



11400 Robinwood Drive • Hagerstown, MD 21742-6514

RFP HCC22-006 for A/E Services for D.M. Bowman Family Workforce Training Center Renovation

Addendum 2, posted on May 4, 2022, contains responses to questions received after the pre-bid meeting up until the deadline of questions at 10:00 AM on May 4, 2022.

Q1: Is my firm eligible to submit a proposal if we were unable to attend the pre-bid meeting? If we were to team up with an engineer who attended, would that fulfill the requirement?

A1: HCC is going to hold to the mandatory pre-bid meeting as mentioned in the RFP documents for firms to submit a proposal of their own. Yes, if your firm was to team up with another firm who attended, that would fulfill the requirement. That firm would need to list your firm per instructions on subcontractors on page 35 of the RFP.

Q2: Is there and MBE participation goal for the A/E Team?

A2: HCC strongly encourages MBE participation, but there is no set goal for the A/E Team.

Q3: With an existing building constructed in the 1960s will HCC be handling any required scope for hazardous materials identification within the building, or should consultation for the identification of any potential hazardous materials within the building be included within the scope? (It is assumed that any required abatement within the existing building will be within the scope of the selected GC.)

A3: The GC will be responsible to provide an allowance for these unforeseen items during demolition. This item cost will need to be set by HCC and the Architecture firm selected.

Q4: Item # 2 within the evaluation criteria listed on page 16 of the RFP requires a “detailed list of five projects that fell within 2.5% of the budget estimate in the past five years.” Can you please clarify whether “fell within 2.5% of the budget

Stay close. Go far.

www.hagerstowncc.edu

estimate” means that the final construction documents cost estimate amount was within 2.5% of the stated project budget, or whether it means that the final construction cost of the project including change orders was within 2.5% of the stated project budget?

A4: HCC’s focus is from final budgetary number that the firm provided to their client, and where the initial construction contract award number was. This needs to fall within the 2.5% range. Change orders can be omitted.

Q5: Will HCC require Professional Cost Estimates to be provided during project design? If so, how many construction cost estimates are desired, and at what point(s) during design should construction cost estimates be provided?

A5: Cost estimate are to be provided at the initial design concept, then at the 50% DD, 50% CD and 96% CD stages.

Q6: During the Pre-Proposal, it was emphasized that a Construction Cost Estimate should be included within the Proposal. Can you please confirm that provision of an estimated Preliminary Estimate (or an estimated range) of construction cost for the project is acceptable, given that the project is not designed yet and that preparation of an actual professional cost estimate at this juncture would be cost-prohibitive?

A6: A preliminary estimate will be needed to be broken down to functional spaces. This item would be per square foot. The preliminary number is to be based on the size and utilization of the building. Please also include a preliminary civil number based on the geotechnical information given. This is not a full constitution estimate, it is more of a budgetary number.

Q7: What is the scope of Geotechnical Engineering that should be included (if any)?

A7: A Geotechnical report already has been performed. This was provided as supporting documents in the original RFP.

Q8: Can you confirm that Commissioning is not part of the project scope?

A8: Commissioning must be included in the base price of the proposal. Please provide a separate line item dedicated only to commissioning. Please note this line item may be value engineered later.

Q9: Item 3.2.d. on page 15 of the RFP states that the “building will be designed to current LEED standards”, but that formal LEED Certification will not be sought. Can you please confirm the “current LEED standards” means current LEED Silver standards/equivalence?

A9: The buildings design should be focused on energy efficiency. No LEED certification will be needed. The firm should use best practices when designing.

Stay close. Go far.
www.hagerstowncc.edu

Q10: If the final addendum posts after 5/6 with submitted Q&As, will the proposal due date be extended?

A10: May 6th is the latest that we would post the addendum so we will hold to the same proposal due date.

Q11: On the Registration Documentation (page 32), should Civil Engineer and Landscape Architect be listed as Key Persons as part of this project and included on this page as well as in the SF330, Section E, Resumes?

A11: ALL PARTIES in the A&E team need to be included with resumes attached as key persons.

Q12: On the Qualification Questionnaire (pages 33-35), for question 1a. the PRIME and sub consultants needs to complete, but for questions 1b. through 1m., only the PRIME needs to complete, correct?

