



11400 Robinwood Drive • Hagerstown, MD 21742-6514

RFP HCC26-002 for Advanced Technology Center Renovation Project

Addendum 1, posted on September 25, 2025, consists of a recap of the pre-bid meeting, changes to subcontractor documentation, clarification on background checks, and answers to *some* of the questions received. The sign-in sheets from the meeting have been uploaded as a separate document to the HCC Bids & Procurement Board.

NOTE: If contractors do not see their question listed, the college and/or the design team is working on answering. Those questions will be answered in a forthcoming addendum.

The meeting started at 10:15 AM and concluded at 11:00 AM. Contractors were allowed to tour the project site after the meeting. The schedule on page 3 of the RFP was briefly reviewed. The Advanced Technology Center (ATC) will be open from 8:30 AM-2:30 PM on October 1, 2025 and October 3, 2025 for contractors to visit the project site. The college will not require reservations as we are planning to have the building unlocked. Contractors were instructed that all addenda will 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. Contractors do not need to fill out an information form to access addenda. All correspondence must come through the bids@hagerstowncc.edu email address to be answered via an addendum. Questions cannot be answered over the phone or by any college employee or design team member.

An overall description of the project was provided by the college and the design team. The construction duration is anticipated to be 487 calendar days. It was noted that there will be forthcoming revisions issued to Division 27—Communications of the Specifications Volume 2 binder. The college plans to dispose of any items left in the rooms except for any large items that are nailed in place. Items nailed in place will be the responsibility of the contractor during demolition. Only the general building permit has been applied for with the county. Any other permit, if necessary, will be the responsibility of the contractor to obtain. Contractors were instructed to submit any questions from the meeting in writing to the email address above for the college to provide further clarification via written addenda.

Clarification on Background Checks

The following is clarification from our Director of Public Safety:

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The college will not conduct background checks on the GC or subcontractors. However, we will ask that the GC and anyone working on the jobsite send a copy of their license and vehicle information to the security office. This will be kept on file if the need arises. The vehicle information would be available if we needed additional parking and we could issue parking permits. The GC needs to maintain the MDS records in case of being inspected by OSHA.

Changes to Subcontractor Documentation

Subcontractor Information with the Technical Proposal

The required subcontractor information for key principal subcontractors over \$100,000 contract value as part of the technical proposal (RFP section 3.3m and 3.9) will be as follows:

- Company name
- Minority Status
- Trade
- License(s), if required by trade

Subcontractor Information from the Shortlist

Additional key principal subcontractor information that the shortlisted GCs will be required to submit must be sent to bids@hagerstowncc.edu by 12:00 PM on October 31, 2025.

- Completed AIA A305
- Proposed team resumes

Questions & Answers:

Q1: Per the note on section 3.2 of the RFP which stated that “If your firm does not require audited financial statements, please include a letter from your bank stating the reason why”. Please clarify if financials would still be required which are unaudited in conjunction with the letter or would the letter itself suffice for requirement D of the price proposal.

A1: If your firm does not require audited financial statements, please provide unaudited financial statements in conjunction with the letter.

Q2: Provide a bid bond, performance bond, and payment bond forms to fill out.

A2: Per section 3.2, AIA document A310 is acceptable for the bonds. Alternative forms for bonds have been included in this addendum.

Q3: When are pre-bid Substitution Requests due?

A3: Substitution requests must be submitted by the question deadline on October 8, 2025, at 12:00 PM.

Q4: RFP, Page 16, Section 3.5—This section requests that contractor, provides up to three examples documenting minority participation achievement levels on past projects. Can you please provide details on what information you would like to see?

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- A4:** In the past, contractors provided details regarding how they plan to include minorities (certain trades, suppliers, searching local databases, phone calls etc.) and then provided a brief description of any relevant project names and the minority participation rate (ex. Smith School, goal was 20%, goal achieved was 23%).
- Q5:** RFP Page 17, Section 3.10— This section requests Workman Compensation and Insurance Reports. Please clarify format of and provide details as to what “report” is required.
- A5:** Contractors will need to provide their COI along with the reports mentioned above. More specifically, the OSHA Form 300/300A and Worker’s Compensation Experience rating (mod or EMR). This should be something that your insurance company can provide to you upon request.
- Q6:** It was noted at the meeting that the IT/AV scopes will not be running through the GCs. I am emailing to see how I can go about getting on the vendor list to bid on the AV scope of work and/or where the RFP will posted? Any direction you can provide is greatly appreciated.
- A6:** All solicitations and addenda are posted to the HCC Bids & Procurement Board. As of now, the college does not have plans to issue RFPs for the IT or AV scope. We normally utilize current state or school system contracts for this type of scope.

