



# CITY OF SUFFOLK

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## ADDENDUM NO. 2

City of Suffolk  
RFP #20003-JS  
September 4, 2019

Purchasing Division  
442 W. Washington Street, Room 1086  
Suffolk, VA 23434-5237  
Phone: (757) 514-7520 / Fax: (757) 514-7524

The Request for Proposal (RFP) for School Facilities Needs Assessment and Attendance Zone Plan has been amended.

The following questions and answers are incorporated in the RFP:

**Q1:** Please give background on prior facilities condition assessments SPS has completed either in-house or on an outsourced basis. Please provide dates and the names of consultants hired, if any.

**A1:** The School Division is not aware of any prior facilities condition assessments.

**Q2:** Has the School Division any documents it can share with us on prior facilities condition assessments?

**A2:** The School Division does not have any relevant documents.

**Q3:** If possible, please provide a brief history of facilities master planning at SPS. Has the School Division any previously completed master plan documents it could share with us?

**A3:** There is not any previous facilities master plan. SPS, in partnership with the City, develops a capital improvement plan yearly.

**Q4:** Is there a facilities master plan currently active at SPS, and should any new facilities master plan be formally linked to this current plan?

**A4:** No current facilities master plan exists.

**Q5:** Does SPS have a current infrastructure for community engagement as evidenced by pertinent elements in job descriptions and/or in the form of official School Division and City initiatives?

A5: SPS has a successful community engagement department, but it is important for the offerors to provide a detailed plan for community engagement.

Q6: Is community engagement conducted successfully at SPS, or are improvements needed?

A6: See response to Q5.

Q7: What is the expected timeline for completion of services?

A7: It is expected that the services will be completed to provide enough time for analysis for the FY 2021 budget, which would be approximately mid-summer 2020.

Q8: Should a preliminary fee for services be submitted, or should fees be excluded from this submission?

A1: This solicitation includes professional services, so fees are **not** required to be included in the proposal.

Q9: You have provided a list of building components or elements to be included in the Facilities Condition Assessment. One of the listed items differs from the rest because it does not appear to be a building component or element. That item is described as "educational programming." Please give additional detail concerning this item, and how you view it in relation to the conduct of facilities condition assessments.

A9: Educational Programming refers to special programs such as International Baccalaureate. The consultant would need to take such programs into consideration when doing the assessment.

All other information remains unchanged.

Contract Officer:

  
Jay Smigielski, Purchasing Agent, CPPO

If you have any questions regarding this Addendum, please contact Jay Smigielski, Purchasing Agent at [jsmigielski@suffolkva.us](mailto:jsmigielski@suffolkva.us)

It is the responsibility of the offeror to ensure that they have read and met the specifications of all addendums in their proposal.