

**HOWARD COUNTY PUBLIC SCHOOLS
PURCHASING DEPARTMENT**

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**ADDENDUM NO. 1
(Total Pages - 12)**

November 20, 2017

**Request for Proposal No. 011.18.B4
Professional Architect and Engineering Services for Facilities Projects
Opening Date: November 30, 2017 Time: 10:00 A.M.**

The following shall be incorporated into the captioned solicitation as though included in the original documents issued.

The Board of Education authorizes the following changes, clarifications and or attachments to the solicitation documents; however, such changes shall not relieve the firm of their responsibilities as otherwise required by the solicitation documents.

Questions

1. Question: Please officially confirm that firms should be submitting as the prime per service requested and that information for potential sub-consultants will not be necessary, though firms may provide a listing of those consultants who may potentially be a part of their team. Please clarify if Section 2.6.1 on page 7 will be revised or deleted.

Response: Sub-consultants are not required to be submitted with this submission, but it would be highly beneficial if you include in your proposal for this submission a potential list (Name, Address, Phone Number, e-mail address) of possible MBE sub-consultants you may utilize to demonstrate your ability to meet MBE goals on future projects. Those firms awarded under this contract will be requires to meet and submit MBE information on those future tasks that are assigned and have MBE requirements.

2. Question: Page 1, Section 1.4 Respondent Obligations – “Submittals must identify any proposed subcontractors, and outline the contractual relationship between Consultant and each joint respondent or subcontractor.” In light of Question 1, can this requirement be eliminated?

Response: See response to question #1. Sub-consultant information is not required.

3. Question: Brought up at pre-proposal: Page 6, Section 2.3 says the submittal is valid from 90 days from the deadline for delivery of submittals. Page 23, Paragraph 38 says 120 days. Can you confirm in writing it will be 120 days?

Response: Section 2.3 on Page 6 should read “120 days” to match page 23

4. Question: Brought up at pre-proposal meeting. Page 6, Section 2.2 General Organization of Submittal Contents – Confirm exactly what information is to be included and including eliminating Subcontractor Information.

Response: See response to Question #1, and #2.

5. Question: Page 7, 2.6, h. – are you asking for the *home* address for each member, partner and employee?

Response: We do not need the name or address of general employees or sub-consultant under this section, just the name, title and business address, business Phone # and or cell number of each Member/Partner.

6. Question: Brought up at pre-proposal meeting. Page 7, 2.6 i. – You said you would be reviewing and confirming what financial information should be submitted. Under Part III on Page 11, item #3.3(Financial Statements) what Information do you want as a Financial Statement. Should this be a balance sheet and Profit and Loss statement and for what period of time would you like the financial statement to encompass? Please confirm if this requirement only applies to the prime submitting and not the subcontractors.

Response: Financial records will not be required with this proposal submission. However, HCPSS does reserve the right at any time to request a balance sheet, Profit and Loss Statement, or Income Statement and this request must be fulfilled within 48 hours.

7. Question: Brought up at pre-proposal meeting but not clarified. Page 9, Section 3.3 - Can you clarify what you are requiring at submittal deadline for Financial information? A Financial Statement and Data envelope is not mentioned on Page 6, Section 2.2 relative to submittal contents.

Response: See the response to Question #6

8. Question: Page 9, Section 3.1, A. 7. – Do you mean construction inspection as in 3rd party inspection or construction observation as in what AE firms normally do?

Response: Construction observation as in what AE firms normally do.

9. Question: In Part III – section “B” (page 9) #1 it requires standard form 254, 255, or 330. As long as we do one of them can we disregard #2 that listed Sf 255 again but it says “... for Specific Project.” Does this mean you want Sf 255 item 8 for school projects? How Many? And is that in addition to #1 above?

Response: See the response to Question #46.

10. Question: One page 9 – B. Submittal, 1 and 2 – It seems like we can submit a SF 330 Part II instead of the SF 254, but to submit a SF 255 for the remainder of the submission. Can we submit a SF 330 Part I and II for all submittal information required?

Response: Yes.

11. Question: Page 9. Paragraph B.2 – If a firm is using a Standard Form 255, may the form be modified to make the resume section one page per person and the project section be modified to have one project per page instead of all 10 on one page?

Response: Yes.

12. Question: If SF254 is required from prime firm, are SF254s also required from all subs?

Response: No, SF254s for subs.

13. Question: Is Item 9 of the SF 255 required for this submission?

Response: Please complete as applicable.

14. Question: Can the whole proposal be in the SF300 format? It is not clear if the “submittal requirements” need to follow the SF format. If so, do the submittal requirements get attached in Section H?

