

**MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT**  
**RFP NO.: 620-003**  
**ARCHITECTURAL AND ENGINEERING TASK ORDER SERVICES FOR THREE CAMPUSES AND LEASED FACILITIES**  
**RFP CLOSING DATE AND TIME: APRIL 30, 2020 @ 3:00 PM**

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**ADDENDUM #2**  
**ISSUED: APRIL 9, 2020**

THIS ADDENDUM IS BEING ISSUED TO PROVIDE ANSWERS TO THE FOLLOWING QUESTIONS:

**NOTE: Similar requests for information received by the College, have been consolidated, where appropriate, and answered accordingly.**

**The following items offer clarifications that do not change any requirements of the RFP documents.**

Item 2-1 Question: Is there a requirement for proposed personnel to be U.S. citizens?

Answer: Proposed personnel does not require to be US Citizens but shall be permitted to work in US.

Item 2-2 Question: Is there a requirement for all the work to be done in the U.S.?

Answer: We do not anticipate any work orders generated under this contract for this category cannot be provided by your local office.

Item2-3 Question: If we are not a licensed Architecture/Engineering firm, do we qualify to bid?

Answer: This task order category (AEC/FM software integration & training) does not require licensure.

Item 2-4: Question: Will electronic submittals be granted due to the current circumstances?

Answer: See Item 1-15 of Addendum No.1. Further adjustments may be made pending development of COVID-19 situation, so stay in tune.

Item 2-5 Question: I don't believe we received the RFP issued on March 18<sup>th</sup> for this project. Can you please include me in the communication list?

Answer: All College's bidding opportunities are advertised on the eMaryland Marketplace Advantage and posted on the Procurement website.

If you want to be include in the email list, please go to the Procurement website to download a copy of the RFP documents, at

<https://info.montgomerycollege.edu/offices/procurement/bid-opportunities.html>

Click the bid number 620-003, fill out the contact information and then submit. Be sure to fill out your contact information correctly, especially the email address. By doing that, your contact information will be captured in our CMS system, and you will receive email notifications each time there is any update to the RFP documents.

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Item 2-6 Question: On Page 8 of the RFP (002113-4) the GSA Standard Form 330 is listed as a separate bulleted item, however, within Section 7.8.3 Guidelines for Submission Information and Part I (002413-1) under Items Required for Technical Proposal Submissions it's listed as requirement under the Qualification Questionnaire section. For the purpose of organization, may you confirm if the SF330 should be included as its own tabbed section or provided under the Qualification Questionnaire section?

Answer: GSA Standard Form 330 should not be listed as a separate bullet item on Page 002113-4. It is one of the requirements under the Qualification Questionnaire. See Item 2-48.

Item 2-7 Question: Please define "environmental assessment services" required for the Civil Engineering contract.

Answer: Environmental assessment services include Natural Resources Inventory, Forest Stand Delineation, Storm Water Management, and Dam Safety.

Item 2-8 Question: On page 53 of the RFP in Schedule A Qualifications and Scope of Services for Civil Engineering Consultant it lists "*Field and laboratory materials testing protocols and analysis.*" Please confirm if this is a requirement for the civil team.

Answer: The requirement refers to firm's knowledge of material testing procedures, ASTM standards, and lab result interpretations.

Item 2-9 Question: Does the College have a preference if Offeror's provide on-call contracts as a project example versus a project-specific example?

Answer: No preference. However, specific example of services rendered under an on-call contract shall be cited.

Item 2-10 Question: You request an original hard copy and an electronic copy of the technical proposal and one original and one copy of the hourly rate fee schedule. Should the copy of the hourly rate fee schedule also be an electronic version?

Answer: No. Not required.

Item 2-11 Question: The Technical Proposal Form requests a "Professional Registration Number", and the Hourly Rate Fee Schedule requests a "Contractor License Number". For engineering firms, do you want an individual's license number in these places or our Maryland Firm Permit number?

Answer: Hourly rate schedule should not be asking for contractor license number. Typically, this type of RFP should only ask for Principal-in-Charge's registration number.