A12: Prime and subs both need to fill out questionnaire.

Q13: On the Qualification Questionnaire (pages 33-35), for question 2a. List the professional qualifications of the firm and staff proposed for the performance of required services (Attach resumes). Is this in addition to our resumes included in the SF330 because this information will be provided on the SF330, Section E resumes provided by the prime firm and sub-consultants.

A13: The professional qualifications only need to be listed in one area. In section SF330 please reference 2a on the Qualification Questionnaire. The second area could be an area for 3rd tier consultants if needed.

Q14: On the Qualification Questionnaire (pages 33-35), for question 2b. List recent professional design experience of personnel proposed by the consultant who will be assigned to the College's project. Is this in addition to our project examples included in the SF330 because this information will be provided on the SF330 Section F project sheets which will show examples of the work done by the prime firm and sub-consultants.

A14: The goal is to identify who will be working on this project and their individual qualifications. We want to see who will be doing the actual work.

Q15: On the Qualification Questionnaire (pages 33-35), for question 2e. List similar projects completed by the firm within last five years. List the telephone numbers of the contact persons and the project completion dates. Is this in addition to our project examples included in the SF330 because this information will be provided on

the SF330 F project sheets which will show examples of the work done by the prime firm and sub-consultants.

A15: This submission would be for the consultants or any subcontractors the firm is teaming up with for the project. The consultant/ subcontractor will need to provide this additional information.

Q16: On the Qualification Questionnaire (pages 33-35), for question 4 Fee structure. Only our fee *schedule* is required (rates by role, etc.), not a fee estimate, correct?

A16: The fee structure is for the hour rates of all parties involved in the project. Principal architect, project manager, civil engineer, mechanical engineer, geotechnical engineering, draftsman, interior designers, consultants, and administrative support staff. The information would be needed if additional work would be is required outside the original scope.

Please note each firm submitting will also need to provide an overall fee for the entire project which includes overseeing the construction phase.

Q17: The scoring rubric does not align with the evaluation categories (some requested information in the scoring rubric is not included in the evaluation categories list). What exactly does the College want firms to provide so that we submit accurate responses? The evaluation categories information and the scoring rubric do not align. Should our submission follow the elements in the technical proposal evaluation (page 15) OR the scoring rubric (page 16)? Please clarify.

A17: The scoring rubric shown on page 16 will be how the Evaluation Committee scores A&E firms. HCC wants the qualifications of the individuals that will be directly involved in this project.

Q18: Scoring rubric #2 – Detailed list of five projects that fell within 2.5% of the budget estimate in the last 3 years – Is this in addition to our 10 projects included in the SF330? If so, is this only for the Architecture firm or also for the sub consultants (engineering firms) and what format should be used? Please clarify.

A18: Please use scoring rubric requirements on page 16 and omit this section on SF330. Only five (5) projects are to be submitted.

Q19: Scoring rubric #3 - List five projects that were completed in the last five years with same size scope (between \$5M-\$10M) - Is this in addition to our 10 projects included in the SF330? If so, is this only for the Architecture firm or also for the sub consultants (engineering firms) and what format should be used? Please clarify.

A19: See A18. Please use scoring rubric requirements on page 16 and omit this section on SF330. Only five (5) projects are to be submitted.

Q20: Scoring rubric #4 Qualifications of firm – please include background and education of staff designated to project – Is this in addition to the resumes included in the SF330? If so, is this only for the Architecture firm or also for the sub consultants (engineering firms) and what format should be used? Please clarify. As an example, are you expecting TWO resumes for each team member, one in the SF330 and a resume for the same person in a “page” or flat format?

A20: The resumes will be placed in the scoring rubric section. Please reference that section for the SF330 form.

Q21: The Qualifications Questionnaire requests information that will be provided within the SF330 forms (e.g. consultant listing and contact information, resumes, projects). Is it acceptable to reference the SF330 document location for information requested or is all information to be included in the section with the Questionnaire?

A21: Please place all items in the scoring rubric section and reference that section for the SF330 form. This includes consultants, their contact information, resumes, and projects.

