

ROCHESTER SCHOOLS MODERNIZATION PROGRAM PHASE 2

COMMISSIONING AUTHORITY SERVICES FOR PHASE 2 PROJECTS

ADDENDUM #1

Prepared by
Rochester Joint Schools Construction Board
September 22, 2016

Request for Proposals dated September 13, 2016, amended, clarified, and modified as follows:

ITEM 1-1 **NOTE TO ALL PROPOSERS**

IT MUST BE ACKNOWLEDGED IN THE PROPOSAL THAT EACH ADDENDUM WAS RECEIVED.

ITEM 1-2 **RFI Questions received per the deadline stipulated in the RFP and associated responses**

Q 1-1. Details regarding the scope of commissioning services required for the District Wide Technology (DWT) 2a and 2b project do not appear to be noted in the RFP or in the referenced narrative. Please clarify whether the requirements for Phase 1 also apply here (i.e. Collect and review DWT test documentation in parallel with Millennium Strategies).

A 1-1 Please refer to Section 4.1.9, item 9, in the RFP, and the attached pre-functional requirements checklist.

Q 1-2 Please clarify whether commissioning costs for DWT shall be included on a school by school basis and included in the school fee, or totaled for all schools in the DWT project line, as a singular commissioning project covering all schools.

A 1-2 DWT Commissioning is a separate fee per school for commissioning and should be included as a separate cost in the Fee Submittal. See revised Fee Submittal form attached for use in the proposal.

Q 1-3. Please clarify whether the \$10,000 BOP allowance is per each project/school to be proposed on, or is to be divided across all projects pursued.

It is assumed that the \$10,000 BOP allowance is for the proposer's professional services only and is not meant to include the cost of the participating M/W/D/SBE participants' time as well. Please clarify whether this assumption is correct.

Can the \$10,000 BOP allowance of the proposer be applied to the proposer's M/W/D/S/BE subconsultants, or are the mentored firms to be selected by RJSCB?

A 1-3 The \$10,000 is a total allowance. The BOP effort is not specific to one school but is a broad-based training program run by the program manager to help women-owned, minority-owned, and small and disadvantaged businesses. The firm awarded this contract will be called upon to provide training, mentoring, and professional guidance to those M/W/S/DBE firms participating in the BOP.

Q 1-4. Page 26, section 12.2 states that the qualifications of the proposer should include a "Statement of Proposer's Qualifications in the form provided in this RFP." This form does not appear to exist. Please clarify whether this is a specific form, or meant to imply the format described in these pages.

A 1-4 Please use the format described/outlined in Section 12 of the RFP in your proposal.

Q 1-5 Page 44, Article 4.1 notes a lump sum contract while the Fee Proposal form, Attachment C, indicates a Not to Exceed fee structure. Please clarify which structure will apply.

A 1-5 An hourly, Not-to-Exceed fee structure applies. The Contract Agreement, Article 4, will be modified accordingly prior to execution.

Q 1-6 Please clarify whether all sub-consultants need to be professionally licensed firms with professional liability insurance coverage to provide specific commissioning services within their skill set.

A 1-6 The prime is responsible to carry the professional license and professional liability insurance. The sub-consultant will be required to submit their insurance certificate for review.

Q 1-7. It is assumed that the MBE/WBE/DBE/SBE requirements must be met by four separate firms. Please clarify whether this assumption is correct, or if multiple requirements may be met by a single company (such as WBE & DBE).

A 1-7a Traditionally, the ICO has accepted a firm being utilized for service in a maximum of two (2) categories.

It is assumed that an EBE Assurance Statement must be completed for each EBE firm, for each project being pursued, for a total of approximately 56 forms if all projects are pursued. Please clarify whether this assumption is correct.

A 1-7b One (1) EBE Assurance Statement can be used per school. List multiple schools on the same form where the same EBEs will be used.

It is assumed that the EBE Utilization Plan (DP-1) must be completed for each of the projects pursued, and a line must be added for a minimum of 4 categories of EBE's. Please clarify whether this assumption is correct.

A 1-7c Please add a new line on the form for each additional EBE utilized (or print a second form for submission).