Response: See the response to Question #35.

15. Question: Please clarify what is requested for **Sample of design...** in 3.1 Technical Issues – B. Submittals 3-i? (located on Page 9 of the Appendix A). The RFP scope appears to be open-end so not sure what type of sample of design to provide and how involved you want this to be.

Response: Delete the requirement for sample of design.

16. Question: Page 9, Paragraph E.1 – Since cost controls may vary according to the type of project and in light of the types of projects you discussed at the pre-proposal meeting, are you still asking for this information?

Response: Yes.

17. Question: Page 14, Part V, Payments – Assuming projects will be done on a task basis, if a job is lump sum will invoices have to show hourly documentation?

Response: Invoices will not, but proposals will need to include hourly documentation.

18. Question: A general comment about wording in the Terms and Conditions and to a greater extent Appendix F. Some of the statements seem more in connection to the work of a General Contractor rather than a professional consultant like an architect or engineer. Can you address this please?

Response: These are General Terms and Conditions for HCPSS and they will remain as is.

19. Question: Elements of information requested under 2.6 Respondent Identifying Information, 3.1B Submittals and 3.1 F Affidavit and Non-Collusion Certification (Appendix E) are redundant of information to be provided in the Standard Form 245/255/Standard Form 330 and/or other sections. Does Howard County Public Schools intend for this information to be repeated or should readers be referred to the section of the submittal in which the information is previously stated?

Response: It is best to provide the information where it is requested. There will be a lot to review and making reviewers go back to search for information will slow the process (See Response to question #39).

20. Question: Under page 10, item 3.2. Computer Capabilities B. it is stated that the consultant shall Estimate the percentage of computer time required for various task functions enumerated under the services to be performed. We understand that “HCPSS desires to establish unit price contracts with multiple firms for each professional discipline on an as needed basis. HCPSS will assign specific projects to what it considers to be the most appropriate firm(s) giving consideration to the scope of the project, time to complete, and proposed cost.” Furthermore, the RFP does not itemize specific “services to be performed.” The actual amount of time would be dependent upon the size and nature of a specific task order. Please advise how best consultants should respond to this item and/or estimate computer time without a defined scope of work for a unit price contract issued on an as-needed basis. Will this be a requirement for the proposal? All companies own their own computers and software. Please clarify if this level of detail is necessary?

Response: Item 3.2 on page 10 can be deleted as a requirement.

21. Question: Is there a contract value limit for this contract. If so, can you share the value with us? Can you give us an idea of the construction value range for task order?

Response: There is no contract value limit, however, the construction value range generally will be less than \$250,000.00 per task/project for the School Facilities Maintenance Department. Please note that HCPSS does reserve the right to adjust as necessary.

22. Question: Please clarify the number of samples to include in our submittal. Is it one design sample and one report sample?

Response: Neither, no samples required.

23. Question: How Many firms do you expect to award to each Services Category?

Response: The number of awarded firms by category will depend on the number and quality of submissions we receive.

24. Question: At the pre-proposal meeting you clarified the appendix C was incorrectly labeled. Can you confirm the correct form to submit under section 2.2 (f) General Organization of Submittal Contents?

Response: At the pre-proposal meeting there was some confusion regarding appendix C. It was explained that Appendix C is a sample form to be used by firms that are awarded under this contract when they are working on future project that have MBE requirements. This form is only for informational purposes and not required to be completed for this submittal. Therefore, please disregard “F” (Affirmative Action Certification – Appendix C) under part II section 2.2 page 6.

25. Question: Page 8 – MBE Goals - We understand that Appendix C is not required with proposal. So, if there will be an MBE minimum that we will need to meet on projects

and our firm is not an MBE firm, should we submit our proposal with an MBE subcontractor in order to fulfill MBE requirements on projects? Or can we add MBE subcontractors once the project is awarded?

Response: Section 2.6.2 – Equal Employment Opportunity Practices, Page 8 is under the Terms and Conditions section and is speaking to those firms that are awarded projects with MBE requirements under the contract. In those cases, the awarded firms will then have to submit the required MBE participation information.

26. Question: With respect to MBE participation, are we required to name our MBE's for this submission? Since the MBE requirement will be dependent upon the task order and, we won't know which services will be required until the task order is received, can this information be submitted at the time of a task order proposal?

Response: See response to questions #1, #2, and #28.

27. Question: Page 8, item 2.6.2 states "Minority Business Enterprise goals will be set on a project by project basis." If we are not a minority firm, should we team with a minority firm to fulfill those goals, or will HCPSS use other sub-consultants/disciplines to fulfill the minority requirements set forth for each project?