Q22: Addendum 1, page 2 indicates that “A preliminary cost estimate of construction costs is to be included with the first phase technical proposals per page 35 of the RFP.” Page 35 of the RFP is the last page of the Qualifications Questionnaire and does not include reference to a preliminary cost estimate of construction costs but does request information regarding the team’s Fee Structure. A construction cost estimate is not typically requested in a technical proposal and is a deliverable of the A/E services at design milestones. Please clarify and elaborate on what information is requested for the preliminary cost estimate of construction costs?

A22: A preliminary estimate will be needed to be broken down to functional spaces. This item would be per square foot. The preliminary number is to be based on the size and utilization of the building. Please also include a preliminary civil number based on the geotechnical information given. This is not a full constitution estimate, it is more of a budgetary number.

HCC wants to ensure that A&E firms have a thorough and complete understanding of the scope and that submitted designs must be perform to the noted budget constraints. As such, we do not want suppress a designer’s creativity but want to be assured that proposed designs are realistic and will be within the budget constraints. If designers find the budget too restrictive, HCC wants this identified in their submitted proposal. We are not asking for a detailed cost estimate but a preliminary summary that project costs can be attained to the proposed budget constraints.

Q23: What design phase submissions are required to include cost estimating? (e.g. SD, DD, 75% CD?)

- A23:** Cost estimate are to be provided at the initial design concept, then at the 50% DD, 50% CD and 96% CD stages.
- Q24:** What design phase submissions are required for HCC review and what is a typical duration for review and comments?
- A24:** DDs will need to be submitted at 50 and 95 percent completion. CDs will need to be submitted at 50 and 95 percent completion. HCC will need 10 business days for review and comment at each submission.
- Q25:** Are services for hazardous materials survey and/or specifications for abatement to be included by the design team? The Environmental Study Report indicates known presence of asbestos containing floor tiles within the building. Will abatement be part of the Construction scope of work, or will abatement be performed by HCC in advance of construction?
- A25:** HCC will contract this survey during the design phase. If hazardous material is found, it must be notated on the demo drawings and in the specification section. An allowance will need to be established in the base construction bid for these items.
- Q26:** Has a study been conducted to confirm the capacity of the existing utilities to serve the intended renovations and use of the facility? If not, should the design team assume there are adequate utilities for the purposes of a fee proposal?
- A26:** No study has been conducted but preliminary evaluation of existing utilities was determined to be adequate. Once the final agreed upon layout is completed, an analysis by the A&E will be necessary to determine if the existing utilities will meet intended design.
- Q27:** The RFP mentions that LEED compliance (but not certification) was the design standard. At the Pre-Proposal meeting, it was stated that the project only needed to comply with the energy conservation code (IECC). Please clarify. If LEED equivalence is required, what level of documentation and/or energy modeling will HCC require for confirmation?
- A27:** See A9. The buildings design should be focused on energy efficiently. No LEED certification will be needed. The firm should use best practices when designing.
- Q28:** Is evaluation of any on-site energy generation (e.g. solar PV) a consideration for this project?
- A28:** Solar PV is not in consideration and not included in the scope of work.

Q29: Given the budget constraints and magnitude of the site, what site-related improvements are anticipated beyond accommodation of the parking lot modification to accommodate the truck driving course and truck parking training?

A29: The main entrance modification will be address as part of the Phase I work. Site lighting will be part of the main Phase II construction effort. The site lighting design has been completed and will be attached as part of this response.

Q30: Has a study been conducted to confirm the capacity of the existing interior floor slab to support rolling loads from forklifts and/or large trucks? If required, is structural supplementation or replacement of limited areas of the floor slab anticipated as part of the scope of work?

A30: HCC will be responsible for having a structural evaluation performed of the interior floor slab areas once the final location of the forklift/large truck areas are finalized. The A&E team will be provided with the evaluation analysis and results, structural supplementation of specific areas, if needed, will be part of the scope of work.

Q31: Are the specific requirements from the various funding sources available for review?

A31: No funding source available for review. Federal, County and HCC funds will be used for construction which requires prevailing wages.

