

ROCHESTER SCHOOLS MODERNIZATION PROGRAM PHASE 2

DISTRICT-WIDE TECHNOLOGY (DWT) CONSULTANT FOR PHASE 2

ADDENDUM #1

Prepared by
Rochester Joint Schools Construction Board
July 27, 2016

Request for Proposals dated July 19, 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 **OVERALL RESPONSIBILITY:**

The DWT Consultant will be required to coordinate all technology implementation work associated with all Phase 2 projects in 13 Schools, attend meetings, answer Requests for Information (RFIs), coordinate the submittal process, and conduct field observations for all Phase 2 projects per their individual schedules.

The DWT design for each project will be the responsibility of the Architect of Record. This work will be designed, bid, and awarded with the Electrical Prime Contract for each project.

In Phase 2a, there will be 4 projects all taking place in parallel. In 2b, 2c, and 2d, there will be more projects taking place (see overall project schedule to understand the overlap of each project). The DWT Consultant will serve as a liaison between the Program Manager, Rochester City School District, Architect/Engineer of Record for each school project, the Construction Manager for each school project, and Prime Contractors.

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

Q 1-1 Does the Rochester City School District currently utilize a standard building management system (i.e. Siemens, Honeywell, Johnson Controls)?

A 1-1 Yes. For the District-Wide BMS, the District standardized on Schneider Electric / Andover Controls in accordance with a Board of Education Standardization resolution. The complete control system for the RCSD is designed and based on that manufactured by Andover.

Q 1-2 Has the Joint Schools Construction Board decided to utilize or integrate a building energy control/management system in Phase I of the project and in conjunction with all school energy performance and payback?

A 1-2 Yes. The RJSCB and its Program Manager have worked closely in Phase 1, and will continue to work with the School District's Facilities Department in Phase 2 to implement appropriate energy management measures.

Q 1-3 Does the Rochester City School District utilize the City of Rochester's CCTV system and control management system that they are currently using? Or are there plans to use said system?

A 1-3 The RCSD has its own networked CCTV and Building Automation Systems.

Q 1-4 Is there a current or projected Security System for the Rochester City School District and Phase I?

A 1-4 The RCSD has a fully networked security system throughout the District

Q 1-5 Is a key card or fob system currently being utilized?

A 1-5 Access control and proximity card readers are being utilized throughout the District

Q 1-6 Is there a centralized computer backbone which is being utilized?

A 1-6 If you mean a NOC. Yes, the District has a very robust Network Operating Center.

Q 1-7 Is there in place or has RCSD or JSCB been thinking about joining School IT system access or merging it with City Libraries?

A 1-7 The RJSCB has not been made aware of the existence of RCSD plans to implement this type of system. If this becomes a requirement of the District, it is expected that the DWT Consultant will coordinate this requirement as it relates to the RSMP Program.

Q 1-8 What is the status of distance learning at RCSD? Is it integrated currently?

A 1-8 See the following information regarding the 2016 – 2017 RCSD Technology Plan:

http://www.rcsdk12.org/cms/lib04/NY01001156/Centricity/Domain/9164/RCSD_Technology_Plan.pdf

Q 1-9 What is the status of the utilization of whiteboards and desktops at RCSD?

A 1-9 The District is using interactive white boards (IWBs), laptops, and desktops throughout. New interactive white boards, touchscreens, desktops, tablets, etc. will be procured and included in Phase 2 of the program. See the following information regarding the 2016 – 2017 RCSD Technology Plan:

http://www.rcsdk12.org/cms/lib04/NY01001156/Centricity/Domain/9164/RCSD_Technology_Plan.pdf

Q 1-10 It is clear that we need to coordinate with the E-Rate consultant via the Scope of Work bulleted out on page 7 of the RFP. However, there is one bullet that indicates to the contrary. It states the DWT consultant would be responsible for the preparation of the E-Rate forms and documents. Can you clarify the expectation for the DWT consultant and what tasks the E-Rate consultant will be responsible for - specifically as it relates to the preparation and submission of the actual forms?

A 1-10 The DWT Consultant will have intimate knowledge of FCC requirements and SLD guidelines with regards to E-rate. The DWT Consultant will coordinate and assist with the District's E-Rate Consultant. For Phase 2 projects. If the RCSD is pursuing E-Rate funding in connection with the Phase 2 projects, the District's E-rate Consultant will complete all applications and FCC forms, collaborate with the DWT Consultant and the Program Manager in bidding for and selecting service providers, apply for discounts, and review invoices. Preparation and submission of the forms will be the responsibility of the E-Rate Consultant, but the DWT Consultant will provide Phase 2 project information to support the E-rate application process.

Q 1-11 It is understood that the district has an allocation of \$47M in SSBA funds. It seems that there should be some coordination between RSMP and the SSBA program, similar to E-Rate. Will the DWT consultant be required to coordinate planned purchases with the SSBA purchases?

