

Addendum No. 2

Subject: Educational Specifications, Design Guideline, and Technical Standards
RFP-071019

Location: N/A

This Addendum No 2, dated 12th of July, 2019, shall modify and become part of the Request for Proposal. Any items not mentioned herein, or affected by, shall be performed strictly in accordance with the original documents.

Q-1: Re: 5.0; E Work Samples (RFP p 3) – This item states, “...Examples must include a sample Ed Specs and Design Standard handbook as well as Tech Specs.” Besides resulting in the submission of a very large number of pages as these types of deliverables usually consist of significant printed volumes, this sort of deliverable is proprietary and for numerous reasons, not least of all security concerns, our clients do not want them in the public domain. Can we assume that a portion of a sample – a table of contents followed by the executive summary or some such – will suffice? Can the SDP (1) clarify that a small sample is sufficient and (2) advise whether work samples should be included in tabbed section within the submission, included as a separately bound appendix, or perhaps simply made available via submission of an electronic link?

A-1: *A portion of the technical standards will be sufficient. The sample Ed Specs and Design Guidelines should be provided. It should highlight the proposer’s method and approach to create the standards as well as the quality of the content.*

Q-2: Re: 2.0 Place and Date of Submission (RFP p 2) –We understand that bidders are likely to receive responses to queries submitted by July 19th on Monday, July 22nd, only one day prior to the submission deadline. We also note that the scope of work requires preparation of a unique and detailed plan of attack involving a rather large number of specialties and sub-consultants and that there is little time to coordinate these and gather fees prior to the July 23rd deadline for submission. Given these, would the SDP consider extending the deadline for submission by one week?

A-2: *The submission deadline is extended to July 30, 2019 at 2:00 PM.*

Q-3: Re: 5.0; E Work Samples (RFP p 3) – This item states, “...Examples must include a sample Ed Specs and Design Standard handbook as well as Tech Specs.” This request could result in the submission of a very large number of pages as these types of deliverables usually consist of significant printed volumes. Can SDP (1) clarify the extent of the sampling being requested and (2) advise whether these should be included in tabbed section within the submission, included as a separately bound appendix, or perhaps simply made available via submission of an electronic link?

A-3: *Please see answer A-1 for the acceptable sampling. A CD or thumb drive submission is acceptable for the Ed Specs and Design Guidelines samples.*

Q-4: Re: Scope of Work for Food Service – We assume that the scope of work includes consideration of Food Service requirements for SDP’s various school communities. While it is easy to conclude that this would involve preparation of design guidelines and technical specifications regarding kitchen, servery, and dining spaces, does SDP envision any need for candidate firms to engage a Dietary Expert or sub-consultant?

A-4: *Proposers should have access to various consultants as they see fit to successfully complete the task.*

Q-5: Re: Community Engagement – Does SDP anticipate any requirement for candidate firms to participate in public meetings or community engagement activities as part of the scope of this work?

A-5: *Engagement may consist of: various departments within SDP including the Board of Education, city agencies, various vendors, authorities having jurisdiction, etc.*

Q-6: Re: 6.0; B Scope of Work, 3rd bullet (RFP p 6) – Please clarify the composition or make-up of the three listed stakeholder groups (Core Group; Advisory Committee; Focus Group). This would help identify the potential range of topics and inputs anticipated and would be useful in drawing distinctions between the roles and functions of the three groups as a plan of attack is generated. In particular, do any of these include (for example, the Focus Group) include members of the general public?

A-6: *Proposers are responsible for defining the members of each group, their responsibilities, and the decision making process among and between those 3 groups.*

-END OF ADDENDUM NO. 2-