

THE SCHOOL DISTRICT OF PHILADELPHIA
SCHOOL REFORM COMMISSION
Office of Capital Programs
440 North Broad Street, 3rd Floor – Suite 371
Philadelphia, PA 19130

TELEPHONE: (215) 400-4730

Addendum No. 1

Subject: Request for Proposal for **New Lewis C. Cassidy Elementary School**
RFP-041320

Location: **Lewis C. Cassidy Elementary School**
6523 Lansdowne Ave
Philadelphia, PA

This Addendum, dated 23rd of April, 2020, 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. Place and Date of Submission

Replace RFP section 3.0 language with the following:

All proposals must be digitally submitted by the due date and time. This will be the official submission recorded. All digital submissions are to capitalbids@philasd.org. and must include a weblink to download all of the RFP response documents.

Additionally, a mailed submission is required for record.

One (1) original, four (4) copies, and 1 digital copy (locked pdf) each of the Technical Proposal and Fee Proposal shall be submitted in separate sealed envelopes clearly marked:

- “Professional Services for the New Lewis Cassidy ES – TECHNICAL PROPOSAL - Due 5/12/2020” with the name of the Proposer’s firm and their address. and
- “Professional Services for the New Lewis Cassidy ES – FEE PROPOSAL - Due 5/12/2020” with the name of the Proposer’s firm and their address.

Digital responses must be received no later than 3:00 PM, **Tuesday**, May 12, 2020.

The Proposal shall be addressed to:

The School District of Philadelphia
Office of Capital Programs, Suite 371, Office 3165
440 North Broad Street
Philadelphia, PA 19130
Attn: Jesse Jones

Addendum No. 1 (cont'd)

2. Virtual Walkthrough

The Virtual Walkthrough is an internet accessed folder of photos, slideshows, and short videos that provide some additional reference information of the project location in lieu of a physical walkthrough while access is restricted at School District of Philadelphia facilities. There is no official registration, and it is not a live event. Use of this information is voluntary and at your own accord. See below for the link:

<https://drive.google.com/drive/folders/1KZv9cn4Ycb9fNAZzvyF847PpFMNuBVuM?usp=sharing>

3. Fee Schedule Update

Remove and replace RFP page 23 "Exhibit (D), Fee Proposal Page 2 of 3" with document provided.

4. Questions and Clarifications

All questions must be submitted in writing by mail to:

The School District of Philadelphia
Office of Capital Programs, Suite 371, Office 3165
440 North Broad Street
Philadelphia, PA 19130
Attn: Jesse Jones

Or via email to capitalbids@philasd.org. The subject line must include the name of the project "Professional Services for the New Cassidy ES". **The deadline for all questions is 3:00 PM, Friday, May 1, 2020.** All responses for every inquiry, including amendments to this RFP, will be provided and posted on the Office of Capital Programs website.

5. Questions Received to date:

Q1: My company is interested in learning more about the security for the new Lewis C. Cassidy Elementary School. Do you have power / electrical drawings and specifications for the bid?

A1: This project is for Professional Design services for a new school. There will not be power/ electrical drawings and specifications made available for this proposal. The successful proposer will have access to archived information upon award of the project. Archived information is limited, and unknown at this time. A complete response to this opportunity should include all services required for the project.

Q2: In light of the current COVID-19 Pandemic and state-wide stay-at-home order, we wish to confirm actual physical copies of the Technical Proposal and the Fee Proposal are required for the project and not electronic submissions. Further, if physical submissions are required, will the School District Offices be open on the submission date for in-person delivery of the proposals or must proposals be submitted via FedEx or similar delivery service?

A2: See clarification item #1 above.

Q3: The RFP indicates the proposals are due **Friday, May 12**; however, **May 12** is a **Tuesday** and the **Friday** of the same week is **May 15**. Please clarify the actual due date.

A3: See clarification item #1 above.

Q4: The RFP indicates a virtual walk-through is schedule for **Wednesday, April 22**; however, we did not find a link for attending this event in the RFP. Do we simply contact the Project Manager, Francis Matejik? If not, please provide us with the necessary information to sign up for and attend this virtual event.

Addendum No. 1 (cont'd)

A4: See clarification #2 above.

Q5: Is the Educational Planner mentioned on pages 9 and 24 of the RFP an education major consultant who will give advice regarding educational requirements and concerns of the educational facility from an educator point of view?, Or is this referring to an Educational Facility Planner, who is an architect with experience in educational facility design?

A5: It is the responsibility of the Proposing Professional to include the Team Members with Expertise needed to best suit the project. The composition of the team and approach should be clearly conveyed in the Proposal.

-END OF ADDENDUM NO. 1-

EXHIBIT "D"

FEE PROPOSAL – PAGE 2 OF 3

PROPOSER'S FIRM: _____

Provide the following:

Reimbursable costs

All directly reimbursable costs that are required to meet the obligations of the contract.

Proposed Fee

\$ _____

LEED Gold Certification

Professional services and fees for administering, documenting and registering the project to achieve LEED Gold Certification through the USGBC.

Proposed Fee

\$ _____

Project Construction Value

\$30,000,000

Proposed Fee

_____ %