

ADDENDUM NO. 1
REQUEST FOR EXPRESSION OF INTEREST (EOI) 18096
MISCELLANEOUS PROJECTS
COMMUNITY AND TECHNICAL COLLEGE SYSTEM OF WEST VIRGINIA
December 21, 2017

A. CLARIFICATIONS AND MODIFICATIONS TO THE RFP

1. This Addendum and subsequent Addenda will be posted on the West Virginia Higher Education Policy Commission (HEPC) purchasing webpage at the following URL. The name of the successful vendor(s) will also be posted on the HEPC purchasing webpage and will constitute official notification of the contract award.

<https://wvhepc.org/purchasing/>

2. Sealed Expressions of Interest will be received until 3:00 PM, Eastern Time, January 3, 2018, by:

Chief Procurement Officer
EOI 18096
West Virginia Community and Technical College System
1018 Kanawha Boulevard, East, Suite 700
Charleston, WV 25301

Electronically transmitted (faxed or emailed) EOIs will not be considered.

3. If questions were submitted by the deadline, 5:00 PM, EST, December 20, 2017, but are not answered in this Addendum please contact the Chief Procurement Officer immediately but not later than 5:00 PM, Eastern Time, December 22, 2017: rich.donovan@wvhepc.edu
4. Add the following project to Service Category 1: Vet Tech Improvements and Upgrades, Pierpont Community and Technical College (PCTC), \$975,000 (or more). The existing space that the Vet Tech Program occupies on Fairmont State University's campus does not meet accreditation requirements. PCTC will need to upgrade this space or find other space that is suitable on the FSU campus or in another building off-campus. The project will involve assisting the CTCS and PCTC in evaluating options to meet space/building accreditation requirements for the Vet Tech Program and providing A/E services for renovation or new construction, if required.

B. DRAWINGS AND OTHER INFORMATION PROVIDED

None with this Addendum.

C. VENDOR QUESTIONS AND ANSWERS TO QUESTIONS

- Q1.** I am interested in obtaining additional information about the EOI for Renovations at Community/ Technical Colleges in WV. Please email me any additional information about these projects so we can evaluate and decide if we will submit on this EOI.

Answer: The information available is posted on our purchasing webpage at the following URL:
<https://wvhepc.org/purchasing/>

- Q2.** If we are interested in submitting for more than one Service Category: Do we submit only 1 brochure (and answer all the evaluative criteria for all Service Categories we are interested in within that single packet)? Or, do you want separate brochures for each Service Category?

Answer: If you wish to submit for more than one service category you may do so in one

submission. Please make sure that it is clear which service categories you are submitting for and provide the evaluative criteria information for each.

- Q3.** In regard to EOI 18096, Service Category 2 is titled “Engineering Services Only”. The projects listed under this category appear to be more of a “plug and play” engineering scope of work where Architectural services are not required and therefore have been excluded to save cost related to these fees. Please advise if our assumption is correct.

Answer: Your assumption is correct.

- Q4.** Do we need to submit a separate EOI for each Service Category we wish to pursue?

Answer: See answer to Q2.

- Q5.** On page 2, number 5, the request states “The Principal(s) of project team should be a LEED Accredited Professional.” Can you define the position and role of Principal?

Answer: In this context, the Principal is the design professional, partner or officer of the firm who has the responsibility to oversee and manage the engagement and is the Owner’s primary contact with the A/E firm for the projects assigned to that firm.

- Q6.** How many copies do we need to send in?

Answer: This information is provided under “**SUBMITTING EXPRESSIONS OF INTEREST**” section of the EOI.

- Q7.** Do you want separate resumes, or do you want them all on one – two pages?

Answer: You may submit the resumes either way as long as they are complete.

- Q8.** How do you want us to clearly demonstrate our management and personnel assigned flexibility to work with the Council?

Answer: You need to convey in your response that your firm and the personnel being proposed for the projects have experience planning, designing and managing similar projects for other clients. Also, the CTCS wishes to know if the personnel assigned to its projects will have the time and experience to meet program objectives within the time schedule agreed to.

- Q9.** Do you want us to send their PE certificate numbers?

Answer: You may include them in the resumes.

- Q10.** Where do I get our valid vendor number for the WV Department of Administration?

Answer: Your firm must be a registered vendor to receive a contract/purchase order. Vendor registration information is available at the following URL:
<http://www.state.wv.us/admin/purchase/VendorReg.html>