In general, one EBE Assurance Statement for each school is sufficient, listing those firms working on it with the expected percentage of work performed by each firm. If the same team of EBEs will be working on multiple schools, at the same percentages, list multiple schools on one form. If multiple schools are awarded to a prime, the prime's performance relative to meeting the program goals will be cumulative:

33% total. (the Contract Agreement will include all schools awarded to that firm. the goals are based on the total contract amount, not by individual project)

Q 1-8. In the cost proposal in Exhibit C, Cost of Services, hourly rates are required. Are these rates intended to include all subconsultants in addition to the prime proposer?

A 1-8. We anticipate one rate being provided per job classification. This is the rate that will be invoiced for each hour of service whether by the Prime or the Subconsultant.

Q 1-9. Given the lack of clarity on the DWT project scope, amount of coordination and required to select and coordinate roles of the subconsultants and compile and complete the required documentation and the delivery of required responses to these questions only a few days before the submission is required is it possible to get an extension of the proposal due date?

A 1-9. No extension. Please refer to Q / A 1-2.

Q 1-10. Section 16 –“ Equal Opportunity and Business Opportunity Program” states a requirement of 22% Minority Workforce (project personnel) and 8 % Woman Workforce (project personnel). Please verify whether this is a headcount assessment, hours participated, or dollars (charged) assessment.

A 1-10. These requirements are met by “hours participated.”

Q 1-11. Can you please provide square footages for the following renovations:

- a. Monroe High School, Part B
- b. East High
- c. DWT 2a and DWT2b
 - i. This is not mentioned in the Strategic Plan, please confirm this is included in the project scope.

A1-11. DWT is included as a separate fee – see Q / A 1-2. Use the respective school square footage estimates shown below for fee evaluations (refer to Phase 2 Strategic Plan, page 21).

Phase 2 Schools	Proposed Total Area (square feet)
Virgil I. Grissom School No. 7	79,130
John Walton Spencer School No. 16	85,096
East High School	380,000 (est.)
Dr. Freddie Thomas Learning Center	183,916
School Without Walls Commencement Academy	61,547
Martin B. Anderson School, No. 1	57,815
Monroe High School, “Part B”	77,000 (est., includes new pool, gym, locker rooms: approx. 40,000 sq. ft)

Edison Technology Campus	310,594
Dag Hammerskjold School No. 6	80,840
Phase 2 Schools	Proposed Total Area (square feet)
Dr. Walter Cooper Academy School No. 10	71,730
George Mather Forbes School No. 4	70,723
Clara Barton School No. 2	91,948
The Flower City School No. 30/54	65,437
Total	1,615,182

Q 1-12. Please provide a project schedule for Martin B Anderson School, No. 1.

A 1-12 Unfortunately, this was omitted from the list of schools in Attachment C. The Martin B. Anderson School No. 1 project has started, with the Architect being awarded in September 2016 and project close-out will be approximately December 2018.

Q 1-13. Per the Volume of the Strategic Plan, does light rehabilitation areas include any MEP equipment commissioning?

A 1-13. Yes, include MEP commissioning in the light rehabilitation areas.

Q 1-14. Please confirm that a subconsultant can meet multiple requirements. For example, one firm can be both the WBE+SBE sub for a total of 13%

A 1-14. See Q/A 1-7

END OF ADDENDUM #1

**ATTACHMENT A
FEE SUBMITTAL FORM**

TOTAL **NOT TO EXCEED PRICE** PROPOSAL FOR THE ROCHESTER SCHOOLS MODERNIZATION,

CONSULTANT SERVICES _____.

TOTAL WRITTEN VALUE _____ (DOLLARS)

Fee Breakdown by Project

Phase 2 Schools	School Portion Fee	DWT Portion Fee
Virgil I. Grissom School No. 7		
John Walton Spencer School No. 16		
East High School		
Dr. Freddie Thomas Learning Center		
School Without Walls Commencement Academy		
Martin B. Anderson School, No. 1		
Monroe High School, "Part B"		
Edison Technology Campus		
Dag Hammarskjold School No. 6		
Dr. Walter Cooper Academy School No. 10		
George Mather Forbes School No. 4		
Clara Barton School No. 2		
The Flower City School No. 30/54		
Total		

Acknowledgement of allowance of \$10,000 for participation in the Business Opportunities Program as described in the RFP.



