

**400 NORTH BROAD STREET - FF&E RFP APPLICANT QUESTIONS**

Item	Questions	Answers
1	Is this RFP for Interior Design Services only or are you looking for a combined team of design firm, furniture dealer and manufacturer. It is unclear whether this proposal is to include only design services or also provide furniture and installation services. If it is to provide furniture as well, can more details be provided on workstation and office sizes and quantities?	The intent of this of this RFP is solicit a proposal that captures design services, furniture selection, specification, procurement, furniture installation, move coordination and building coordination with all parties. Please reference the Scope of Work section in the RFP. We will need to provide the bidders with floor layouts highlighting the areas to be furnished (USA will need to provide).
2	Will the FF&E package be competitively bid?	Yes.
3	If the FF&E package will be competitively bid, how many bidders will you allow to be de-scoped by the awarded team of this RFP?	Recommendation would be no more than 3 Bidders move on to be descoped
4	If the awarded team includes a full service furniture dealer, will the team have the opportunity to procure and install the specified furniture products?	Yes. As long as the furniture specified meets the intent of the end user
5	In Section B. General Bid Notes; sub-bullet (1.) you state; "The estimated budget amount for FF&E has been supplied by the City, to provide offers with the projected magnitude of effort. The estimated amount includes the actual cost of the FF&E including freight and installation charges." and in the lump sum pricing schedule on page 5, you ask for pricing on warehousing and delivery to site and installation as well. If these are the same, should this be considered double counting of the same costs? Please clarify what you are looking to have included in the lump sum price related to warehousing, delivery and installation services?	An estimated budget of \$14 million has been established for the FF&E package. The successful bidder will need to show how these funds will be allocated across the various categories noted on page 5. It is expected that the design portion of the work will be above and beyond the \$14 million estimated.
6	Does the duration of the Project through December 1, 2020 as stated in "Section B. General Bid Notes; sub-bullet (7.)" apply to the entire team including interior designer, furniture group and installer?	All work should be completed by December 1, 2020 as the client will commence move-in at this time.
7	What level of base building or design documents will be handed off to the awarded team to start the interior design process?	Schematic Design Drawings are already completed and Design Development Drawings should be completed by the end of June 2018
8	What is the scope of work for the core and shell/base building architectural team?	Core and Shell architect will provide the general layout for each floor; showing desk, seating, file storage, etc. The successful bidder will need to specify actual desk, chairs, storage cabinets, etc to be purchased and installed
9	At the time of award where will you be in the design process?	See item 7. Schematic Design is already completed
10	Will LEED coordination be required by the awarded team of this RFP?	Yes. The property will be designed to meet LEED Silver Certification.
11	Quick question, at the top of the Phila Tax Status Cert Request Form, there's a little box that says: "Provide EOI Tracking Number" is that for us to fill out? I am not sure what an EOI tracking number is... or is that for your office's use?	Please disregard. No need to provide number.