

**MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT  
MANNAKEE CENTER FOR TRAINING EXCELLENCE  
SECOND FLOOR RENOVATION  
RFP NO.: 620-009  
RFP CLOSING DATE AND TIME: MARCH 18, 2020 @ 3:00 PM**

**ADDENDUM #1  
Issued: March 5, 2020**

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THIS ADDENDUM IS TO PROVIDE ANSWERS TO THE FOLLOWING QUESTIONS:

**NOTE: Similar requests for information that were received from different Contractors have been grouped under a single addendum item where appropriate, with a single comprehensive answer provided.**

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

- Item 1-1    Question:    Confirm that Field Office for the College Project Manager is not required. Also advise if General Contractor Field Office can be set up within the Mannakee Building.
- Answer:        A field office is not required for the College Project Manager. The College will provide an area in the building for a General Contractor field office.
- Item 1-2    Question:    Confirm that temporary Water & Electrical services for the construction period will be available within the building. Confirm that cost of water and electrical services is to be provided by the College.
- Answer:        Water and electric services will be made available to the General Contractor within the building. The College will not charge for the use of water or electricity associated with the project.
- Item 1-3    Question:    Drawing AD101, AD111, A101, A111, M101, M201, P201, and E101 indicate demolition and new work at 1st Floor, review and advise if work is to be performed during normal business hours or if this work is to be performed off-hours.
- Drawing AD103, S103, S104, M103, M104, M203, M204, E103, E104, E202, E302, E303, and E402 indicate demolition and new work at 3rd Floor, review and advise if work is to be performed during normal business hours or if this work is to be performed off-hours.
- Answer:        All work, including demolition, can be performed during normal business hours. However, the College reserves the right to restrict or limit noisy activities during final exams. See the College academic calendar for the exam schedule. Additionally, work on the first floor will need to be coordinated with class schedules.
- Item 1-4    Question:    Drawing Detail 1/A402 indicates new Track & Curtains in Rm 243, please review and advise if specifications will be provided for this material.
- Answer:        Specification was provided in the Technical Specifications, Section 101900. The Table of Contents has been revised accordingly.

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- Item 1-5    Question:    Drawing A112 indicates new recessed motorized projection screens, please review and advise if specifications will be provided for this material.
- Answer:        Specification was provided in the Technical Specifications, Section 115213. The Table of Contents has been revised accordingly.
- Item 1-6    Question:    Drawings A301, A401, and A402 indicate White Boards behind the projection screens, please review and advise if specifications will be provided for this material.
- Answer:        Specification was provided in the Technical Specifications, Section 101100. The Table of Contents has been revised accordingly.
- Item 1-7    Question:    Drawing A403A indicates the work for Alternate # 1 “Second Floor Bathrooms”, please review and advise if specifications will be provided for bathroom accessories. Ceramic Tile material has been provided under Drawing A602.
- Drawing Detail 2/A510 indicates a Soap Dispenser at rooms 240/243, please review and advise if specifications will be provided for this material. Also confirm that these are the only two rooms where soap dispenser is to be provided.
- Answer:        Restroom accessories will be supplied by the College and installed by the General Contractor. Restroom accessories include toilet tissue dispensers, paper towel dispensers, soap dispensers, and toilet seat cover dispensers.
- Item 1-8    Question:    Door Schedule A603 indicates the type of doors, frames and hardware. Please review and advise if specifications will be provided for these materials. Also review and advise if Glass specifications will be provided.
- Answer:        Specifications for these were provided in the Technical Specifications, Sections 081416, 081113, 087100 and 088000 respectively. The Table of Contents has been revised accordingly.
- Item 1-9    Question:    Please review and advise if existing roof is under a special warranty.
- Answer:        The existing roof is under warranty by Firestone through 2027.
- Item 1-10   Question:    Finish plan on Sheet A604 shows carpet to match existing in Room 207. Finish Schedule calls for Carpet and base although comments read “Existing Finishes to remain” – Please review and advise if new carpet is to be provided in Room 207. If carpet is to be provided, please advise material type.

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Answer: Existing Finishes to Remain is correct.

