

# Roanoke County Public Schools

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Friday, April 8, 2016

## Addendum No. 1

### RFP: Facilities Assessment

**ID: SC2016-004**

Addendum No. 1 is being issued to answer questions submitted by vendors and to provide general clarification:

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#### **IMPORTANT NOTE:**

THE DUE DATE FOR THIS PROJECT IS BEING EXTENDED.

**NEW DUE DATE:** Friday, April 22, 2016 2:00 PM Local Prevailing Time

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#### **QUESTION 1:**

After downloading and reviewing we are in need of the specific square footage of each building and any other information you may have to help us formulate a Bid.

**ANSWER 1:** See Attachment 'A1'

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#### **QUESTION 2:**

In regard to the Facilities Assessment RFP, how will this need to interface with the demographic study that was done last fall...do they relate?

#### **ANSWER 2:**

The phase 1 study was simply a study of the entire system from a demographic perspective. The phase 2 Facilities Assessment is just a study of a subset of these locations from a facilities needs standpoint in order to help the school system develop a Capital Improvement Plan. This link will take you to the phase 1 or demographic study should you find it to be beneficial.

[http://www.rcs.k12.va.us/files/\\_NMH3Q\\_/5d7b3f942b5113823745a49013852ec4/2016-01\\_Demographic\\_Study\\_Results.pdf](http://www.rcs.k12.va.us/files/_NMH3Q_/5d7b3f942b5113823745a49013852ec4/2016-01_Demographic_Study_Results.pdf)

OR, if the link is does not achieve the desired result, try:

[www.rcs.k12.va.us](http://www.rcs.k12.va.us)

Departments (Top, pull down menu)

Finance

Look for "Demographic Study" on the right side of the page.

**Roanoke County Public Schools**  
**Facilities Assessment SC2016-004 Addendum No. 1**

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**QUESTION 3:**

IV. Scope of Work

The consultant will prepare conceptual drawings for each facility showing the recommended solution for meeting the criteria listed above.

a: All scope items appear to be a Facility Condition Assessment of existing buildings with a prioritization of recommended repair/replacement and a resource/staffing analysis to complete the identified deficiencies. Will you please elaborate on the conceptual drawings?

b: Is this expected only for the traffic analysis?

c: Is Roanoke County Schools requesting a site map identifying where the deficiencies exist or are you requesting new design with conceptual drawings of new buildings or renovation of existing spaces?

**ANSWER 3 a,b & c:** The requirement for conceptual drawing for each facility shall be omitted. The Offeror, at their discretion, may provide conceptual drawings to support the narrative description of the Facilities Assessment.

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**QUESTION 4:**

Can you please provide square footage and address information for the schools to be assessed.

**ANSWER 4:** See Attachment 'A1'

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**QUESTION 5:**

Page 6 indicates the evaluation criteria will be based on price for 25%. Page 7 indicates the award will be to two or more Offerors. How should we submit a price since we will not know which facilities we will be awarded? Should we submit 14 different prices? An average price per facility? Something else?

**ANSWER 5:** Cost of Services as a part of the Evaluation Criteria has been omitted and is being replaced with:

Proximity and Familiarity with Roanoke County School Facilities (25 points)

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**QUESTION 6:**

Can I get more information about the facilities such as square foot, age of facility, and type of equipment so I can better determine a competitive price?

**ANSWER 6:**

RCPS does not have a listing of equipment for each facility.

See ATTACHMENT 'A1' for square feet and age of facilities.

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# Roanoke County Public Schools

## Facilities Assessment SC2016-004 Addendum No. 1

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### **QUESTION 7:**

#### Section I – Purpose

Q 7a. What is the estimated gross square footage, site acreage, and year of construction of each of the 14 buildings included in the scope of work?

**ANSWER:** See ATTACHMENT 'A1'

Q 7b. Is "Maintenance Buildings" actually 1 building or multiple buildings?  
If multiple, please define further.

**ANSWER:** Multiple. See ATTACHMENT 'A1' & ATTACHMENT 'A2'

Q 7c. Which site(s) include significant athletic fields / stadium?

#### **ANSWER:**

The following list of significant athletic fields / stadiums is provided below. This list may not include all facilities. It is the responsibility of the Offeror to verify each facility. It should be noted that each elementary school has at least one playground.

- Burton Center for Arts & Technology (none identified)
- William Byrd High School (baseball field, softball field, tennis courts, soccer field, football stadium)
- Hidden Valley Middle School (running track with infield, recreational baseball/softball fields, football practice field)
- Northside Middle School (soccer field & baseball field on Middle School campus)
- Back Creek Elementary School (outdoor hard surface court, recreational baseball field, playgrounds)
- Burlington Elementary School (outdoor hard surface court, recreational baseball fields, soccer fields, playgrounds)
- Clearbrook Elementary School (recreational baseball fields, soccer field, playground)
- Glen Cove Elementary School (walking track, playground, outdoor hard surface courts)
- Glenvar Elementary School (outdoor hard surface court, playgrounds)
- Penn Forest Elementary School (outdoor hard surface court, playgrounds)
- WE Cundiff Elementary School (walking track, playground, outdoor hard surface courts)
- Northside High School "E" Wing (none)
- Transportation Building (none)
- Maintenance Buildings (none)

Q 7d. What is the approximate site acreage at each facility?

**ANSWER:** See ATTACHMENT 'A1'

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### **QUESTION 8:**

#### Section IV – Scope of Work, Item 2a

- a. Please confirm that the survey is not intended to be a comprehensive code compliant analysis but an assessment that identifies codes and standards related deficiencies.

