

**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 29, 2021 @ 2:00 PM**

**ADDENDUM #2
Issued: NOVEMBER 22, 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 2-1 **Extend** the RFP closing date and time from **2:00 p.m. on November 24, 2021**, to **2:00 p.m. on November 29, 2021**. Please make changes throughout the RFP documents.

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

Item 2-2 **Question:** Are there any special community involvement meeting programs that will require regular staff to attendance during preconstruction for any of the projects?

Answer: Community engagement is not required for the Project (all bid packages).

Item 2-3 **Question:** Our staffing plan allows us to focus on projects 1 and 3 together, or 2 or 4 individually. We plan to submit proposal forms for all of the projects, is it acceptable that we provide a disclaimer statement that our staffing plan only allows that we would be awarded one project: project 2 or project 4 or projects 1 and 3 combined and have you select which works best for you?

Answer: All projects (bid packages) will be evaluated individually by the College. If your firm want to staff project 1 and project 3 collectively, that is to consider them as one project. It is fine. However, a disclaimer should be stated on the Price Proposal that costs for project 3 are to be excluded if project 1 is awarded to your firm, or something to that effect.

Item 2-4 **Question:** Please confirm if a Certificate of Insurance (COI) is needed with the technical or price proposals. If so, what page outlines the requirements?

Answer: COI is not required in the proposal submission. It will be required after the award, on/before signing of the contract for Pre-Construction Services.

Item 2-5 **Question:** Please confirm if a Certificate of Insurance (COI) is needed with the technical or price proposals. If so, what page outlines the requirements?

Answer: COI is not required in the proposal submission. It will be required after the award, on/before signing of the contract for Pre-Construction Services. See Section 1.17 of RFP.

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- Item 2-6 Question: Please confirm one hard copy of the technical and one electronic copy on a flash drive, PLUS one hard copy of the price proposal with one electronic copy on a flash drive, is to be hand-delivered and no other hard copies are needed.
- Answer: See Section 1.8 Proposal Submission for details. Offerors are required to submit:
- One (1) original hard copy of Technical Proposal including all Attachments, with original ink signatures; plus one electronic version of complete Technical Proposal submission saved as one PDF file on clearly marked compact disc (CD) or clearly marked USB flash drive.

 - One (1) original hard copy of Price Proposal, including all Attachments, with original ink signatures; plus, one electronic version of complete Price Proposal submission saved as one PDF file on clearly marked compact disc (CD) or clearly marked USB flash drive.
- Proposals can be either hand-delivered or delivered by courier services, such as UPS or FedEx etc. If any Offeror plans to deliver the proposal by courier, please make sure your proposals will be delivered and received by the College by the RFP closing date and time. **Note: The College will be closed on November 25, and November 26 for Thanksgiving holidays. No College personnel will be available to receive proposal submission on the days that College is closed, or on the weekends.**
- Item 2-7 Question: Would a bonding letter be accepted instead of submitting financial statements?
- Answer: No. Both are required for proposal submission. Include financial statements in the Technical Proposal submission, and Bonding letter in the Price Proposal submission.
- Item 2-8 Question: Our financial statements are 100% confidential, and we do not share electronic copies of the reports. Please confirm that a hard copy included with the technical proposal will meet the requirement without a copy of the financial statements also included on the flash drive.
- Answer: The purpose of the financial statements is for the Evaluation Committee members to evaluate Offeror's financial position and capabilities in performing the services under the Contract/RFP. If your firm cannot provide electronic version of the Financial Statements, please provide two hard copies of Financial Statements with the technical proposal submission.

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- Item 2-9 Question: Who is the selected A/E firm will be for the project?
- Answer: The College has engaged following three MEP firms to lead the design teams for the project. The information is included in the Appendix C- F.
Project 1 & 3: James Posey Associates for Rockville Campus.
Project 2: Burdette, Koehler, Murphy and Associates (BKM) for TP/SS Campus
Project 4: Greenman-Pederson Inc. (GPI) for Germantown Campus
- Item 2-10 Question: What information is the College seeking for "Relevant Subcontractor Information" listed as a technical requirement on page 44 of the RFP?
- Answer: If Offeror performs all Pre-Construction Phase services him/herself, Subcontractor Information is not required.
- Item 2-11 Question: Does Montgomery College want the format on page 44 to be followed for the organization of the technical proposal? Or should the order of documents match the order from pages 45-53? These do not currently match up.
- Answer: Offeror is required to organize the Technical Proposal submission in the format on Page 44.
- Item 2-12 Question: Is any subcontractor information requested at this time?
- Answer: Not required at the proposal submission, if the Offeror performs Pre-Construction Phase Services him/herself.
- Item 2-13 Question: When does the COVID-19 Vaccination Requirement Affirmation need to be submitted? After award?
- Answer: On/before the award.
- Item 2-14 Question: Please confirm a Key Personnel Form will not be provided, and we can use our own format.
- Answer: If the College form templates are not provided in Section 4 of the RFP documents and issued in the Addendum/Addenda, Offeror can use their own form(s).

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- Item 2-15 Question: Does the MBE form get submitted with the technical or price proposal?
- Answer: Include MBE form in the Technical Proposal submission.
- Item 2-16 Question: Does the bid bond and surety letter get placed in section 3.9 of the technical proposal or with the price proposal?
- Answer: Bid Bond and surety letter shall be included in the Price Proposal submission.
- Item 2-17 Question: Please advise where in the technical proposal the anticipated hours forms from addendum 1 should be placed.
- Answer: See Section 3.6 CM at Risk Team on Page 48 of the RFP documents. It shall be included in the Technical Proposal under CM at Risk Team.
- Item 2-18 Question: How do we apply a discount in the form of a percentage when we do not know which projects we will be awarded? For example, the discount % may differ if projects 1 and 4 versus projects 1 and 2 were awarded to one company because the GMP for each project changes.
- Answer: A disclaimer should be stated on the Price Proposal if different discount will apply for Projects 1 and 4 vs Project 1 and 2. In addition, please also refer to the answer to Question 2-3.
- Item 2-19 Question: How do we determine the amount to use on the bid bond without knowing which projects will be awarded? Or do we need to total the GMP allowances set by the college for each project we choose to bid on and use that total \$ amount for the bid bond?
- Answer: The purpose of bid bond is to provide a guarantee to the College that the Offeror will complete the work if selected for contract award. If your firm would like to be considered for all bid packages (project 1, 2, 3, & 4), the bid bond amount will be not less than 5% of the total amount of the price proposal (sum of the fees and reimbursable expenses) and shall be in the form specified. If your firm would like to submit price proposal for all four packages, but your firm's staffing only allows to award one project only, the bid bond amount shall be not less than 5% of the highest total amount of all four projects.

For example, your total amount proposed for Project 1 is \$4.1 million, Project 2 is \$1.8

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million, Project 3 is \$1.6 million, Project 4 is \$4.4 million. But your firm can only take one project, then your bid bond amount shall be not less than 5% of the total amount of Project 4, which is \$4.4 million.

All other specifications, terms and conditions remain unchanged.

Sections or Portions Reissued in Entirety

NONE

Drawings

NONE

Sketches

NONE

Items Issued for Informational Purposes

NONE

Patrick Johnson

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