

**OFFICE OF PROCUREMENT
CONSTRUCTION MANAGER AT RISK FOR COLLEGEWIDE HVAC UPGRADES
ON GERMANTOWN, ROCKVILLE AND TAKOMA PARK/SILVER SPRING CAMPUSES
RFP NO.: 622-004
RFP CLOSING DATE AND TIME: NOVEMBER 24, 2021 @ 2:00 PM**

**ADDENDUM #1
Issued: NOVEMBER 18, 2021**

THE PURPOSE OF ADDENDUM IS TO MAKE CHANGES, AND PROVIDE ANSWERS TO THE REQUEST FOR CLARIFICATIONS TO THE RFP DOCUMENTS.

Please make changes to the RFP documents as follows:

- Item 1-1 Revise bid bond requirements from **10% to not less than 5%**, both in the paragraph below “Name of the Proposer” in Section 5, Price Proposal Form on Page 70, and in Section 6.3 Price Proposal on Page 83. For Offeror’s convenience, Price Proposal Form has been re-issued to reflect this change. Please use the revised Price Proposal form for submission.
- Item 1-2 Add “Anticipated Number of Hours for On-Site Staff” form in Section 4 Technical Proposal Required Submission Documents.
- Delete the Table of Contents in its entirety and replace with the attached revised Table of Contents.
- Item 1-3 Revise 3rd paragraph from the bottom, in Section 6.2 Technical Proposal Evaluation (40% of the total score) on Page 82 to read as follows:
- “20% CM at Risk project experience on a total of three (3) similar or relevant projects.”
- Item 1-4 Revise the “Basis for Selection” paragraph in Section 3.6 on Page 47 to read as follows:
- “Complete the “Basis for Selection Form” to include reasons that the specific individuals were chosen as Project Manager, Superintendent, Project Engineer, Cost Estimator and other key personnel on the proposed CM at Risk team.”
- Item 1-5 Change section numbers in the third line on Page 21 to Section 2.40 for General Conditions, and Section 2.41 for On Site Staff Reimbursables.

The following items offer clarification that do not change the requirements of the RFP documents.

- Item 1-6 Question: Project 4 Schedule: Section 2, Item 2.18 provides a general schedule with milestones. Item 12 Submission of GMP is noted as January 20, 2022 with an anticipated delivery of the HVAC units as June 2022. I believe it was informed at today’s meeting that CD documents for Project 4 is anticipated to be completed by March/April 2022. Would please confirm that this information is correct?

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Answer: Because Project 4 is more involved than the other 3 projects as it has more air handler units and includes connection of hydronic piping to the campus central plant in HT, the time to complete construction documents is anticipated to take longer than the other 3 projects. However, it is hoped the awarded CMAR will be a contributing member of the project team and advise on schedule, costs, and procurement of equipment as construction documents are developed and completed.

Item 1-7 Question: HVAC Units Preliminary Design: As you may be aware the current market conditions are facing serious challenges with fabrication/delivery timelines for many products. We would like to know if Montgomery College will be able to share preliminary Basis of Design/Manufacturer/Model # and equipment schedule of the proposed units. We have been advised that standard units (depending on the size) lead time are about 16 weeks or more and custom units can be 52 weeks or more. It will be very helpful to know the preliminary basis of design/model/manufacturer and sizes.

Answer: We do not have preliminary size information for any of the AHU or RTU units at this time. The College wants to procure the equipment as quickly as possible, and expects the CMAR to work and advise the A/E team on equipment manufacturers, sizes, and procurement lead times as the construction documents are developed. The College has purchased AHUs and RTUs from the following manufacturers on recent projects: Daiken, Governair, TMI Climate Solutions, and AAON.

Item 1-8 Question: Quality Assurance & Safety: We agree with Montgomery College that Safety and Quality assurance are areas of utmost importance. The On-Site Staff Reimbursable Breakdown Form list the following positions: Project Manager, Field Superintendent, Project Engineer, Field Secretary/Clerk and Laborer. Please confirm that cost associated with safety and quality assurance can be included under Item C "Other Costs" or Item E "Other (please itemize below)" of the General Conditions Non-Personnel Reimbursable Breakdown Form.

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ITEM	ESTIMATED COSTS
A. Labor costs	_____
B. Costs of Other Materials and Equipment Temporary Facilities and Related Items	_____
C. Other Costs	_____
D. Other Costs and Emergencies	_____
E. Other (please itemize below):	_____

Answer: The College agrees safety and QA are key components of any project. However, due to the size of the projects, the College did not anticipate a full time or part time safety inspector on the project. It is acceptable to include safety and quality assurance costs under item C "Other Costs", or under item E "Other (please itemize below)" as suggested in the question.

