



Addendum No. 1

To: All Vendors

Project: Network Infrastructure Modernization

Issued By: Girard College

Date: April 7, 2026

Purpose of Addendum:

This addendum serves to amend and clarify the original Request for Proposal (RFP). It includes updated **REQUIRED SUBMISSION COMPONENTS**. All other provisions of the original RFP remain in full force and effect.

Revised: Required Submission Components

Respondents are asked to submit the following:

1. Schedule of Daily Rates

Please provide a schedule of daily billing rates (per discipline, per staff classification) for the following services:

- Mechanical, Electrical, and Plumbing (MEP) Engineering (required)
- Architectural Services (if applicable to your firm's scope of services)

Rates should be presented by expected staff to be used and reflect standard billing for project-related work. Hourly rates may be submitted in lieu of daily rates if that is your firm's standard practice, provided a daily equivalent is clearly noted.

2. Qualifications & Marketing Materials

Submit a brief qualifications package that includes:

- Firm overview and relevant project experience
- Key personnel and credentials
- Representative project examples comparable in scope and building type
- Any certifications, licensures, or affiliations relevant to this engagement



Section: Evaluation Criteria

Proposals will be evaluated based on:

- Competitiveness and transparency of submitted rates
- Demonstrated experience with similar project types
- Qualifications of proposed key personnel
- Clarity and professionalism of submission

What NOT to Submit

Respondents should not include:

- Total project cost estimates
- Lump Sum proposals
- Speculative project schedules or phasing plans

These items are outside the scope of this RFP and will not be considered in the evaluation.

Acknowledgement:

All bidders must acknowledge receipt of this addendum in their proposal submission. Failure to do so may result in disqualification.

Authorized by:

Tumar Alexander
VP of Operations, Girard College



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