

## Exhibit 4

### Questions and Answers

RFP no. DCAM-18-AE-0115

#### Architectural Engineering Services for Capitol Hill Montessori School at Logan

Questions	Responses
<p>1. On page 2, paragraph 3, last sentence: Does the phrase “Lead designer” refer to the individuals proposed for key roles, the Lead design firm, or a combination of the two? Given the small number of Montessori programs in the area that have had recent \$10m (or greater) construction projects, we recommend some flexibility in the manner in which firms may demonstrate experience and expertise in this specialty.</p>	<p>This refers to individuals proposed for each role, regardless of which design firm they are associated with.</p>
<p>2. Please define the roles for Design Principal, Project Architect, and Project Designer described as key personnel in the RFP on page 12.</p>	<p><b>Typical roles (not limited to) are described below:</b></p> <p><b>Design Principal:</b></p> <p>Responsible for creating project designs and plans for all phases of projects and coordinates building design consultants while monitoring drawings.</p> <p>Develops solutions and creates project designs and plans.</p> <p>Initiates and creates project designs and plans of all phases of one or more projects and has responsibility for preparing presentation and design drawings.</p> <p>Coordinates all trades and agencies related to building design while monitoring drawings. Typically has 10 or more years of experience</p>

in all phases of architecture and engineering, including substantial and varied experience in project planning.

**Project Designer:**

Coordinates project design, develops creative-design concepts for projects, and prepares presentation and design drawings.

Works independently on design projects and often coordinates project design efforts. Develops planning and creative-design concepts for projects.

Prepares presentation and design drawings and details.

Requires substantial experience, 5 to 10 years in developing details and providing planning and design support in the preparation of design development.

**Project Architect:**

licensed architect who plans and develops medium- to large-scope projects with many complexities, executes and coordinates projects, and may oversee a large staff of architects and technicians.

Licensed architect with major project responsibility.

Plans and develops projects of medium to large scope and works under minimal supervision. May oversee a large staff of architects and technicians.

	<p>Responsible for interpreting, organizing, executing, and coordinating assignments.</p> <p>Plans and develops architectural projects concerning unique and/or controversial complexities that significantly impact major company programs. Involves exploration of subject area, definition of scope, selection of items for investigation, and development of novel concepts and methods.</p>
<p>3. On page 18, under Section C.2.2 A/E as SBE or CBE, the RFP states, "An A/E firm which is certified as a small, local or disadvantaged business enterprise shall not be required to comply with the provisions of Section C.2." As we understand it, if a prime firm is certified as a CBE with the Department of Small and Local Business Development, it is not required to meet the participation goals set forth on page 16, under Section C.2 LSDBE Participation. Is this interpretation correct?</p>	<p>Refer to Item No. 2 of Addendum No. 2</p>
<p>4. On page 23, under Section D.3.3 A, the text states that relevant experience "includes at least three (3) projects where the Offeror served as the architect on a design build team." Please clarify the intended project delivery method and requirements thereof in regard to experience.</p>	<p>The intended project delivery method is Construction Management at Risk (CMAR). Experience with CMAR is preferred.</p>
<p>5. What is the net zero energy expectation for this project? The RFP instructs teams to "consider...NREL Net Zero Guidelines." Is there a specific NREL document to which you are referring?</p>	<p>Refer to Item No. 7 of Addendum No.4</p>
<p>6. Will a Phase 1 report be provided?</p>	<p>No. Design team will be responsible for performing phase 1 environmental study.</p>