



## ADDENDUM NUMBER ONE

**DATE:** February 10, 2023

**TO:** RFP 173-23046 (Master Planning Services)

**FROM:** Donna Fields, Executive Director, Operations

**SUBJECT:** RFP 173-23046 (Master Planning Services) Addendum No. One - Questions, Answers and Clarifications)

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1. **Due Date.** Please confirm the submittal deadline. On page 1 there is a statement that says Wednesday, February 15; however, the cover and the calendar table on p.1, and elsewhere say Friday, February 17 at 3:00 pm EST.

**ANSWER** – The due date for the proposals has been extended to Friday, February 24, 2023 at 3:00 p.m.

2. **HUB or MWBE Participation.** On p. 9 in the Tab 4 description of MWBE Participation Plan, CCS encourages MWBEs but does not specify minimum desired or mandatory percentages or how this factor may be evaluated or scored. Please clarify what you expect.

**ANSWER** – Cumberland County Schools has set a desired minimum MBE participation percentage as 15 %. Some examples as to how this will be presented and evaluated might include the Submitting firm being HUB certified MBE entity, Principals of submitting firm, sub-consultants, etc., who are minorities and play a significant role in the project, minority internship programs within the Firm or Subconsultant Firms, etc.

3. **Environmental Issues.** On p. 4 the bullet point Environmental Issues lists several types of hazardous components that might be found in your facilities. Does CCS expect the FCA team to collect readily available information that CCS should have from other sources in reports and testing data on hand, or is the team expected to conduct sampling and tests at every facility? Sampling and testing is not part of a “visible and discernable (through non-destructive means)” assessment, so, if this is required, please provide more extensive expectations for us to respond to.

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**ANSWER** – CCS does not expect the team to perform sampling and testing. However, the team should be aware of and identify **potential** hazardous conditions being present at each site that would need to be taken into consideration when developing the Master Plan. CCS does have readily available information from other sources in assessments, reports and testing data on hand .

4. **Building/Site Security.** On p. 4 the last bullet point “Building/Site Security” is not defined in the RFQ. This element could involve significant survey, analysis, and recommendations for improvements. What is CCS’s intent for this topic within the normal purview of FCA services?

**ANSWER** - These assessments would be very high level. CCS has conducted multi-phase security assessments, made several improvements/renovations based on those assessments over the last 10 years. The selected firm will be responsible for making additional assessments and improvement recommendations in partnership with the CCS Safety and Security Office and will take these improvements into account when developing the Master Plan.

5. **CCS Facilities Software.** On p. 2, item 4 under Comprehensive Facility Condition Assessment. Will CCS provide access to the Brightly software or will we have to acquire licenses, “seats”, etc.? Also, does CCS expect the team to conduct searches or evaluations to assist CCS in determining if other platforms are to be pursued?

**ANSWER** – CCS will provide access to the Brightly software, which is a cloud based application. CCS does expect the team to search, evaluate and recommend other platforms if such platforms, if in the opinion of the team, would be more relevant, efficient and beneficial to CCS in managing a long term master plan.

6. **Bond Issue Support.** On p.10, the last 2 bullet points in the list of Fee Negotiations considerations identify 2 Alternates. Please clarify what information you expect in this qualifications response regarding capabilities and experience for Grant Application Support Services and Bond Issue Support Services.

**ANSWER** - CCS expects that the level of funding needing to implement a long range Master Plan cannot be accomplished with current funding levels. CCS will rely on the expertise of the team selected to assist in the process of researching grant funding opportunities and applications for such opportunities as well as assisting the School System with the process of presenting a Bond Proposal to the County Commissioners and to the Public at Large. This may require such things as detailed presentations, stakeholder involvement processes, etc.

END OF ADDENDUM NUMBER ONE