



OFFICE OF PROCUREMENT
CONSTRUCTION MANAGER AT RISK FOR THE RESOURCE CENTER (RC) LIBRARY RENOVATION
TAKOMA PARK/SILVER SPRING CAMPUS
RFP NO.: 622-006
RFP CLOSING DATE AND TIME: FEBRUARY 10, 2022 @ 2:00 PM

ADDENDUM #2
ISSUED: FEBRUARY 2, 2022

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 February 7, 2022 to 2:00 p.m. on February 10, 2022.
- Item 2-2 Question: On the Contractor Qualification Statement form, Section 3.10 requests a description of four (4) projects. In Section 3.9 of the RFP, we are limited to a total of three (3) project descriptions. Please clarify if we should submit either 3 or 4 projects.
- Answer: Please modify four (4) projects in Part 3.10 Contractor Qualification Statement to three (3) projects.
- Item 2-3 Question: Section 2.9 talks about constructability reviews. It is understood that a constructability review is to be provided at each design phase. What is the intent of the last sentence in this section?
- Answer: Revise the sentence to read, "The College may also request constructability reviews/ studies from the design team for the project."

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

- Item 2-4 Question: Will you be providing the following forms, or should we create them?
- a. annual sales volume/ completed project forms
 - b. current workload (is this a form I can just make?)
 - c. working relationship form
 - d. basis for selection form
- Answer: Offeror can use their own format for all the above listed information required for proposal submission. See instructions in Section 3.1 Technical Proposal Submittal Format of the RFP documents. If the College form templates are NOT provided in Section 4 and other places of the RFP documents, Proposers can use their own format(s).
- Item 2-5 Question: In Section 3.20, it states, "All on-site contractors must adhere to Montgomery COVID-19 protocols outlined in the attached 'COVID-19 INFORMATION FOR CONTRACTORS,

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VENDORS AND SERVICE PROVIDERS' form." This form was not provided in the RFP – Please provide this form for contractor review.

Answer: The forms are included in Appendix E of the RFP documents.

Item 2-6 Question: Appendix E, Covid 19 Form. Are we expected to complete this form and provide vaccination status proof of our team now or within ten days of award?

Answer: Your firm's proposed team for pre-construction services who will work on the College facilities are required to complete the form(s) and provide employee vaccination status proof, and include in the technical proposal submission.

Item 2-7 Question: Pages 44-45 of the RFP mention: "A Key Supervisory Personnel form shall be submitted for each individual. Additionally, on the page opposite to or behind the Key Personnel form of each individual, please show the corporate organizational chart for this project and highlight where this person is positioned in the organization." However, it does not look like a Key Supervisory Personnel Form was included in the RFP. Will Montgomery College supply this form or should we submit resumes that include the required information listed in that section?

Answer: Please see answer provided in Item 2-4.

Item 2-8 Question: Bid Bond. Are we expected to provide 5% now or within ten days of award?

Answer: Bid Bond must be submitted and included in the Price Proposal submission. Failure to include the bid bond in the Proposal Submission will deem a Proposal non-responsive. 100% Performance Bond and Payment Bonds are required upon/after the contract award.

Item 2-9 Question: Please confirm that a COI is not needed with the proposal submission.

Answer: That is correct. Certificate of insurance is not required to include in the proposal submission.

Item 2-10 Question: Would a bonding letter be accepted instead of submitting financial statements?

Answer: No. A bonding letter is required to be included in the price proposal submission.

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- Item 2-11 Question: Our financial statements are 100% confidential, and we do not share electronic copies of the reports. Please confirm that one 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: Confirmed. One hard copy included with the technical proposal is acceptable.
- Item 2-12 Question: Is any subcontractor information required in the technical proposal, aside from Section 3.18 MINORITY BUSINESS ENTERPRISE (MBE) PARTICIPATION?
- Answer: Subcontractor information is not required at this stage, unless your firm wants to subcontract pre-construction services. Your firm's MBE participation goal to be submitted in the technical proposal submission is your firm's initial commitment efforts and may be updated at the finalization of selection of trades.
- Item 2-13 Question: How many copies of the financial statements need to be included with the technical proposal?
- Answer: See answer provided in Item 2-11. One hard copy.
- Item 2-14 Question: Our company will not have 2021 draft financial statements available prior to the bid due date. Please confirm that certified financial statements for 2019 and 2020 only will meet the requirement.
- Answer: That is correct. See Section 3.6 of the RFP documents.
- Item 2-15 Question: Please confirm the order of the technical proposal should match the bulleted list on Page 41 of Section 3 of the RFP.
- Answer: Correct. It will facilitate the Technical Section Committee members to locate and evaluation the information efficiently.
- Item 2-16 Question: Does the MINORITY PARTICIPATION FORM need to be included in both the technical and price proposals?
- Answer: No. Please include MINORITY PARTICIPATION FORM in the Technical Proposal submission.

