



THE SCHOOL DISTRICT OF
PHILADELPHIA

BOARD OF EDUCATION
Office of Capital Programs
440 North Broad Street, 3rd Floor – Suite 371
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TELEPHONE: (215) 400-4730

Addendum No. 2

Subject: RFP - 072222 PREQUALIFICATION SERVICES FOR PROFESSIONAL SERVICES FIRMS AND CONSTRUCTION COMPANIES

Location: Various

This Addendum, dated September 1, 2022, 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.

Q. Item #J - if the Proposing Firm for the prequalification services is a M/WBE firm and plans on using its own staff to provide the services, will the Proposer still need to utilize M/WBE sub-consultants for 15-20% of the contract value performed?

A. No, but you will need to provide proof of your current certification.

Q. At the end of section 6.0 is the following statement "All pre-qualification documentation must be submitted on or before August 12, 2022", please clarify what this date means. The Proposal is due 9/9, RFI deadline is 8/22. Was there a prior deadline that Proposing Firms need to comply with?

A. Prequalification docs can be part of the proposal.

Q. Can you define the type of professional service firms ("Consultants") that the Proposing Firm will be prequalifying (IE: architect, engineer, construction manager, surveyor, landscape architect, software consultants, etc.)?

A. You will at different times be making recommendation as to prequalifying all the above and general, mechanical, electrical & plumbing contractors.

Q. Is it the intention to award a contract to one or multiple firms to perform the prequalification services?

A. One contract for a lump sum to be issued in varying amounts to multiple vendors.

Addendum No. 1 (cont'd)

Q. Attachment A references the use of E-Builder Software. Please confirm if the Proposed Firm would be provided access to the software under SDP's license?

A. No.

Q. In regard to Question #1 above, if it is determined that the Proposing Firm's M/WBE status is sufficient to meet (and exceed) the requirement of 15-20% of the contract value being awarded to M/WBE and therefore M/WBE sub-consultants are not required advise on how the Best & Good Faith Effort page of Attachment C should be completed.

A. It need not be completed.

Q. In Section 6.0, Item #K, states that the proposal shall submit a completed Fee Proposal once approved. Confirm if Attachment D should be completed and provided in a separately sealed envelope marked "Fee Proposal" or if Attachment D should not be included as part of our 9/2 submission.

A. Provide in separate sealed envelope.

Q. Confirm if the twelve (12) personnel listed in Attachment D are involved in this project. If so, please provide a brief description of their role in the proposed prequalification process as it relates to the listing of the items included in the review process at the end of Section 7.0.

A. The personnel listed in attachment D are persons considered by the SDP, who may be needed to perform the required services. You may submit such personnel as you deem appropriate to fulfill the required services.

Q. It was our understanding that all personnel would be located remotely and on an "as-needed" basis. Confirm that the Accountant listed on Attachment D, Fee Proposal, will be located "on-site" at a Philadelphia School District office as stated on the Fee Proposal form. If so, please provide additional information. Also, clarify if any other personnel need to be located at a Philadelphia School District office or remotely.

A. No an "on-site" accountant is not required. No personnel are expected to be on-site but may be required to attend occasional meetings.

Q. In Section 6.0, Item # F, the Proposal Requirements state "each proposal must submit the most recent audited financial statement". However, Attachment E states to provide the previous three (3) years of Financial Statements. Confirm how many years of Financial Statements need to be included with our submission.

A. Provide most recent audited financial statement, as long as it is within the last three years.

Addendum No. 1 (cont'd)

Q. Should a proposed firm be awarded a contract for Prequalification Services for Professional Services and Construction Companies, would that preclude/disqualify that firm for being awarded any subsequent contracts with the School District of Philadelphia as a construction manager on upcoming contract during the term of this contract?

A. No, unless it creates a conflict of interest.

End of Addendum #1