Item 1-11 Question: Architectural, Plumbing and Electrical floor plans have been provided to identify Alternate # 1 work. Be advised that HVAC floor plan has not been provided for Alternate # 1, please review and advise if HVAC work for Alternate # 1 will be provided.

Answer: Alternate #1 requirements are identified on drawings P401A and E304A.

Item 1-12 Question: Please advise if General Contractors will be allowed to use one of the existing elevators to carry materials to 2nd and 3rd Floors. Also advise if General Contractor and subcontractors will be allowed to park on site.

Answer: An elevator will be made available for use of the General Contractor. The General Contractor must protect the existing finishes of the elevator. Parking for workers will be made available in Lot 13 across the street from the project site.

Item 1-13 Question: Please advise if a second site visit can be scheduled prior to the bid submission. We will really appreciate your consideration for a second site visit.

Answer: Contact Kevin Redinger, Director of Project Management for additional site visits. Contact information is in Section 002113.

Item 1-14 Question: I had a question, for the mechanical work, base building controls contractor? We need this information for the mechanical subcontractor.

Answer: The College existing building controls are Reliable. Reliable factory authorized dealer in Maryland is Pritchett Controls located in Beltsville.

**The following items offer clarification that do change the requirements of the RFP documents.**

Item 1-15 Question: Drawing AD102 indicates that Curtain Wall is to be patched to match existing. Confirm that no specifications will be provided for this work.

Answer: No specification will be provided for this work – revise the note to read: “Patch and repair existing gyp board and sill below curtain wall, and clean curtain wall frame.”

Item 1-16 Question: Drawing A101 indicates that floor is to be patch as required after casework removal, review and advise type of existing material to match floor finish.

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Answer: BBT2 – ARMSTRONG STRIATIONS T3601 ATMOSPHERE 12X24 TILES

Item 1-17 Question: Price Proposal Form does not identify Division 8 and Division 10, advise if breakdown needs to be provided to include Doors, Frames, Hardware, Glazing, White Boards, Projection Screens and Track & Curtains.

Answer: The Price Proposal Form has been revised to include Divisions 8, 10, 11, and 12, and has been reissued in its entirety. **Please use the revised form for Price Proposal submission. Failure to do so will deem an offer non-responsive.**

**PLEASE MAKE CHANGES TO THE RFP DOCUMENTS AS FOLLOWS:**

**Index of Attachments to Addendum No. 1**

**Specification Sections or Portions Reissued in Entirety:**

000110 Table of Contents  
004213B Price Proposal Form (Revised 3/5/2020)

**Drawings Reissued in Entirety:**

NONE

**Sketches:**

NONE

**Items Issued for Informational Purposes:**

NONE



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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.

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

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Company Name

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Authorized Signature

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Date

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Printed/Typed Signature

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### **INTRODUCTORY INFORMATION**

|        |                    |
|--------|--------------------|
| 000101 | Project Title Page |
| 000110 | Table of Contents  |
| 000115 | List of Drawings   |

### **DIV. 00 – PROCUREMENT AND CONTRACTING REQUIREMENTS**

#### **PROPOSAL REQUIREMENTS**

|          |  |
|----------|--|
| 001119   | Invitation Letter of Request for Proposal      |
| 002113   | Instructions to Contractors                    |
| 002213   | Supplementary Instructions to Contractors      |
| 002413   | Required Submissions                           |
| 003119   | Information Available to Contractors           |
| 004213A  | Technical Proposal Form (Part A)               |
| 004213B  | Price Proposal Form (Part B)                   |
| 004313   | Bid Bond                                       |
| 004400   | Verification of Examination of Site Conditions |
| 004513   | Contractor's Qualification Statement           |
| 004513 I | Subcontractor Information Form                 |
| 004539   | Minority Participation Form                    |
| 004540   | Procurement Office Questionnaire               |

#### **CONTRACTING REQUIREMENTS**

|           |  |
|-----------|--|
| 005223    | Sample Form of Contract                      |
| 006113.13 | Montgomery College Standard Performance Bond |
| 006113.16 | Payment Bond                                 |
| 006276    | Application and Certificate for Payment      |
| 007200    | General Conditions of the Contract           |
| 007300    | Supplementary Conditions of the Contract     |

