



**MONTGOMERY COLLEGE OFFICE OF PROCUREMENT
RFP NO.: 626-001**

**ARCHITECTURAL AND ENGINEERING SERVICES FOR STUDENT SERVICES CENTER (SD)
GERMANTOWN CAMPUS
RFP CLOSING DATE/TIME: AUGUST 18, 2025 @ 2:00 PM**

**ADDENDUM #1
ISSUED: AUGUST 5, 2025**

THE PURPOSE OF ADDENDUM IS TO PROVIDE ANSWERS TO THE REQUEST FOR CLARIFICATIONS OF RFP DOCUMENTS.

Item 1-1 Question: A question about the scope of services for the above referenced project. Will commissioning services be included under this A/E RFP? Or will Montgomery College issue an RFP for Commissioning services separate from this one? Will the Cx services be bid publicly, or sent to an invited list?

Answer: Page 14 of the RFP states, “The College will secure the services of a Commissioning Agent for the project. The A/E will participate in the continuous commissioning activities during the design, construction, and the post construction periods, and will be responsible for developing specifications and plans for the commissioning of the building in accordance with the College Design Standards and ASHRAE Commissioning Guidelines and in coordination with the Commissioning Agent. “

The college will procure the commissioning services separately, outside of the A/E Services for this project, after the contract award is made.

Item 1-2 Question: I wanted to confirm that all cost estimating and value engineering tasks will be performed by the CM for this project. A cost estimator will not be part of the AE team.

Answer: The Construction Manager is responsible for cost estimating throughout the design phase of the project and ultimately the Guaranteed Maximum Price (GMP). The AE is not required to have cost estimating as part of their scope of services.

Item 1-3 Question: To follow up on question asked at the Pre-Proposal meeting regarding how a partnership between two architecture firms which is not a Joint Venture may respond to the RFP. It is common for local architecture firms to form partnerships with national / specialist architecture firms on projects of significant scale and importance. We sometimes call such a partnership an “Association” wherein one of the firms is the “Prime” or “Architect of Record” and signs the contract with the owner, stamps the drawings, and accepts the liability for the project. The other is the associate architect in a consultant relationship to the Prime / Architect of Record. Often the local architect is the Prime – given their local knowledge and experience. Such an arrangement brings a combination of local experience and national expertise to the project but does not require the complexity and additional cost to the firms that a Joint Venture often does. So here is the question:

If two architecture firms form an “association or partnership” to provide the architectural services for the project, may we respond in a manner similar to that of a Joint Venture? For example, regarding Section 3.2.5 A/E Firm Relevant Experience may the Prime / Architect of Record provide 2 of the 5 projects submitted and the Associate Architect 3? Likewise, for



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Section 3.2.3 – Profile of the Offeror?

Answer: The Prime Architect/Architect of Record shall be one in the same and will be contractually responsible and accountable for the project including sealing the design documents. If the Offeror is submitting as a Prime Architect/Architect of Record with an Associated Design Architect, as part of the technical proposal submission, the Offeror must identify the responsibilities of each party with respect to the scope of services/work inclusive of the requirements for each entity based on such services as described in this RFP document. The information provided under the category of Profile of Offeror will be evaluated for each party.

Additionally, it shall be noted that of the five (5) requested projects, three (3) projects submitted as relevant experience must be from the Associated Design Architect and two (2) projects must be from the Prime Architect/Architect of Record.

Item 1-4 Question: Page 32 of the RFP outlines the A/E Firm Relevant Experience criteria (section 3.2.5). If the Prime Architect of Record firm is proposing with an Associated Design Architect, is it permissible for the 5 projects to be put forth from the Design Architect so long as they meet all the criteria stated in the RFP?

Answer: Please see answer provided under Item 1-3.

Item 1-5 Question: Section 3.2.3 Profile of Offeror: Listing the current projects to which firms are committed (under contract) may exceed 40 projects for our Maryland office. Can you provide some constraints – minimum size, for example? Or is there another approach: revenue dollar value vs. available staff for example?

Answer: It is understood that a firms "Current Workload" may be extensive. Please provide a listing of current projects that the Key Personnel the Offeror is proposing for this project are committed to. Please include dollar volume and design and construction dates.

Item 1-6 Question: Section 3.2.6 A/E Team: Can you please provide more detail on what you expect for "anticipated staffing through the various phases for the project"? Will numbers of staff per phase by discipline (Architecture, MEP, Structural, etc.) for example be adequate? Please advise. Staffing plans can become highly detailed and require considerable effort which we understand will be necessary for firms selected to produce a fee proposal but may be more than what you need for the technical proposal.

Answer: The "anticipated staffing through the various phases for the project" is an opportunity for the Offeror to provide the College with a general overview of how the project will be staffed through the typical phases, identifying key staff, i.e.: Principals, Project Architects/Managers, Engineers, Quality Assurance staff, and other key team members.



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Item 1-7 Question: Section 3.2.4 Profile of Consultants: For a project like the Student Services Center, we would typically consider MEP, Structural, Civil engineering, Landscape Architecture, Telecom – AV/IT and Cost Estimating as “Key Consultants” . Please identify any other consultants from the list on Page 265 of the RFP (Part II Facility Program) for which you would like to see a Profile. For some disciplines (Envelope Specialist for example), we typically just provide the name of the firm on the org chart and a resume for an individual specialist.

Answer: Please provide the information requested in 3.2.4 for the consultants that the Offeror considers "Key Consultants". For other "minor" consultants that may be part of the Offeror's team, listing the firm on the org chart and providing a resume for the individual specialist along with a brief profile of the firm is acceptable.

Item 1-8 Question: Section 2.3 Anticipated Project Schedule: What is the Construction Start Date for Phase 1 (Site), May 2027 or May of 2028? The schedule as stated could be interpreted to suggest that a sitework package is prepared and released prior to completion of the building design.

Answer: The College anticipates a Phase 1 (site) construction related to the road and other major site improvements not specific to the building occurring while the building design phase is in progress. The overall project construction phase is anticipated from 2027 - 2030 with the initial site phase from 2027-2028. Please see the schedule below, as specified on Page 13 Section 2.3 of the RFP documents:

Anticipated Project Schedule

Design	February 2026-February 2028
Construction	May 2027 - May 2030
	Phase 1 (site): May 2027 - May 2028
	Phase 2 (building): May 2028 - May 2030

Item 1-9 Question: The list of technical proposal items on pages 29-30 refers to “A/E’s license and business registration with State of Maryland in good standing” as a separate/stand-alone item, and proof of licensure and good standing are referenced in the evaluation sections for the profile of offeror and consultants on page 36. Please clarify where the applicable licenses, registrations, and good standing certificates should be provided in the proposal. Is it acceptable to include all documentation for all firms in an appendix tab? Or is it preferred that firm licenses be presented in the profile sections and individual licenses be provided in the resumes section?

Answer: Please follow Section 3.2 Organization of Technical Proposal Submittal on Pages 29-30 to include applicable licenses, registrations, and good standing certificates. It is acceptable to include all applicable licenses, registrations, and good standing certificates documentation for all firms in an appendix tab.



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Item 1-10 Question: For proof of good standing, is it acceptable for firms to provide screenshots of their listing in Maryland Business Express, which shows whether the firm is currently in good standing (example below)? Or is it required for firms to pay for and submit the actual good standing certificate

Answer: Either a screenshot or a printed copy from Maryland Business Express website is fine.

Item 1-11 To provide an excel spread sheet of Part 4.B. Base Price Breakdown for Section 6 Price Proposal for Offeror's convenience.

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, MBA, CPPB
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