

THE SCHOOL DISTRICT OF PHILADELPHIA
SCHOOL REFORM COMMISSION
Office of Capital Programs
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Addendum No. 2

Civil and Landscape Architecture RFP - #52019

This Addendum, dated the 6th of June 2019, shall modify and become part of the Contract Documents for the work of this project. Any items not mentioned herein, or affected by, shall be performed strictly in accordance with the original documents.

1. The RFP states that “the Prime Proposer must submit its most recent audited financial statements...”
Are compiled statements acceptable in lieu of “audited” statements?

No, compiled statements are not acceptable. The financial statements must be audited.

2. The indemnification clauses (Section 9) of the sample contract may be uninsurable. Is the School District willing to negotiate to develop indemnification clauses that are fair to both the District and the Design Professional as well as are able to be insured by the Design Professional’s Insurance? We note in the RFP, under Attachment A, requires the Design Professional to agree to the Terms and Conditions of the sample contract and will not take any exceptions to the Terms and Conditions.

The indemnification clauses are not negotiable.

3. What base services are to be included in the percentage fee based upon construction value? There are many unknowns from project to project based upon scale and scope. Can the percentage fee be limited to certain services as with other City of Philadelphia On-Call/IDIQ type contracts – i.e. base landscape architecture and civil engineering services to develop bid documents, basic project meetings, 2 community meetings, bidding support, construction administration, CPSI inspections, and surface impact testing. Other services such as permitting/approvals, planning commission/zoning approvals, more extensive community engagement, survey, geotech, environmental, structural engineering, architecture, etc. are outside of the percent fee and negotiated on a project by project basis and tied to the contract hourly rate schedule.

The percentage fee must be inclusive of all base civil and landscape architecture services required to deliver a complete project, including bid documents, basic project meetings, 4 community meetings, 4 partner planning meetings, bidding support, construction administration, CPSI inspections, permitting / regulatory processes and approvals, and surface impact testing.

Survey, geotechnical and infiltration testing work, special inspections, permitting fees, and utility locating services are not included in the percentage fee and can be billed separately as a reimbursable expense.

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4. **Below are some unknowns that are difficult to capture in a percentage fee since the specific projects are unknown:**
- a. **Does the project include just an PWD ERSA submission or does it require a full PWD technical review or is it large enough to require an NPDES permit.**
Permitting processes should be factored into the percentage fee. Actual permit fees (eg. PWD review fees) can be submitted as a reimbursable expense on invoices.
 - b. **What watershed is the project in – the requirements differ across the city?**
Watersheds will vary depending upon the project location. Consultants will be required to understand and design to the specific requirements of each.
 - c. **Are we to include SMIP submission (separate from normal PWD submissions) in this percentage fee?**
SMIP grant application (per project) can be submitted as a line item amount in the proposal separate from the percentage fee, according to the terms of the contract.
 - d. **Is the project engaging with outside groups or partners that would require additional coordination on the part of the Consultant?**
Assume up to four (4) meetings with partners/outside groups for each project. Provide a per meeting fee for any meetings that will exceed the four (4).
 - e. **How many community meetings are required?**
Assume up to four (4) community meetings per project.
 - f. **Does the project require planning commission/art commission/historic commission approval(s)?**
Planning, art, or historic commission approvals may be required for these projects and should be assumed in the overall percentage fee.
5. **What is the expectation for classroom and community design sessions – how many sessions/meetings are to be anticipated per project assignment? This is particularly important if these services are to be included in the percentage fee based upon construction value.**
Assume up to four (4) meetings with partners / outside groups for each project and up to four (4) community meetings per project.
6. **Given the contract is 3 years long, with a potential optional 1 year extension, can the hourly rate schedule include an escalation clause for annual hourly rate increases per annum?**
Yes.
7. **Can the hourly rate form be expanded to cover the various positions and associated rate for our personnel?**
The hourly rate form should remain as provided in RFP.
8. **Does construction administration include evaluation of contractor payment requests?**
Yes
9. **During construction how often should the consultant anticipate attending site meetings? Bi-weekly?**
Bi-weekly and at critical milestones of construction.
10. **The only companies available to perform HIC and GMAX impact testing in the region are either surfacing installers or companies affiliated with surfacing installers. Are these companies excluded from construction contracts for PSD projects?**

Addendum No. 2 (cont'd)

HIC and GMAX testing services can be provided at the time of construction and should not be included within this contract.