All other specifications, terms and conditions remain unchanged.

Sections or Portions Reissued in Entirety

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Section 4	Anticipated Number of Hours for On-Site Staff
Section 5	Price Proposal Form (Revised)

Drawings

NONE

Sketches

NONE



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Items Issued for Informational Purposes

NONE

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



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SECTION 4 – REQUIRED FORMS

ANTICIPATED NUMBER OF HOURS FOR ON-SITE STAFF

PROJECT 1

ROCKVILLE CAMPUS FOUR BUILDINGS (GU, MT, MU, ANDTC) RTU REPLACEMENTS

Company: _____

Provide anticipated number of hours for the on-site staff. Per the RFP, only those positions listed below will be considered by the College to be staff reimbursable positions.

<u>Position</u>	<u>Anticipated Total Hours</u>
Project Manager	_____
Superintendent	_____
Project Engineer	_____
Field Secretary/Clerk	_____
Laborer	_____
Other: (Please specify)	
_____	_____
_____	_____
_____	_____
TOTAL HOURS:	_____



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SECTION 4 – REQUIRED FORMS

ANTICIPATED NUMBER OF HOURS FOR ON-SITE STAFF

PROJECT 2

TAKOMA PARK/SILVER SPRING CAMPUS

PAVILION 1/PAVILION 2 (P1/P2) HVAC SYSTEM UPGRADE

Company: _____

Provide anticipated number of hours for the on-site staff. Per the RFP, only those positions listed below will be considered by the College to be staff reimbursable positions.

<u>Position</u>	<u>Anticipated Total Hours</u>
Project Manager	_____
Superintendent	_____
Project Engineer	_____
Field Secretary/Clerk	_____
Laborer	_____
Other: (Please specify)	
_____	_____
_____	_____
_____	_____
TOTAL HOURS:	_____



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SECTION 4 – REQUIRED FORMS

ANTICIPATED NUMBER OF HOURS FOR ON-SITE STAFF

PROJECT 3

ROCKVILLE CAMPUS THEATER ARTS (TA) HVAC SYSTEM UPGRADE

Company: _____

Provide anticipated number of hours for the on-site staff. Per the RFP, only those positions listed below will be considered by the College to be staff reimbursable positions.

<u>Position</u>	<u>Anticipated Total Hours</u>
Project Manager	_____
Superintendent	_____
Project Engineer	_____
Field Secretary/Clerk	_____
Laborer	_____
Other: (Please specify)	
_____	_____
_____	_____
_____	_____
TOTAL HOURS:	_____



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SECTION 4 – REQUIRED FORMS

ANTICIPATED NUMBER OF HOURS FOR ON-SITE STAFF

PROJECT 4

GERMANTOWN CAMPUS

HUMANITIES AND SOCIAL SCIENCES BUILDING (HS) HVAC SYSTEM UPGRADE

Company: _____

Provide anticipated number of hours for the on-site staff. Per the RFP, only those positions listed below will be considered by the College to be staff reimbursable positions.

<u>Position</u>	<u>Anticipated Total Hours</u>
Project Manager	_____
Superintendent	_____
Project Engineer	_____
Field Secretary/Clerk	_____
Laborer	_____
Other: (Please specify)	
_____	_____
_____	_____
_____	_____
TOTAL HOURS:	_____



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SECTION 5 – PRICE PROPOSAL SUBMISSION

PRICE PROPOSAL FORM FOR CM AT RISK SERVICES (REVISED)

RFP Title: Construction Manager at Risk Collegewide HVAC Upgrades on the Germantown, Rockville, and Takoma Park/Silver Spring Campuses RFP Number: 622-004

NAME OF PROPOSER: _____

The undersigned hereby submits a price proposal for the Construction Management at Risk services to Montgomery College to construct Collegewide HVAC Upgrades on the Germantown, Rockville and Takoma Parrk/Silver Spring Campuses. Submitted with this price proposal is a fully executed bid bond in the amount of no less than 5% of the Price Proposal. By submitting this price proposal, the CM at Risk agrees to be bound by the College’s General Terms and Conditions, the General Conditions for Construction, the Supplementary Terms and Conditions for Construction, and comply with all insurance mandates. Having carefully examined the Request for Proposal for the above reference project, the associated documents, and addenda, and having received clarification on all items of conflict or upon which any doubt arose, the undersigned proposes to complete the work for the following guaranteed maximum price:

1. PRECONSTRUCTION PHASE 1:

1.1 Total Preconstruction Phase 1 Construction Management at Risk Fee (sum of 1.1.1, 1.1.2, 1.1.3 and 1.1.4)

(In words): _____ Dollars

(In numbers) \$ _____

1.1.1 Preconstruction Phase 1 Construction Management at Risk Fee for Project 1 RV Four Buildings (GU, MT, MU, and TC) RTU Replacements

(In words): _____ Dollars

(In numbers) \$ _____

1.1.2 Preconstruction Phase 1 Construction Management at Risk Fee for Project 2 TP P1/P2 HVAC System Upgrade

(In words): _____ Dollars

(In numbers) \$ _____

1.1.3 Preconstruction Phase 1 Construction Management at Risk Fee for Project 3 RV TA HVAC System Upgrade

(In words): _____ Dollars



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(In numbers) \$ _____

1.1.4 Preconstruction Phase 1 Construction Management at Risk Fee for Project 4 GT HS HVAC System Upgrade

(In words): _____ **Dollars**

(In numbers) \$ _____

2. CONSTRUCTION PHASE 2 CM AT RISK FEE:

2.1 Total Construction Phase 2 Construction Management at Risk Fee for Project 1 RV Four Buildings (GU, MT, MU, and TC) RTU Replacements inclusive of all CM costs per this RFP:

(In words): _____ **Dollars**

(In numbers) \$ _____

2.2 Total Construction Phase 2 Construction Management at Risk Fee for Project 2 TP P1/P2 HVAC System Upgrade inclusive of all CM costs per this RFP:

(In words): _____ **Dollars**

(In numbers) \$ _____

2.3 Total Construction Phase 2 Construction Management at Risk Fee for Project 3 RV TA HVAC System Upgrade inclusive of all CM costs per this RFP:

(In words): _____ **Dollars**

(In numbers) \$ _____

2.4 Total Construction Phase 2 Construction Management at Risk Fee for Project 4 GT HS HVAC System Upgrade inclusive of all CM costs per this RFP:

(In words): _____ **Dollars**

(In numbers) \$ _____

3. TOTAL CM AT RISK PRICE PROPOSAL: *(sum of 1.1, 2.1, 2.2, 2.3, and 2.4)*

(In words): _____ **Dollars**

(In numbers) \$ _____

Note: If Proposer offers any discount for the contract of multiple projects, please state the percentage (%) discount to be applied to Item 3: _____.



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- 4. **Hourly rates for on-site staff:**
The hourly rates to be quoted by the CM at Risk.

<u>Position</u>	<u>Hourly Rate</u>
Project Manager	\$ _____
Field Superintendent	\$ _____
Project Engineer	\$ _____
Field Secretary/Clerk	\$ _____
Laborer	\$ _____

Note: The billing rates for on-site staff positions for which prevailing wage rates apply are required to be listed herein and costs for such positions are to be included in above based on the quoted billing rates; upon issuance of the prevailing wage rates, adjustments (if any), will be made accordingly with the successful CMAR firm.

We understand that by submitting a proposal, we are agreeing that (i) the Project schedule will be met and (ii) the total hard construction cost for the Project as set forth in the Contract shall not exceed the amount of the Project Construction Costs of approximately \$12,175,000. We understand that any and all savings accrued during the Construction Phase of the Project will revert to the College and CM at Risk per 2.14 in Section 2 of the RFP. We confirm that our quoted, not-to-exceed (NTE) price for the On-Site Staff Reimbursable Expenses to be included in the GMP proposal is based on the hourly rates listed above.

We understand that for any or no reason, the College at its sole discretion can decline to accept the Construction Manager At Risk GMP Proposal for a trade package or group of trade packages and can decline to amend the contract to reflect these items and the applicable Construction Phase CM at Risk fee and thereupon, without penalty, the Construction Manager At Risk agreement will terminate automatically according to its terms. We further understand that the approval by the College’s Board of Trustees for the GMP amendment to the Contract, if applicable, may be withheld at its sole discretion. If such GMP amendment approval is withheld, the Contract will terminate automatically according to its terms.

If applicable, we understand that Prevailing Wages (to be provided by the College prior to the bidding of trade packages by the CM at Risk) are to be paid during the construction phase and these wages will apply on the entire Project. We understand that a Bid Bond is required with this Price Proposal. We understand that a 100% Performance and 100% Labor and Material Payment Bond are required with the issuance of any Construction Contract Amendment to incorporate trade work into the CM at Risk Contract.



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We also understand that the Bid/Proposal Affidavit, MBE Participation, and proof of the Proposer's Contractor's license under Title 17, Subtitle 6, of the Business Regulation Article of the Annotated Code of Maryland provided with our Price Proposal will remain in force under this Price Proposal phase.

We understand that the College reserves the right to award a contract (or contracts) for all items, or any parts thereof, as set forth in detail under the information furnished in the RFP document.

