

Smyrna School District
Architectural/Engineering Services – North Smyrna Elementary School
Contract Number: SSD20001-A/E_NSE

Addendum #1 - Answers to questions submitted by the October 13th deadline.

Question #1

Do you anticipate extending the bid due date?

No

Question #2

What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

No additional details will be provided. The evaluation and selection process is described in Section IV. C. starting on page 11

Question #3

Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com/free?

No

Question #4

Other than your own website, where was this bid posted?

This bid was only posted to MyMarketplace, Delaware's Procurement Portal at Bids.delaware.gov

Question # 5

May I get an estimate value for this project?

The funding available for this project is \$2,901,400 which includes the architectural and engineering services.

Question #6:

Section number: VII

Paragraph number: 1

Page number: 32-33

Text of passage being questioned:

The following attachments and appendixes shall be considered part of the solicitation:

- Attachment 1 – No Proposal Reply Form
- Attachment 2 – Non-Collusion Statement
- Attachment 3 – Exceptions
- Attachment 4 – Confidentiality and Proprietary Information
- Attachment 5 – Business References STATE OF DELAWARE Smyrna School District 33
- Attachment 6 – Subcontractor Information Form
- Attachment 7 – Monthly Usage Report
- Attachment 8 – Subcontracting (2nd Tier Spend) Report
- Attachment 9 – Office of Supplier Diversity Application
- Appendix A – Minimum Response Requirements
- Appendix B – Scope of Work / Technical Requirements

Question: *Appendix B – Scope of Work / Technical Requirements* was not included in the RFP available on <http://www.bids.delaware.gov/>. Can the District provide this document or another document that details the scope of work to be completed for this project? The documents available at https://www.smyrna.k12.de.us/apps/pages/index.jsp?uREC_ID=434570&type=d outline the North Smyrna Elementary School needs, but what elements are included in this project scope?

The needs assessment was only partially funded. The focus areas are the roofing items identified on Page 30 of the Structural Needs Assessment and the items identified as immediate (P-01) in the Systems Needs Assessment.

Question #7

Section number: II

Paragraph number: 1

Page number: 2

Text of passage being questioned:

II. Scope of Services

The Smyrna School District is soliciting interested professional architectural and engineering teams to submit a proposal to provide design services for renovations to the roofing and mechanical systems at North Smyrna Elementary School. Copies of the Certificate of Necessity Project Justification which includes the scope of work and the most recent building needs assessment can be found on the district website at https://www.smyrna.k12.de.us/apps/pages/index.jsp?uREC_ID=434570&type=d.

Question: The Certificate of Necessity available at https://www.smyrna.k12.de.us/apps/pages/index.jsp?uREC_ID=434570&type=d notes a total budget of \$2,901,400 for this project. Is the construction budget consistent with that certificate?

The funding available for this project is \$2,901,400 which includes the architectural and engineering services.

Question#8

Section number: IV – C. RFP Evaluation Process

Paragraph number: 2 – D. Capacity to meet requirements

Page number: 14

Text of passage being questioned:

Provide an estimate of the time required for the design services for construction and renovation for this project and estimated timing for construction through completion.

Question: Are students currently attending North Smyrna Elementary School for in-person classes or will the construction need to wait until the summer to commence?

The building is occupied by staff and students. Construction should be scheduled for school breaks.

Question #9

Section number: Appendix A – Minimum Mandatory Submission Requirements

Paragraph number: 2 under *Each vendor solicitation response should contain at a minimum the following information:*

Page number: 45

Text of passage being questioned:

2. The remaining vendor proposal package shall identify how the vendor proposes meeting the contract requirements and shall include pricing. Vendors are encouraged to review the

Evaluation criteria identified to see how the proposals will be scored and verify that the response has sufficient documentation to support each criteria listed.

Question: Is there a specific format in which the District would like Respondents to provide their pricing? Should Respondents provide a not to exceed time and materials fee or a lump sum cost?

A fee proposal is not required at this time. The district will enter negotiations with the selected vendor. At that time, a fee proposal consistent with the State of Delaware Architectural and Engineering Fee Schedule <https://dfm.delaware.gov/profsrv/fee-schedule.shtml> will be requested.

Question #10

Section number: Appendix A – Minimum Mandatory Submission Requirements

Paragraph number: 1 and 2 under *Vendors shall provide proposal packages in the following formats:*

Page number: 45

Text of passage being questioned:

1. Seven (7) paper copies of the vendor proposal paperwork. One (1) paper copy must be an original copy, marked “ORIGINAL” on the cover, and contain original signatures. 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).
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: For the paper copies of the proposal, should the proposal pricing be included in the same document with the rest the RFP response or should that also be separated out and placed in a separate sealed envelope? For the electronic copy, can the electronic pricing file be located on the same CD or DVD media disk or USB memory drive as the rest of the RFP response or does that need to be on its own CD or DVD media disk or USB memory drive?

A fee proposal is not required at this time. The district will enter negotiations with the selected vendor. At that time, a fee proposal consistent with the State of Delaware Architectural and Engineering Fee Schedule <https://dfm.delaware.gov/profsrv/fee-schedule.shtml> will be requested.