

October 5, 2021

Addendum 1

TO: All Prospective Offerors

FROM: Scott Bachtell, Supervisor of Purchasing

REF: RFP No. 2022-18 Professional Design Services

HVAC Replacement at Williamsport High School and Marshall Street School

TECHNICAL PROPOSAL DUE DATE: Tuesday, October 12, 2021 at **4:00 pm local time**

General

1. Please acknowledge receipt of this Addendum #1 on a future **Fee Quotation Form**.

Please note the following changes/clarifications to RFQ No. 2022-18:

1. With reference to this project, is there any MBE/DBE set aside?
Response: No, there are no Minority Business Enterprise or Economically Disadvantaged Individual goals set for the design portion of this project.
2. On Page 30 of the RFP, 3.A, Project Approach; it indicates that each project approach should be no longer than one page, followed by a list of required topics to cover in the approach for each school. We feel we will need more than one page to adequately answer all of the requirements. Will you consider increasing the page limit?
Response: The page limit for 3 A.1 (Williamsport High School) and 3 A.2 (Marshall Street School) can be increased to a maximum of three (3) pages each (if needed).
3. The project approach is the only place noted to have a page limit. Is there an overall page limit?
Response: No, there is not an overall page limit. However, firms are asked to be as concise as possible. The quality of the proposal is far more important than the quantity of pages of a proposal.
4. Are we to submit two separate Technical proposals, or just one Technical proposal and then (after the shortlist) submit two separate Fee proposals?
Response: There should only be one (1) technical proposal that contains all of the information identified in Section 3. The Fee Proposal Form will be addressed with the shortlisted firms.
5. Does the County envision the need for temporary modular classrooms to assist with phasing the HVAC project?
Response: No – WCPS envisions that most of the work can be accomplished during one or two summers, and that any work that might need to occur during the school year would be designed in a way that minimally disrupts the operation of the school. If the designer determines the best approach is to perform

some work during the school year while the school is occupied, the work would have to be limited to one or two classrooms being shifted at a time, or work would have to occur after hours or on weekends with guarantee of cleanup prior to the next school day.

6. If temporary modular classrooms are utilized, will WCPS install those modular classrooms, or will the classrooms be included in the HVAC construction documents design?

Response: See answer to Question 5 above.

7. Can you please provide us with what areas of these schools are not currently air conditioned?

Response: WCPS believes that the only areas of Williamsport High School that are not currently air-conditioned are the large gymnasium, small gymnasium, locker room areas, shop areas (lower level-east side of school), and the kitchen. WCPS believes that Marshall Street School is currently completely air conditioned. The A/E is expected to research the drawings and existing field conditions to confirm. The final design for both facilities, is to provide 100% air conditioning regardless of the current (existing) conditions.

8. Will similar HVAC projects in the \$3 million- \$5 million range also be acceptable to submit for the project examples?

Response: It is WCPS's intent to hire a Firm with experience in providing similar designs (with similar budgets) to those identified in this RFP. Firms may submit example projects (with budgets less than \$5 million dollars) if it feels it best represents their ability to meet WCPS's intent. WCPS will grade the Design Team and Experience submissions accordingly.

9. Please describe the scope of work related to ceilings and lights?

Response: See page 7 paragraph 3 of the RFP. If ductwork modifications/above ceiling work/ceiling removal is significant enough in the final design, the A/E should assume a complete ceiling replacement would need to be included in their design. General lighting replacement would not be included within the scope of this HVAC design, however if the design necessitates adding or modifying lights, then that would be part of the scope.

10. Is it the intent to issue both schools to one firm or two firms?

Response: See page 32, Section 4 B of the RFP.

11. Are we to include a SF 330 Part II for the Prime and its subconsultants?

Response: The SF 330 Pt II is required for the Prime Consultant. Firms may submit SF330 part II for subconsultants if it feels it provides additional pertinent information for WCPS to consider during review. See response to question 3 above (the quality of the proposal is more important than the quantity of pages)

12. Are you looking for two identical organization charts under the Design Team & Experience section, or is the one organization chart under Section D. of the SF 330 sufficient?
Response: See Section 3 C.1 paragraph 1. Firms should provide a 1 page organization chart depicting the complete design team to be assigned to this project. Firms may also list the organization chart in the SF330 if they wish, but are not required.
13. Can firms pursue one of the two schools only or is it preferred to pursue both?
Response: WCPS would prefer a firm that is capable of handling either design. However, a firm can pursue one (1) school design, and (if short listed) only provide pricing for one (1) design. If this is the case, the firm must acknowledge this in their Technical Proposal. A firm identifying its intent to pursue only one (1) design will NOT be reviewed/graded any differently than any other proposal. All requirements identified in the proposal will still need to be met for design being pursued, and the design firm will need to show experience with Similar design projects (see response to question 8 above).
14. Page 31, Section 3, Project Approach: We are to provide a separate project approach for each school. Item A under the Project Approach section states that this section is limited to one page. Is that one page for both projects or one page for each project?
Response: See response to question 2 above.
15. Page 25 references projects completed within 5 years and then also says projects completed in 10 years. Is this a typo or are the references for the projects allowed to be older? If the references are provided for projects completed within 5 years, will receive greater consideration/evaluation?
Response: Page 22 of the PDF references a minimum of five (5) years of experience for the Commissioning Agent. Page 25 of the PDF does not reference five (5) years anywhere on the page. Page 28 of the RFP identifies that "The Offeror must have at least ten (10) years' experience providing Professional Design services similar to those described in the RFP".
16. Do projects have to have been completed within the past 5 years.
Response: See response to question 15 above.
17. Is it acceptable if the commissioning agent (CxA) is employed by the Prime design firm? Or does the commissioning agent have to be a third party sub-consultant?
Response: See page 6, Section 1 - Paragraph 3 of the RFP "Each of these designs will require the Design Firm (A/E) to hire and utilize a third-party commissioning agent to perform" WCPS define a "third party agent" as a company having no affiliation with the offeror in any way, either organizationally or monetarily.