

ADDENDUM 1

Durham Public Schools Request for Statement of Qualifications (RFQ) for Professional Commissioning Services

RFQ # 179-2223-627-PROF_COMM_SRVC

May 9, 2023

ADDENDUM 1 – Questions and Answers

Q1. Is there a page limit and minimum font size?

A1. There is no page limit, but brevity is encouraged. Please do not include information that is not requested. Font size shall not be smaller than eleven (11).

Q2. When including individual resumes, how many will be adequate?

A2. Resumes shall be brief but highlight the key individuals of the team. Limit resumes to not more than Ten (10).

Q3. Is there a prescribe page limit for Supplemental Information?

A3. Please limit to ten (10) pages (single-sided) if Supplemental Information is included with submittal.

Q4. Do you have a list of anticipated projects that will fall under this RFQ and their scope, budget, and schedule?

A4. There is not a list of anticipated projects, but this RFQ is slated for future district-wide projects.

Q5. How many firms do you intend to select under this RFQ to work on your expected projects?

A5. Because there is not a list of anticipated district-wide projects, the number of firms have not been established.

Q6. Under “systems and assemblies to be commissioned,” the building enclosure was not listed. Is there a need to include it?

A6. Yes, “Building Envelope for new construction and renovation of existing envelope” shall be included in the qualification submittal.

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- Q7. On Submittal Content, 2e, point iv. can you please clarify what exactly you are looking for?**
- A7. List the States where your firm is legally qualified to offer and practice professional commissioning services.
- Q8. On Submittal Content, 2f, point ix., where it says, “written references from project owner”, are you looking for reference letters?**
- A8. Owner contact information is acceptable.
- Q9. On Submittal Content, point g where it asks for five (5) references. Are you looking for the client contact information?**
- A9. Correct.
- Q10. On Schedule and Deadlines, section 4, where it says “send”, is there the option of hand delivering?**
- A10. Correct.