Response: If you become one of the awarded firms under this contract we encourage you to team up with MBE's for projects having the MBE requirements.

28. Question: Item 1.1 Purpose notes that HCPSS desires to establish unit price contracts with multiple firms for each professional discipline on an as needed basis. However, item 1.4 Respondent Obligations notes that submittals must identify any proposed subcontractors. Does HCPSS seek to receive submittals from architects individually and engineers individually, or from teams comprised of architects and engineers of multiple disciplines?

Response: We require them individually.

29. Question: Appendix D – On page 14, it is stated that we cannot "rework" the form. As an architectural firm, we would omit Project Engineer and would like to submit other disciplines such as Interior Designer and Construction Administrator. In addition, we have several rate categories (Associate, Project Manager, Staff Designer, Technical Staff) not addressed. Can we not simply change the work classifications?

Response: Do not rework the form. The form provides an "Other" classification where you can list additional fees. The Proposal Form clearly says "Attach additional Sheets as necessary" so if you have more than one additional fee, I would suggest typing "See attached Other Fees Schedule" Then you can list your additional fees on the attached sheets.

30. Question: Page 3, item 1.10 states "The successful submittal may be considered public information even though parts are marked confidential." How can we protect our confidential financial statements/information from being public record?

Response: HCPSS is subject to the Maryland Public Information Act and will comply accordingly. Please refer to that act to determine the requirements of the law.

31. Question: Page 5, item 1.19 states "...if submitted by a corporation, they shall be signed by an officer, and attested by the corporate secretary..." Which parts of the submittal should be attested by the corporate secretary – everywhere there is a signature? i.e. Transmittal letter, Cost Proposal, Affidavit, other CPSS forms, 254/255 or 330? Does the corporate seal need to be placed in all these areas as well? If so, should we add a line to the bottom of each form for the corporate secretary to sign?

Response: The requirement that an officers signature is attested by a corporate secretary is waived. However, all of the submitted documents in your proposal shall be signed by an authorized individual of behalf of your firm.

32. Question: Page 7, item 2.6.f. requests a home telephone number for the respondent's principal contact person. Many people no longer have home telephones. May a cell phone number be used?

Response: See response to Question #5

33. Question: May a firm submit one proposal for multiple services?

Response: No, please see Appendix "D" (Cost Proposal) section II- Service Type.

34. Question: Is there a list of AE Firms that has done or is currently doing work with HCPSS?

Response: Under the current contract that is due to expire the following firms where awarded:

Category of Services: Architectural

Banta Campbell Architects, Inc.
Penza Bailey
Smolen Emr Ilkovitch Architects

CW Architects, Inc.
Schamu Machowski Greco Architects
Waldon Studio Architects and Planners, P.C.

Category of Services: Mechanical and Electrical

Building Dynamics, LLC
Global Engineering Solutions
James Posey Associates, Inc.

Gipe Associates, Inc.
Green Building Energy Engineers, LLC
Spears/Votta & Associates, Inc.

Category of Services: Structural

Carroll Engineering, Inc.
CTL Group
KCI Technologies

Columbia Engineering, Inc.
Johnson, Mirmiran & Thompson
Whitney Bailey Cox & Magnani, LLC

Category of Services: Roofing and Building Envelope

Bushey Feight Morin Architects, Inc.
Restoration Engineering, Inc.

Gale Associates, Inc.
Whitlock Dalrymple Poston & Associates, P.C.

Category of Services: Civil/Survey

Carroll Engineering, Inc.
Johnson, Mirmiran & Thompson
Whitney Bailey Cox & Magnani, LLC

Fisher, Collins & Carter, Inc.
KCI Technologies

Category of Services: Geotechnical Evaluation

CTL Group
Johnson, Mirmiran & Thompson

Hillis-Carnes Engineering Associates, Inc.

Category of Services: Fire Protection and Sprinkler Design

Gasser Associates, Inc.

Siegel, Rutherford, Bradstock & Ridgway, Inc.

*** Past awarded firms have no guarantee to future award.

35. Question: Please clarify which format you wish to have us follow in our response to the above RFP. Are we to follow the **Part II - Submittal Format** with subsequent 2.2 General Organization of Submittal Contents (located on Page 6 of the Appendix A) or are we to follow **Part III – Submittal Requirements** both A. Qualifications and B. Submittals format (located on Page 9 of the Appendix A).

Response: Please follow the General Format in Part II section 2.2. Note that any submittal items such as in Part III (Page 9) should be inserted under the “Submittal Information” Section “D” listed under the General Organization of Submittal Contents section 2.2 (page 6). It would be highly suggested that under that section you tab each submittal item so that each evaluation committee member can easily identify that you did include each submittal requirement.