A 1-11 The District's IT/MIS Department is managing all SSBA funds, but \$8.5M of the funds have been allocated to some Phase 2 projects to replace modular/portable classrooms, add Pre-K classrooms, and other work or purchases eligible for SSBA funding. The DWT Consultant will coordinate SSBA purchases associated with the \$8.5M allocation with the Program Manager.

Q 1-12 Is the Good Faith Efforts Checklist due at the time of proposal submission? Due to the short timeframe allowed for the RFP response, we do not feel will be able to: 1.) contact and obtain responses from possible sub-consultants, 2.) coordinate with community organizations and associations, 3.) advertise in publications of general circulation in the timeframe afforded in the RFP window. We do have specific ideas related to achieving the stated goals of the RFP for Equal Opportunity and BOP programs that we would like to discuss should we be selected for interviews.

A 1-12 The DP-1 Form should be submitted with the proposal or the proposer needs to provide a clear business utilization strategy to achieve the goals. The 'Good Faith Checklist' should be filled out if a shortfall is anticipated, showing the effort that has been made to achieve the goal.

Q 1-13 Finally, we are requesting clarification of the estimated cost of the two phases of the DWT project. In reviewing Volume 2 - Financial Plan for the Phase 2 projects, we noticed that:

The DWT Phase II-A (Phase II-A and II-B Buildings) Budget is \$24M and spans approximately \$233M in construction cost, which in rough numbers equates to technology being approximately 10% of the construction budget. And, the Phase II-B (Phase II-C and II-D Buildings) Budget is \$43M and spans approximately \$127M in construction cost, which in rough numbers equates to technology being approximately 33% of the construction budget. This number seems disproportionately high. However, if the numbers are reversed (\$43M/\$223M and \$24M/\$127M) then both phases average approximately 19%.

Our question is - *Are these numbers correct and if so, can you provide any clarification as the reason for the disproportionately high cost for the DWT on Phase II-B?*

A 1-13 The value shown for the DWT projects in the 'Financial Plan for Phase 2,' are the aggregate sum of all of the technology upgrades included in each group of projects ('Pure DWT'), and eligible program-wide incidental expenses authorized by NYSED. Actual 'Pure DWT' costs are estimated to be approximately \$15 million for Phase 2.

Q 1-14 The RFP listed multiple projects including two District Wide Tech Projects (Groups 2a & 2b). However, the Bid form on Page 24 of 56 does not list District Wide Tech Projects (Group 2a or 2b). Does

this mean that the value shown for District Wide Tech Project Group 2a for \$24,000,000, as referenced in the RSMP - Phase 2 Financial Plan (Page 4) is the aggregate sum of all of the technology upgrades included in all of the Group 2a Capital Projects or is there additional technology and security upgrades to the four School Projects listed under Group 2a that is included in the “Project Cost Estimate” for each of these school projects?

<http://www.rcsdk12.org/cms/lib04/NY01001156/Centricity/Domain/73/Volume%202%20Financial%20Plan%2028APR16%20FINAL.pdf>

A 1-14 Information shown in the Attachment A ‘Fee Submittal Form’ is correct. The DWT Consultant shall provide fee for managing DWT work in each of the 14 projects (in 13 schools). The values shown for DWT projects in the ‘Financial Plan for Phase 2,’ are the aggregate sum of all of the technology upgrades included in each group of projects (‘Pure DWT’), and eligible program-wide incidental expenses authorized by the NYSED. Actual ‘Pure DWT’ costs are estimated to be approximately \$15 million for Phase 2.

Q 1-15 The RSMP, Phase 2 Financial Plan list a DWT Project (Phase 2b) with a Project Cost Estimate of \$42,014,244. Are these technology & security upgrades included in all of the Group 2b Capital Projects or is there additional technology and security upgrades to the five School Projects listed under Group 2b that is included in the “Project Cost Estimate” for each of these school projects?

A 1-15 See Answers to Q1-13 and Q1-14.

Q 1-16 There is no DWT Project listed for Phase 2 (Group c & d) School Projects. How is the DWT scope being funded for these School Projects? If it is included in the School Project’s Project Cost Estimate, then what portion of the overall project cost is associated with systems the DWT Consultant is responsible for?

A 1-16 For clarification: DWT 2A includes the projects listed as 2a. DWT 2B includes the projects listed as 2b, 2c, and 2d. The DWT Consultant is responsible for the Scope of Services in the RFP requiring management and coordination of DWT work in all phases of each project.

Q 1-17 Can the RSMP provide a list of all of the School Project and DWT projects with the associated Scope of Work and Budget of the Capital Construction Cost for the systems that the DWT Consultant will be associated with? This will then allow for all Consultants to clearly understand the scope and magnitude of system improvements and more accurately offer a fee for the services requested.

A 1-17 The list of schools for Phase 2 is described in the RFP. The projects are all included in either DWT 2A or DWT 2B. See also the answers to Q1-13 and Q1-14.

