



THE SCHOOL DISTRICT OF
PHILADELPHIA

BOARD OF EDUCATION
Office of Capital Programs
440 North Broad Street, 3rd Floor – Suite 371
Philadelphia, PA 19130

TELEPHONE: (215) 400-4730

Addendum No. 2

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 May 5, 2020, shall modify and become part of the Contract Documents. Any items not mentioned herein, or affected by, shall remain strictly in accordance with the original document.

Question 1: Do have a list of the firms that “attended” the virtual walkthrough last week?

Answer 1: *The “Plan holders list” is posted to the website and accounts for who has registered with interest in this opportunity. It can be found at the link below:*

<https://www.philasd.org/capitalprograms/wp-content/uploads/sites/18/2020/04/Cassidy-Plan-Holders-List-2.pdf>

Question 2: Per addendum 1, hard copies of the proposal are still required. Please confirm the due date of the hard copies.

Answer 2: *Addendum 1, item #1, clarified the submission requirements. Mailed submission must be received by, and signed for by the District within two days of the digital submission date. Due to restrictions and uncertainties related to the COVID 19 pandemic, only the digitally submitted response will be the response recorded for date and time in meeting the submission requirements.*

Question 3: Is on-site parking a requirement for this project? If so, how many spaces are required?

Answer 3: *Parking is required in accordance with the applicable zoning code to the extent feasible.*

Addendum No. 2 (cont'd)

Question 4: Regarding Tab 9 of the Technical Proposal Requirements – Company’s Financial Statements - The Proposer must submit the firm’s most recent audited financial statement, which shall include, at a minimum, a balance sheet, related statements of income and retained earnings and cash flows and footnotes. Would Accounting Best Practices of our firm’s financials (not an audited financial statement) preclude us from qualifying to submit to this RFP?

Answer 4: *A complete proposal must include Financial Statements as directed in the RFP. Financial statements remain confidential.*

Question 5: Please confirm that the existing school on the project site will remain in place until the new school, to be built adjacent, is completely finished. At that time, the old school building will be demolished.

Answer 5: *Refer to RFP page 10, section 10, Tab 3, “The entire site should be considered for this design problem. However, proposers should consider how the replacement school could be constructed while the existing school is utilized. Proposers shall also suggest the benefit of vacating and using the entire site at once.”*

Question 6: Should the SDP choose to pursue formal LEED Gold certification for the project, will the District engage a Commissioning Authority directly to perform the required scope of work or should the proposing design team include this scope and cost in our proposal?

Answer 6: *The School District of Philadelphia will contract separately for Building Commissioning Services.*

Question 7: Do we include the cost of Geotechnical Engineering in the main part of Fee proposal, or should we set a separate Allowance for the work?

Answer 7: *Geotechnical Engineering should be itemized as reimbursable expense.*

Question 8: Is the loose furniture part of the main construction budget of this project or should there be a separate allowance allocated for Furniture? Will the furniture of the existing school be used for the new school?

Answer 8: *Loose furnishings are not to be considered part of the main construction budget, these costs are accounted for in a separate budget item. The selected Professional Team will be responsible for designing and laying out the new furniture, fixture, and equipment and coordinating those with School District of Philadelphia Capital Staff and its vendors. The existing furniture will not be reused.*

Question 9: How many buses are expected during the arrival and dismissal periods? Are these the standard full bus length?

Answer 9: *The new Cassidy is a neighborhood school and bus service is limited to students with special needs. School buses vary in sizes from full size to vans and cabs.*

Question 10: Please confirm site acreage. The RFP states 5.5 acre site, yet the site measures approximately 2.5 acres on the provided existing site plan and Google Earth.

Addendum No. 2 (cont'd)

Answer 10: *All Respondents should utilize the Block Plan provided in "Appendix C, Existing Drawings" for referencing available site information, including the size of the site.*

Question 11: Is faculty and/or visitor parking to be provided on site? If so, how many spaces?

Answer 11: *See Answer 3 above.*

Question 12: What are the needs of the students enrolled in Special Education? Sensory & autism... multiple disabled, low-functioning, etc.