### **TECHNICAL SPECIFICATION SECTIONS**

#### **DIVISION 01 – GENERAL REQUIREMENTS**

|        |                                     |
|--------|-------------------------------------|
| 011000 | SUMMARY                             |
| 012300 | ALTERNATES                          |
| 012500 | SUBSTITUTION PROCEDURES             |
| 012600 | CONTRACT MODIFICATION PROCEDURES    |
| 012900 | PAYMENT PROCEDURES\                 |
| 013100 | PROJECT MANAGEMENT AND COORDINATION |
| 013300 | SUBMITTAL PROCEDURES                |
| 014000 | QUALITY REQUIREMENTS                |
| 016000 | PRODUCT REQUIREMENTS                |
| 017300 | EXECUTION                           |
| 017700 | CLOSEOUT PROCEDURES                 |
| 017823 | OPERATION AND MAINTENANCE DATA      |
| 017900 | DEMONSTRATION AND TRAINING          |

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**000110-1**

**DIVISION 02 - EXISTING CONDITIONS**

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**DIVISION 05 – STRUCTURAL STEEL FRAMING**

051200 STRUCTURAL STEEL FRAMING

**DIVISION 06 – WOODS, PLASTICS AND COMPOSITES**

061000 ROUGH CARPENTRY  
064023 INTERIOR ARCHITECTURAL WOODWORK  
064116 PLASTIC-LAMINATE-FACED ARCHITECTURAL CABINETS

**DIVISION 07 – THERMAL AND MOISTURE PROTECTION**

075216 SBS MODIFIED BITUMINOUS MEMBRANE ROOFING REPAIRS  
076200 SHEET METAL FLASHING AND TRIM  
077200 ROOF ACCESSORIES  
079201 EXTERIOR JOINT SEALANTS

**DIVISION 08 – OPENINGS**

081113 HOLLOW METAL DOORS AND FRAMES  
081416 FLUSH WOOD DOORS  
087100 DOOR HARDWARE  
088000 GLAZING

**DIVISION 09 – FINISHES**

092116.23 GYPSUM BOARD SHAFT WALL ASSEMBLIES  
092900 GYPSUM BOARD ASSEMBLIES  
093013 CERAMIC TILING (ALTERNATE #1)  
095113 ACOUSTICAL TILE CEILINGS  
096513 RESILIENT BASE AND ACCESSORIES  
096519 RESILIENT TILE FLOORING  
098116 BLANKET AND BATT INSULATION  
099123 INTERIOR PAINTING

**DIVISION 10 – SPECIALITIES**

101100 VISUAL DISPLAY UNITS  
101423 PANEL SIGNAGE  
101900 CUBICLE CURTAIN TRACK AND CURTAINS  
102600 WALL AND DOOR PROTECTION  
104413 FIRE PROTECTION CABINETS  
104416 FIRE EXTINGUISHERS

**DIVISION 11 – EQUIPMENT**

115213 PROJECTION SCREENS

**DIVISION 12 – FURNISHINGS**

122113 HORIZONTAL LOUVER BLINDS  
123623.13 PLASTIC LAMINATE-CLAD COUNTERTOPS

**DIVISION 21 – FIRE SUPPRESSION**

210101 Fire-Suppression General Provisions  
210500 Common Work Results for Fire Suppression  
210502 Sleeves and Plates for Fire Suppression Piping  
210507 Firestopping for Fire Suppression Systems  
211000 Water-Based Fire-Suppression System

**DIVISION 22 – PLUMBING**

220101 Plumbing General Provisions  
220500 Common Work Results for Plumbing  
220502 Sleeves and Plates for Plumbing Piping  
220507 Firestopping for Plumbing Work  
220529 Hangers and Supports for Plumbing Piping and Equipment  
220700 Plumbing Insulation  
220719 Plumbing Piping Insulation  
221413 Storm Drainage Piping

