



**SPECIAL ADMINISTRATIVE BOARD OF THE TRANSITIONAL SCHOOL
DISTRICT OF THE CITY OF ST. LOUIS**
Purchasing Department
801 North 11th Street
Saint Louis, Missouri 63101

**RFQ# 001-1617 ARCHITECTURAL / ENGINEERING / PLANNING SERVICES
INDEFINITE DELIVERY / INDEFINITE QUANTITY (ID/IQ)**

ADDENDUM No. 3 – QUESTIONS AND ANSWERS

1. **QUESTION:** "5.3 Part II - Cost/Pricing Proposal" 5.3.2 "*Outline specifically the cost/pricing proposal for the fees and reimbursable expenses proposed. This proposal should include the method of pricing as well as the proposed fees/costs.*" Attachment "A" states "*Each task order may vary in scope, duration or complexity.*"

"5.3 Part II - Cost/Pricing Proposal" 5.3.3 "*The Cost/Pricing proposal should be specific, and the detail of the cost/pricing should give the District a clear picture of overall costs as well as pricing criteria.*"

- How do we provide fees/costs without knowing the scope of the task orders?
- Attachment "A" 'Submittal of Statement of Qualifications' does not list a cost proposal. Is submitting cost information required and, if so, please clarify what the fees should be based upon since an actual scope of services has not been determined.

ANSWER: Per Addendum No. 2, disregard attachment B or any costs associated with the bidder's proposal. The District is seeking a professional firm with the qualifications that will meet the District's needs.

2. **QUESTION:** Which of the required documents listed under Part III as required as part of this submittal? Seems like these are typically provided by a general contractor for a construction project - not professional services. For example:

- "5.4 Part III - Required Documents" 5.4.10 "List of Materials & Equipment Form". This is typically submitted for construction projects, not professional services.
- "5.4 Part III - Required Documents" 5.4.11 "Construction Schedule generated on either Microsoft project, Microsoft Visio Technical, or Primavera Software". This is typically submitted for construction projects with a defined scope of work - not professional services.
- "5.4 Part III - Required Documents" 5.4.12 "Complete listing of all proposed Sub-Contractors and suppliers". This is typically submitted for construction projects, not professional services.

ANSWER: Some of the required documents that should be included in the proposal includes: sections 5.4.2 through 5.4.8 as well as sections 5.4.13 through 5.4.14. Sections 5.4.9 through 5.4.12 do not have to be filled out.

3. **QUESTION:** Is it the District's preference for architectural firms to submit as a the lead firm within a team or as an individual firm? Seems to us that it would be in the District's best interest to select individual firms with the

best qualifications and then the District can assemble highly qualified teams (consisting of an architectural firm and engineers) based upon the actual scope of work and expertise required on a project-by-project basis.

ANSWER: The District will review all proposals and make a recommendation based on the qualifications of the firm/team that will meet the District's needs. The District only request that when companies submit their proposals that it is in compliance with section 5 of the RFQ.

4. **QUESTION:** Please clarify the response to question #4 in Addendum Number 2. Are you looking for a single company/entity that can provide all or most of the services or a team that is comprised of architects and engineers that can provide the necessary services?

ANSWER: The District is seeking a firm (single company/entity or team) with the qualifications that will meet the District's needs. The District will make a recommendation based on qualification of the single company/entity or team.

5. **QUESTION:** Is a license to conduct business in the City of st. Louis required under 5.2.3.4? We have done many projects in the City and for the City of St. Louis and have never been asked to provide this. I believe this might be a requirement for general contractors or sub-contractors.

ANSWER: This section is for a firm that has any certifications or licenses that show proof of their qualifications for this proposal.

6. **QUESTION:** Would I be able to submit a proposal as a Prime on a project team if I was unable to attend the mandatory bid conference but my partner, a Sub, attended the conference?

ANSWER: The Bidder's conference was mandatory; however, the district reserves the right to accept or reject any item in the proposal; to accept or reject any proposals or all proposals and to waive omissions, irregularities or clerical errors not affecting the compliance with the proposal. As a result, the district will review the proposal, but it will be noted if the bidder did not attend the mandatory conference.

End of Addendum 3.