

## Facilities Plan RFP Questions

### S&P Design

1. Upon award of contract, may we receive a copy of the last 5-year facilities plan submitted?  
**Yes**
2. Upon award of contract, may we receive a copy of the last condition assessment of all current facilities?  
**Yes**
3. Upon award of contract, are cad files in dwg format available for each campus/facility, support facility to include vacant properties?  
**No CAD or DWG, only PDF**
4. Have all current K-12 facilities been inputted into the COPS program?  
**Yes**
5. Under deliverables, item #9, reference is made to templates provided by DOE shall be used. Specifically what templates and upon award of contract may we receive these?  
**Templates provided by DOE**
6. What are the Districts planning initiatives for FY 2022, 2027 applications?  
**TBD**
7. What is the date deliverables are needed by BCSD?  
**120 Days**
8. Does BCSD still use District Fit software, or is there currently another software being used we should be aware of? **Streamline services**

### The CBRE Heery.

1. Will the Capital Projects five year plan include the 12 support facilities – administration buildings, athletic facilities, maintenance facilities or transportation facilities?  
**Yes**
2. Will charter schools or any leased facilities need to be included?  
**No**
3. Will the 4 vacant properties or 3 vacant land locations need to be assessed?  
**Yes**
4. Will any modular/portable buildings need to be assessed? If so, are these included in your square footage?  
**No**
5. There is a reference to a mandatory pre-submittal meeting, but here is no date specified. Could you please clarify? **No pre-submittal meeting**
6. Do you have accurate CAD or PDF floorplans of all buildings? Can you provide us a list of facilities where CAD files exist? If so, will we be required to redraw these plans or will we just need to modify them to reflect any changes?  
**No CAD or DWG, only PDF files. Verify existing conditions, then modify to reflect changes**
7. Can you provide a current list of district-owned facilities with square footage for each? **Yes**
8. Will a space utilization/adequacy plan also be required to meet the needs as requested for student instructional program? **Yes**
9. Will the district require a demographics study to determine Student FTE historical data and projections for the next five-year period? **Yes**
10. Please confirm where original signatures are required throughout this submittal. **Yes**
11. For subconsultants, what information is required to submit? **All information pertaining to their duties and responsibilities, name, location, licenses info, business information, etc.**

12. Please clarify the original/copy hard copies and electronic (USB drive) deliverables for our submittal: **1 Original and 2 Copies, as one electronic form.**
1. RFP pg. 5 says "Submittals shall consist of one (1) original and two (2) copies..." **YES**
  2. RFP pg. 8 says "...ONE appropriately labeled and sealed packages – a Technical Submission and a Financial Proposal." **One folder is fine, or you can separate it out.**
  3. RFP pg. 10 says "bidders shall provide two (2) copies..." **One Original and two copies**
  4. RFP pg. 11 says "Each submission must include a thumb drive...of entire proposal, Technical and Financial." **One thumb drive is suffice.**
13. As a company, we are accustomed to submitting hard copy responses to our clients as a routine course of business. However, given potential business interruptions due to the impact of COVID-19, we respectfully request to submit an emailed PDF submittal of our response, in lieu of hard copies. If this is acceptable, kindly provide an email for our response and any file size limit restrictions that might impact the electronic transmittal. **The only way to submit would be via Vendor Registry, where the bid documents are located, or you can have your proposal received in person, at 4580 Cavalier Drive, Macon GA prior to the deadline date and time.**
14. Please clarify if hourly rates/fees should be placed within our response to #5 (Technical Submission) or in the Financial Proposal only. **Yes In the financial proposal.**
15. Please verify the content/order to be included in our responses; our understanding is as follows:
- TECHNICAL SUBMISSION
    - #1-6 (RFP pgs. 3-4)
      - Please verify that hourly rates/fees are to only be submitted in the Financial Proposal.
    - Proposal Certification form (Exhibit I – Offeror Affirmation Form)
    - Certificate regarding Debarment, Suspension, Ineligibility (Exhibit III)
    - Vendor Affidavit
      - Please clarify if this is Exhibit II Non-Collusion Affidavit and/or Exhibit IV E-Verify Affidavit? **Both.**
  - FINANCIAL PROPOSAL
    - Financial Proposal Form (Cost Worksheet - RFP pg. 18) **Yes**

*Please clarify where Exhibits II, IV, V, and Affidavit of Exception are to be placed within our submission. **Yes they are .***