**DIVISION 23 – HEATING, VENTILATING, AND AIR-CONDITIONING (HVAC)**

230100 Operation and Maintenance of HVAC Systems  
230101 HVAC General Provisions  
230500 Common Work Results for HVAC  
230502 Sleeves and Plates for HVAC Piping  
230503 Access Doors for HVAC Piping and Equipment  
230504 HVAC Demolition  
230505 Equipment Connections for HVAC  
230506 Curbs and Flashings for HVAC Piping and Equipment  
230507 Firestopping for HVAC Work  
230508 HVAC Piping Specialties  
230513 Common Motor Requirements for HVAC Equipment  
230523 General-Duty Valves for HVAC Piping  
230529 Hangers and Supports for HVAC Piping and Equipment  
230533 Heat Tracing for HVAC Piping  
230548 Vibration Control Supports for HVAC  
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**000110-3**



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| 230913 | Instrumentation and Control Devices for HVAC |
| 230923 | Direct Digital Building Systems Control      |
| 232113 | Hydronic Piping                              |
| 232300 | Refrigerant Piping                           |
| 232500 | HVAC Water Treatment                         |
| 233113 | Metal Ducts                                  |
| 233300 | Duct Accessories                             |
| 233346 | Flexible Ducts                               |
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| 233723 | Roof-Mounted Gravity Ventilators             |
| 234100 | Particulate Air Filtration                   |
| 237322 | Air-Handling Units with Coils                |
| 238127 | Ductless Split-Systems Units                 |
| 238216 | Air Coils                                    |
| 238413 | Humidifiers                                  |

## **DIVISION 26 – ELECTRICAL**

|        |                                       |
|--------|---------------------------------------|
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| 260500 | Common Work Results for Electrical    |
| 260507 | Firestopping for Electrical Work      |
| 260519 | Wires and Cables                      |
| 260521 | Wiring Connections                    |
| 260526 | Grounding and Bonding                 |
| 260533 | Conduits                              |
| 260534 | Boxes                                 |
| 260553 | Identification for Electrical Systems |
| 262416 | Panelboards                           |
| 262726 | Wiring Devices                        |
| 262800 | Enclosed Circuit Protective Devices   |
| 262813 | Fuses                                 |
| 262923 | Variable Frequency Drives             |

**PRICE PROPOSAL FORM (REVISED ON 3/5/2020)**

**To:** Montgomery College

**Re: Request for Proposal  
Mannakee Center for Training Excellence Second Floor Renovation  
Rockville Campus**

**Attn.:** Procurement Office  
Montgomery College  
9221 Corporate Boulevard  
Rockville, Maryland 20850

**From:** \_\_\_\_\_  
**(Provide Your Company's Name)**

**PART 1** - Contractor must submit **one original plus three copies** of Price Proposal Form and all attachments. Each copy cover must be marked "Original " or "Copy" accordingly.

**PART 2** - Contractor must complete the Price Proposal Form in full, accurate, sign, dated, and sealed if applicable. **All blanks and the line item pricing must be filled out.** Failure to do so will deem an Offer non-responsive and be grounds for rejection of the entire proposal. **Conditional proposals will not be accepted.**

**PART 3** - Contractor acknowledges receipt of the following Addenda:

Number \_\_\_\_\_ Date \_\_\_\_\_

Number \_\_\_\_\_ Date \_\_\_\_\_

Number \_\_\_\_\_ Date \_\_\_\_\_

Number \_\_\_\_\_ Date \_\_\_\_\_

Number \_\_\_\_\_ Date \_\_\_\_\_

Number \_\_\_\_\_ Date \_\_\_\_\_

**PART 4 - BASE PRICE PROPOSAL: (State amounts in both words and numbers where indicated)**

The proposed total contract amount to complete the **Mannakee Center for Training Excellence Second Floor Renovation** project at the Rockville Campus, including all the costs associated with the requirements specified in the Request for Proposal documents, and having examined both the site of the Work and all matters referred to in the Request for Proposal documents, is:

