

BOARD OF EDUCATION
Office of Capital Programs
440 North Broad Street, 3rd Floor – Suite 371
Philadelphia, PA 19130

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Addendum No. 1

**Subject: RFP for Professional Structural Engineering Design Services
As-Needed Basis due Tuesday, August 21, 2018 at 2:00PM**

Location: Various Schools

This Addendum, dated August 15, 2018, shall modify and become part of the RFP. Any items not mentioned herein, or affected by, shall remain strictly in accordance with the original document.

Questions and Answers

1. Question:

Letter K of the proposal requirements asks for a SF 330 Architect-Engineer Qualifications Form. Are we to include a Part II only, or are we to provide a full Part I and II to include resumes and project experience, duplicating requirements C-Resumes and F-Work Examples? If a full Part I and II are required, is this for the prime firm only, or are all subconsultants to be included?

Answer:

Each of Part I and Part II of the SF 330 Architect-Engineer Qualifications Form shall be completed for the prime firm as well as the subconsultants for meeting the requirements of Section K of the RFP. Additionally, resumes and work examples shall be provided for satisfactory completion of Section C and Section F of the RFP, respectively.

2. Question:

The Scope of Services lists Landscape Architecture, Technology Infrastructure Design, and Security Design as possible additional services for this contract. However, these roles/services are not included on Attachment D, Fee Proposal Sheet. Can you confirm if these services are to remain a part of our team makeup and, if so, how to include those hourly rates?

Answer:

An updated sheet for "Attachment D" is enclosed at the last page of this addendum document, incorporating entry lines for Landscape Architecture and Security and IT Design for reporting related fees for respondent's proposals. Please incorporate the updated "Attachment D, Sheet 3 of 3" into the proposal document submission, in lieu of the previously issued version.

Addendum No. 1 (cont'd)

3. Question:

Is this RFP specific to Structural Design and analysis or it is a combined RFP of all the trades.

Answer:

The RFP relates to projects that are considered to predominantly require structural engineering services in terms of design and documentation requirements of a said project. The intent of the RFP is that the structural engineering consultant (responding firm) shall be the lead design consultant of each project. Architectural professional services, as well as the services of other potential design disciplines, shall be contracted under the responding firm as required.

4. Question:

Attachment C: Does the prime proposer need to be a M/WBE?

Answer:

No. It is not a requirement of the contract that the respondent (prime proposer) qualify as an M/WBE.

5. Question:

Attachment D: Are hourly rates locked for 3 years?

Answer:

The hourly rates submitted in responding proposals shall apply for the term of the contract and shall not be negotiated on a year-to-year basis or otherwise. Consultants may identify a prescribed escalation of fee as part of their proposals.

6. Question:

Attachment D: Can the % of construction costs be isolated to only the structural engineer fees, and not their consultants, as it will be difficult to estimate what consultants will be needed?

Answer:

No. The fee structure proposed shall be inclusive of all design consultant's costs. This includes direct costs of the respondent as well as costs for services provided by other disciplines of design consultants and related fees that are contracted to the responding firm.

7. Question:

Section 1.0: Is the \$800,000 to \$2,000,000 figure the total structural construction budget over 3 years, or the estimate for each individual project. If for each individual project, can you report an estimate of total projects or total budget over 3 years?

Answer:

The \$800,000.00 to \$2,000,000.00 figure is the estimate for each individual project. An estimate for the total construction budget is not available at this time.

8. Question:

Section 6.0-K: Architect-Engineer - Does the proposal require both an architect and structural engineer, or can the structural engineer solely propose with architecture services added as required?

Answer:

The intent of the contract is that the structural engineer shall be the lead design consultant of each project. Architectural professional services, as well as the services of other potential design disciplines, shall be contracted under the responding firm as required.

Addendum No. 1 (cont'd)

9. Question:

Section 6.0-0: What services are expected from the M/WBE subconsultant? What if subconsultant is not needed? Can this be the architect?

Answer:

Respondents to this RFP are expected to include a minimum target of 15% to 20% of participation by M/WBE consultants. The services performed by qualifying M/WBE consultants may include any or all of the design disciplines included in any project. An effort shall be demonstrated for including M/WBE qualifying firms as subconsultants with the intent of meeting or exceeding the participation level identified in the RFP.

10. Question:

Section 7.0: Scope of services, is it expected that the list of additional disciplines will be contracted under the respondent (structural engineer), with the respondent serving as prime?

Answer:

Yes. The respondent shall serve as the prime consultant on a given project having other disciplines of design consultants and related services contracted to the respondent.

