

ROCHESTER SCHOOLS
MODERNIZATION PROGRAM
PHASE 2

ARCHITECTURAL SERVICES
2a Projects

ADDENDUM #1

Prepared by
Rochester Joint Schools Construction
Board

January 20, 2015

Request for Proposals dated January 11, 2016, amended, clarified, and modified as follows:

ITEM 1-1 **NOTE TO ALL PROPOSERS**

IT MUST BE ACKNOWLEDGED IN THE PROPOSAL THAT EACH ADDENDUM WAS RECEIVED.

ITEM 1-2 **Refer to the RFP, Page 1 “RFP Review Criteria”**

Insert the following:

“14. The ability to clearly identify and link a prospective Architectural or Engineering design firm’s relevant experience with the key staff being proposed for the project is critical. In addition to the respective resumes, a “Summary Matrix” directly linking key staff and their project responsibility to each firm’s relevant experience by specific name, knowledgeable client contact, telephone and email address is required. The RJSCB reserves the option to contact any and all such listed clients for their commentary on the performance of the key staff identified.”

ITEM 1-3 **Refer to the RFP and Section 2.2.1 of Attachment C “Agreement between Board and Architect”**

In the first sentence, delete the words “Campus Plan and”

ITEM 1-4 **Refer to the RFP and Section 9.11 of Attachment C “Agreement between Board and Architect”**

Delete the sentence: The Architect and its subconsultants shall promptly obtain or supplement its additional insured endorsement to include any additional Program Manager identified by the RJSCB in writing at any time during the course of the Contract.

ITEM 1-5 **Requests for Information (“RFI”) - Questions and Answers**

The following list represents the RFI questions that were received as of the date/time stipulated in the Request for Proposals.

Q1. Is there a resource available that list SBE’s that are qualified to work on this project?

A1. The RJSCB does not have a list of pre-qualified firms nor is being pre-qualified a requirement to work on this project. Attached for reference is a list of professional service firms that have worked on the project in Phase 1.

Q2. If a firm is submitting on various projects; would you like 10 copies of written qualifications for each submission with fees included in the qualifications or 1 set of 10 copies of written qualifications and fees submitted under separate cover?

A2. Please submit for all of the projects under the same proposal. In other words, you do not need to submit for School 16 and have a completely separate proposal for School 7, etc.

The qualifications apply to all of the projects. The fee should be filled out per project on the individual forms provided in the RFP. Fill out all the fee forms and include them with one proposal. 10 sets plus a CD or Flash drive with the original set.

Q3. F, F, & E is identified as Additional Design Services (if determined necessary) and a separate fee requested. What is the anticipated scope of the F, F & E at Virgil I. Grissom School No. 7?

A3. It is anticipated that School #7 will receive all new FF&E. Confirmation of FF&E requirements and a design/layout will be required. The actual procurement of the FF&E will be done by the Owner.

It should be noted that School #16 will also receive all new FF&E. Confirmation of FF&E requirements and a design/layout will be required. The actual procurement of the FF&E will be done by the Owner.

Q4. F, F, & E is identified as Additional Design Services (if determined necessary) and a separate fee requested. What is the anticipated scope of the F, F & E at Franklin Educational Campus?

A4. It is anticipated that there will be limited FF&E required for the Franklin project. Confirmation of FF&E requirements will be required. The actual procurement of the FF&E will be done by the Owner

Q5. Which of the attached forms included in the RFP (appendix A-D) do we need to fill out and do we need all subconsultants to fill them out as well?

A5. All forms included in the RFP should be filled out by the lead firm. Subconsultants are not required to fill out the forms included in appendix A-D.

Q6. Is the Master Plan Information presently posted on the web site cut?

A6. The Master Plan information presently posted on the web site is for Phase 1 only. The Master Plan for Phase 2, for which the projects included in this RFP are a part of, is currently in draft form and is not available at this time. It is anticipated that the Master Plan for Phase 2 will be completed and approved by the Rochester Board of Education in March 2016.

Q7. Do you foresee any MEP review or associated adjustments to the MEP requirements?

A7. Each project will require MEP design work and MEP review. It is anticipated that the School #7 project and the School #16 project will include complete removal and replacement of all existing MEP systems and components.

Q8. Are there any Plan drawings, or associated details, being made available for Franklin HS?

A8. Original Construction Record Drawings are incomplete or no longer available. The District's Record Documents however will be made available to the selected Architect of Record.

Q9. Are there any MEP plans, or associated details available for RCSD Schools #7 and #16 available?

A9. Original Construction Record Drawings are incomplete or no longer available. The District's Record Documents however will be made available to the selected Architect of Record.

Q10. RFP Review Criteria: Energy Performance Contract Assistance, LEED, CHPS and Energy Star requirements are mentioned under page 2 of RSMP Design Services Performance Criteria. However, there is no scope of work described with respect to these services. Please define.

A10. As a part of the proposal submission please describe the firm's experience on previous projects as it relates to Energy Performance Contracts, LEED, CHPS, and Energy Star requirements.

