



11400 Robinwood Drive • Hagerstown, MD 21742-6514

RFP HCC27-001 Facilities Program Part I and Part II Consultant for ARCC Renovation

Addendum 2, posted on August 11, 2026, consists of questions received up until the question deadline.

Question and Answer

- Q1:** Addendum #1 on the Hagerstown Community College Facilities Program Parts I and II Consultant for ARCC Renovation RFP states that firms that prepare Part I/Part II programs are ineligible for the project design work. If we prepare a response to this RFP, will we get on some kind of list to be ineligible for the project design work RFP even if we are not awarded? If we prepare a response to this RFP and not get awarded, will we get invited to respond to the project design work RFP?
- A1:** Yes. If a vendor submits a response to this RFP, but is not awarded, they will be allowed to submit a response for the design RFP.
- Q2:** We understand that we need to fill out the DGS cost estimate worksheet, but can you elaborate more on what kind of cost estimate you are looking for in addition. Or what level of detail you need to see. Is it high level breakdown by division or is it broken down in even more detail perhaps by specific items?
- A2:** Per the program manual, firms must give us the cost estimate on the DGS worksheet and provide several options. Just that form is fine.
- Q3:** We have done many Part I and Part II programs with the associated attached forms and cost estimate, but we have not done a separate document called “Educational Specifications” that you refer to in the attached clip from 3.5.c. This does not seem to be mentioned anywhere else in the RFP or in the DGS facility program manual. We have always viewed the Part I and Part II as the educational specifications at the community college level.

- c. Submit a schedule for all phases of the project including critical milestones to accomplish the scope of work defined in this RFP. Schedule shall include:
- Tentative contract award date
 - Begin to develop educational specifications and Parts I and II program development.
 - Submit a draft report and cost estimate to the College for review and comment.
 - College review timeframe to submit comments back to the firm.
 - Review final report and prepare for submission to Maryland agencies.
 - College submits final educational specifications, cost estimate, and Parts I and II facilities program requirements to MHEC and Maryland Department of Budget and Management by March 1, 2027.

Can you clarify if this is an actual document and if so, describe what the expectations are for it and if there are State guidelines for developing it like there are for Part I and Part II programs.

A3: This is not an actual document. The college included the wording “educational specifications” to ensure that the Part I/Part II programming will provide educational justification. There will be some classrooms as part of this ARCC building renovation.

Q4: The RFP states pricing must be submitted on the Price Proposal Form provided in the RFP documents. I don’t see the Price Proposal Form to link to or download from the portal – please provide, thanks.

A4: There is not a Price Proposal Form provided in the RFP documents for this project. Please submit pricing information on your company letterhead and follow the format shown in 3.10 of the RFP.

Q5: Please confirm where information and addendums are being updated and released, on Hagerstown Community Colleges website <https://www.hagerstowncc.edu/bids-procurement-board> or through Bid Locker?

- a. Is Bid Locker solely being used for submissions?
- b. Which is best for real-time updates?

A5: Project information and addenda are posted on the HCC website link per above. This is best for real-time updates. Bid Locker is solely used for proposal submissions and vendors must register on Bid Locker prior to submitting a bid.

Q6: Throughout the RFP’s, wording similar to Maryland SDAT requirements (such as a Certificate of Good Standing or Certificate of Status) is used regarding taxes. Could you please clarify if a certificate is preferred as part of the initial submission packet, or to be provided at the time of contract award?

A6: The college uses the Maryland Business Express Entity search to ensure firms are in good standing. We would need to make sure a business is in good standing prior to contract award, but nothing needs to be submitted with part of the proposal.

Q7: I wanted to ask, in order to fulfill the experience providing the Maryland Part 1 and Part 2 programming services identified in the qualifications, would comparable programming services performed for projects in other states satisfy the experience requirement?

A7: Comparable programming services from other states is acceptable for the experience requirement.

Q8: As noted under item 1.18 in the RFP, “Pricing must be submitted on the Price Proposal Form provided in the RFP documents” however there was no document included in the RFP or from the web-based procurement site. Please provide the price proposal form or clarification regarding how the college prefers to receive the pricing. Is it a line-Item Bidding document in the Bid-Locker application?

A8: Please see answer to question 4.

Q9: Does the college have the capacity and will it provide analysis on the institution’s data to support justification in the PART I, or should the proposing firms be responsible for the analysis of data, such as FTDE, projected needs, etc/

A9: The college will provide the data, but the awarded firm will need to analyze it and put it into the Part I/Part II programming documents.

Upcoming Deadlines

The proposal closing is **August 21, 2026 at 1:00 PM**. Reference the RFP for submission details. Please pay careful attention to the requirement to be registered on Bid Locker in order to submit a proposal for this project.

Respectfully submitted,

A handwritten signature in cursive script that reads "Alicia Cullop".

Alicia Cullop
Director of Procurement Services