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- Item 2-12 Question: The Qualification Questionnaire Section V. C. requests “3 portfolios for the manager”, is this requesting 3 projects that the proposed manager has worked on, in addition to the five sample projects requested elsewhere in the submittal?
- Answer: See Item 1-21 in Addendum No. 1 and reissued Qualification Questionnaire included in this Addendum.
- Item 2-13 Question: Is there a page limit for the overall submittal, or any specific portion?
- Answer: There is no page limit for the overall submittal or any specific portion. However, Proposals should be prepared simply and economically, providing a straightforward and concise descriptions of the Offerors’ relevant qualification and experiences.
- Item 2-14 Question: Schedule. A, #3 reads that the Offeror shall have expertise and capabilities in “Field and laboratory materials testing protocols and analysis”. Can you clarify or provide more specific details of the range of services that is intended to entail?
- Answer: The requirement refers to firm's "knowledge of material testing procedures, ASTM standards, and lab result interpretations."
- Item 2-15 Question: For Schedule B (Architectural Design Consultant), what is a limit or a range of project construction cost, or a fee range, for the project performed under the typical contract within this RFP?
- Answer: Task Order Projects are mostly small to mid-sized projects. The construction budgets can range from half a million to 2 million dollars.
- Item 2-16 Question: Schedule I FCA: (1) Is there a current or preferred FCA database platform or dedicated software product currently in use, if so which product? (2) What are the other “existing computer systems” referenced in SOW item 8? (3) Besides Esri ArcGIS, which GIS/AEC/FM software products are currently in use including CMMS and FCA applications.
- Answer: We are at the beginning phase of setting up FM related data bases. Currently we have started using Esri ArcGIS, TMA & AutoDesk 360 Apps for FM and construction projects.
- Item 2-17 Question: Schedule H (Roofing), (1) Is there a roofing asset management/assessment software program like Roofer that you are expecting to be used by the consultant or are other roofing assessment software programs welcomed.? (2) Is the AEC/FM/GIS “road map” referenced in SOW item 9 to include integration/links to CMMS, FCA, and the Micro Roofer EMS products discussed in other SOW’s presented in the RFP?
- Answer: We began to phase out Micro Roofer because it is lacking continued product supports. Other roofing asset management system is welcomed. And yes to the second question.

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Item 1-18 Question: Per addendum 1, the five projects required by the Questionnaire should be more detailed, while the SF330 projects are more general. Per the addendum, are we to make our five SF330 projects more detailed in nature, or are you requesting 5 projects in the questionnaire and 10 projects in the SF 330? Can there be repetition in the projects, or should they all be unique?

Answer: List the projects in SF330 but show case 5 projects in more detail.

Item 2-19 Question: Addendum 1 states that subconsultant information is not required to be included in the submission. Can you please confirm that signed SF330 Part IIs for subconsultants are not needed?

Answer: SF330 Part II subconsultant information is not required for submission.

Item 2-20 Question: The RFP requires resumes and an organization chart. Do you want these in addition to the resumes and organization chart that will be included in the required SF330?

Answer: The resumes and org chart only need to appear in one place, but reference should be made as to where the information can be found.

Item 2-21 Question: Our firm has held a Task Order Contract with Montgomery College in the past. May we include task orders completed under that contract as separate projects or are we to submit the past contract as one project under which we list task orders?

Answer: You could but it is best to showcase projects in different flavors.

Item 2-22 Question: On page 26 of the RFP, it states we should use the attached forms of the RFP to submit additional pages. There are no additional pages provided by MC in the attachment.

Answer: Duplicate additional pages from the RFP to suite your needs.

Item 2-23 Question: Regarding question #15 on the qualification questionnaire, do you want business references as in clients or business references as in vendors?

Answer: Business references as in vendors.

Item 2-24 Question: Can you identify some project types that might be issued under this on call contract, in particular the MEP category?

Answer: Projects such as Mannakee Center for Training Excellence, Macklin Tower MBI Finance Lab that are currently open for construction services. Previous projects such as Germantown HT ADA elevator addition, Central Services Building Cooling Tower Replacement etc.

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Item 2-25 Question: Would you prefer to see projects that the offeror was the prime contractor/consultant on?

Answer: Prime project experiences will be preferred; however, we recognize that not all categories of consultants may have experiences as a prime. We will accept consultant experiences.

Item 2-26 Question: The projects that we have to show in the firm portfolio, does construction have to be complete or can design be complete?

Answer: Yes, they can.

Item 2-27 Question: The RFP reads as though any potential subcontractors to be used are going to be addressed if awarded and when a task order comes through? Right now, for the technical proposal submission, do we simply just confirm we will comply with the 15% MBE requirement for this contract as well as just services we may be subcontracting out or do we need to provide detailed/ specific companies for any work we plan on subcontracting out? (Reference in RFP – PART 9 – Subcontracting (pg. 00213-2). Please advise what you are looking for in specific to any subcontractors for the technical proposal and fee schedule form submission, if required at this time.

