



11400 Robinwood Drive • Hagerstown, MD 21742-6514

RFP HCC22-006 for A/E Services for NACC Renovation

Addendum 1, posted on April 22, 2022, consisting of a recap of the pre-bid meeting, copy of the sign-in sheets that indicates plan holders, and signature of those in attendance at the meeting.

The pre-bid meeting was attended by 23 firms in addition to the 3 presenters:

- Vincent Ippolito, HCC, Director, Facilities, Management & Planning
- Patrick McCord, HCC, Assistant Director, Facilities, Management & Planning
- Alicia Cullop, HCC, Acting Manager of Procurement Services

The meeting started at 10:33 AM and concluded at 11:35 AM. Those in attendance then completed a self-guided tour of the site.

After a round of introductions, the bid schedule was reviewed as outlined on page 4 of the RFP.

As stated in the original posting, HCC uses E-Maryland Marketplace Advantage (EMMA) only to advertise the bid. Separate addendums will not appear on this site. Bidders were instructed that all addendums would be posted to the HCC Bids & Procurement Board accessible via the HCC website. It was stated that they would be responsible for checking the website as a notification is not directly sent out. Bidders do not need to fill out an information form in order to access the addendum.

Vince stated that Patrick supervises construction projects at HCC and the awarded vendor will work closely with him. The preliminary layout was worked on over the span of several months. HCC received notification that we made it to the final stage of approval for a 5 million dollar grant to go towards the funding of this project. Vince noted that because of grant funds being involved, they may need to adhere to the layout. HCC will be able to provide more of an update once the final grant award is issued. The building footprints show permissible square footage for the trade programs and offices. Vince stated that there is no facility like this in the area and it will create new jobs.

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Patrick stated that the building was built in the 1960s. The current roof is 2017 TPO 60 mil and has approximately 15 years left of its warranty. Facilities is currently trying to find out the manufacturer of the roof. He noted that the roof was not flashed correctly. The columns are structural and an exterior façade to hide the columns will be needed to keep them weather tight. The overall look of the building should be similar to the look of HCC's main campus buildings. There are two, small independent areas on the side of the building that may be temporarily renovated in Phase I so that they can be occupied by classes while the larger area is renovated. HCC is taking a step back to evaluate if this is feasible or not. Another part of the Phase I renovation includes the widening of the entrance which will occur soon.

The budget is 9.5 million for the entire project start-finish. This includes the design, construction, soft costs, and furniture and equipment. Valley Mall has some furniture currently which will come to this building. This will help to reduce costs slightly for F&E. The construction phase of this building will be a prevailing wage job. It was noted that the effect of COVID on inflation and labor present a challenge to staying on budget, but that it is highly important the design is feasible to allow us to remain within budget. Vince stated to the attendees that if they can save us money, then please suggest to us how. He also mentioned that this will test their creativity by challenging them to stay conservative on their approach to the design.

The building should be “no frills” and “bare bones” if necessary to keep the project within budget. Due to its use as a truck driving school and training students in various trades, it does not need to be extravagant or fancy. The exterior façade will need enhanced and the steel sealed so it is not exposed to the environment. The ceilings should be open concept with suspended ceilings in the classrooms. The duct work should be exposed, not rectangular or wrapped to keep costs down. It was noted that Control Systems is the vendor for the main HCC campus controls. HCC is trying to stick to the green initiative to push us away from gas, but Vince noted that HCC doesn't want our electric costs to skyrocket. Vince noted that HCC needs to make sure that we can complete the whole project within budget so we don't have a design without enough money to complete construction. Firms were encouraged to look at the right materials to keep HCC within their budget. A firm noted that 70% of the construction costs will be mechanical and electrical.

This building, which as been referred to as the NACC in the RFP documents, is the future home of the D.M. Bowman Family Workforce Training Center. Vince stated that this project is very important to the College and we want to move quickly. He also noted that how much work a firm currently has and if they are already at their maximum work load will weigh heavily in the evaluation as we have to stick to the time frame. He encouraged firms to ask questions. The goal is to have the design completed within six months of award and for construction to take one year. A preliminary cost estimate of construction costs is to be included with the first phase technical proposals per page 35 of the RFP.

