



# THE SCHOOL DISTRICT OF PHILADELPHIA

BOARD OF EDUCATION  
Office of Capital Programs  
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## Addendum No. 1

**Subject:** Request for Proposals to provide Professional Design Services for **Major Renovations and Addition to Hamilton Disston Elementary School RFP-082520**

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This Addendum, dated September 11, 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.

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### 1. Fee Schedule Update

Remove and replace RFP page 24 "Attachment (D), Fee Proposal Page 2 of 3" with document provided.

### 2. Questions Received to date:

**Question 1:** Will there be an on- line pre- bid meeting for this RFP?

**Answer 1:** *There will not be an on- line pre- bid meeting.*

**Question 2:** A number of team members were out... and would like to do the mandatory walkthrough next week.

**Answer 2:** *There will not be a second group Mandatory Walkthrough.*

**Question 3:** If the lead Architect was represented at the walk through by one of the team's consultants can the Architect submit as the prime consultant.

**Answer 3:** *Yes. The requirement is for a team member to attend the Mandatory Walkthrough.*

**Question 4:** What is the extent of the asbestos abatement in the existing school?

**Answer 4:** *Abatement will be defined and documented by the School District of Philadelphia's Environmental Unit during the course of the design project.*

**Question 5:** Based on past experience it is possible/probable that there is asbestos materials on existing piping above the existing plaster ceilings and if so the only way to remediate is to remove part or all of ceiling. If there is asbestos above existing ceiling, will it be remediated?

Addendum No. 1 (cont'd)

**Answer 5: See answer to question #4 above.**

**Question 6:** Based on past experience, the steam distribution pipes located in exterior wall will have asbestos wraps, if so the exterior wall plaster will need to be removed. Does the SDP want to remove all interior finishes from exterior walls and insulate to current energy standards as well?

**Answer 6: See answer #4 above.**

**Question 7:** Will all asbestos abatement be completed by the start of renovations?

**Answer 7: Abatement strategy will be developed by SDP's Office of Environmental Management Services during the design period.**

**Question 8:** Does the District anticipate the project being LEED certified? If so, what level of certification?

**Answer 8: The minimum requirement for the project is to achieve the level of Certified.**

**Question 9:** Will the District contract directly with a LEED consultant or will the selected proposer be responsible for this consultant?

**Answer 9: The successful proposer will be responsible for all LEED activities including retaining a sub-consultant. The District will not contract a LEED Professional separately.**

**Question 10:** The building is listed on the National Register. We cannot find a listing on the local Philadelphia Historic Register. Will this be an issue with the Historic Commission? Scope Determination states there are no historic concerns.

**Answer 10: It will be the responsibility of the selected professional to investigate and confirm all elements of the Scope Determination Report, and to meet all of the code requirements applicable to this project.**

**Question 11:** Regarding the RFP requirements for the subject project, per page 9, Tab 1, we are limited to submitting a maximum of five projects comparable in type, scope, and complexity. The Standard Form 330, Part I, Section F requests 10 projects. Are we permitted to submit 10 projects in the SF 330 or should we limit that section to only 5 projects, as specified under Tab 1?

**Answer 11: Proposers should adhere to the limit of five projects for Tab 1 and provide a list of ten projects as required in form SF 330.**

**Question 12:** Should the design team assume that the new addition will be pursuing formal LEED certification or the entire renovation and addition?

**Answer 12: The new addition must be designed to the level specified. A formal decision on certification will take place after the Schematic Design Phase.**

**Question 13:** Does the School District anticipate replacing the retaining wall at the rear of the property as part of this project as discussed on Page 10 of 36 of the Scope Determination Report?

**Answer 13: All conditions of the existing School and site will be reviewed and confirmed by the selected Professional, including the retaining wall.**

Addendum No. 1 (cont'd)

**Question 14:** Is the existing perimeter fence to be replaced/repaired as part of this project?

**Answer 14:** *All conditions of the existing School and site will be reviewed and confirmed by the selected Professional, including the existing perimeter fence.*

**Question 15:** Does the School District anticipate that new street trees will be required to be installed?

**Answer 15:** *The successful proposer shall comply with all applicable building codes and requirements as defined by the City of Philadelphia, Licenses and Inspections, as well as the School District's Design Standards.*

**Question 16:** Does the School District anticipate a zoning variance will be required for increasing the non-conformity associated with reducing parking on the site?