Answer 12: *Proposal responses should address Appendix A, the Program of Requirements. This document includes 3 special education classrooms. Specific needs will be addressed during design.*

Question 13: Is demolition of the existing school part of this contract?

Answer 13: *Yes, demolition is part of this contract.*

Question 14: Can any site, utility, and/or building assessments for the existing facility made available?

Answer 14: *Existing drawings as Appendix C have been made available. A virtual walkthrough of reference imagery has been made available through the link in Addendum #1. Reference Addendum #1, Q1 for additional clarification. A complete facility assessment can be found on the School District of Philadelphia's website at the following location:*

<https://www.philasd.org/capitalprograms/wp-content/uploads/sites/18/2017/06/Cassidy.pdf>

It is the successful proposer's responsibility to confirm all existing documents and assessments through site and building investigations and surveys.

Question 15: Are lockers required for grades 6-8?

Answer 15: *The decision on locker requirements will be made during the design phase.*

Question 16: Is the Flex Lab envisioned as a maker space?

Answer 16: *The Flex Lab listed on page 9 of Appendix A, Program of Requirements, is intended to be for supplementary use to the Academic Core spaces as curriculum demands.*

Question 17: Can the SDP provide any guidelines or assumed standards of space allocation for outdoor play/recreation areas?

Answer 17: *Outdoor play/recreation space allocation recommendations on this site shall provide 50 S.F. per student, at a minimum. Proposers shall consider 30% of the school capacity will use the play/recreation space at once. Additionally, the proposers shall consider the outdoor area shall be adequate for morning line up and dismissal for the entire school population.*

Question 18: Are there any vehicular drop-off or parking requirements on-site?

Answer 18: *There will be vehicular drop-off. Please see Answer 3 for parking requirements.*

Question 19: When are physical responses of the proposal due?

Addendum No. 2 (cont'd)

Answer 19: Please see Answer 1.

Question 20: Are 11X17 sheets able to be incorporated into the document (for the schedule for example)?

Answer 20: Yes, 11x17 sheets are acceptable.

Question 21: Can the company's financial statements be submitted as a separate document? Will these statements be kept confidential?

Answer 21: Financial Statements must be submitted as part of the proposal. These statements will remain confidential.

Question 22: Addendum 1 says the responses can be submitted electronically by the due date of May 12 by 3pm. Also hard copies are required for file. Are these hard copies due at the same deadline of May 12th by 3pm?

Answer 22: Please see Answer 2.

Question 23: Please confirm the budget is \$30 Million for the project. The Square footage for the program is 20,000 square feet larger than the recent Pierce Proposal, but the budget is the same, set at \$30 Million. This also includes a larger amount of sitework and acreage?

Answer 23: The construction budget is \$30 million. It is the successful proposer's responsibility to confirm the Program of Requirement at the planning phase of the project. See Answer 10 for a clarification to the size of the site.

Question 24: Does the construction budget include demolition of the existing building?

Answer 24: Yes, the construction budget includes the demolition of the existing building.

Question 25: Does the construction budget include environmental abatement of the existing building?

Answer 25: No, Environmental abatement of the existing building is a separate budget.

Question 26: Please describe the bus and car traffic around the site during regular student drop-off and pickup times. Where do the buses park? Where do parents drop off?

Answer 26: Proposers should include safe bus and parent drop off strategies in their approach to the project and site.

Question 27: Please describe where faculty and staff park? Is it on the site or is it on the surrounding streets?

Answer 27: See Answer 3 above.

Question 28: Is the SDP planning to phase this project while trying to keep the existing school open? Or would this be complete demolition and construct new school?

Answer 28: See Answer 5 above.

Addendum No. 2 (cont'd)

Question 29: Is SDP handling all environmental investigation and permitting, ie Phase 1 and 2, asbestos report on existing building, etc?

Answer 29: *Yes, the SDP will conduct environmental investigations. The successful proposer will incorporate the environmental requirements provided by SDP into the Bid Documents and will submit for permits as part of Construction of the new facility and Demolition of the existing facility.*

Question 30: Should we include a traffic study in our scope?

