



THE SCHOOL DISTRICT OF PHILADELPHIA

THE SCHOOL DISTRICT OF PHILADELPHIA EDUCATION CENTER OFFICE OF PROCUREMENT SERVICES

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PHILADELPHIA, PENNSYLVANIA 19130

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ADDENDUM #2

BID NUMBER: RFP - 638

BID NAME: Program Management

BID OPENING DATE: 12/20/19

TO ALL POTENTIAL RESPONDERS:

1. The proposal due date is listed as December 20, 2019. Could the proposal due date be extended until after Jan 1, 2020?
 - a. **ANSWER: We will not be extending the due date for the submissions.**
2. What is the deadline for questions?
 - a. **We are extending the deadline for questions until Friday 13th, 2019 at 2 p.m.**
3. Please advise if organizations currently holding prime Professional Supplemental Staffing Contracts with the School District of Philadelphia, Office of Capital Programs, may participate, either as a prime or subconsultant, in the current RFP for Capital Program Management.
 - a. **ANSWER: The successful proposer will be prohibited from proposing design or construction services on any project they would manage as the PM. A prime or subcontractor on a project that is not funded by the \$500 million bond under this contract's purview will be allowed to serve as a subcontractor or prime on this contract.**
4. The proposal submission requirements do not include a cost proposal, but the evaluation indicates cost is part of the evaluation criteria at 20%. Could you confirm if cost is to be included in the proposal submission? If so, please provide a cost proposal template/appendix for submission.
 - a. **ANSWER: Utilize the attached fee proposal template, and the following information to create your Fee Proposal:**
 - i. **Detail Projected Cost by Phase of Program**
 1. **Planning**
 2. **Design/Construction**
 - ii. **Provide Proposed Cost Methodology**
 1. **Present how the proposer recommends payment for services provided. For example, hourly rate, flat monthly fee, percentage of value by phase or project or other based on the proposer's experience.**

Program Manager will provide on-site, field staff to oversee construction of all projects associated with this program?

a. **ANSWER: See answer to number 8 above.**

14. Page 8 of 75, Construction section, Item 6 states the selected Program Manager shall, "Oversee building commissioning..." – Is it SDP's intent that the selected Program Manager will oversee a third party who will perform commissioning or is the selected Program Manager to perform this service?

a. **ANSWER: Yes.**

15. Page 9 of 75, Under the Submission Requirements and Evaluation Criteria, the required tabbed sections begins with "Tab Two: Executive Summary." Should the tabbed sections be renumbered to start with the Executive Summary as Tab One, i.e. "Tab One: Executive Summary" "Tab Two: Qualifications and Experience of Proposer" etc.?

a. **ANSWER: Yes. The executive summary should be Tab one and the other sections should follow.**

16. Does the proposal need to include/address any hazardous material review/management/abatement?

a. **ANSWER: The proposal should include information on the proposer's experience managing these issues as part of a program management process.**

17. Page 11 of 75, Is it acceptable to include a "Tab Six: Appendix" for signed Addenda forms and additional forms/administrative documents?

a. **ANSWER: Yes.**

18. Page 12 of 75. "Printouts of complete original Addenda... must be attached to the "ORIGINAL" proposal submitted." – Should the required forms also only be included in the Original proposal?

a. **ANSWER: Required Forms should be included in the Original and all Copies.**

19. Page 13 of 75, the anticipated Date of Commencement of Services is listed as March 1, 2019. Please confirm whether the intent is March 1, 2020.

a. **ANSWER: Confirmed.**

20. Page 14 of 75, Item F. "submit a copy of their proposal on a diskette in MS Word format." Is it acceptable to submit a PDF copy of the proposal on a USB Flash Drive?

a. **ANSWER: Yes.**

21. Page 18 of 75, General Conditions of the Work Section 1.d states, "Contractor Responsibility for Quality of the Work. Payment by the School District or acceptance of the Work, including any Materials, shall not relieve the Contractor of responsibility for the substance and quality of all Materials and Work." Please confirm that the selected Program Manager will not be held liable for work performed by or materials purchased by the Contractors who will be performing the construction work.

a. **ANSWER: Please refer to the terms and conditions included in the sample contract in the addendum provided.**

22. Page 20 of 75, Item 5. Best Pricing: Please confirm this paragraph only applies to work performed within the Continental United States.