**Answer 16:** *There currently is no onsite parking. The successful proposer shall comply with all applicable building and zoning. If a variance is required by the Zoning Board of Adjustment, the SDP will retain legal representation to assist in the variance request.*

**Question 17:** Does the School District anticipate removing the two 10,000-gallon fuel storage tanks, associated equipment, and manholes from the courtyard as part of this project?

**Answer 17:** *This is anticipated and will be evaluated during design.*

**Question 18:** The schedule included in Section 7.0 of the RFP shows a construction start on March 1, 2022 and construction completion in July 2024. Therefore, the allotted construction duration is approximately 28 or 29 months. Please confirm this is the intended construction completion date.

**Answer 18:** *The schedule included in this RFP is correct.*

**Question 19:** The Scope of Work document indicates that the Design Team will hire a 3<sup>rd</sup> party to perform sanitary and rain water scoping/location services and it also recommends engaging a licensed electrician to survey the existing panels and capacities. In the RFP it notes that the hiring of the electrician is a reimbursable expense but it does not mention the plumbing 3<sup>rd</sup> party work as a reimbursable expense. Should this estimated fee be included in the Design Consultant's cost or will this be treated as a reimbursable expense?

**Answer 19:** *The services for sanitary and rainwater scoping/ locating shall be treated as a reimbursable expense.*

**Question 20:** Will this is a LEED project?

**Answer 20:** *See Answer #8.*

**Question 21:** Will we need an elevator/vertical transportation consultant?

**Answer 21:** *Yes.*

**Question 22:** Page 4 of the RFP under goals - "Integrate design elements to support the District's initiative to reduce energy consumption by 20% over the next five years." Can SDP share a copy of the energy initiative plan?

**Answer 22:** *Please refer to the School District's Green Futures Website.*

<https://www.philasd.org/greenfutures/focus-areas/energy-efficiency/>

Addendum No. 1 (cont'd)

**Question 23:** Is surface mounted fire alarm conduit acceptable in the existing building where the fire alarm system needs to be replaced?

**Answer 23:** *The existing building may have new surface mounted EMT type conduit with compression steel fittings where conduits cannot be concealed.*

**Question 24:** What is the extent of environmental issues in the building? Can the latest OEMS report be shared? Does the existing steam piping insulation have asbestos-containing materials?

**Answer 24:** *The latest AHERA report can be found on this page:*

[https://www.philasd.org/capitalprograms/wp-content/uploads/sites/18/2019/11/8240\\_Hamilton\\_Disston\\_ES\\_2018\\_2019\\_3\\_Year\\_AHERA\\_Report.pdf](https://www.philasd.org/capitalprograms/wp-content/uploads/sites/18/2019/11/8240_Hamilton_Disston_ES_2018_2019_3_Year_AHERA_Report.pdf)

**Question 25:** Is this project going to attempt to meet LEED v4.1 credit requirements as indicated on Page 6 of the RFP? What level of LEED is being targeted? Shall we include a separate fee for Professional services and fees for administering, documenting, and registering the project to achieve LEED Certification through USGBC?

**Answer 26:** *See Answer #8. The fee associated with LEED administration, documentation, and project registration with the USGBC should be listed as a separate fee.*

**Question 27:** It appears the original site plan does not show the one-story library area (noted as “play space”) When was this addition constructed?

**Answer 27:** *It is currently unknown when the library was constructed. The selected Professional will be provided access to the School District’s available record documents.*

**Question 28:** Is the project required to have a secondary fuel source (fuel oil) for boilers?

**Answer28:** *The new heating plant will be natural gas only.*

**Question 29:** Would 2-pipe fan coils with electric heat kits be acceptable for a terminal unit selection so the chiller plant can remain online for longer periods of time before switching over to hot water heat?

**Answer 29:** *The basis of design is a hydronic two pipe system for heating and cooling.*

**Question 30:** Confirm the auditorium is cooled by a packaged rooftop unit. We did not observe one during the walkthrough.

**Answer 30:** *The auditorium currently is NOT air conditioned. The Carrier rooftop unit serves the IMC (library). The admin area has its own air conditioner rooftop unit and the lunchroom has its own air conditioning unit. The units are on the lower roof.*

**Question 31:** Can SDP confirm that the existing duct chases have sheet metal duct in them?

**Answer 31:** *The successful proposer shall confirm through a thorough field survey during design whether the duct chases are lined or not.*

Addendum No. 1 (cont'd)

**Question 32:** If an elevator is added to the new building and put on standby power, the existing generator is inadequate to serve the loads. Would SDP want to salvage the existing generator for re-use at another school site?

