



11400 Robinwood Drive • Hagerstown, MD 21742-6514

RFP HCC27-002 Facilities Program Part I and Part II Consultant for Outdoor Athletic Facilities

Addendum 2, posted on August 13, 2026, consists of answers to questions received by the question deadline.

Question and Answer

- Q1:** 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?
- A1:** 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.
- Q2:** 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?
- A2:** 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.
- Q3:** 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?
- A3:** 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.

Q4: 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/

A4: 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.

Q5: Are there known environmental impacts? Should we include wetland delineation and/or tree survey?

A5: There is a forest conservation area adjacent to the development area. Wetland delineation and a tree survey are requested.

Q6: Can you provide a markup showing the proposed location for new softball and baseball fields mentioned in the RFP?

A6: See option 3 pages 62, 63, and 64 of the MSA.

Q7: Are there any known historic preservation elements to this project that would require coordination with the Maryland historical trust?

A7: There are no known historic preservation elements related to the development area.

Upcoming Deadlines

The proposal closing is **August 24, 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,



Alicia Cullop
Director of Procurement Services