

Addendum No. 2

Subject: Professional Architectural Design Services on an As-Needed Basis
RFP-071721

Location: N/A

This Addendum No 2, dated 8th of September, 2021, 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.

Questions

Question 1: Confirm the MBE/WBE percentage requirement for this submission. It is stated twice; once saying 10-15% (Page 11) and the other 20-25% (Page 5).

Answer 1: The required M/WBE participation is 10%-15%.

Question 2: Can bidders get a copy of the full contract expected to be completed by the consultant at time of award? If the district cannot provide the full contract, can a copy of the insurance requirements be made available to bidders prior to the RFP deadline?

Answer 2: The full contract is on the RFP website labelled "Sample Contract" in green letters. Clicking on it will open a downloadable pdf copy of the contract. Section 10 in this contract describes the insurance requirements.

Question 3: Attachments A and B require a corporate seal. In lieu of the corporate seal, could we instead provide a Notarized seal & signature on the documents?

Answer 3: Yes, a notarized seal and signature is acceptable.

Question 4: The RFP states that the MBE percentage goal for this contract is 10-15%, then later states it is 20-25%. Should we assume a 25% goal?

Answer 4: See Answer 1 above.

Question 5: Attachment D is 3 pages, but page 2 of 3 with the fee percentages is incorrectly labeled as page 3 of 3. In our response, may we change that form to read

"Page 2 of 3?"

Answer 5: Please see attached revised and corrected Attachment D.

Question 6: We currently have an approved 2019 contract for Architectural Design Services on an as needed basis. As per section 4.0 of the current RFP, we understand that we do not need to submit further information and that our contract will be extended for another three years. Will we be given the opportunity to review our current fee percentages and resubmit Attachment D when approached for the extension?

Answer 6: Yes, all firms currently under contract for the 2019 Architectural IDIQ will be given the opportunity to review their current fee percentages and resubmit Attachment D three (3) months prior to the extension.

Question 7: Is a consultant for geotechnical services required?

Answer 7: Yes, a consultant for geotechnical services is required.

-END OF ADDENDUM NO. 2-

ATTACHMENT D

Fee Proposal Cover Sheet – Page 1 of 3
School District of Philadelphia
Professional Architectural Design Services

Method of Compensation

The method of compensation for each individual project shall be determined by the School District of Philadelphia, at its option, as hourly rates, percentage of construction cost or a negotiated fixed fee.

Project Design Team Personnel List with hourly rates Page 2

The listing must include the hourly billable, all-inclusive wage rates for all people listed as design team personnel. These wage rates will be used to invoice for services performed when the method of compensation is by hourly rates. These hourly rates shall be fully loaded including benefits, overhead and profit. Please provide only one wage rate per position, ranges will not be accepted. If ranges are used, the lower rate will be used for evaluation and if selected, the contract rate. Do not add positions.

Invoicing for services shall be limited to these individuals at the hourly rates indicated. Once the proposer enters a contract with the SDP, any revisions or additions require prior approval by the SDP.

Fee Schedule Based on % of Construction Value Page 3

Fee proposal shall include the percentage of construction cost that shall be billed for projects when the method of compensation is determined to be by percentage of construction cost.

Reimbursements:

The only reimbursements that will be paid to consultants shall be for actual cost of incidental materials and services authorized by the School District of Philadelphia. This would include reproduction of bidding documents, special presentation documents required for public meetings (such as zoning board) and testing services. Normal printing of documents for SDP approvals or consultant's use, travel expenses and meals shall not be reimbursable.

Note: Successful Proposer(s) must provide evidence of insurance coverage prior to the execution of the "Supplemental Professional Architectural Design Services Contract". The amounts and types of such insurance coverage are indicated in the "Supplemental Professional Structural Architectural Services Contract."

(Trade Name of Firm)

(Signature of Owner or Partner)

ATTACHMENT D
Fee Proposal Sheet - Page 2 of 3
Professional Architectural Design Services
Fee Schedule Based on % of Construction Value

PROPOSING FIRM NAME: _____

Fee proposal shall include the percentage of construction cost that shall be billed for projects when the method of compensation is determined to be by percentage of construction cost.

Provide for the following:

<u>Project Construction Value</u>	<u>Proposed Fee</u>
Up to \$25,000	_____ %
\$25,001 to \$50,000	_____ %
\$50,001 to \$100,000	_____ %
\$100,001 to \$200,000	_____ %
\$200,001 to \$400,000	_____ %
\$400,001 to \$1,000,000	_____ %
Over \$1,000,000	_____ %

The Designer's percentage of construction cost on this project shall be all-inclusive. The Proposer shall be entitled to payment on an individual project for the authorized reimbursable expenses as provided in 6.8 of the "Professional Services Sample Contract".

ATTACHMENT D

Fee Proposal Sheet - Page 3 of 3
Professional Architectural Design Services
Fee Schedule Based on Hourly Rates

PROPOSER'S FIRM: _____

Name & Company	Position	Hourly Rate
Company	Key Personnel - Architectural	
	Principal-In-Charge	\$
	Project Manager	\$
	Licensed Architect	\$
	Architectural Designer	\$
	Specifications Writer	\$
	Construction Administrator	\$
	Clerical	\$
Company	Key Personnel - Interior Design	
	Interior Designer	\$
Company	Key Personnel - Educational Planning	
	Educational Planner	\$
Company	Key Personnel - Civil Engineering	
	Principal-In-Charge	\$
	Licensed Civil Engineer	\$
	Licensed Landscape Architect	\$
	Project Engineer	
Company	Key Personnel - Structural Engineering	
	Principal-In-Charge	\$
	Licensed Structural Engineer	\$
	Project Engineer	\$
	Clerical	\$
Company	Key Personnel - MEP Engineering	
	Principal-in-Charge	\$
	Project Manager	\$
	Licensed Mechanical Engineer	\$
	Licensed Electrical Engineer	\$
	Licensed Plumbing Engineer	\$
	Licensed Fire Detection Engineer	\$
	Licensed Fire Protection Engineer	\$
	Project Engineer	\$
	Cost Estimator	\$
	Clerical	\$
Company	Key Personnel - Cost Estimating	
	Senior Estimator	\$
	Estimator	\$
Company	Key Personnel – Elevator Consultant	
	Consultant	\$
Company	Key Personnel – Geotechnical	
	Consultant	\$