirements.
 8. Section II, Paragraph 1, Scope of Services, Page 1-A/E design services for the construction of a new school building and campus renovations at the current Bancroft School/Drew Educational Support Services Building Campus. **Question:** Are there any low or zero-energy design criteria associated with the project? Design criteria should match State of DE requirements.
 9. Section II, Paragraph 1, Scope of Services, Page 1-A/E design services for the construction of a new school building and campus renovations at the current Bancroft School/Drew Educational Support Services Building Campus. **Question:** We would recommend that the new school pursue LEED for Schools at a minimum with a net-zero or net-zero ready design as a strong recommendation. Can you please let us know what sustainability services you would like? Design criteria should match State of DE requirements.
 10. Section IV, Paragraph D, 3. General Information, a., page 14-**The term of the contract between the successful bidder and the District shall be for 2(two) years with 3 (three) optional extensions for a period of one (1) year for each extension.**

Question: Is this a Term Contract or is it for a specific project as per '3.a. General Information'? It is for building a new school.

11. Section IV, Paragraph D, 3. General Information, d., page 15-The Christina School District's standard contract will most likely be supplemented with the vendor's software license, support/maintenance, source code escrow agreements, and any other applicable agreements. The terms and conditions of these agreements will be negotiated with the finalist during actual contract negotiations. **Question: What does the bolded text mean in 3.d.?** We will use the AIA standard form.
12. Section IV, Paragraph D, 7. General Contract Terms, a. Independent Contractors, page 16- The parties to the contract shall be independent contractors to one another, ... or other similar taxes. **It may be at the Christina School District's discretion as to the location of work for the contractual support personnel during the project period. The Christina School District may provide working space and sufficient supplies and material to augment the Contractor's services.** **Question: What does the bolded text mean in '7.a. Independent Contractors'?** The CSD has the option on whether to provide IC's onsite office space.
13. Section IV, Paragraph D.7.c, page 17-ACA Safe Harbor. **Question: What does ACA Safe Harbor refer to, it appears cut/pasted from another procurement into this document?** Please refer to the Affordable Care Act.
14. Section IV, Paragraph D, 7. General Contract Terms, k. Costs and Payment Schedules, page 20- All contract costs must be as detailed specifically in the Vendor's cost proposal. No charges other than as specified in the proposal shall be allowed without written consent of the Christina School District. The proposal costs shall include full compensation for all taxes that the selected vendor is required to pay. **Question: Can we provide just hourly rate fees for the renovation project(s) since scope of renovation work is not defined?** No. We are not requesting a pricing proposal at this time. This is a Request for Qualifications. The A/E Firm who is scored most qualified for this project will be asked to provide a pricing proposal based on the Architectural & Engineering Fee Schedule on the Division of Facilities Management (OMB) website.
15. Section IV, Paragraph D, 7. General Contract Terms, k. Costs and Payment Schedules, page 20-All contract costs must be as detailed specifically ... selected vendor is required to pay. The Christina School District will require a payment schedule based on defined and measurable milestones. Payments for services will not be made in advance of work performed. **The Christina School District may require holdback of contract monies until acceptable performance is demonstrated (as much as 25%).** **Question: Retainage mentioned in '7.k. Costs and Payments' is not typical for design services contracts. Please confirm that this applies and if so a ceiling?** We do not typically require retainage as part of a design service contract.
16. Section IV, Paragraph D, v. Contract Documents, page 23-The RFQ, the purchase order, the executed contract and any supplemental documents between the Christina School District and the successful vendor shall constitute the contract between the Christina School District and the vendor. **In the event there is any discrepancy between any of these contract documents, the following order of**

documents governs so that the former prevails over the latter: contract, Christina School District's RFQ, Vendor's response to the RFQ and purchase order. No other documents shall be considered. These documents will constitute the entire agreement between the Christina School District and the vendor. Question: Are you going to re-issue this RFQ when all of the questions are answered v. Contract Documents? No.

17. Section IV, Paragraph F., Attachment 3, Page 31-Question: Our Architectural renewal license through NCARB is delayed due to the Covid 19 pandemic and may come in after the due date of this RFQ/RFP, is that something we should list in the Exception Form? Yes.
18. Section IV, Paragraph F., Attachment 9, Page 37-Question: Decision weight of Attachment 9 characteristics for Delawareans over out of state contractors? Please see scoring template.
19. Section IV, Paragraph F., Appendix A, Page 39- **One (1) electronic copy** of the vendor proposal saved to CD or DVD media disk, or USB memory stick. Copy of electronic price file shall be a separate file from all other files on the electronic copy. Question: What is the due date timing of Electronic copy vs. paper copies? Deadline for Receipt of Proposals Date: June 5, 2020 at 2:00 PM (Local Time)
20. Section IV, Paragraph F., Appendix A, Page 39- One (1) electronic copy of the vendor proposal saved to CD or DVD media disk, or USB memory stick. Copy of electronic price file shall be a separate file from all other files on the electronic copy. **(If Agency has requested multiple electronic copies, each electronic copy must be on a separate computer disk or media).**- Question: Is more than one media file due and if so how many? We have not requested multiple electronic copies.

9.

1. **Question:** Does the page limit requirement mean 1 page = 1 side of printed paper or 1 page = 1 piece of paper with printing on both sides?

Each side equals 1 page.

Section Number : III Required Information

Paragraph Number : Section A-F

Page Number : 2-3

Text of Passage being Questioned: Page Limit; ex: "C. Experience and Reputation (3 page limit)."

2. **Question:** Due to current circumstances will Christina School District be accepting electronic submissions?

No.

Section Number : B: RFQ Submissions

Paragraph Number : 2. Proposals

Page Number : 5

Text of Passage being Questioned: *“Each proposal must be submitted with four (4) paper copies and one (1) electronic copy on CD or DVD media disk, or USB memory drive.”*

10.

Question: Please clarify requirements for fee submission within the proposal

We are not requesting a pricing proposal at this time. This is a Request for Qualifications. The A/E Firm who is scored most qualified for this project will be asked to provide a pricing proposal based on the Architectural & Engineering Fee Schedule on the Division of Facilities Management (OMB) website.

Section number: Appendix A: Minimum Mandatory Submission Requirements

Paragraph 3: Vendors shall provide proposal packages in the following formats:

Page 39

Text of passage being questioned:

#2: One (1) electronic copy of the vendor proposal saved to CD or DVD media disk, or USB memory stick. Copy of electronic price file shall be a separate file from all other files on the electronic copy. (If Agency has requested multiple electronic copies, each electronic copy must be on a separate computer disk or media).

Question: Is there a form for pricing?

Please see answer above.