**Base Price Detail (In Numbers):**

|     |  |          |
|-----|--|----------|
| 1.  | Division 1 General Requirements                    | \$ _____ |
| 2.  | Division 2 Existing Conditions                     | \$ _____ |
| 3.  | Division 5 Structural Steel Framing                | \$ _____ |
| 4.  | Division 6 Woods, Plastics and Composites          | \$ _____ |
| 5.  | Division 7 Thermal and Moisture Protection         | \$ _____ |
| 6.  | Division 8 Openings                                | \$ _____ |
| 7.  | Division 9 Finishes                                | \$ _____ |
| 8.  | Division 10 Specialties                            | \$ _____ |
| 9.  | Division 11 Equipment                              | \$ _____ |
| 10. | Division 12 Furnishings                            | \$ _____ |
| 11. | Division 21 Fire Suppression                       | \$ _____ |
| 12. | Division 22 Plumbing                               | \$ _____ |
| 13. | Division 23 HVAC                                   | \$ _____ |
| 14. | Division 26 Electrical                             | \$ _____ |
| 15. | Construction Cost Subtotal (Sum of lines 1 to 14): | \$ _____ |
| 16. | Overhead   | \$ _____ |
| 17. | Profit   | \$ _____ |
| 18. | Insurance  | \$ _____ |
| 19. | Performance, Labor and Material Payment Bonds      | \$ _____ |
| 20. | Builder's Risk                                     | \$ _____ |

**21. Base Price Total (Sum Lines 15+16+17+18+19+20):**

**(In Words):** \_\_\_\_\_ **Dollars**

**(In Numbers):** \$ \_\_\_\_\_

**PART 5 - SPECIAL PRICING REQUIREMENTS: (State amounts in both words and numbers)**

**A. ALLOWANCES – NOT USED**

**B. UNIT PRICES – NOT USED**

**C. ALTERNATES**

**Add Alternate No. 1: 2<sup>nd</sup> Floor Toilet Rooms**

Add Alternate: Rooms adjacent to CMA and CAN labs on the second floor will be outfitted with toilets, lavatories, and toilet accessories to provide ADA accessible toilet rooms. See drawings A403A, E304A, P401A and related details.

(In Words): \$ \_\_\_\_\_

(In Numbers): \$ \_\_\_\_\_

**D. SEPARATELY IDENTIFIED PRICES – NOT USED**

**PART 6 - BID SURETY**

**A.** The bid surety attached in the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) is to become the property of the College in the event the Contract and Bond are not executed with the time set forth, as liquidated damages for the delay and additional expense to the College caused thereby.

**B.** The undersigned includes the following submissions as part of the Price Proposal Form:

Bid Bond (AIA Document A310-2010, “Bid Bond”)

Bonding Company Letter

**PART 7 - PRICE PROPOSAL (PART B) SUBMITTAL ATTACHMENTS**

**(Submit One Original plus Three Copies of the Price Proposal Form and all Attachments)**

**A.** AIA Document A310-2010, Bid Bond or Certified Check in the amount of 5% of the Base Price Proposal

**B.** Bonding Company Letter Guaranteeing the Required 100% Performance, Labor and Material Payment Bonds

**PART 8** – The undersigned agrees, if selected as the Contractor, to execute a Contract in accordance with the terms of this Request for Proposals and the Contract Documents, within five (5) days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the College.

**PART 9** – Upon contract award, the undersigned agrees to hold prices firm for the duration of the overall contract term.

**PART 10** - The undersigned acknowledges the right of the College in its sole discretion to accept any Proposal or to reject any or all Proposals.

**PART 11** - The undersigned further certifies under the penalties of perjury that this proposal is in every respect bona-fide, fair and made without collusion or fraud with another person, joint venture, corporation, partnership or other business or legal entity.

**PART 12 - SIGNATURES:**

\_\_\_\_\_  
(Date) \_\_\_\_\_ (Company Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Facsimile Number)

**By:**

**SEAL IF A CORPORATION**

\_\_\_\_\_  
Authorized Agent & Title (Print)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(F.E.I.N.)

\_\_\_\_\_  
(Contractor License Number)

\_\_\_\_\_  
(Contact E-mail Address)

**BE SURE TO SIGN YOUR PROPOSAL**