**ANSWER:** Correct.

**Roanoke County Public Schools**  
**Facilities Assessment SC2016-004 Addendum No. 1**

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**QUESTION 9:**

Section IV – Scope of Work, Item 3d

- a. Is the identification of resources needed to maintain the operation and value of the physical assets intent to provide estimated capital dollars for preventive maintenance?

**ANSWER:** Correct.

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**QUESTION 10:**

Section IV – Scope of Work, Item 5

- a. What is the intent or need for concept drawings in the defined project scope of work?  
Please define.

**ANSWER:**

The requirement for conceptual drawing for each facility shall be omitted. The Offeror, at their discretion, may provide conceptual drawings to support the narrative description of the Facilities Assessment.

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**QUESTION 11:**

Section IV – Scope of Work, Item 6

No question regarding development of cost estimates for deficiencies and suggested solutions, however, this question refers to concept drawings again which need further definition.

**ANSWER :**

The requirement for conceptual drawing for each facility shall be omitted. The Offeror, at their discretion, may provide conceptual drawings to support the narrative description of the Facilities Assessment.

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**QUESTION 12:**

Section XI – Calendar of Events

- a. Regarding schedule, can the assessment of school facilities be conducted during the normal work week day with an understanding of limited to no disruption of the students?

**ANSWER:**

Yes, that is acceptable. We would not want the assessors to be in the actual classrooms during instruction, but walking the common areas and grounds should be fine. Elementary schools dismiss at approximately 2:30 and middle & high schools dismiss at approximately 3:30.

- b. What is the preferred completion date of physical building surveys?

**ANSWER:**

The preferred completion date of the building surveys should be 4 weeks from execution of the Agreement for professional services. However, your schedule shall be adjusted for Standards of Learning testing and examinations.

- c. What is the preferred completion date of the project?

**ANSWER:**

The preferred completion date of the Facility Assessment report should be 3 weeks from completion of the building surveys.

**Roanoke County Public Schools**  
**Facilities Assessment SC2016-004 Addendum No. 1**

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**QUESTION 13:**

Per the RFP on page 14, and in accordance with Section 2.2-4302.2(4) of the Virginia Public Procurement Act, the RFP shall not request offerors to furnish cost of services. Section IX of the RFP ("Evaluation criteria and award") #4 "Cost of Services" appears to be in conflict with the Act.

**ANSWER:**

Cost of Services as a part of the Evaluation Criteria has been omitted and is being replaced with:

Proximity and Familiarity with Roanoke County School Facilities (25 points)

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**QUESTION 14:**

Based on the proposed "Scope of Work" identified under Section IV, "Facility Survey" identified under Section V, and "Facilities Conditions Assessment" identified under Section VI, it appears this RFP is requiring professional services. However, the RFP appears to allow for "other than professional services" (page 14) to submit for this procurement. Please confirm that only professional services will be considered for this procurement.

**ANSWER:** The section 3(b) at the bottom of page 14 is just informational and included in many RFP solicitations. This solicitation is intended for professional services.

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This Addendum No. 1, 5 pages plus attachments A1, A2 & A3 shall be attached to and made a part of the above referenced solicitation.

Questions concerning this Addendum should be directed to:

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PHONE 540-562-3900 Ext. 10152  
FAX 540-562-3988

ATTACHMENT A1

Building Name	Address	City	Year Built	Current Gross Square Footage	Last Addition Year	Square Footage on Additon	Site Acreage	Notes
Burton Center for Arts and Technology	1760 Boulevard	Salem	1962	89,128	1989	-	22.92	
Back Creek Elementary Schools	7130 Bent Mountain Road	Roanoke	1937	48,600	1994	27,503	7.0	
Burlington Elementary	6533 Peters Creek Road	Roanoke	1939	86,634	2012	10,625	10.18	
Clearbrook Elementary	5205 Franklin Road	Roanoke	1938	44,000	1999	?	6.81	
Glen Cove Elementary	5901 Cove Road	Roanoke	1971	60,000	-	-	34.05	
Glenvar Elementary	4507 Malus Drive	Salem	1959	52,300	-	-	93.62	Incl. High & Middle Schools
Penn Forest Elementary	6328 Merriman Road	Roanoke	1972	65,050	-	-	8.03	
W.E. Cundiff Elementary	1200 Hardy Road	Vinton	1972	62,000	-	-	17.67	
Hidden Valley Middle School	4902 Hidden Valley School Rd	Roanoke	1972	119,800	-	-	58.4	
Northside Middle School	6810 Northside High School Rd	Roanoke	1970	110,000	-	-	79.08	Total: Including High School
William Byrd High School	2902 Washington Ave	Vinton	1969	183,200	2010	36,116	51.77	Incl. Middle School
Northside High School - <b><u>E WING</u></b>	6758 Northside High School Rd	Roanoke	1994	21,440	N/A	-	29.38	
Maintenance	716 South Market St.	Salem					1.15	
<i>Maint Office &amp; Shop</i>			1967	4,864	-	-	-	
<i>Warehouse</i>			?	8,470	-	-	-	
<i>Equipment Shed</i>			?	4,648	-	-	-	
<i>Locksmith &amp; AV/Communications Shops</i>			?	1,763	-	-	-	
Transportation: School Bus Garage - Main Bldg	701 South Market St.	Salem	1950	info not available	2002		3.05	
<i>Accessory Building 1</i>			?	info not available	-	-	-	
<i>Accessory Building 2</i>			?	info not available	-	-	-	

ATTACHMENT A2