Answer: We do not need any sub-consultant information with this submission. Just confirm 15% MBE as a goal.

Item 2-28 Question: Will Building Envelope Commissioning be included for the Schedule G as a service under it?

Answer: Yes.

Item 2-29 Question: What is the dollar amount of work that was awarded to the consultants currently under contract for 1. Schedule D Geotechnical Engineering Consultant?

Answer: Information requested is not available.

Item 2-30 Question: For resumes, we understand we should provide resumes for our proposed manager and key staff. Are we limited to providing one resume per category on page 11-12?

Answer: No limit.

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Item 2-31 Question: Page 14, item 14.1 indicates “Task orders will normally be awarded on a rotating basis beginning with the highest ranked firm for each category, then will go to the next highest ranked firm in the rotation unless the College finds:..” As long as each firm meets the 4 factors in the bullets following that statement, does this mean task order 1 will go to highest ranked firm in the category, then task order 2 will go to 2<sup>nd</sup> highest ranked firm, and so on? Or does the highest ranked firm always get the opportunity to submit on all task orders, and if they don’t meet the four bullet factors then it goes to the next ranked firms?

Answer: The task order 1 will go to the highest ranked firm in the specific category, then task order 2 will go to the second highest ranked firm, and so on, unless the firm falls under one of the four factors listed in Part 14.1, on Page 002113-10.

Item 2-32 Question: We understand the annual contract limit for all categories combined is \$4M. If Montgomery College has a large project planned where design services would exceed \$4M, would that project be solicited through a separate RFP outside of the A/E Task Order Contract? Or broken up over multiple years so it would not exceed the \$4M limit?

Answer: Task Order projects are usually small and medium size projects and requires quick response time. A large project is usually solicited through a separate RFP outside of A/E Task Order contract.

Item 2-33 Question: Is there a limit to the size of each individual task order?

Answer: See above answer.

Item 2-34 Question: Page 002113-6 includes a subsection of 7.8.3.c. titled “Project Management Approach”, but we don’t see these items included on the Qualifications Questionnaire. Should we include our response to the items under Project Management Approach on the Qualification Questionnaire, in the SF330 Part I Section H, or in a separate section of the proposal?

Answer: Project Management Approach has been added as Item 20 in the Qualification Questionnaire. See Item 2-49.

Item 2-35 Question: Part 17.v.c. Section 004513-4 of the Qualifications Questionnaire asks for a list of projects completed by the assigned manager that includes projects completed within the past five (5) years, however the date range for the firm’s project examples in part 18 is within the past eight (8) years. Would the College increase the time limit for the manager’s list projects to eight (8) years to match?

Answer: Recent project experiences, within past 5 years, are what we are looking for.

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Item 2-36 Question: Do we need a sub-team or are they procuring out separately? If so, when a project comes up, do we need to close from the list of approved other scopes or are we able to select our own team?

Answer: See Item 1-8 in Addendum 1. Depending on task orders.

Item 2-37 Question: Hourly rates: can we provide an hourly rate range?

Answer: Please provide the hourly rates for the proposed personnel I assigned to the College task order projects in the Hourly Rate Fee Schedule Form in Section 004213B. Generic fee shall be quoted in the form. Please refer to Part 7.8.3.i. Hourly Rate Fee Schedule. Also See Item 2-46 to correct the typo of the part number referenced.

Item 2-38 Question: Please confirm in the Qualification Questionnaire, #19 if we are only required to include SF 330 Part II?

Answer: Please refer to Item 1-3 & Item 1-4 in Addendum No.1.

Item 2-39 Question: What qualifications are required from the subcontractors? Specifically, do they need to provide the items requested on Qualifications Questionnaire Question 17.v., 17.vi, Question 18, and Question 19 or for those questions is the intent for only the prime to submit those items?

Answer: Subcontractor information should not be included in the submission, because the qualification statement is for Prime only. Adding the sub-consultants to the submission may cloud the clarity of your firm's qualification and may cloud the judgement of the reviewer.

Item 2-40 Question: What SF330 Forms specifically are required? The addendum indicates Part I and Part II, are all of the forms in Part I and Part II required?

Answer: Fill out only relevant items on Part I, for non-pertinent items type in N/A. If the relevant information are provided elsewhere, just provide a reference pointing to where the information can be found in the submission.