Upcoming Deadlines:

The project site will be open on October 1 and October 3 from 8:30 AM-2:30 PM for interested contractors to tour.

The deadline for questions and substitution requests is October 8, 2025, at 12:00 PM.

Proposal responses must be received by **October 22, 2025, at 1:00 PM.** Offerors shall reference the RFP for submission details. Please pay careful attention to the requirement to be registered on Bid Locker to submit a proposal for this project.

Respectfully submitted,



Alicia Cullop
Director of Procurement Services

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BID BOND

Bond No. _____

KNOW ALL MEN BY THESE PRESENTS, that we, _____ as Principal, hereinafter called the Principal, and _____ a corporation duly organized under the laws of the State of _____, as Surety, hereinafter called the Surety, are held and firmly bound unto Hagerstown Community College, hereinafter called "the College", for the sum of (\$ _____), for the payment of which sum, the said Principal and the said Surety bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for _____.

NOW, THEREFORE, if the Principal, upon acceptance by the College of its bid identified above, within the period specified herein for acceptance (ninety (90) days, if no period is specified), shall execute such further contractual documents, if any, and give such bonds as may be required by the terms of the bid as accepted within the time specified (ten (10) days if no period is specified) after receipt of the forms, or in the event failure so to execute such further contractual documents and give such bonds, if the Principal shall pay the College for any cost of procuring the work which exceeds the amount of its bid, then the above obligation shall be void and of no effect.

The Surety executing this instrument hereby agrees that its obligation shall not be impaired by any extension of the time for acceptance of the bid that the Principal may grant to the College, notice of which extension to the Surety being hereby waived; provided that such waiver of notice shall apply only with respect to extensions aggregating not more than ninety (90) calendar days in addition to the period originally allowed for acceptance of the bid.

In Presence of Witness	Individual Principal
..... as to(SEAL)

In Presence of Witness	Co-Partnership Principal
(SEAL)
	(Name of Co-Partnership)

..... as to	By:
.....(SEAL)	
..... as to(SEAL)
..... as to(SEAL)

Attest:	Corporate Principal

	(Name of Corporation)
..... as to	By: AFFIX
Corporate Secretary	President
SEAL	CORPORATE

Attest:	(Surety)
(SEAL)
	AFFIX
Signature	By: CORPORATE
	SEAL
	Title:

Bonding Agent's Name:.....
Agent's Address.....	(Business Address of Surety)

PERFORMANCE BOND

Principal	Business Address of Principal
Surety	Obligee
a corporation of the State of Maryland and authorized to do business in the State of Maryland	By and through the following Administration.....
Penal Sum of Bond (express in words and figures)	Date of Contract , 20.....
Description of Contract	Date Bond Executed , 20.....
Contract Number:	

KNOW ALL MEN BY THESE PRESENTS, That we, the Principal named above and Surety named above, are held and firmly bound unto the Obligee named above in the Penal Sum of this Performance Bond stated above, for the payment of which Penal Sum we bind ourselves, our heirs, executors, administrators, personal representatives, successors, and assigns, jointly and severally, firmly by these presents. However, where Surety is composed of corporations acting as co-sureties, we, the co-sureties, bind ourselves, our successors and assigns, in such Penal Sum jointly and severally as well as severally only for the purpose of allowing a joint action or actions against any or all of us, and for all other purposes each co-surety binds itself, jointly and severally with the Principal, for the payment of such sum as appears above its name below, but if no limit of liability is indicated, the limit of such liability shall be the full amount of the Penal Sum.