Q32: Please clarify the FFE-related scope. Is the A/E responsible for specifying any furniture and/or equipment? What furniture and/or equipment is being provided by HCC or third parties?

A32: HCC will have some furniture which will be brought into the space. There may be some areas that will require new furniture. The architect will not be required to specify any free-standing furniture requirements. However, Architect will be required to provide details and cutsheets of any casework included in the design.

Q33: What is the scope of work for structural alterations for raising the roof?

A33: The structural engineer must review the existing column, girders, open-web steel joints and baring plates and demine what structural alterations will be needed. Existing open-web steel joists are to be reused if possible.

Q34: Please clarify the minimum requirement for commercial umbrella insurance. The minimum limits are much higher than expected.

A34: Please refer to page 10 in section 2.2 of the RFP document. This is standard for any A&E that has performed design services with HCC in the past.

Q35: Addendum 1 states that a preliminary cost estimate of construction costs is to be included with the first phase of technical proposals per page 35 of the RFP, however

Stay close. Go far.

www.hagerstowncc.edu

page 35 of the RFP asks for the Offeror's fee structure (hourly rates) with no mention of preliminary cost estimates.

A35: See A23 for response.

Q36: Would an inspection or service pit be an acceptable alternate for inspecting trucks in the truck bays in lieu of installing a lift and potentially raising the existing roof to meet clearances?

A36: A pit would not address the need to raise a truck to remove tires or such. The concern is the existing building height and the height of a truck cab and airfoil.

Q37: Will a geotechnical investigation be conducted and a geotechnical report provided?

A37: See A7. A Geotechnical report already has been performed. This was provided as supporting documents in the original RFP.

Q38: Please confirm if the new generator should be sized to support the entire building, or be sized for only the life safety loads and the IT server room equipment.

A38: The generator shall size to support Life Safety loads, IT, Fire Alarm and Security loads.

Q39: Addendum No. 1 says Alleghany Power could provide car charging stations at this building. Please clarify that an electric service upgrade should be provided if needed to support car charging stations.

A39: No electric service upgrade will be need in this project to support the proposed charging stations, Potomac Edison will provide direct connection from their street service. Potomac Edison has not finalized this location.

Q40: Does the College have knowledgeable staff and/or vendors that will be available for coordination of data, phone, security and AV systems and associated equipment to be installed in the building?

A40: Our staff will be involved and provide feedback during the design of the building's support infrastructure.

Q41: Please confirm that the new HVAC systems should be central packaged rooftop air handling units utilizing either gas or electricity as the heating source, and that the units should be sized to allow mounting on a roof curb with structural reinforcing from below the roofing system rather than on structural dunnage. Please also confirm that the College is not requiring a life cycle cost analysis to compare HVAC system options and does not want VFR or chilled beam systems.

A41: Packaged rooftop units with gas heat will be preferred. Please follow the rebate guidelines from Potomac Edison.

Q42: Should any of the existing rooftop AC units be considered for reuse or should they all be replaced? If reused, is capacity/performance information available?

A42: Existing equipment is not to be used.

Q43: Please confirm that an oil separator will be required to support the Diesel Truck and Forklift Training rooms.

A43: Oil separator will be required.

Q44: Please confirm that the College will meet with the tenants of the leased spaces on the left side of the proposed new work drawing (HVAC Shop, etc.) and convey to the A/E all requirements for these spaces, including utility (power, compressed air, water, etc.) requirements and locations. It is our understanding that the A/E should not include meetings with the tenants, please confirm.

A44: The tenant will be included in the review of the design requirements of their area and will be responsible to provide cutsheets of all specialty equipment. Program Space Questions were provided in the initial RFP.

Clarification:

As an update to question 9 on Addendum 1 regarding the decision for the phase I renovation of the two smaller areas, HCC has decided not to pursue the phase I interior renovations after reviewing the quotes which were received.

Upcoming Deadlines:

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

A short list will be determined and firms notified by **May 20, 2022**. The second phase sealed proposal to include pricing from short listed firms is due by **May 26, 2022** at 10:00 AM. See RFP for full delivery details.

Respectfully submitted,



Alicia Cullop
Acting Manager of Procurement Services

Stay close. Go far.
www.hagerstowncc.edu