Answer 30: *Yes, A traffic study should be included in the scope of services.*

Question 31: Should we include replacing the receiving ADA curb ramps and provide new school flasher signals? Does the SDP want any other off-site street improvements?

Answer 31: *This Project is for a new school and will be required to meet all state and local code requirements, as well as all Building and Design Standards of the School District of Philadelphia.*

Question 32: Page 4, Item 5: "Design to LEED for Schools v4.1 requirement to a Gold Certified level; the School District may elect to pursue formal LEED certification." The Sustainability goal #5 states, "Design to LEED for Schools v4.1 requirement to a Gold Certified level; the School District may elect to pursue formal LEED certification." This indicates the project is not currently seeking certification but 'designing to' the standards. This is a different level of effort and therefore cost than pursuing certification. Should we base our fee on 'design to' with an add option for actual certification?

Answer 32: *Please follow the language in the RFP that you have cited. The project must be designed to a LEED gold standard. The SDP may elect to pursue LEED certification during the Design Development phase. Refer to Addendum #1, clarification 3, Fee Schedule Update for the revised Fee Proposal Document. The line for "LEED Gold Certification" will reflect the costs associated with electing to Certify.*

Question 33: Exhibit 'D' Fee Proposal Page 3 of 3 does not include an hourly rate Position for a LEED Consultant. Are we required to include said consultant's hourly rate?

Answer 33: *In accordance with Exhibit D Fee Proposal, page 2, Proposer shall include the cost of all LEED activities as a fixed fee.*

Question 34: Please confirm that the proposed fee associated with LEED Gold shall include the Certification Fee.

Answer 34: *See Answer 33 above.*

Question 35: When will the decision on pursuing a formal LEED Certification be made?

Answer 35: *See Answer 32 above.*

Question 36: In addendum 1, you requested that a weblink be included in our electronic response for the purpose of downloading. Do you also require a PDF attachment?

Answer 36: *The weblink is in place of the PDF attachment. This is to prevent proposals with attachments from being rejected in the email system.*

Addendum No. 2 (cont'd)

Question 37: What is the deadline for hard copy submissions?

Answer 37: *See Answer 2 above.*

Question 38: Reference Page 3 of Appendix A (POR) – Please confirm none of these spaces listed are required and that total number of rooms, teaching spaces, and total program standard area should equal zero.

Answer 38: *Confirmed.*

Question 39: Reference Appendix A (POR) – The POR includes only one science classroom for the entire K-8 school. Please confirm the quantity of science classrooms required.

Answer 39: *One dedicated Science Classroom is required by Appendix A.*

Question 40: Reference Appendix A (POR) – The POR does not appear to include any 21st Learning spaces as identified in the RFP document. However, one of SDP's goals noted in the RFP is to "create learning environments that support innovative approaches to instruction and promote collaboration and inclusion." Despite this, flexible learning spaces, collaborative spaces or social gathering spaces do not appear to have been included in the POR. Please clarify the District's intent and advise regarding adjustments to the POR will be forthcoming.

Answer 40: *The District has included a flex lab and an instrumental music classroom in addition to the core academic and preparatory classrooms. These spaces are preliminarily planned and could serve as 21st century learning spaces. The quality of the program spaces and the project overall shall reflect the Goals and Design Principles as stated.*

Question 41: Please provide updated POR and total building area if revisions noted above are incorporated and please identify any corresponding adjustments to the construction budget.

Answer 41: *Appendix A (POR) will not be changed and the budget will remain as stated.*

Question 42: Is responsibility for the scope of demolition for the existing Cassidy ES included as part of this RFP?

Answer 42: *See Answer 13 above.*

Question 43: Is responsibility for environmental testing of the existing site (and existing Cassidy if it is demolished) included as part of this RFP? Please confirm that preparation of Phase 1 and (if required) Phase 2 environmental studies is excluded from the scope of this RFP?

Answer 43: *See Answer 29 above.*

Question 44: Is responsibility for a traffic impact study required as part of this RFP? If so, who is providing it?