WHEREAS, Principal has entered into or will enter into a contract with the State of Maryland, by and through the Administration named above acting for the State of Maryland, which contract is described and dated as shown above, and incorporated herein by reference. The contract and all items incorporated into the contract, together with any and all changes, extensions of time, alterations, modifications, or additions to the contract or to the work to be performed hereunder or to the Plans, Specifications, and Special Provisions, or any of them or to any other items incorporated into the contract shall hereinafter be referred to as "the Contract."

WHEREAS, it is one of the conditions precedent to the final award of the Contract that these presents be executed.

NOW, THEREFORE, during the original term of said Contract, during any extension thereto that may be granted by the Administration, and during the guarantee and warranty period, if any, required under the Contract; unless otherwise stated therein, this Performance Bond shall remain in full force and effect unless and until the following terms and conditions are met:

1. Principal shall well and truly perform the Contract; and
2. Principal and Surety shall comply with the terms and conditions contained in this Performance Bond.

Whenever Principal shall be declared by the Administration to be in default under the Contract, the Surety may, within 15 days after notice of default from the Administration, notify the Administration of its election to either promptly proceed to remedy the default or promptly proceed to complete the contract in accordance with and subject to its terms and conditions. In the event the Surety does not elect to exercise either of the above stated options, then the Administration thereupon shall have the remaining contract work completed, Surety to remain liable hereunder for all expenses of completion up to but not exceeding the penal sum stated above.

The Surety hereby stipulates and agrees that no charge, extension of time, alteration or addition to the terms of the Contract or to the work to be performed hereunder or the Specifications accompanying the same shall in any way affect its obligations on this Performance Bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract or to the work or to the Specifications.

This Performance Bond shall be governed by and construed in accordance with the laws of the State of Maryland and any reference herein to Principal or Surety in the singular shall include all entities in the plural who or which are signatories under the Principal or Surety heading below.

IN WITNESS WHEREOF, Principal and Surety have set their hands and seals to this Performance Bond. If any individual is a signatory under the Principal heading below, then each such individual has signed below on his or her own behalf, has set forth below the name of the firm, if any, in whose name he or she is doing business, and has set forth below his or her title as a sole proprietor. If any partnership or joint venture is a signatory under the Principal heading below, then all members of each such partnership or joint venture have signed below, each member has set forth below the name of the partnership or joint venture, and each member has set forth below his or her title as a general partner, limited partner, or member of joint venture, whichever is

applicable. If any corporation is a signatory under the Principal or Surety heading below, then each such corporation has caused the following: the corporation's name to be set forth below, a duly authorized representative of the corporation to affix below the corporation's seal and to attach hereto a notarized corporate resolution or power of attorney authorizing such action, and each such duly authorized representative to sign below and to set forth below his or her title as a representative of the corporation. If any individual acts as a witness to any signature below, then each such individual has signed below and has set forth below his or her title as a witness. All of the above has been done as of the Date of Bond shown above.

In Presence of Witness	Individual Principal
..... as to(SEAL)

In Presence of Witness	Co-Partnership Principal
(SEAL)
	(Name of Co-Partnership)
..... as to	By:(SEAL)
..... as to(SEAL)
..... as to(SEAL)

	Corporate Principal
Attest:
	(Name of Corporation)
..... as to	By: AFFIX
Corporate Secretary	President CORPORATE SEAL

	(Surety)
Attest: (SEAL)	By: AFFIX
	CORPORATE SEAL
Signature	Title:
Bonding Agent's Name:.....
Agent's Address.....	(Business Address of Surety)

(Contractor shall fill in all blank spaces above this line)	Approved as to legal form and sufficiency
	this day of 20.....

	Attorney

PAYMENT BOND

Principal	Business Address of Principal
Surety	Obligee
a corporation of the State of Maryland and authorized to do business in the State of Maryland	By and through the following Administration.....
Penal Sum of Bond (express in words and figures)	Date of Contract , 20.....
Description of Contract	Date Bond Executed , 20.....
Contract Number:	

KNOW ALL MEN BY THESE PRESENTS, That we, the Principal named above and Surety named above, being authorized it do business in Maryland, and having business addresses as shown above, are held and firmly bound unto the Obligee named above, for the use and benefit of claimants as hereinafter defined, in the Penal Sum of this Payment Bond stated above, for the payment of which Penal Sum we bind ourselves, our heirs, executors, administrators, personal representatives, successors, and assigns jointly and severally, firmly by these co-sureties, bind ourselves, our successors and assigns, in such Penal Sum jointly and severally only for the purpose of allowing a joint action or actions against any or all of us, and for all other purposes each co-surety binds itself, jointly and severally with the Principal, for the payment of such sum as appears above its name below, but if no limit of liability is indicated, the limit of such liability shall be the full amount of the Penal Sum.