36. Question: Please clarify how to present the additional information required (i.e., company profile, interpretation, management team and approach, cost/fee structure, computer capabilities, financial information). Should we include all additional information in the Item 10 of the SF 255 or should these be separate tabbed sections?

Response: Please see response to Question #35.

37. Question: Please clarify what is requested for **Activities and methodologies** in 3.1 Technical Issues – A. Qualifications #8? (located on Page 9 of the Appendix A)

Response: Past projects with other school systems, college campus, and or universities.

38. Question: Page 14 of Appendix A – how are we to address 4.3 Submittal Evaluation and Selection – “**Analytic Approach and Workplan**” when the scope is undefined? Please clarify.

Response: Past projects with other school systems, college campus, and or universities.

39. Question: Is it acceptable to cross-reference submission information, where two sections request the same information, provided the cross reference is clear and all submission information is provided.

Response: We would not advise you to cross reference information. It is highly likely that the evaluation committee will have many proposals to go through and expecting them to search for information in your proposal may not reflect well on your firm (See

response to Question #19).

40. Question: PART iv, Section 4.3 (page 14) identifies the evaluation criteria and notes that up to 50 points will be assigned based on the “Analytic Approach and Workplan.” Please specify what is expected in the submissions in response to this evaluation criterion.

Response: Past projects with other school systems, college campus, and or universities.

41. Question: In Part III section “A” qualifications, firms are required to meet a 50-mile radius. Would HCPSS consider extending that radius?

Response: No, the radius will remain at 50 miles.

42. Question: Insurance Requirements – Please discuss with your Risk Management group the requirement for Appendix F, Paragraph 1.5. As mentioned at the pre-proposal meeting, professional service firms like architects and engineers cannot name entities as Additional Insureds. Appendix F “Insurance Requirements” is written for construction contractors and not for professional services. It omits requirements for professional liability insurance, but includes XCU certification (2.1.1.vii) that is neither obtainable nor applicable for professional design services. It also makes mention of aircraft insurance requirements (2.1.5) that aren’t applicable to professional design services. 1.5 of Appendix F requires the naming of the HCPSS as “additional insured,” which is not obtainable for professional design services. Please advise of coverage requirements that are appropriate and obtainable for professional design services.

Response: In Appendix F, please remove the original section 1.5 and replace with the following:

1.5 The Board of Education of Howard County Maryland and its elected or appointed officials, agent and employees are to be named as an additional insured under all coverages except Workers compensation, Professional Liability, and business automobile liability, and the certificate of insurance, or the certified policy, if requested, must so state this Coverage affordable under this paragraph shall be primary as respects the Board of Education of Howard County Maryland, its agents and employees.

Please also remove the Aircraft Liability section 2.1.5 of the Insurance Requirements

Please add to section 2.1.1 the following:

VII. Professional Liability
\$3,000,000 per claim
\$3,000,000 aggregate

43. Question: Please clarify if the consultant should provide a separate report or complete set of design plans in response to Section 3.1, B. 3 (i) - *Sample of design (1), reports (1) or other related documents.*

Response: No complete sets of design plans or reports are to be submitted with proposals.

44. Question: Are traffic engineering and landscape architecture services included under the Civil Engineering and Survey Services category (page 12 of the RFP, Section 3.4. E. Civil and Engineering and Survey Services)? Are structural engineering services associated with site/civil design, such as retaining walls, pedestrian bridges, culverts, etc., required as part of the civil engineering category?

Response: No traffic engineering and landscape architecture. No structural engineering services associated with site/civil design.

45. Question: On the FORM FOR COST PROPOSAL (Appendix D), it states, that *Lines left blank will be considered "No Cost."* If we are not including an architect for the category for which we are submitting, should N/A be entered on that line as to not be considered no cost?

Response: If it is not a service that your firm provides then type in "Service Not Provided". Please also see the response to Question #29 for further clarification.

46. Question: Please confirm if we have the option to submit an SF 254/255 OR an SF 330 per section 3.1.B., items 1-3. The language in the RFP is a bit unclear.

Response: Confirmed, submit SF 254/255 OR SF 330.

47. Question: Whether a SF 254/255 or an SF 330 is submitted, please note the majority of the items listed on page 9 sections A.1-10 and B.3 items (a, b, c, d, e, h) are contained within either of the Standard Forms requested. Are we to repeat this information?

Response: See the response to Question #19 and #39

48. Question: Per the question and discussion at the pre-proposal meeting, please confirm that section 3.1.B. item (i) (Sample of design reports) is no longer required as part of the submission.

Response: See the response to Question #15 and #22.