The Offeror represents and is a condition precedent to acceptance of this proposal, that the Offeror has not been a party to any agreement to submit a fixed or uniform price.

I hereby represent and warrant by my signature below that I am authorized to submit a binding proposal on behalf of this company.

Company Name Printed Name

Title Authorized signature and date

Witnessed on this__ day of _____, 2021.

Signature of Witness



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ON-SITE STAFF REIMBURSABLE BREAKDOWN ATTACHMENT

PROPOSER: _____

PLEASE NOTE THE FOLLOWING:

1. This attachment is to be included with the Proposer’s Price Proposal. The estimated hours are to justify the projected General Conditions costs for each proposed project.
2. If any of the positions noted below will not be filled by the Proposer, the Proposer is to note in the space provided what position will be handling the duties associated with the unfilled position.
3. Per the RFP, due to the size and nature of this project, it is NOT expected that all of these positions will perform their responsibilities on site.

Project 1 RV Four Buildings (GU, MT, MU,/ and TC) RTU Replacements

POSITION	ESTIMATED HOURS	TOTAL COST
Project Manager	_____	\$ _____
Field Superintendent	_____	\$ _____
Project Engineer	_____	\$ _____
Field Secretary/Clerk	_____	\$ _____
Laborer	_____	\$ _____
TOTALS PROJECT 1:	_____	\$ _____

Project 2 TP P1/P2 HVAC System Upgrade

POSITION	ESTIMATED HOURS	TOTAL COST
Project Manager	_____	\$ _____
Field Superintendent	_____	\$ _____
Project Engineer	_____	\$ _____
Field Secretary/Clerk	_____	\$ _____
Laborer	_____	\$ _____
TOTALS PROJECT 2:	_____	\$ _____



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Project 3 RV TA HVAC System Upgrade

POSITION	ESTIMATED HOURS	TOTAL COST
Project Manager	_____	\$ _____
Field Superintendent	_____	\$ _____
Project Engineer	_____	\$ _____
Field Secretary/Clerk	_____	\$ _____
Laborer	_____	\$ _____
TOTALS PROJECT 3:	_____	\$ _____

Project 4 GT HS HVAC System Upgrade

POSITION	ESTIMATED HOURS	TOTAL COST
Project Manager	_____	\$ _____
Field Superintendent	_____	\$ _____
Project Engineer	_____	\$ _____
Field Secretary/Clerk	_____	\$ _____
Laborer	_____	\$ _____
TOTALS PROJECT 4:	_____	\$ _____

Signer's Initials: _____



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SECTION 5 – PRICE PROPOSAL SUBMISSION

GENERAL CONDITIONS NON-PERSONNEL REIMBURSABLE BREAKDOWN ATTACHMENT

PROPOSER: _____

PLEASE NOTE THE FOLLOWING:

1. This attachment is to be included with the Proposer’s Price Proposal.
2. This attachment is to itemize the General Conditions costs included in the Preliminary Construction Cost Estimate in the RFP documents **excluding on-site staffing** as the breakdown for such staff expenses was provided separately.

Project 1 RV Four Buildings (GU, MT, MU, and TC) RTU Replacements

ITEM	ESTIMATED COSTS
A. Labor costs	_____
B. Costs of Other Materials and Equipment Temporary Facilities and Related Items	_____
C. Other Costs	_____
D. Other Costs and Emergencies	_____
E. Other (please itemize below):	_____

TOTAL COSTS PROJECT 1:	_____



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Project 2 TP P1/P2 HVAC System Upgrade

ITEM	ESTIMATED COSTS
A. Labor costs	_____
B. Costs of Other Materials and Equipment Temporary Facilities and Related Items	_____
C. Other Costs	_____
D. Other Costs and Emergencies	_____
E. Other (please itemize below):	_____

TOTAL COSTS PROJECT 2:	_____

Project 3 RV TA HVAC System Upgrade

ITEM	ESTIMATED COSTS
A. Labor costs	_____
B. Costs of Other Materials and Equipment Temporary Facilities and Related Items	_____
C. Other Costs	_____
D. Other Costs and Emergencies	_____
E. Other (please itemize below):	_____

TOTAL COSTS PROJECT 3:	_____



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Project 4 GT HS HVAC System Upgrade

ITEM	ESTIMATED COSTS
A. Labor costs	_____
B. Costs of Other Materials and Equipment Temporary Facilities and Related Items	_____
C. Other Costs	_____
D. Other Costs and Emergencies	_____
E. Other (please itemize below):	_____

TOTAL COSTS PROJECT 4:	_____

Signer's Initials: _____