



Notice of Addendum No. 1

Dated: January 15, 2021

**Arlington Public Schools
Procurement Office**

Request for Proposal 13FY21

Request for Proposal Title: Construction Manager Advisory Services for Various Arlington Public Schools Construction Projects

Request for Proposal Number: 13FY21

Request for Proposal Issue Date: December 22, 2020

Pre-Proposal Conference: January 8, 2021 (Refer to Request Title Page 2)

Proposal Due Date and Time: January 22, 2021, No Later Than 11:59 P.M. (EDT)

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Changes made to RFP 13FY21 are indicated in **red**.

Q1. Page 9, Section II, Scope of Work, Paragraph 1.D, indicates, “The CMA shall be responsible for any other equipment or supplies required to execute the requirements of a Project contract, such as computers, printers, etc.” Shall costs associated with cell phones, computers, mobile devices, printers/copiers, and office supplies be included in the Loaded Hourly Rates?

A1. Yes. Section VI. Contract Terms and Conditions shall be updated as reflected below.

8. Reimbursable Expenses

Reimbursable expenses include expenses incurred by the CMA (including consultants) in performing a Project. A maximum of three percent (3%) markup may be applied to reimbursable expenses, except for expense of reproduction of drawings, specifications, and other documents, to which no markup may be applied.

The following expenses incurred by the CMA, and its subcontractors and consultants, in performing its responsibilities under the Contract will be reimbursed:

- A. Reproduction, incurred by the CMA using the APS authorized reproduction service providers, of drawings, specifications, and other documents, as required for formal submission to APS or the Arlington County offices. Reproduction services shall be authorized by APS prior to execution of this service.
- B. Models requested by APS.

Costs associated with cell phones, computers, mobile devices, printers/copiers, and office supplies shall be included in the hourly rates. The cost of any required training materials shall be included in the hourly rates. APS will not pay separately for training materials.

If a CMA has expenses which they deem to be reimbursable in nature outside the items noted above, the CMA shall bring these items to the attention of the Project Officer prior to the final negotiation of the CMAs fees for a Project and also provide justification for consideration to the Project Officer for approval on such expenses.

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