**Addendum No. 1**

**Subject:** **Request for Proposal to provide Professional**

 **Architectural and Engineering Design Services**

 **for the Major Renovations Project at the James Rhoads**

 **Elementary School**

 **PROPOSAL DUE DATE: November 27, 2018**

**Location: 4901 Parrish Street**

**Philadelphia, PA 19130**

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**1. The RFP mentions a few disciplines in the key personnel request as well as the hourly rates form that we do not anticipate for this contract. Can we only include disciplines that will be needed for this project?**

* **All the disciplines that may be required in the course of the design of a project are not always apparent at the beginning of the project. If you have additional disciplines in house, including them may help to demonstrate the full range of the firm's capabilities.**

**2. On Page 3, Tab 1 – requests that 5 projects are highlighted. On Page 5, Tab 7 – requests a completed SF330 form. In Section F of the SF330 Form, there are typically 10 projects highlighted. Can you confirm that you’d like our projects to be capped off at 5 projects in our SF330 form as well? If so, are you expecting it to be the same 5 projects highlighted in Tab 1?**

* **Follow the SF 330 listing at least 5 but no more than 10.**

 **3. On Page 4, Tab 2 – requests that resumes of all key personnel are included in our submission. Would you like resumes to be shown in both our format along with SF330 formatted resumes that are later requested on Page 5, Tab 7 ? Page 5, Tab 7 requests a full SF330 which includes Section E – Resumes.**

* **Follow Form SF 330 exclusively.**

**4. We would like to ask if you envision this pursuit to be an Architect led project or an Engineering led project?**

* **The lead firm may be an architectural or engineering firm as long as the entire team includes all the disciplines known to be required at this point by the scope determination.**

 **5. Will the due date for the proposal be extended to accommodate the Thanksgiving holiday?**

* **No.**

**6. Are there any plans or elevations for the school available, in AutoCAD (preferred) or PDF?**

* **CAD files are not available. Hardcopy will be made available to the successful proposer.**

**7. Will the School District of Philadelphia provide environmental testing prior to work performed for design documents? If not, would the testing be a reimbursable expense to the District if needed by Design Consultant?**

* **The School District will provide environmental testing and design necessary for the removal of the existing fuel tank.**

**8. At any time during the process of construction, the soils are found to be contaminated; would the District provide environmental services to document and provide or coordinate remediation per standards with separate contractor / DEP / or any other Governing agencies? If not, would this work being performed to remediate contaminates be a reimbursable expense to the District?**

* **The School District will address any contaminated soils under separate contract.**

**End of Addendum #1**