**Question 32:** *The new elevator can have an integral battery-operated system or be on generator standby power. However, SDP is now requiring telecom, kitchen refrigeration, heating controls and ventilation systems to be on generator standby power. The existing generator may not be able to accommodate these additional standby loads. Therefore, we are not eliminating the possibility of a larger generator. Once we have the generator load calculated then SDP will evaluate the design consultant's professional recommendations. Should the existing generator need to be replaced, coordinate with SDP generator maintenance team for future reuse at another location during design phase prior to demolition.*

**Question 33:** The SDR indicates the PA and bell system is operational yet calls to remove the old PA system that is no longer functional. Please clarify.

**Answer 33:** *The current PA and bell system is operational. However, there may be old PA speakers and bells original to the building that were decommissioned and abandoned in place. These abandoned in place PA and bell devices should be removed as part of a major renovation project.*

**Question 34:** Can SDP make available to the proposers a full set of existing drawings of the Hamilton Disston School?

**Answer 34:** *All drawings that will be made available for this RFP have been provided.*

**Question 35:** Will a full Program of Requirements be provided to the proposers?

**Answer 35:** *The requirements for the project are as stated in the RFP and its Appendixes. The Program will be confirmed by the selected professional with the School District during design.*

**Question 36:** Can you confirm the TOTAL number (each) of SGIs, ESL, Special Ed-Emotional Support, and Special Ed – Group Instruction rooms?

**Answer 36:** *There are a total of 2 SGIs, 3 ESL, 3 Special Ed, and 1 Emotional Support classrooms included in the program.*

**Question 37:** Can you confirm the TOTAL number of offices required?

**Answer 37:** *All required offices are existing but may have to be relocated to provide a more functional program.*

**Question 38:** The SDR does not appear to include the following spaces within its description: conference rooms, administrative support spaces (work room, etc.), and faculty lounge. Please confirm if these program elements are to be included in the project.

**Answer 38:** *See Answer 37.*

**Question 39:** Do existing undersized classrooms need to be “right sized”?

**Answer 39:** *Currently, there aren't any provisions to right-size existing classrooms. Evaluating existing, and proposed, space use is part of the design services of this contract.*

Addendum No. 1 (cont'd)

**Question 40:** Will the existing modular classroom building remain online during construction? If so, can it be relocated on site, away from construction activities?

**Answer 40:** *The modular classroom shall remain operational during construction. Construction planning and site logistics will be part of the design project.*

**Question 41:** Please confirm that the following scope of services shall be included as reimbursable expenses: geotechnical, traffic study, services of licensed electrician for existing conditions survey, services of qualified contractor to perform detailed examination of the sanitary wait piping using visual inspection and video cameras.

**Answer 41:** *The stated scope of services shall all be included as reimbursable expenses.*

**Question 42:** Confirm that no parking is required on site.

**Answer 42:** *This project shall be in compliance with all applicable code requirements.*

**Question 43:** Confirm that no more than 30% of the student population is intended to be in the schoolyard at any given time during the school day

**Answer 43:** *More than 30% of the students will be in the schoolyard at some point during the day. During morning admission, at least 70% of students will be lined up in the yard, by homeroom, to be escorted into school. Currently, grades 6, 7 and 8 go directly to homeroom, but that is not ideal. During lunch/recess there will be 30% of the students in the yard.*

**Question 44:** Does SDP have a minimum SF of play space per grade or per class?

**Answer 44:** *The optimum play space per student is 50 SF.*

**Question 45:** Does this school utilize Playworks or another social learning organization to work with students during school hours?

**Answer 45:** *The school does not currently have a socialized recess program.*

**Question 46:** Are any MEP systems analyses available? Has any structural analysis been done?

**Answer 46:** *Refer to the RFP and its appendixes for available information for this opportunity.*

**Question 47:** Confirm that SDP OEMS will develop hazardous materials remediations (p. 5). Is the cost of removal/remediation part of the \$20 million construction budget? If not, is an allowance to be provided, or does SDP pay for any removal/remediation costs separately?

**Answer 47:** *The School District of Philadelphia's OEMS will develop the scope of work and specifications for hazardous material abatement/removal during. Environmental remediation is part of the \$20 million budget.*

**Question 48:** Are the existing underground coal storage and fuel storage tanks to be removed? If so, would their removal be considered part of hazardous materials remediations/removal?

Addendum No. 1 (cont'd)

***Answer 48: See Answer #17. The removal of the underground storage tanks will be considered part of hazardous material abatement/removal.***

**End of Addendum #1**