49. Question: Please clarify what is being asked for in Section C. Interpretation on Page 10.

Response: This is your firm's own narrative of your understanding of the requested services.

50. Question: Page 10 section D of the RFP requests 'Management Team and Approach'. Page 14 of the RFP indicates 50% of the evaluation is for 'Analytic Approach and Workplan'. Please clarify if Page 10 Section D is the same as 'Analytic Approach and Workplan' indicated on page 14.

Response: Yes, they are same.

51. Question: Does HCPSS have maximum established hourly rates for each discipline listed in Appendix D?

Response: No.

52. Question: Please clarify if HCPS wants AUTOCADD format drawings or Revit format drawings.

Response: At present time, AutoCadd format.

53. Question: It appears Appendix B - Standard Contract is written for a Contractor not a Professional Services Consultant. Please clarify and revise.

Response: The contract will not be revised.

54. Question: On page 6, 2.2. a-h, list the order of the submission documents. However, there is requested information that is not specified on this list. Where does information concerning 2.6 Respondent Identifying Information, 2.6.2 Equal Employment Opportunity Practices, and 2.6.3 Conflict of Interest go in the listed order?

Response: See response to question #35

55. Question: On Page 6, 2.2.f. list “Affirmative Action Certification (see Appendix C)”, but in the supplied appendices Appendix C is labeled “Schedule for Participation of Certified Minority Business Enterprises”. Where can the Affirmative Action Certification form be found?

Response: See response to question #24

56. Question: On Page 9, 3.1.B.3.i it asks for a “sample of design (1), reports (1) or other related documents.” Is this necessary? If so, is there a page limit for this sample?

Response: See the response to Question #15, #22, #48.

57. Question: On Page 14, 4.3, one of the scoring categories is listed as “Analytic Approach and workplan” at 50 points. If we do not know the types of projects or total construction cost, how can we submit an approach and workplan?

Response: See the response to Question #21.

58. Question: Part II, 2.6 (e): Should this be a section for representative projects? Listing major offices, plants, and other facilities leads us to believe this contract will focus on the physical plant facility buildings for HCPSS, and not involve school buildings – is that accurate?

Response: Contract will focus on school buildings.

59. Question: Part III, 3.1.A #1 ; The first listed requirement in this section refers to an engineering or consultant firm, which would seem as though this proposal would be led by an engineering firm. What is HCPSS’s desire for this proposal. To be led by an engineering firm or an architecture firm?

Response: Neither, we request separate proposals from all firms.

60. Question: Part III, 3.1.A #5: What testing equipment does this refer to?

Response:

61. Question: Part III, 3.1,B (f): is HCPSS looking for the SF of the offeror's office space and if its leased or owned?

Response: Delete this requirement.

62. Question: Part III, 3.1.B (i): To include a past design, report and related documents for a project would require a massive amount of information, especially to be printed out and included in the 5 copies of the proposals that are requested. In some cases, the sharing of information might be a breach of contract. Could this requirement be waived, or imposed further along during the procurement process, when perhaps a project could be highlighted during an interview phase?

Response: See the response to Question #15, #22, #48.

63. Question: Does HCPSS wish to evaluate proposals from full design teams, or from individual Firms providing one service, such as just architecture design, or MEP design?

Response: Individual firms.

64. Question: Can HCPSS provide examples of past projects or potential future projects for this contract?

Response: All projects related to the maintenance of existing school buildings, ranging from exterior building envelope to all interior spaces and supporting equipment.

65. Question: Will SF 330 forms be accepted in lieu of the 254/255 form?

Response: Yes.

66. Question: Will the deadline be extended in light of the Thanksgiving Holiday?

Response: Yes, see new due date under the "changes" section below

67. Question: is there a preference for firms to submit full A/E teams (architect as prime with engineering consultants) or only architectural qualifications where at a later date HCPSS will match up architecture and engineering firms for projects.

Response: See the response to Question #63.

Changes

1. The Proposal Due date has been changed from November 28, 2017 to December 4, 2017 at 10:00 AM at the same location as stated in the original document.

Note: It is the proposer/ bidder's sole responsibility to monitor the HCPSS Purchasing website to ensure that they download any additional addendums or clarifications prior to submitting their proposal and duly acknowledge receipt of and full understanding of said addendums on the proper proposal submittal form. Failure to do so may result in non-receipt of important information prior to the closing date and may render the proposal non responsive and ineligible to award. It is highly recommended that the submitting proposer/bidder ascertain if they have received all the addendums posted prior to submitting their proposal. Failure of any proposer/bidder to obtain any such addendum or interpretation shall not relieve the proposer/bidders company from any obligation under his/her proposal as submitted.