

First Judicial District of Pennsylvania (“FJD”)
Request for Proposal (“RFP”)
For
Client Representation Services

Dated March 24, 2011

VENDORS’ QUESTIONS AND ANSWERS (“Q&A”)

<http://courts.phila.gov>

Q1. Confirm if any attachments, addendums or additional documents were issued as part of this RFP. The RFP we received is 11 pages total.

No. The RFP is 11 pages total.

Q2. Is this RFP held by a state entity or a city entity?

State.

Q3. Please confirm that “fee” and “cost” are one in the same.

Yes.

Q4. Is a surety/bid bond required?

At this time, a bond or deposit is not required.

Q5. Is there a specific goal for diversity participation? Has a determination been made to the ranges/percentage requirement of M/W/DSBE participation?

The Selected Vendor will be required to assume all responsibility for all services offered in his/her proposal whether or not s/he produces them. Further, the FJD will consider the selected vendor to be the sole point of contact with regard to contractual matters. Notwithstanding the obligations required in the RFP, prime proposers are encouraged to utilize and identify Disadvantaged Minority, Women and Disabled Owned Business Enterprises (M/W/DSBE). Consistent with the Administrative Office of Pennsylvania’s Court’s protocol, utilization of M/W/DSBE registered organizations is not a requirement but is strongly encouraged.

Q6. Will OEO be involved in the process to make sure there are qualified MBE’s and WBE’s on this project?

No.

Q7. Verify if the contractor and/or CM is under contract with your office or another branch of the Commonwealth.

This is a State of Pennsylvania project managed by DGS.

- Q8. *Verify with whom the design team is contracted.***
This is a State of Pennsylvania project managed by DGS. Upon execution of an Agreement, this information will be provided.
- Q9. *Is it the Client Representative's responsibility to prepare and manage subsequent RFPs [i.e., furniture, signage, AV, IT, etc.] in the event that other design services are required that are not under contract with the current design team or any other entity?***
No.
- Q10. *If a construction company bid on this project for the construction contract and was not selected, can this firm be a part of our team?***
No.
- Q11. *When will the project begin?***
Construction of the facility has begun, and the projected occupancy is scheduled for December, 2013.
- Q12. *Will you expect the Client Representative to have someone on-site 40 hours a week for the duration of the project, or as-needed?***
As needed.
- Q13. *Will one organization be awarded this contract or will multiple companies participate on this contract?***
One.
- Q14. *What is the frequency of the project and coordination meetings?***
Unknown at this time.
- Q15. *Change Order Review***
a. Are we requested to do parallel estimates with the Construction Manager? No.
b. What is the funding source for the change orders? DGS.
- Q16. *How often is the schedule updated?***
Unknown at this time.
- Q17. *What is the frequency of the cost reporting updates?***
Unknown at this time.
- Q18. *What is the term (length) of the project?***
Construction of the facility has begun, and the projected occupancy is scheduled for December, 2013.
- Q19. *In the response section regarding, "statement of problem":***
c. What are the interests/priorities of the FJD: time, cost, quality, change orders
Quality, Time, Cost, Change Orders.

Q20. When will project start?

Construction of the facility has begun, and the projected occupancy is scheduled for December, 2013.

Q21. Will daily full-time on site representation be needed? If so, who supplies facilities for the full time person?

No.

END