Q 1-18 Section 1.0, fifth Paragraph: Will and Architectural / Engineering firm be hired to design the two District Wide Technology Projects and submit them to NYSED for approval?

A 1-18 The Architect of Record for each project is responsible for the DWT design (for their project). The Program Manager and Architect will submit the documentation for NYSED approval.

Q 1-19 Paragraph 4.0 (Page 7 of 56):

Q 1-19 a. Define “Review and support of the Architect of Record in development of bid documents including drawings and specifications”

A1-19 a. The Architect of Record is responsible for DWT design documents. The DWT Consultant will coordinate efforts with RCSD Information Management and Technology (IM&T) and the Architect of Record, and will review front-end and design documents by the Architect of Record for accuracy, consistency, and completeness.

Q 1-19 b. Preparation of RFP's for technology cabling, Network Electronics and expansion of existing VOIP System". Does this refer to NYSOGS Mini-Bid RFP's? Also, Page 5 of 56 refers to Chapter 533 of the Laws of NYS, enacted on December 17, 2014 ("the Phase 2 Act") indicating that the Electrical Prime Contractor will be awarded the DWT scope. Many regional EC are not on NYSOGS Contracts and would not have access to specific systems that are standardized in the District. Please clarify.

A1-19 b. Yes. This refers to NYSOGS Mini-Bid RFPs. An EC does not need to be listed on NYSOGS to install Owner-provided items.

Q 1-19 c. Coordination with District's E-rate Consultant throughout the term of the RSMP. Should this state for only Phase 2 projects and associated e-rate filings?

A1-19 c. Yes. This refers to Phase 2 projects only.

Q 1-19 d. Preparation of all necessary forms and documentation to be submitted to the NYSED and the E-rate Program. This scope for the DWT Consultant may be in conflict with the Architect of Record and the E-rate Consultants contractual requirements. Only the Arch of Record can issue NYSED project related forms. Also, the E-rate Consultant would issue all E-rate related forms.

A1-19 d. The Program Manager, Architect of Record, and E-rate Consultant will submit NYSED and E-rate documentation for required approvals.

Q 1-19 e. Preparation of Funding Commitment Documents is typically the responsibility of the Erate Consultant. Is there a conflict between the DWT Consultant and the E-rate Consultant contracts for Phase 2?

A1-19 e. The District's E-rate consultant is responsible for preparing Funding Commitment Documents.

Q 1-19 f. Has the RSMP selected an E-rate Consultant for Phase 2? If so what is the firm's name?

A1-19 f. The E-rate consultant will be retained directly by the School District

Q 1-19 g. Will the RSMP – Phase 2 projects rely on funding from Smart Schools and will the DWT Consultant be associated with assisting RSMP / JSCB with securing SBA funds?

A1-19 g. Applications for SSBA and Technology Plan have already been submitted to SED for approval. See answer to Q1-11.

Q 1-20 Paragraph 4.1:

Q 1-20 a. Item 1: Will the DWT Consultant also be required to assess Clock Systems as referenced in 4.0? Clock systems are not listed in Paragraph 4.1.

A1-20 a. The DWT Consultant is expected to coordinate all DWT special systems that require a network interface.

Q 1-20 b. Item 7. Please define list of DWT Equipment that the DWT Consultant will have to coordinate procurement and installation of.

A1-20 b. The DWT Consultant will have to coordinate and manage all DWT work associated with the Phase 2 project, including but not limited to structured cabling, network electronics, telephony, amplification systems, coordination with utility companies for services into the school buildings (i.e., Frontier, FiberTech, Time Warner, etc.), and interactive white boards. The DWT Consultant will be responsible for procurement of only: network electronics, phone handsets, and interactive white boards.

Q 1-20 c. Item 9: Advise of the frequency of the Construction Project meetings.

A1-20 c. Program Manager's Team meetings are held bi-weekly at the Program office; construction project meetings are also held bi-weekly at each site.

Q 1-20 d. Item 12. Please advise of the number of Field Observation inspections that would be required on a per project basis.

A1-20 d. Field observation inspections are required for each project during the installation of the work through completion.

Q 1-20 e. It appears that the DWT Project (Group 2A Schools) will be a separate and distinct project submitted to NYSED, bid and then constructed in parallel with the schedule of the four other Group 2a projects. Therefore, will the DWT Consultant also be required to attend all construction meetings of the four other Group 2a School Projects plus the Construction meetings of the DWT (Group 2a) Project? This would increase the frequency of construction phase meetings for the DWT Consultant 5 fold. This would also be a similar issue for the DTW Project (Group b, c &d).

A1-20 e. Group 2A schools will be packaged for a single submission to NYSED for the first 4 schools as DWT-2A, then bid separately with Electric bid at each School. Groups 2B, 2C, and 2D Schools will be packaged for a single submission to NYSED for the remaining schools as DWT-2B, then bid separately with the Electric bid at each School.

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