Item 2-41 Question Is a Part II required for all our team members?

Answer: The answer is no. The term "team" referenced in the RFP should be interpreted as proposed staffs within the firm forming as a team to service the task order contract.

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- Item 2-42 Question: Is the definition of “manager” in section 002113 paragraph 7.8.3.c the same as “Project Manager” indicated in section 7.8.3.i?
- Answer: Yes. That is correct.
- Item 2-43 Question: Does the local office referenced in section 002113 paragraph 7.8.3.c need to be located in Maryland?
- Answer: Local office does not need to be located in Maryland.
- Item 2-44 Question: Would a project in northern Virginia qualify as a Washington DC/Baltimore metropolitan area project referenced in Section 002113 Paragraph 7.8.3.c?
- Answer: One example of the project should be located in Metropolitan Baltimore-Washington area. The purpose of this requirement is to make sure that the selected firm has ample experiences of local practices, code requirements and market conditions. Depending on the locality of the project, citing the project example in northern VA may not best demonstrate your firm's capability and may not help your firm to achieve the highest score possible by the Evaluation Committee.
- Item 2-45 Question: In order to meet a minimum 15% minority participation is information for specific subconsultants required to be included in the proposal response to this RFP or just an acknowledgement that the plan would be to include minority business subconsultants which would be selected at the time a task is awarded? Is the 15% minimum minority business participation applied on a task by task basis, or aggregated over the term of the contract?
- Answer: The 15% minority participation is a goal of the College. At this point, we are not looking for you to demonstrate how you plan to achieve this goal. However, we need your commitment to help College to achieve this goal when task order project is assigned.



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Item 2-46 Question: Schedule G: Building Commissioning Consultant, (1) Will this opportunity be executed with an annual contract? If yes, then how many annual contract renewals can a firm execute? What are the maximum annual fees? (2) What is the expected response time for as-needed services? (3) Is it typical for Montgomery College to pursue LEED certification for new construction buildings? (4) Has the COVID-19 epidemic impacted the RFP and/or Award Schedule(s)? If so, will a new schedule be issued?

Answer: (1) Please refer to Part 13 and Part 14 in Section 002113 on Page Nos: 002113-4 & 002113-5 of the RFP documents.

(2) The size and scope of the task order projects tend to be small to medium sized. They usually require fast response time. It is stated in Part 14.2 on Page 002113-10 that The Project Designer will, within a reasonable time, but not in excess of seven (7) calendar days, providing a written proposal to the College for approval prior to performing the work.

(3) Depending on the project size or funding source, LEED requirements may kick in. However, just want to point out, this RFP is not intended for construction of a new building.

(4) Please monitor College Procurement website for updated RFP schedule often as the situations may change in response to the COVID-19 development.

**Changes to the RFP (Request for Proposal) are as follows:**

Item 2-47 Delete 3<sup>rd</sup> paragraph of Section 004213B-2, and replace with as follows:

Generic Pricing Formulation per **Part 7.8.3.i.** in Section 002113.

Item 2-48 Delete Part 7.8.1 Technical Proposal in Section 002113 in its entirety, and replace with the following:

7.8.1 Technical Proposal

- Transmittal Letter
- Technical Proposal Form (Section 004213)
- Qualification Questionnaire (Section 004513) including All Required Attachments
- Other Relevant Information
- Minority Participation Form (Section 004539)
- Acknowledgement of Receipt of Addenda, if Applicable
- Extension to Mid-Atlantic Purchasing Team (Optional)
- Exceptions to the Contract General and Supplementary Terms and Conditions, if Applicable

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**ADDENDUM #2**  
**ISSUED: APRIL 9, 2020**

Item 2-49 **Reissue** Section 004513 Qualification Questionnaire in its entirety.

**Index of Attachments to Addendum**  
Qualification Questionnaire (Reissued)



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**Patrick Johnson, MBA**  
Director of Procurement

Please **sign** below to acknowledge receipt of this Addendum and return with the **Technical Proposal submission**. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

**NOTE: ACKNOWLEDGEMENT OF RECEIPT OF RFP ADDENDA WILL NOT BE ACCEPTED BY FACSIMILE OR E-MAIL.**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed/Typed Signature

**QUALIFICATION QUESTIONNAIRE**

*The Undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading. Information provided in this statement is for the express purpose of assisting Montgomery College in its assessment of the Offeror’s suitability for providing services as a General Contractor for the referenced project. Use separate pages attached to this form when needed.*