Answer 44: *See Answer 30 above.*

Addendum No. 2 (cont'd)

Question 45: Are geotechnical services to be included in our proposal?

Answer 45: *See Answer 7 above.*

Question 46: How many buses serve the building?

Answer 46: *See Answer 9 above.*

Question 47: Is a loading dock or on-site loading required?

Answer 47: *Yes, a loading dock is required.*

Question 48: How many on-site parking spaces does SDP require for the school's needs? It is assumed that a zoning variance will be required; however, there may be a limited number of spaces required on site for administrators and staff.

Answer 48: *See Answer 3 above.*

Question 49: Are abatement and demolition included in the established construction scope and budget?

Answer 49: *See Answer 13 and Answer 25 above.*

Question 50: Are traffic studies expected as part of the base scope of services?

Answer 50: *See Answer 30 above.*

Question 51: When will the decision be made to pursue formal LEED certification? Is full LEED documentation and coordination required whether or not the School District elects to register the project?

Answer 51: *See Answer 32 above.*

Question 52: Per Addendum No. 1 – please clarify whether the mailed record hard copy submission need to be received by the same deadline as the digital submission?

Answer 52: *See Answer 2 above.*

Question 53: You stated that the proposals must be digitally submitted by the due date and time, and the hard copies would be for record. What is the due date of the printed copies? Do we need to include a USB stick with the pdf's?

Answer 53: *See Answer 2 above.*

Question 54: Are proposals required to include resumes in both SF330 format and in our own firm's marketing format?

Answer 54: *Yes.*

Question 55: Is there a percentage of the budget that SDP wishes to allocate towards the schoolyard for outdoor learning?

Answer 55: *No.*

Addendum No. 2 (cont'd)

Question 56: Would the School District consider a height variance in current zoning for the proposed building?

Answer 56: *Refer to page 6, Zoning. This project will require a special exception approval. Any variances proposed must understand the process, and justify the benefits to the School District.*

Question 57: If the existing building is to remain in place, where is the contract limit line to be located?

Answer 57: *See Answer 5 above.*

Question 58: If the existing building is to remain in place, where does SDP envision contractor trailers and laydown space to be located?

Answer 58: *See Answer 5 above. Proposers should be mindful of Constructability issues, however construction planning and logistics will take place after the Design Development phase of the project.*

Question 59: If the existing building is to remain in place, are there any restrictions re working hours, etc, that might create an increase in construction cost?

Answer 59: *See Answer 5 and Answer 58 above.*

Question 60: SDP issued an RFP in July, 2019 to develop new Educational Specifications, Design Standards and Guidelines: what is the status of this endeavor? If the new guidelines are incomplete, is the architect/consulting firm to use Volume #1 Building Design Criteria developed in 2005 and revised in 2009?

Answer 60: *Responses to this opportunity shall be based on the conditions presented in the RFP and clarified by Addenda. The School District will provide the current version of the SDP Building Design and Technical Standards to the successful proposer at project Kickoff.*

Question 61: The enrollment for the proposed school is 850: what is the current enrollment at Cassidy ES?

Answer 61: *The existing enrollment information and many other items related to the existing Lewis C. Cassidy Academics Plus School can be found at the following location:*

<https://dashboards.philasd.org/extensions/philadelphia/index.html#/>

Question 62: What charter schools does SDP consider to be in competition with Cassidy ES?

Answer 62: *The School District intends to increase enrollment based on capturing a larger percentage of the K-8 students living within the enrollment area.*

Question 63: We understand that we are to design to LEED Gold: at what point will SDP make the decision to actively pursue certification for LEED Gold?

Answer 63: *See Answer 32 above.*

Question 64: Are we to include the fees for pursuance of LEED Gold as an allowance?

Answer 64: *See Answer 32 above.*

Addendum No. 2 (cont'd)

Question 65: How many community meetings does SDP envision?

Answer 65: *There are 3 types of community meetings: Design Charrettes, Community, and public meetings as required by the permitting authority. Proposers must include 3 Design Charrette, 2 community meetings, and 1 public meeting as well as 2 Stakeholders briefing meetings.*

End of Addendum No. 2