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- Item 2-17 Question: Please confirm the bid bond and surety letter is to be included with the price proposal only.
- Answer: Price Proposal submission shall include the Price Proposal form including the breakdown attachments, Bid Bond and surety letter.
- Item 2-18 Question: Please confirm that “full time” on p. 44 for the Project Manager position means that the College expects the PM to dedicate 40 hours per week to the project, which would be the same as the Superintendent’s time commitment when completing the price proposal.
- Answer: **Yes. 40 hours per week for the Project Manager is expected at this point in time.**
- Item 2-19 Question: Is the CM responsible for temporary relocation of equipment and staff?
- Answer: No, the College will relocate equipment and staff.
- Item 2-20 Question: Can the College provide a 3D model or massing of the building?
- Answer: The A/E Is designing the building In Revit. A model of the building will be provided to the awardee to use for preconstruction activities.
- Item 2-21 Question: Can you confirm if the Conditions and Instructions (page 7 of the 327-page PDF RFP) supersedes other language within the RFP?
- Answer: No, Montgomery College General Conditions and Supplementary Conditions supersede the Conditions and Instructions on page 7.
- Item 2-22 Question: Section 1.20 of the RFP Talks about subcontractors. Is this simply stating that the Owner will be aware and approve of any subcontractors prior to bidding and awarding? This section talks about qualifications, etc. for subcontractors. This usually takes place during the bidding process for the GMP.
- Answer: This section pertains to the services provided by the CMAR. The CMAR shall perform the work and not subcontract any work to other entities without the express written consent of the College. The College Is awarding the work based on the personnel and experience of the awardee and expects the proposed team to execute the work.

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- Item 2-23 Question: Section 2.13. Coordinated drawings and BIM Modelling. Is the design team completing their documents in a BIM format to be used and updated by the CM?
- Answer: The project is being designed in Revit. The consultant will make the model available for the CMAR to use to coordinate the construction in accordance with the agreed upon BIM execution plan.
- Item 2-24 Question: Section 2.13 – Will an additional step for State Approval GMP need to occur prior to the commencement of any work? The schedule dates included within the RFP do not reflect?
- Answer: It is anticipated any required State approval will be obtained within the timelines included in the project schedule.
- Item 2-25 Question: Section 2.14. Will all College/AE personnel and their vendors comply with safety protocols established by CM and agreed to by Owner when visiting the construction area?
- Answer: The CMAR will be responsible for construction site safety at all times during the execution of the project. College staff and consultants will comply with all safety requirements imposed by the CMAR during site visits.
- Item 2-26 Question: Section 2.29. It is understood the CX agent will be hired by the Owner or Architect. For HVAC units that are existing and to remain in place, will this CX agent look at any records or perform any functional testing prior to construction to verify there aren't any deficiencies within them?
- Answer: Yes, the College will have the HVAC system in the building retro-commissioned prior to the start of construction.
- Item 2-27 Question: Section 2.31. It is assumed that coordinated drawings referenced in this section means that the CM will keep a current set of drawings updated with RFI's / drawings revisions? Is this the intent or something else?
- Answer: Coordinated drawings refers to the requirement of ensuring all required components of the building (structural, mechanical, plumbing, electrical, telecommunications, etc.)

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have been coordinated three dimensionally, in either drawings or models, so all building components can be installed without interference or clashes with other components.

Item 2-28 Question: Section 2.35. Just verifying that power copies of A&M manuals are required as electronic copies are being requested in lieu of in most cases currently.

Answer: The College is reserving the right to have paper and/or electronic versions of O&M manuals. The College will provide more specific information pertaining to record documents when trade contractors are solicited in the development of the GMP.

Item 2-29 Question: Can you please verify the warranty period? Some sections within the Document call for a 1-year warranty and others specify a 2-year warranty (not including special warranties for specific items)? As an example, the Conditions and Instructions specify 1 year on item 33 and section 2.48 of the RFP calls for a 2-year warranty).

Answer: Project, equipment, and workmanship warranty requirements will be specified in the 100% construction documents.

Item 2-30 Question: Will the College be responsible for any Soil & erosion Control Permits, tree permits, zoning permits that may be required due to the scope of this project?