- 11. Please describe the intended contractual relationship for the companies with scope required to be a third party. Is the Prime Proposer to identify and contract with the required third parties or is it intended for the Prime Proposer to identify the third parties but the School District is to separately contract these services?**

The Prime Proposer will identify and contract with the required third parties.

- 12. Do Section D Resumes need to be completed in the SF330 format, or can they be on our own firm's marketing template?**

Section D resumes can be presented on the firm's marketing template in order to best illustrate qualifications, but resumes also need to be completed in on the SF330 format.

- 13. Do Section G Work Examples need to be completed in the SF330 format, or can they be on our own firm's marketing template?**

Ideally this is both: Section G work examples can be presented using a firm's promotional material in order to showcase relevant projects, but work examples would also need to be completed in the SF330 format in order to fulfill requirements.

- 14. In Section O Architect-Engineer Qualifications Form, is only the first page of the SF330 form required, if our firm's own marketing resumes and work examples are provided in Sections D and G? In other words, are both Part 1 Sections A-I and Part 2 of the SF330 required?**

Yes, both Part 1 Sections A-I and Part 2 of the SF330 are required, but proposers can also submit their own promotional resumes and work examples to better illustrate work.

- 15. If required to submit SF330 example project sheets as part of Section O Architect-Engineer Qualifications Form, how many project examples are required?**

A minimum of five projects.

- 16. For Sections G, H, and I, are example projects sought from the Prime Firm exclusively, or from the project team as a whole? Additionally, if there are projects which apply to multiple sections (for example, a playground project described in Section G Work Examples that also demonstrates a Collaborative Design Process Experience), can they be referenced in both sections?**

Projects can represent the whole team. Projects can be referenced in multiple sections if appropriate.

- 17. Please explain the requirement of Section J Design Documentation Sample. Construction Document sets may contain many pages. Do proposal respondents need to provide entire sets, or can a representative sample of design documentation be provided?**

Representative design documentation samples can be provided in lieu of entire sets.

- 18. Should documents listed alphabetically in Section 6.0 Proposal Requirements be included in their entirety in the alphabetical order listed, or would it be permissible to include only the form / signature pages of these documents?**

Documents should be provided in their entirety.

- 19. Are certified playground safety inspection services and GMAX and HIC impact testing services required to be on project design teams?**

No, these services can be conducted at the time of construction.

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20. Item 1 Page 4 & 5 Can consultants come from out of state if they have specialty in early childhood learning?

Yes.

21. Item 1 P 6 - Who will determine third party consultants if not a subconsultant to the prime consultant?

The prime consultant is responsible for determining all subconsultants on their team. HIC and GMAX third party testing services do not have to be on design teams and can occur during construction per the requirements of the technical specifications.

22. Item 1 P 5 & 6 - Is it your preference to have all potential consultants named in this RFP or can we approach the consultants on an as needed basis for the consultant most appropriate for the project at the time of need?

Page 4 indicates required disciplines/consultants to include on your team within your proposal.

23. Item 6.G - Can work samples be from previous firms? We are a new firm and do not have any schoolyards installed yet.

Work samples need to be representative of the firms submitting.

24. Item 6.I - Does this list encompass the experience from the entire team?

Yes.

25. Page 7 of the above-referenced RFP requires “a minimum of 5 completed projects within the past 5 years of comparable type, scope and complexity ... within Pennsylvania, preferably Philadelphia.” Can this Pennsylvania requirement be satisfied in full or in part by a subconsultant?

Yes.

-END OF ADDENDUM NO. 2-