



BOARD OF EDUCATION OF THE CITY OF ST. LOUIS
ADDENDUM 2 : Questions and Answers
December 6, 2022

RFP TITLE: Architectural Engineering ID/IQ Services
RFQ #: OP001-2223

1. Do you want us to include pricing information in our response?

No

2. Please confirm this is the order you would like the Response Structured:

- Person/entity, address, name, telephone, fax, email
- Licensing, certifications
- Citation/discipline information
- Lawsuit information
- Qualifications
 - Team org chart
 - Copy of PM registration
 - M/WBE Participation
 - Resumes
 - Staff Capacity
- References

No preference of order; however, ensure that these items are all covered in the proposal.

3. Which parts are included in the 15-page limit? Do the forms and registrations count against the page limit? **No**

4. Are we required to fill in the Cost/Pricing proposal? **No** If we are required to fill out in the Cost/Pricing section – do we submit hourly rates? **N/A**

5. Part III

- a. Attachment B – on page 9 attachment B is listed as a cost/pricing proposal, however attachment B on page 22 Attachment B is terms and conditions. Please confirm we are meant to submit the Terms and Conditions, not a cost/pricing proposal

Only Terms and Conditions are to be submitted not cost/pricing.

b. Attachment E

- i. Do we need to include both a signed Federal Work Authorization and a Signed and Notarized version? **Yes**
- ii. The checklist includes the signed and dated cost proposal, please confirm if that is required. **N/A**
- iii. What are the insurance requirements? **None at this time**
- iv. Please confirm if we need to include Bid Bond. **No bid bond required**
- v. The forms below are not included on the bidder checklist, but were included in a different section. Please confirm if we are required to submit each form:

1. 5.4.9 Statement of M/WBE Participation – **N/A**
2. 5.4.10 Good Faith Efforts Report – **N/A**
3. 5.4.11 Good Faith Efforts Statement – **N/A**
4. 5.4.12 Bid Bond – **N/A**
5. 5.4.13 List of Materials & Equipment Form – **N/A**
6. 5.4.14 Construction Schedule generated on either Microsoft Project, Microsoft Visio Technical or Primavera Software – **N/A**
7. 5.4.15 Complete listing of all proposed Sub-Contractors and suppliers – **N/A**
8. 5.4.16 Listing of proposed Project Team Members and Qualifications (particularly the Design Engineer(s) and Project Manager(s) that will be assigned to the project(s). – **N/A**
9. 5.4.17 Technical Proposal; including: a. Detailed description of scope of work – **N/A**

c. If we are meeting the M/WBE percentage goals, do we still need to fill in and submit the forms listed below?

- i. St. Louis Board of Education Monthly M/WBE Manpower Utilization Report – **N/A**
- ii. Statement of M/WBE Participation
 1. If we are required to submit this form, please advise how we fill in the Bid Proposal Amount \$ / Dollars Applicable – **N/A**
- iii. St. Louis Public Schools Monthly M/WBE Report
 1. If we are required to submit this form, please advise how we fill in the \$ information – **N/A**
- iv. St. Lois Board of Education M/WBE Utilization Good Faith Effort – **N/A**

- d. Attachment H Prevailing Wage Requirements – is this form required? It is not on the Checklist or the list of required documents. – N/A

Items below are typically construction facing questions..so I want to confirm they should be in our proposal:

5.4.12 – N/A

5.4.14 – N/A

5.4.15 – N/A

5.4.17 – N/A

6. Item 5.3- Is this just for the introduction scope (Investigation, programming, planning, conceptual design development, final construction document preparation and professional services during bidding and construction)or will this reach to the \$160M, the same as for CM? How far does the reach of the proposal go? **For the purpose of this RFQ, is to determine the qualifications of the firms that can meet the needs of the District for capital projects. Once a recommendation has been made, the recommended firm(s) will be provide services through the duration of the bond issue (includes CM).**
7. Section 5.3.2 calls for a pricing proposal to be included in our response. Should this information be in a separate sealed envelope? **No cost/pricing should be included within your proposal.**
8. 5.3 Part II – You are asking for a cost proposal. Is Part II-cost/pricing proposal due at this time and if so, is this included in the 15 page limit? **No cost/pricing should be included within your proposal.**
9. Are you looking for Resumes for everyone included on the Org Chart, if so, is this included in the 15 page limit? **Only resumes for only the main contacts.**
10. Is Document 43: Statement of M/WBE Participation filled out and included in the 15 page limit? Or are they to be placed with the other attachments? **The statement of M/WBE should only be filled if the firm is a M/WBE company or if the firm will joint venture with a M/WBE company. This is not part of the 15 pages and can be placed on other attachments if there are not enough line space on the page.**
11. Section 5 of the RFQ goes over what the structure of submitted responses should look like, but then on Attachment A (pg 19), I saw this:

SUBMITTAL OF STATEMENT OF QUALIFICATIONS: Interested firms shall submit the Statement of Qualifications for the type of work outlined above. The submittal shall be limited to a maximum of fifteen (15) single-sided 8-1/2" x 11" pages with a 10 pt. Arial (or similar) font size. Please ensure to include the below information: 1. Team Organization chart 2. Copy of the requested professional registration for Project Manager 3. M/WBE Utilization form.

Do we also need to follow the guidelines above for the Submittal of Statement of Qualifications, including the page limit? **The guidelines set forth in Section 5 provide the structure for your proposals. At best, please stay within the page limit recommendations and include any additional information outlined on page 19 if needed.** And are the required documents in Section 5 Part III included in that page limit? **No.**

12. Section 5, Part III outlines all the required documents for the Proposal, and asks for Bid Bonds, List of Materials & Equipment Form, and a Construction Schedule. These documents typically submitted by contractors, not architects – we wouldn't have any of this information available in the predesign phase. Until we have a completed design and construction documents, we'd have no way of knowing what sort of materials or equipment we need, or what the construction schedule would look like. Are you still requiring A/E teams to submit these? **No.**

13. There's a lot of verbiage about fees and pricing – is this still applicable? It's hard to specify pricing for projects for IDIQ services because we don't know exactly what the project(s) are at this point. **No cost/pricing should be included within your proposal.**

14. Was the Bidder's Conference on Nov. 2nd mandatory? **No** Is there a recording of the conference that we can access? **Send an email to Ketra Montgomery at Ketra.Montgomery@slps.org to formally request a copy of the bid conference.**

15. Will the IDIQ Services be awarded to just one architectural firm, or will multiple firms be selected? **The District will be reviewing proposals and will make recommendations based on the qualifications presented. However, during the previous bond, the District had multiple firms as a joint venture to provide architectural/engineering services.**

16. The submittal is limited to 15 pages (per page 19). There are many Attachment Forms to include. Do these forms count in the 15 page response or are those not counted as pages? **No.**

End of Addendum 2.