



11400 Robinwood Drive • Hagerstown, MD 21742-6514

RFP HCC24-004 for Facilities Master Plan Services

Addendum 1, posted on April 25, 2024, consisting of questions received up until the question deadline.

Questions & Answers:

Q1: Are we going to use SF330 forms?

A1: SF330 forms are not required. Please organize proposal in the format/order shown in section 3 *Proposal Submittal Format*.

Q2: Is there a list of potential prime bidders available for interested subconsultants to reference?

A2: Yes, please see list attached to the Addendum.

Q3: Should all consultants be included as part of the proposal, or may consultants be added at a later date upon contract award?

A3: Yes, they need to be included as a part of the proposal.

Q4: In the scope of work on page 11 of the RFP, Energy Efficiency is listed as a line item. However, it is not listed as a line item in the Attachment B Price Proposal Form. Which line item should Energy Efficiency be allocated to, or should Attachment B be revised?

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A4: A revised pricing form is attached.

Q5: If subconsultants are to be included, will they be required to complete Attachment C, or is that only applicable to the prime offeror?

A5: Attachment C is just for the prime offeror.

Q6: Please confirm the Facilities Condition Assessment should include all campus buildings, and if estimates of deferred maintenance cost should be a part of the report (RFP Paragraph 2.3.a).

A6: Yes.

Q7: Please provide additional information on the intent, level of detail, and specific scope of work for Security and Safety (RFP Paragraph 2.3.j).

A7: Evaluate lighting, cameras, door access and controls for safety. Traffic and pedestrian flow.

Q8: Please provide additional information on the intent, level of detail, and specific scope of work for Energy Efficiency (RFP Paragraph 2.3.i).

A8: Create and evaluate initiatives for energy efficiency sustainability.

Q9: Beyond those listed in RFP paragraph 2.9, can you provide a list of college constituent groups that you would want the master planning team to meet with? The number of meetings required for master planning can vary widely depending on the College's expectations.

A9: Meetings with the Steering Committee shall occur at least once per month. If any additional groups need to meet with the awarded firm that are not listed in section 2.9, they will join one of the Steering Committee monthly meetings.

Q10: The proposed schedule will require many information-gathering meetings over the spring and summer. Will College administration, faculty, and staff be available for meetings over that time period? In our experience, this schedule is somewhat aggressive for the scope of work that is involved.

A10: The College expects to be able to support the schedule as shown within the RFP and accommodate any needed meetings in the summer.

Q11: How comprehensive is the Environmental Scan expected to be?

A11: The Environmental Scan needs to be comprehensive within the context of a Facilities Master Plan.

Q12: How comprehensive is the Utilization requirement expected to be?

A12: This information needs to be comprehensive since this justifies any capital projects for the next ten years.

Q13: Since this is not a contract for full design services, will the College waive the insurance requirements for sub-contractors (not the Prime)?

A13: Just the prime contractor will need to submit insurance. We will not be looking for COIs from sub-contractors.

Upcoming Deadlines:

The technical proposal closing is **May 1, 2024 at 10:00 AM**. See RFP for full delivery details.

Respectfully submitted,



Alicia Cullop
Manager of Procurement Services

ATTACHMENT B—PRICE PROPOSAL FORM-revised per Addendum 1

To Whom It May Concern:

I/We _____

of _____

The undersigned, examined the RFP prepared by Hagerstown Community College, do hereby offer to perform Facilities Master Plan Services in accordance with RFP HCC24-004, including addenda issued prior to date of receipt of Bids which is/are acknowledged via signature below, for the following total proposed price:

PRICING STRUCTURE TO DEVELOP 10-YEAR FACILILITES MASTER PLAN

Facilities Condition Assessment - Condition of existing facilities and infrastructure \$ _____

Space Needs Analysis - Current and future use of space \$ _____

Technology and Infrastructure Review \$ _____

Technology and its role in academic instruction and administrative initiatives \$ _____

New construction and improvements \$ _____

Enrollment trends and demographics \$ _____

Current and future academic programming \$ _____

Security and safety \$ _____

Environmental Scan \$ _____

Energy Efficiency \$ _____

Interviews, meetings and presentations not included in above categories \$ _____

Total: \$ _____

Signature of Authorized Firm Representative

Print Name of Authorized Representative

_____/_____
Title of Representative Date Signed

Company Name	Contact Person	Email	Phone	Address	City	State
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Adapteon, Inc.	Danielle Donnelly	danielle@abpcx.com	267-970-1663	11225 Hurdle Hill Drive	Potomac	MD
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