Answer: The College is responsible for obtaining and paying for all permits.

Item 2-31 Question: For Builder's Risk Coverage, what is the value of the existing building?

Answer: The value of the existing building is \$14,460,000.

Item 2-32 Question: Will the Owner and Design team coordinate the work needed to allow Pepco to install a new transformer (i.e., submissions and application fees)?

Answer: The College will pay the fees to Pepco for the transformer installation. Contractor is responsible for the installation of the underground conduits from the primary transformer (pole mounted) to the pad mounted transformer. Number and size of conduits and the underground pathway will be shown on the 100% construction documents.

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- Item 2-33 Question: In Section 3.9 CM at Risk Firm Relevant Experience, can a project that has reached substantial completion or a phase renovation that has completed a majority of phases be considered?
- Answer: Either a project that has reached substantial completion or a phased renovation project can be submitted for consideration as a relevant project.
- Item 2-34 Question: 2.14 GMP Savings indicates all other savings are 100% to the college; however, the second sentence of paragraph below indicates all other savings shall be credited to the college and paid to the CM at Risk after completion of the Project... Can you clarify this sentence?
- Answer: All other savings are referring to Value Engineering items that are accepted by the College after the GMP has been submitted and awarded.
- Item 2-35 Question: Is the Library planning to operate during the renovation, within the existing building? If not, will its operations be relocated prior to start of construction?
- Answer: No, the library will be closed and operations will be relocated to another building on campus.
- Item 2-36 Question: If the remaining spaces other than the library itself (classrooms, offices, training centers) are to remain occupied, will there be any swing space available elsewhere on campus to accommodate phased installation of sprinkler system, ceiling replacement and exterior envelope?
- Answer: There is swing space available on campus as needed to accommodate temporary relocation of classes and occupants as needed to complete the construction. The College is committed to minimizing impact on the construction schedule and will work with the selected contractor to maintain the project schedule.
- Item 2-37 Question: What are the hours of operation for the entire building?
- Answer: College classes start at 8 a.m. and continue throughout the day until 10 p.m.

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- Item 2-38 Question: Has consideration been taken of impact to exiting requirements from the 1st floor classrooms and offices, due to new vestibule and ramps?
- Answer: The College will coordinate with the design team and contractor to ensure exit requirements for the occupied sections of the building comply with code requirements.
- Item 2-39 Question: Can it be assumed that the installation of an automatic sprinkler system throughout, will require the replacement of all the ceiling systems?
- Answer: In areas outside the library renovation, the expectation is to remove entire ceilings where main sprinkler lines need to be run. The expectation is to remove only ceiling tiles in areas where branch lines are run.
- Item 2-40 Question: Is it the intent that all asbestos containing material is to be removed in the library renovation, or is it only where disturbed?
- Answer: The College intends to abate all asbestos containing materials within the construction area.
- Item 2-41 Question: Will there be an off-site staging area for materials & equipment? Can the open area at the east side of the building be used as a staging area?
- Answer: The College will coordinate with the CMAR to provide onsite staging area for the project. The extent of the staging area will be limited, and it is planned that it will be located on the east side of the building.
- Item 2-42 Question: Has a decision been made if the exterior building envelope (transite panels, glazing and roof panels) are to be refurbished or replaced?
- Answer: The extent of the exterior envelope work is being planned and designed. The College wants to include the CMAR in the decision making process in determining scope of work as it relates to the project budget and project schedule.

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Item 2-43 Question: The “Elevator Scope of Project” indicates alteration of the existing elevator. Is that the dumbwaiter indicated next to Office 216?

Answer: Offeror is required to examine the existing conditions as part of the RFP process. Location and size of the existing elevator should be verified in the field during the site visitation. Please note that Resource Center has one dumbwaiter, one chairlift and one passenger elevator. The alteration to the existing passenger elevator inside the library is required in the elevator Scope of Work. No work is required on the chairlift. The walls at the dumbwaiter asked about are shown to be demolished per schematic design documents, but the dumbwaiter is not identified. That could be understood by visiting the site that Dumbwaiter will be removed.

Item 2-44 Question: Page 74 of the RFP, ON-SITE STAFF REIMBURSABLE BREAKDOWN ATTACHMENT: The form states, “Per the RFP, due to the size and nature of this project, it is expected that these positions will perform their responsibilities on site.” Will Montgomery College accept that certain positions will be performed from corporate office, such as Field Accountant?

Answer: No. It is assumed all positions listed on the form will perform their work at the jobsite. The College may consider exceptions, but a determination will be made on a case by case basis.

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

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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