**SUBMITTED TO:** Office of Procurement  
**MONTGOMERY COLLEGE**  
9221 Corporate Blvd.  
Rockville, Maryland 20850

**SUBMITTED BY:**  
**NAME & TITLE:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**CONTACT PERSON’S EMAIL:** \_\_\_\_\_

1. Please indicate type of business organization of the Offeror.

- Corporation
- Partnership
- Individual
- Joint Venture
- Other

2. How many years has the firm been in business?

4. Has the firm ever operated under any other name?

- Yes       No

If yes, list name(s), address(es), and years in existence:

\_\_\_\_\_

\_\_\_\_\_

**5. If the firm is a corporation, answer the following:**

Date of incorporation:

State of incorporation:

President's name:

Vice President's name:

Current principle place of business:

**6. If individual or partnership, answer the following:**

Date of organization:

Names and addresses of all partners (state whether general or limited partnership):

Current principle place of business:

**7. If other than corporation or partnership, describe organization and name principals and current principle place of business:**

**8. List the disciplines of services that your origination normally performs with its own forces:**

**9. List Company's professional registrations, affiliations and memberships.**

**10. Has the firm ever failed to complete any work that had been awarded to it? If so, state when, where and why:**

**11. Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?**

12. **Has any officer or partner of the firm ever been an officer or partner of another organization that failed? If so, state circumstances:**
13. **Has your organization ever been debarred from bidding on State Contracts by the Board of Public Works, or on any other Local, Municipal, County, State or Federal project?**
14. **Has your organization ever filed for bankruptcy, receivership or any other similar legal protection to protect it from default? (If the answer is yes, please attach details.)**
15. **Provide three (3) business references (contact name, firm name, address, email address and telephone number):**
16. **Provide a bank reference (contact name, firm name, address, email address and telephone number):**
17. **For Offeror, including any consultants', answer all of the following:**
- i. Firm's experience and capabilities. Describe in detail your firm's experience with similar projects to include, but not limited to the following as they relate to the specific category services required.
  - ii. Describe any prior and/ongoing specific local experience in the State of Maryland, Montgomery County, and local jurisdictions.

- iii. Provide a list of all high-institutions to which your firm has previously provided the equivalent service category.
  
- iv. What is the capacity of the firm to accomplish the specified scope of services in the required time? Provide your company's overall current workload, and anticipated work- load and assigning resources.
  
- v. Proposed project team's qualifications and recent experience.
  - a. Include a staffing plan, shown in the organization chart format, and the qualifications and experience of the staff you will assign to this account if your firm is selected for this contract. At a minimum, the submission shall include: name of designated manager, manager's department/unit/division, functional discipline, responsibilities and physical office address of all staff assigned to the account, as well as staff size and availability.
  
  - b. Resumes or descriptions of assigned manager and key staff for the service category, including, but not limited to, education, professional experience, certifications/licenses, length of time.
  
  - c. A list of projects completed by the assigned manager related to the category and in the same capacity within the past five (5) years, which are similar in the scope to the College needs. At least one (1) Project example must be within the Washington, D.C./Baltimore metropolitan area.
  
  - d. Project Manager's current workload and anticipated work load if awarded a contract for this need.

- vi. List quality control procedures to be used for this project to assure technical accuracy of reports, plans, specifications, and cost estimates.

**18 Relevant Project Experience**

Provide **five (5)** project examples completed within the past eight **(8)** years undertaken by the Offeror that can demonstrate Offeror's abilities to successfully execute projects in an educational institution setting similar to those listed in Scope of Services in this RFP. Include a minimum of **one (1)** project located within the Washington, D.C./Baltimore metropolitan area. The Offeror shall identify the name of the owner of the project, a knowledgeable point of contact, current email address, current telephone number, contract value of the Offeror's scope of services, project completion date, as well as the name of the Offeror's lead project manager and/or architect/engineer for the referenced project.

- 19. Proposal must include a GSA Standard Form 330 for Offeror's local office proposed to fulfill this Contract.**

**20. Project Management Approach**

Effectiveness of project communications, quality control, project documentation, and coordination with regulatory agencies having jurisdictions. Effectiveness of controlling project schedule, approach to construction administration and project commissioning, with particular emphasis on the flow of project information among College's team consultants.

I hereby certify that the above information is true and correct, to the best of my knowledge and belief.

\_\_\_\_\_  
**Signed**

\_\_\_\_\_  
**Type or Print Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**