11. Question:

Section 7.0: Construction Administration: Are services for delivering and coordinating permit documents included in the scope?

Answer:

The scope of services shall include delivering and coordinating documentation for attaining permits.

12. Question:

Contract Section 3.2: What is being "warranted" in this statement? Please confirm that the proposer's design work is not warranted.

Answer:

Refer to Contract Section 3.2.16 for clarification on "commitments, warranties and representations" of the respondent.

13. Question:

Contract Section 3.5: Typically engineering for means and methods is provided by the contractor's engineer to provide such as shoring, staging, demolition, etc. Can you clarify these services?

Answer:

The "...means, methods, techniques, sequences, and procedures to perform the Services required under this Contract", are referring specifically to the scope of services being provided by the respondent and the respondent's subconsultants.

14. Question:

Contract Section 4.2.4: Statement of services: If additional disciplines are required for a project, are they to be contracted under the Structural Engineer, or through the school, or through an Architect?

Answer:

Yes. For a given project under this service contract the respondent shall serve as the prime consultant, having other disciplines of design consultants and related services contracted to the respondent.

Addendum No. 1 (cont'd)

15. Question:

Contract Section 4.2.6-4 and 5 - If a project requires programming requirements relating to architectural code would this be performed by an architect?

Answer:

All elements of design performed by the respondent and respondent's subconsultants shall conform to all applicable codes, architectural or otherwise. All work shall be performed by design professionals demonstrating competence in applicable building code requirements, as determined by the lead consultant (respondent).

16. Question:

Contract Section 4.2.6-8 – Can cost estimating be sub consulted?

Answer:

Yes. Cost estimating services may be performed by a subconsultant contracted to the respondent (lead/prime consultant).

17. Question:

Contract Section 4.2.6 - Much of this section would be by a General Contractor or Construction management firm. Please clarify that this would be separate from the design consultants.

Answer:

It is expected that the respondent, and any appropriate subconsultants contracted to the respondent, shall assist in the items included in Section 4.2.6.

18. Question:

Contract Section II - B - There seems to be a lot of scope defined under structural engineer for items that are typically outside a structural engineer's scope, for example "Selection of material and color selections of all work incorporating into the building as part of the construction cost and furniture layout". Is this a function of being prime and this will be through the appropriate sub consultant? If the structural engineer is designated as prime, is it expected that they will sub all services up to construction listed under RFP section 7.0, exempting construction services?

Answer:

Yes. Tasks qualified as scope to be performed within a discipline area outside that of the respondent's area of expertise shall be performed by a qualified subconsultant contracted to the respondent.

End of Addendum #1

Enclosure

Addendum No. 1 (cont'd)

ATTACHMENT "D"

Fee Proposal Sheet - Page 3 of 3

**To Provide
Structural Engineering Design Services on an As-Needed Basis**

PRIME PROPOSER'S FIRM: _____

Hourly rates will be utilized for any authorized and approved additional services, see the "Sample Professional Design Services Contract."

Do not provide a range. Do not add positions. Include rates for positions shown.

Name & Company		Position	Hourly Rate
Company	Key Personnel	Structural Engineering Design	
		Structural Principal-In-Charge	\$
		Licensed Professional Engineer (Structural)	\$
		CAD Technician	\$
		Clerical	\$
Company	Key Personnel	Architectural	
		Principal-In-Charge	\$
		Project Manager	\$
		Registered/Licensed Architect	\$
		Construction Administrator	\$
		CAD Technician	\$
		Clerical	\$
Company	Key Personnel	M/E/P Engineering Design	
		M/E/P Principal-In-Charge	\$
		Licensed Professional Engineer (Mechanical)	\$
		Licensed Professional Engineer (Electrical)	\$
		Licensed Professional Engineer (Plumbing)	\$
		CAD Technician	\$
		Clerical	\$
Company	Key Personnel	Civil Engineering	
		Civil Principal-In-Charge	\$
		Licensed Professional Engineer (Civil)	\$
		CAD Technician	\$
		Clerical	\$
Company	Key Personnel	Cost Estimating/Analysis	
		Estimator	\$
Company	Key Personnel	Landscape Architecture	
		Principal-In-Charge	\$
		Licensed Landscape Architect	\$
		CAD Technician	\$
		Clerical	\$
Company	Key Personnel	Security and IT Design	
		Principal-In-Charge	\$
		Licensed Engineer	\$
		Project Designer	\$
		Clerical	\$