

MEMORANDUM for Record and All Potential Offerors

Date: October 8, 2021

Subject: RFP 21-6991-08, Design Services for the George Wythe High School, Q&A Part II

The following questions have been received:

1. On Page 11, paragraph V.1.b., requests 1 bound paper copy and 2 electronic; one in a pdf format and one in a Word format. The use of Word for proposals has been brought up in other pre-proposal meetings. We utilize (as do many other firms) Adobe Indesign software to make our proposals, due to the capability of formatting text and photos. Word does not have the same capability. With that said, can we submit 2 PDF copies? It will be very difficult to reformat from Indesign to Microsoft Word.

A: Refer to Addendum No. 1, Q&A dated 9/27/21

2. Per item V.1.b on page 11, do we need to submit a Microsoft Word document? Will a searchable Adobe PDF file be acceptable?

A: Refer to Addendum No. 1, Q&A dated 9/27/21

3. Incorrect date for pre-proposal meeting. Please advise.

A: All dates are (were) correct.

4. Tab 1 summarizes a list of forms to include in this section, however the RFP does not include a "Small, Women, and Minority SWaM Business Utilization form. Does RPS want firms to summarize SWaM plans and commitments in a narrative format?

A: This requirement is further clarified for submission under Tab 3.

5. My name is Ishmael Sandiford and my engineering design firm would like to be a part of the bidding process for design services for George Wythe High School. As I was reading documentation, what documents exactly needed to be submitted by my company? Also I would be subcontracting the construction part of the work to another construction company, what information is needed from them? Thanks so much

A: All information relating to the requirements of this Request for Proposals can be found on the RPS website listed below and the eVA procurement portal, also listed below.

RPS Current Bids/RFPs  
<https://www.rvaschools.net/Page/1697>  
eVA Business Portal

[https://mvendor.cgieva.com/ Vendor/public/VBODetails.jsp?PageTitle=SO%20Details&DOC\\_CD=RFP&Details\\_Page=VBOSODetails.jsp&DEPT\\_CD=LAA3&BID\\_INTRNL\\_NO=171373&BID\\_NO=21-6991-08&BID\\_VERS\\_NO=2](https://mvendor.cgieva.com/ Vendor/public/VBODetails.jsp?PageTitle=SO%20Details&DOC_CD=RFP&Details_Page=VBOSODetails.jsp&DEPT_CD=LAA3&BID_INTRNL_NO=171373&BID_NO=21-6991-08&BID_VERS_NO=2)

6. I have a question regarding the RFP. Page 13, V.4.Tab1, bullet 6, states that .... Small, Women and Minority (SwaM) Business utilization commitment. And Page 14, V.4.Tab 3. 3) states that .... Small, Women and Minority (SwaM) Business Utilization. Provide plan to use and encourage participation of small-, women-, veteran- and minority-owned businesses. Include relevant information such as business name, contact information, anticipated dollar value, roles, etc. RPS encourages the use of Commonwealth of Virginia DSBSD-certified businesses. Could you clarify, if there is a form to use to meet these requirements? And if RPS has a percentage goal for SwaM business utilization

A: This requirement is further clarified for submission under Tab 3. RPS has an overall goal of 20%.

NOTES:

Nothing herein shall change the meaning or intend of the solicitation unless and until changed by formal addendum released by the Purchasing Agency.