COMMISSIONING CHECKLIST: Phone

PROJECT: DWT Phase 1b

DATE:

System: PHONE SYSTEM	Location: School 12		
Installation company name:			
Address:	Phone number:		
Contact name:	Phone number:		
The PHONE system installed in the above building and Room has been fully installed and is ready for district Use. It has been installed in accordance with the previously agreed specification and/or functional description of the system and design intent.			
The items indicated below were checked and found to be installed to specification:		OK	Fail
STEP:	Items:		
Step 1	Verify Asset Number and Asset Tag		
Step 2	Verify MAC Address		
Step 3	Verify that there is a patch cable from the voice drop to the IP Phone		
Step 4	Verify Drop Number		
Step 5	Verify Extension Number		
Step 6	Pick Up Phone and Test PSTN Functionality by dialing cell phone.		
Step 7	Dial Front Office Extension to verify correct classroom extension		
Installer:			
Witnessed by:		Position: Designer	
Company:		Date:	
Witnessed by:		Position: Commissioning engineer	
Company:		Date:	
Sundry Observations (Missing Ceiling Tiles, Room Temp, Lights, Etc.):			



COMMISSIONING CHECKLIST: Network

PROJECT: DWT Phase 1b

DATE:

System: LAN Network	Location: School 12		
Installation company name:			
Address:	Phone number:		
Contact name:	Phone number:		
The Network system installed in the above building has been fully installed and is ready for district use. It has been installed in accordance with the previously agreed specification and/or functional description of the system and design intent.			
The items indicated below were checked and found to be installed to specification:		OK	Fail
STEP:	Items:		
Step 1	Verify Cabling Labels in Each Room		
Step 2	Plug Testing Laptop into cable drop		
Step 3	GO TO Command Line of Laptop and Release IP Address		
Step 4	At Command Line of Laptop Renew IP Address		
Step 5	Ping Address 4.2.2.2 and report pass/fail.		
Step 6	Repeat Steps 2 through 5 for all cables in room.		
Installer:			
Witnessed by:		Position: Designer	
Company:		Date:	
Witnessed by:		Position: Commissioning engineer	
Company:		Date:	
Sundry Observations (Missing Ceiling Tiles, Room Temp, Lights, Etc.):			



COMMISSIONING CHECKLIST: Video

PROJECT: DWT Phase 1b

DATE:

System: Video Surveillance		Location: School 12		
Installation company name:				
Address:		Phone number:		
Contact name:		Phone number:		
The Video Surveillance system installed in the above building has been fully installed and is ready for district use. It has been installed in accordance with the previously agreed specification and/or functional description of the system and design intent.				
The items indicated below were checked and found to be installed to specification:			OK	Fail
STEP:	Items:			
Step 1	Note exact time and date of commissioning test.			
Step 2	Walk outside parameter of building and take photo of each camera location.			
Step 3	Note difference and redline actual camera location with DWT Drawings			
Step 4	Insert picture files in the DWT Drawing			
Step 5	Repeat Steps 2 through 4 for the inside of the building			
Step 6	Verify location and visibility of critical cameras at front office/security station.			
Step 7	Meet with principal to glean additional functional needs. And pass on to HYE			
Step 8	WAIT 5 days and view video of site surveys.			
Step 9	Make note of camera adjustments needed (Field of View) and notify HYE			
Step 10	Verify adjustments and corrective action has been made.			
Step 11	Review results and report with District Security			
Installer:				
Witnessed by:		Position: Designer		
Company:		Date:		
Witnessed by:		Position: Commissioning engineer		
Company:		Date:		
Sundry Observations (Missing Ceiling Tiles, Room Temp, Lights, Etc.):				



COMMISSIONING CHECKLIST: Wireless

PROJECT: DWT Phase 1b

DATE:

System: Wireles Network		Location: School 12		
Installation company name:				
Address:		Phone number:		
Contact name:		Phone number:		
The Wireless Network system installed in the above building has been fully installed and is ready for district use. It has been installed in accordance with the previously agreed specification and/or functional description of the system and design intent.				
The items indicated below were checked and found to be installed to specification:			OK	Fail
STEP:	Items:			
Step 1	Redline DWT Drawings and note Wireless ID			
Step 2	If WAP in room without IWB connect to Wireless and send email to Test@rjscb.			
Step 3	Subject t line of email should be WAP ID.			
Step 4	Report any connection Failures			
	Pleas note that rooms with an IWB will have the wireless AP tested and commissioned in the SmartBoard Commissioning Process.			
Installer:				
Witnessed by:		Position: Designer		
Company:		Date:		
Witnessed by:		Position: Commissioning engineer		
Company:		Date:		
Sundry Observations (Missing Ceiling Tiles, Room Temp, Lights, Etc.):				



COMMISSIONING CHECKLIST: SmartBoard

PROJECT: DWT Phase 1b

DATE:

System: Interactive WhiteBoard	Location: School 12		
Installation company name:			
Address:			
Phone number:			
Contact name:			
Phone number:			
The SmartBoards installed in the above building and room have been fully installed and is ready for district use. It has been installed in accordance with the previously agreed specification and/or functional description of the system and design intent.			
The items indicated below were checked and found to be installed to specification:			
OK Fail			
STEP:	Items:		
Step 1	Verify height of Smartboard.		
Step 2	Note exact location on DWT Drawings.		
Step 3	Connect VGA cable and USB cable from teacher location.		
Step 4	Connect to Wireless AP in classroom and goto the URL Smart.rjscb.org		
Step 5	Open up PDF of school and floor and zoom into exact location.		
Step 6	Circle location on Smartboard with Red SmartBoard Pen.		
Step 7	Take Picture of Smartboard and embed file in DWT Drawings.		
Step 8	Note any failures or differences		
Installer:			
Witnessed by:		Position: Designer	
Company:		Date:	
Witnessed by:		Position: Commissioning engineer	
Company:		Date:	
Sundry Observations (Missing Ceiling Tiles, Room Temp, Lights, Etc.):			



COMMISSIONING CHECKLIST: Cabling

PROJECT: DWT Phase 1b

DATE:

System: DWT Cabling	Location: School 12			
Installation company name:				
Address:		Phone number:		
Contact name:		Phone number:		
The Cabling system installed in the above building has been fully installed and is ready for district use. It has been installed in accordance with the previously agreed specification and/or functional description of the system and design intent.				
The items indicated below were checked and found to be installed to specification:			OK	Fail
STEP:	Items:			
Step 1	Collect Cabling Test Results from HYE			
Step 2	Review Cabling Test Results and Identify Samples to Verify Test Results			
Step 3	Verify Test Results (Plus or Minus 5%.)			
Step 4	Report Variance and Repeat Step 2 and Step 3 until no variance.			
Installer:				
Witnessed by:		Position: Designer		
Company:		Date:		
Witnessed by:		Position: Commissioning engineer		
Company:		Date:		
Sundry Observations (Missing Ceiling Tiles, Room Temp, Lights, Etc.):				



COMMISSIONING CHECKLIST: Classroom Amplification

PROJECT: DWT Phase 1b

DATE:

System: Classroom Amplification	Location: School 12		
Installation company name:			
Address:	Phone number:		
Contact name:	Phone number:		
The Classroom Amplification system in the above room and ceiling have been fully installed and is ready for district use. It has been installed in accordance with the previously agreed specification and/or functional description of the system and design intent			
The items indicated below were checked and found to be installed to specification:		OK	Fail
STEP:	Items:		
Step 1	Verify location of speakers		
Step 2	Ensure Microphone has power and neck lanyard		
Step 3	Place microphone around neck and ensure each speaker picks up voice		
Step 4	Using a device with a stereo output jack, ensure the systems' audio port produces sound over the speakers		
Step 5	(if done during PA commissioning, ensure cutoff/override is working)		
Step 6	Note any failures or differences		
Installer:			
Witnessed by:		Position: Designer	
Company:		Date:	
Witnessed by:		Position: Commissioning engineer	
Company:		Date:	
Sundry Observations (Missing Ceiling Tiles, Room Temp, Lights, Etc.):			