The following questions were received both prior to and during the meeting.

Questions & Answers:

Q1: In reviewing the RFP for this project, I was wondering if commissioning services will be required for this project? If so, do you have a Commissioning Agent/Provider that you use, or would that it be a service provided under the A/E team?

A1: Yes, there will need to be a commissioning agent for this project. The commissioning agent will be hired by the owner.

Q2: With reference to this RFP, is there any MBE/DBE set aside on this project?

A2: MBE/DBE participation are strongly encouraged, but not required for the A/E. We anticipate a goal of 25% for the construction phase of the project.

Q3: How is Alleghany Power involved?

A3: Alleghany Power is coming in to look at the existing lights and could potentially pay for 70% of the labor and lights if HCC switches to LED lights. They could also put in 50kW or 100kW car charging stations like we currently have a few at HCCs main campus.

Alleghany Power will provide the all the engineering and construction drawings for their proposed chargers only. This item would have to be coordinated with the civil and electrical drawing and details with the main building.

Q4: Is there a LEED requirement?

A4: No, there is no LEED requirement. The project should meet current Maryland state energy standards.

Q5: Will diesel engines run inside the building?

A5: Yes, but only in the designed shop area.

Q6: Can you provide a list of preferred rooftop units?

A6: York, Trane, Carrier, McQuaid, and Daikin – no substitutes

Q7: Will fuel be stored at this property?

A7: No, fuel will not be stored at this building as of now.

Q8: Will a crane be inside the building?

A8: The diesel bays may have a gantry. There will be one large shop area with approximately 2000-2500 square feet each. The shop area will need to garage doors. The crane will need to traverse both bays.

Q9: When will we find out about the decision for the potential phase I renovation of the two smaller areas?

A9: HCC is waiting on pricing for the renovations and will take the decision to the President. If there are any updates before awarding this project, an addendum will be posted. Pricing deadline is the 29th of April COB.

Q10: Has the design for the smaller area to be renovated already been done?

A10: Yes.

Q11: Everything is pointing to the project being of the 9.5-million-dollar budget. What advice do you have? Will we be out of the running?

A11: This project will be completed one way or another. Firms are encouraged to submit their bids if interested, even if their numbers go over budget. The College will evaluate all offers according to criteria listed in the RFP. We are selecting a design firm based on their design proposals, not solely on their projected construction cost on the cost estimate. The college is expecting a purely functional space with creative focus of the front façade and building entrance. Shop and lab spaces should be exposed ceilings and sealed concrete floors with appropriate HVAC components for the select space (DuctSox are acceptable).

Q12: Please elaborate on the tax reduction you are seeking.

A12: We are charged a monthly rain tax currently and need to reduce run off. The city of Hagerstown is looking to eliminate any run off and this property is within city limits. Some concrete could possibly be taken out to put in dirt, however, we need adequate paving for the CVT course to practice tractor trailer parking. Trailer storage will be in the back of the parking lot on the property. The rain tax is based solely on impervious area (building and asphalt). This is fee is from the City of Hagerstown that is reoccurring monthly. Reducing this area will reduce our fee.

Q13: Why isn't HCC going through the State for site approvals like other community colleges in Maryland my firm has worked with?

A13: Since this property is within the city limits, there is a city appearance board who has to approve everything. The final design will be reviewed by the city and county before they will issue a permit.

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Upcoming Deadlines:

Prospective bidders may email bids@hagerstowncc.edu to submit a request with advance notice to inspect the interior of the project site on dates between April 25-May 3, 2022. Please include the date you are interested in, time, firm names, and names of attendees.

The Q&A period will close on **May 4, 2022**. All questions must be submitted to bids@hagerstowncc.edu prior to 10:00 AM. See details on page 4 of the RFP.

The technical proposal closing is **May 16, 2022** at 10:00 AM. See RFP for full delivery details.

Respectfully submitted,



Alicia Cullop
Acting Manager of Procurement Services