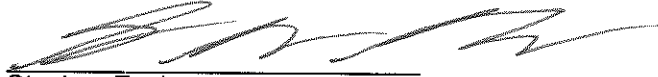
a. **ANSWER: Please refer to the terms and conditions included in the sample contract in the addendum provided. Specific terms will need to be negotiated with our Office of General Counsel.**

23. Page 21 of 75, Item 7. Grant-Funded Contracts; Trust-Funded Contracts: Are there currently any grants, trusts, or such funding streams being spent on these projects. If so, please indicate what they are and provide “the terms of the applicable grant agreement, contract or trust indenture, as the case may be, in carrying out the Work...”
- a. **ANSWER: Not at this time.**
24. Page 36 of 75, M/WBE Participation Plan Form – Given the [magnitude] of this program and the varying services required, is it acceptable to provide a committed percentage range for each firm rather than an exact dollar value?
- a. **ANSWER: Yes.**
25. If a MWBE CM firm is part of the winning PM team for this contract, are they precluded from doing future CM work?
- a. **ANSWER: Yes.**
26. If you're a sub-contractor can you bid with several primes or does the bid prohibit that?
- a. **Yes, you can bid with several primes.**
27. Are you favorable to one type of project management program and will the winner be expected to use a project management software that is favorable to The School District of Philadelphia?
- a. **The Respondent should provide information on the type of program management program they would suggest with information on how it could be integrated at a later date with any School District program.**
28. In terms of Resumes, how many project manager, assistant project managers, schedulers and cost estimators are you looking for?
- a. **Resumes, at a minimum, should include key project managers for all phases of the work, representative field personnel and other support personnel the team would propose to work with the District. The Project Manager for the entire program must be the individual who will lead the effort.**
29. Are you planning to award to only one firm or multiple firms?
- a. **The intent of the district is to award to one firm; however, we reserve the right to select multiple.**
30. Are you planning to build your program to have some type of mentorship program for MWBEs or GCs?
- a. **The firms should tell us what they like to do in this area.**
31. In the RFP, for the activities for the program manager was a reference to testing on the construction sites, what sort of testing are you looking for?
- a. **You will have the responsibility to manage testing, whether we would ask you to directly manage the testing firms is yet to be determined.**
32. How are you going to evaluate pricing? Will this be evaluated on an average hourly rate form the primes and all the people, or one solid price, if you are looking for one solid piece?
- a. **We are asking for general information on what your billing rates are, how many people you see assigning over different categories, with an estimated total cost.**
33. If we were to go in with this as a sub to the prime, would we as subs be precluded from submitting proposals for construction and design work that comes out in the future?

- a. **If it is covered under the \$500 million bond, and if you win the proposal, then yes. If you propose and lose you are not precluded.**
34. Does this Program management RFP replace the on-call supplemental staffing contracts?
a. **Not entirely, but it will replace it for the projects included under the \$500 million bond.**
35. . There are some projects that include commissioning on our project list, is the PM supposed to manage them as well?
a. **Yes.**
36. If we have staff on the current supplemental staffing project, will it preclude us from going after the PM project?
a. **No, but the current staff on the supplemental staffing will not be used on the projects under the \$500 Million bond.**
37. Will you be issuing the sign in sheet?
a. **Yes, we will be issuing it as part of the addendum.**
38. Is it required to provide resumes for everyone that is on the org chart, or can we provide resumes for key personnel.
a. **It is not required to include resumes for everyone on the organization chart. Firms are encouraged to include more rather than less. Firms need to be able to ensure that the key personnel included in the proposal will be the personnel working on the project.**
39. The city of Philadelphia requires LEED certification for buildings over 10,000 square feet, is that something the district will be following?
a. **This will be determined on a building by building basis. The proposer should show its capabilities to support any LEED certification process in design, construction and in submittal for the certification.**
40. Are firms currently restricted from proposing on new work with the City of Philadelphia due to past administrative submission errors – not based on performance or quality of work – and will be in good standing with the City of Philadelphia after 12/31/19 - be able to be included as a team member on this proposal?
a. **As long as the firm is in good standing by the time of selection we are ok with this. However, please include information in your proposal about the nature of the issue, with information on the project involved and the dates of the work and restriction. Additionally, please include copies of all determinations made by the City with the date the restriction is removed.**
41. Has SDP established an estimated annual value of the PM contract. Understanding this would help us determine how to best partner with MWBE subconsultants.
a. **No.**

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

Thank you,



Stephen Zook
Acting Executive Director, Office of Procurement Services

Please sign, date and return this Addendum with your response, as it now becomes a part of the Proposal.

AUTHORIZED SIGNATURE

FIRM NAME (PRINT)

DATE