Q11. FEE SUBMITTAL FORM: The FEE SUBMITTAL FORMS show two options for submittal of BASIC SERVICES FEE: "Single Bid Contract" and "Multiple Bids (Wicks Law Minimum)". Typically Wicks Law has not applied to professional services. Can you please clarify the form of bid desired for these projects?

A11. The contracting plan for these projects has not been determined (Single Bid Contract or Multiple Bids). If the design professional anticipates additional costs (in packaging the designs, in bidding coordination, in construction administration, or another area) due to a multiple prime contracting plan it should be indicated on the fee submittal form.

Q12. FEE SUBMITTAL FORM: Please confirm that listing additional services is only required if applicable based on the stated project scope within the RFP.

A12. Any/all anticipated additional services should be listed/filled out on the fee submittal form.

Q13. GENERAL: Is there a page limit requirement to the proposal submission?

A13. No

Q14. GENERAL: Fifteen calendar days to prepare a proposal response with the detail required by the RFP is aggressive. Particularly, with respect securing pricing from teaming partners while ensuring the equal opportunity requirements of the RFP are met. Would RJSCB consider extending the submission date by two-weeks?

A14. No.

Q15. GENERAL: Start dates for each project are identified to be seven calendar days after consultant selection. Is the expectation that the RJSCB will have successfully executed a professional services agreement with the awarded consultant(s) over this timeframe? If not, how will consultants be authorized to proceed if no agreement is in place?

A15. Awards are expected at the monthly RJSCB meeting on February 8, 2016. Assuming that awards take place as anticipated, a Notice to Proceed / Letter of Intent will be issued to the awarded firms on February 9, 2016. This will allow the firm(s) to get started. The Agreement is included in the RFP for review by the proposer. The final Agreement(s) will quickly be tailored to each firm and corresponding project(s). Contract Agreements should be issued by February 15, 2016.

Q16. In the Owner\Architect Agreement Article 5 paragraph 5.2.2 references an estimate required from the architect at "The Campus Plan Phase". This phase is not included in the project schedule. Can you clarify the intent?

A16. Please replace the phrase "Conceptual/Campus Plan Phase" in Article 5 paragraph 5.2.2 with "Program Verification Phase"

Q17. Are conceptual design drawings available?

A17. A “pre-conception test fit” for general scoping of the strategy to comply with the preferred Core Model Program will be provided with the approved Phase 2 Master Plan. The Architect of Record selected for each project will, as part of the Program Verification Phase, review, comment, and validate the plan moving forward.

Q18. Are AutoCad or REVIT files of the floor plans available for each building and floor?

A18. Awaiting confirmation from the District’s Facilities Department. If available the files will be provided to the selected Architect of Record.

Q19. Are design drawings including all disciplines available from the construction of the original building and each addition?

A19. Original Construction Record Drawings are incomplete or no longer available. The District’s Record Documents however will be made available to the selected Architect of Record.

Q20. Exhibit I Schedule of Values for Services includes allowances for subconsultants. It is unknown at this time if these services will be needed for each of the projects. Will the values submitted by the proposer be included in the projected fee to be evaluated as part of the award of contract?

A20. The submitted values for the allowances will be reviewed and compared.

Q21. Will there be a scheduled preproposal walk-thru of the schools?

A21. No.

Q22. Do we have to submit a separate bound proposal for each project, or can we submit one proposal with a tab detailing our approach and fee for each project?

A22. Please submit for all of the projects under the same proposal. In other words, you do not need to submit for School 16 and have a completely separate proposal for School 7, etc.

The qualifications apply to all of the projects. The fee should be filled out per project on the individual forms provided in the RFP. Fill out all the fee forms and include them with one proposal. 10 sets.

Q23. For the Small Business Entity requirement, do the subconsultants need to be certified or is it a size/revenue requirement?

A23. Small Business Enterprise (SBE) Certification is a self-certifying process based on the size and revenue of the firm. For this program the requirements to qualify as an SBE are:

Together with its affiliates has no more than 15 employees and average annual receipts that do not exceed \$2 million. Annual receipts shall be calculated in accord with the standard established under 13 CFR 121.104. Number of employees shall be calculated in accord with the standards established under 13 CFR 121.106. Affiliates shall be determined in accord with the standards set forth under 13 CFR 121.103.

Firms whose annual receipts over the last 3 years exceed \$2,000,000.00 are not eligible to be a certified Small Business Enterprise (SBE).

The firm(s) listed in the proposal will be required to self-certify on the attached RSMP form.