WHEREAS, Principal has entered into or will enter into a contract with the State of Maryland, by and through the Administration named above acting for the State of Maryland, which contract is described and dated as shown above, and incorporated herein by reference. The contract and all items incorporated into the contract, together with any and all changes, extensions of time, alterations, modifications, or additions to the contract or to the work to be performed hereunder or to the Plans, Specifications, and Special Provisions, or any of them or to any other items incorporated into the contract shall hereinafter be referred to as "the Contract."

WHEREAS, it is one of the conditions precedent to the final award of the Contract that these presents be executed.

NOW, THEREFORE, the condition of this obligation is such that if the Principal shall promptly make payment to all claimants as hereinafter defined, for all labor and materials furnished, supplied and reasonably required for use in the performance of the Contract, then this obligation shall be null and void otherwise it shall remain in full force and effect, subject to the following conditions:

A claimant is defined to be any and all of those persons supplying labor and materials (including lessors of the equipment to the extend of the fair market value thereof) to the Principal or its subcontractors and sub-contractors in the prosecution of the work provided for the Contract, entitled to the protection provided by Section 9-113 of the Real Property Article of the Annotated Code of Maryland, as from time to time amended.

The above named Principal and Surety hereby jointly and severally agree with the Obligee that every claimant as herein defined, who has not been paid in full may, pursuant to and when in compliance with the provisions of the aforesaid Section 9-113, sue on this Bond for the use of such claimant, prosecute the suit to final judgment for such sum or sums as may be justly due claimant and have execution thereon. The Obligee shall not be liable for the payment of any costs or expenses of any such suit.

The surety hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract or to the work to be performed hereunder or the Specifications accompanying the same shall in any way affect its obligations on this Payment Bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract or to the work or to the Specifications.

This Payment Bond shall be governed by and construed in accordance with the laws of the State of Maryland and any reference herein to Principal or Surety in the singular shall include all entities in the plural who or which are signatories under the Principal of Surety heading below.

IN WITNESS WHEREOF, Principal and Surety have set their hands and seals to this Payment Bond. If any individual is a signatory under the Principal heading below, then each such individual has signed below on his or her own behalf, has set forth below the name of the firm, if any, in whose name he or she is doing business, and has set forth below his or her title as a sole proprietor. If any partnership or joint venture is a signatory under the Principal heading below, then all members of each such partnership or joint venture have signed below, each member has set forth below the name of the partnership or joint venture, and each member has set forth below his or her title as a general partner, limited partner, or member of joint venture, whichever is applicable. If any corporation is a signatory under the Principal or Surety heading below, then each such corporation has caused

the following: the corporation's name to be set forth below, a duly authorized representative of the corporation to affix below the

corporation's seal and to attach hereto a notarized corporate resolution or power of attorney authorizing such action, and each such duly authorized representative to sign below and to set forth below his or her title as a representative of the corporation. If any individual acts as a witness to any signature below, then each such individual has signed below and has set forth below his or her title as a witness. All of the above has been done as of the Date of Bond shown above.

In Presence of Witness		Individual Principal
.....	as to(SEAL)
In Presence of Witness		Co-Partnership Principal
	(SEAL)
		(Name of Co-Partnership)
.....	as to	By:(SEAL)
.....	as to(SEAL)
.....	as to(SEAL)
		Corporate Principal
Attest:	
		(Name of Corporation)
.....	as to	By: AFFIX
Corporate Secretary		President CORPORATE
		SEAL
	
		(Surety)
Attest:	(SEAL)	By: AFFIX
	 CORPORATE
		SEAL
Signature		Title:
Bonding Agent's Name:.....	
Agent's Address.....		(Business Address of Surety)
(Contractor shall fill in all blank spaces above this line)		Approved as to legal form and sufficiency
		this day of 20.....
	
		Attorney