



Department of Procurement Services

160 South Hollywood Street · Room 126 · Memphis, TN 38112 · (901) 416-5376

February 1, 2022

RE: Questions and Answers: **RFQ#02102022LJS – SCS Professional Architecture and Engineering Services (3) New Schools**

Item #1 - Questions & Answers–Please see chart below for questions from vendors and responses.

No. #	Question	Response	Receipt	Bidder Name	Response	Responder Name
01	What is the anticipated date of Notice-to-Proceed?	The current solicitation time per district policies and protocols has an estimated date for the issuance of an executed contract to be on or around May 2, 2022. If district officials waive the policies and protocols for the projects to list on the March board agenda, the contract execution is estimated to be issued on or around April 4, 2022	01/28/22	Krissie Mahr/ Fleming Arch	01/28/22	F. Gene Sides, Jr.
02	What is the anticipated date of final construction documents ready for bidding?	No specific date has been selected. Designers are to provide the design schedule in regards to number of days for each phase that is provided on page 15 of the RFQ	01/28/22	Krissie Mahr/ Fleming Arch	01/28/22	F. Gene Sides, Jr.
03	In reference to item 2.0 Statement of Qualifications Format Tab D. Is it sufficient to provide a letter from the firms Financial Institution indicated the firm's evidence of successful financial tract record (item e) for at least three years?	<p>Please refer to the acceptable methods (a -f) listed in the RFQ. The Vendor shall include in its response, completed audited financial statements including the auditor's notes, for its last three years. If the Vendor has not had its financial statements audited by an independent accounting firm, the Vendor must submit such un-audited financial statements as it has. Some acceptable methods include but are not limited to one or more of the following:</p> <p>a. Recently audited (or best available) financial statements b. Dunn and Bradstreet Rating c. Standard and Poor's Rating d. Lines of credit e. Evidence of a successful financial track record f. Evidence of adequate working capital</p>	01/28/22	Cathie Welsch/ Sherman Carter Barnhart Architects	01/28/22	LaJuanna Jones-Sulton

04	Additionally, if a partnership between architectural firms is formed to pursue the project is all information in Item 2.0 Statement of Qualifications Tab D required by all firms?	Yes, each architectural firm must provide all information in item 2.0 Statement of Qualifications Tab D.	01/28/22	Cathie Welsch/ Sherman Carter Barnhart Architects	01/28/22	LaJuanna Jones-Sulton
05	Lastly, are the forms in Appendices C, D, E, and F required to be filled out by all firms and consultants? Or just the main architecture firm?	Forms in Appendices C, D, E, and F are required to be completed by the firm that will be the prime on the contract	01/28/22	Cathie Welsch/ Sherman Carter Barnhart Architects	01/28/22	F. Gene Sides, Jr.
06	Question: Is the June 30,2022 date correct in regards to the when construction is intended to be ready to begin? This seems to be the same date as the previous RFQ.	The intended date for construction is to be determined (TBD) for this solicitation.	01/29/22	Joyce Selena Love/ Design Love Studio	01/30/22	F. Gene Sides, Jr.
07	What timeline for project execution does the district anticipate? One fo the schools, Orange Mound, does not yet have a site. Anticipated milestones for all phases would be very helpful, or if they differ for each school that would also be helpful. (New clean site, vs. demolition and rebuild etc.) At minimum, the dates of: Project Kickoff, when Building Construction Drawings are expected to be finished for SCS sign off, and then bidding, plus anticipated dates of Start of Construction and Project Construction Completion.	A project execution timeline is not anticipated. However, the district anticipates that the school openings shall be on the first day of a fiscal year as mid-year openings are discouraged. Milestones will be established by the design firm that are to be provided in the design schedule in regards to number of days for each phase that is provided on page 15 of the RFQ.	01/29/22	Sara Hadskey/ SAM Studio	01/31/22	F. Gene Sides, Jr.
08	If the project team is a Joint Venture or Prime with a Subcontractor, are two cover letters and/ or transmittal letters required- one from each firm?-even though it is one RFQ response?	Only one cover letter is to be provided by the Prime with mention of partnering/ subcontracting firm.	01/29/22	Sara Hadskey/ SAM Studio	01/31/22	F. Gene Sides, Jr.

09	Do we need to indicate which schools we are most interested in, or is one application for all three, to be assigned by SCS after reviewing qualifications?	It is not required but if firms wish to do so, they may provide in their cover letter, those projects they are interested in for consideration.	01/29/22	Sara Hadskey/ SAM Studio	01/31/22	F. Gene Sides, Jr.
10	Is the same team expected to do Construction Administration contract delivery? It looks like you all are contracting that after this one? Is that a separate RFQ? Our minority participation rate is higher with CA, as that will all be done locally by Shelby County Professional Services firms.	It is recommended that the same team perform the construction administration. It is anticipated that an amendment to the design contract will be executed for the construction administration phase when the project has been approved by the school board to proceed with construction.	01/29/22	Sara Hadskey/ SAM Studio	01/31/22	F. Gene Sides, Jr.
11	Could you please provide a link to the latest version of the Design/Planning Principles & Construction Guidelines for Shelby County Schools?	A copy of the Design/Planning Principles & Construction Guidelines for Shelby County Schools has been uploaded. You can obtain access to the document via the original link found on page 15 in the RFQ.	01/24/22	Debbie Ross	01/24/22	F. Gene Sides, Jr.

Thank you,
Procurement Services