END OF ADDENDUM #1

PROFESSIONAL SERVICE FIRMS THAT PARTICIPATED IN PHASE 1 OF THE RSMP

Sub Contractor	EBE_Status
Architectura PC	WBE
Architectura PC	SBE
Architectural Engineering Design Services	SBE
Compliance & Administrative Services of NY	MBE
Construction Cost Services, Inc.	MBE
Convergent Technologies	WBE
Dataflow Reprographics, Inc	WBE
Design Services, Inc	DBE
Dwyer Architectural	WBE
Environmental Construction Group	MBE
Environmental Design & Research P.C.	WBE
Environmental Services Unlimited	MBE
Existing Conditions Surveys	WBE
Fisher Associates	WBE
Foundation Design	SBE
Foxwise USA	MBE
Heather Demoras Design	WBE
Home Guard Enviromental	MBE
Home Guard Enviromental	DBE
Jai II, Inc	MBE
Jensen / BRV Engineering	SBE
Joy Kuebler Landscape Architect	WBE
Kenel J Antoine Architect & Associates	MBE
Kisan Engineering	DBE
Landon & Rian	MBE
Larsen Engineering	MBE
LDK Engineering	WBE
Lighthouse Energy, LLC.	WBE
M.A. Architects	SBE
Millennium Strategies	SBE
NPV, Inc	WBE
OSO, Inc	DBE
OSO, Inc	WBE
OSO, Inc	MBE
Panther Graphics, Inc.	MBE
Pipitone Enterprises LLC	WBE
Popli Design Group	MBE
Popli Design Group	DBE
Ram-Tech Engineers	MBE
RAVI Engineering	MBE
RAVI Engineering	DBE
RAVI Engineering	WBE

Razak Associates	MBE
Rogers Enterprises	DBE
Rogers Enterprises	MBE
Rogers Enterprises	SBE
Roth Consulting	WBE
S&W Contracting	MBE
S&W Contracting	WBE
Safety Zone Environmental	WBE
Safety Zone Environmental	DBE
Safety Zone Environmental	SBE
Savin Engineers	MBE
Sienna Envir. Tech	DBE
Sienna Envir. Tech	WBE
Turner Engineering	SBE
Vargas Associates	WBE
Vargas Associates	DBE
Watts Architecture & Engineering	MBE
Watts Architecture & Engineering	DBE
We're Forms	WBE

Rochester Schools Modernization Program
Certification of Eligible Business Enterprise (EBE) Financial Status

This Certification must be completed in full by any business intending to qualify as a certified Eligible Business Enterprise (“EBE”) to provide labor, services and/or materials for any contract awarded under the Rochester Schools Modernization Program (“RSMP”), and submitted with the bid, proposal, or at such other time as permitted by the contract documents. Failure to timely provide a complete Certification, or to provide any back-up documentation as the Rochester Joint Schools Construction Board (“RJSCB”) may reasonably require, may be grounds for disqualification from award of RSMP contracts.

I, _____ certify that _____ (herein,
“Company”)

Owner/Authorized Agent (print)

Company Name (print)

meets the requirements of the Rochester Schools Modernization Program (RSMP) definition of an Eligible Business Enterprise (“EBE”) in the following category* (please check one box):

- ☐ “Disadvantaged Business Enterprise (DBE)” shall mean a business enterprise where the majority ownership is by a disadvantaged individual citizen of permanent resident of the United States meeting the certification requirements for a disadvantaged business enterprise in New York.
- ☐ “Small Business Enterprise (SBE)” shall mean a business concern which, together with its affiliates has no more than 15 employees and average annual receipts that do not exceed \$2 million. Annual receipts shall be calculated in accord with the standard established under 13 CFR 121.104. Number of employees shall be calculated in accord with the standards established under 13 CFR 121.106. Affiliates shall be determined in accord with the standards set forth under 13 CFR 121.103.
- ☐ “Minority-Owned Business Enterprise (MBE)” shall mean an independent concern that is at least 51% owned, operated and controlled by a minority who is a citizen of the United States, or a permanent resident of the United States.
- ☐ “Woman-Owned Business Enterprise (WBE)” shall mean an independent concern that is at least 51% owned, operated and controlled by female member(s) who are citizens of the United States or permanent residents of the United States.

** Firms certified in multiple EBE categories must select one category for purposes of each contract.*

I further certify that I am familiar with the annual receipts for Company, including affiliates, as calculated in accordance with the standards established under 13 CFR 121.104, and (please check one):

- ☐ Annual receipts over the last three (3) years were under \$1,000,000.00.
- ☐ Annual receipts over the last three (3) years were between \$1,000,000.00 and \$2,000,000.00.
- ☐ Annual receipts over the last three (3) years were greater than \$2,000,000.00.**

*** Firms whose annual receipts over the last 3 years exceed \$2,000,000.00 are not eligible to be a certified Small Business Enterprise (SBE).*

I further certify as follows (please check the appropriate boxes below). If Company has been in business for three years or more, leave the following blank:

- ☐ Company has been in business less than three (3) complete fiscal years (check only if applicable); and if this box is checked:

Total receipts for the period Company has been in business divided by the number of weeks Company has been in business, multiplied by 52, yields the following amount of total receipts (check one):

- ☐ Less than \$1,000,000.000; or
☐ Between \$1,000,000.000 and \$2,000,000.00; or
☐ Greater than \$2,000,000.00.

By signing below, I certify that I am the owner, principle, or other authorized agent of Company.

I will notify Rochester Schools Modernization Program's Independent Compliance Officer (ICO), if there are any changes that would alter the content of this Certification, , within 30 days of such change occurring.

By: _____
(Sign)

Name: _____
(Print)

Title: _____
(Print)

Sworn to before me this _____ day of _____, 20____

Notary Public: _____

State: _____

Registration Number: _____

My commission expires: _____