



MONTGOMERY COLLEGE OFFICE OF PROCUREMENT
RFP NO.: 626-002
CM AT RISK FOR THE STUDENT SERVICES CENTER (SD/BUILDING 110)
GERMANTOWN CAMPUS
RFP CLOSING DATE/TIME: NOVEMBER 18, 2025 @ 2:00 PM

ADDENDUM #1
ISSUED: NOVEMBER 6, 2025

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

Item 1-1 Revise the organization of technical proposal submission sequences in Section 3.2. Please delete Section 3.2 in its entirety and replace with the following:

3.2 ORGANIZATION OF TECHNICAL PROPOSAL

Technical proposals must be organized in the following format:

Technical Proposal

- Transmittal Letter
- Profile of the Offeror
- Contractor Qualification Statement and all attachments required (such as Contractor's License and business registration with State of Maryland in good standing and Financial Statements)
- Understanding of the Project
- Project Approach
- Project Challenge
- CM at Risk Firm Relevant Experience
- Key Supervisory Personnel
- CM at Risk Team
- On Site Project Team Anticipated Number of Hours During Construction
- Quality, Scheduling, and Cost Control
- Safety Plan
- Economic Impact
- Project Cost and Schedule Statement
- Affidavit of Accuracy Form
- Acknowledgement of Addenda
- Conflict of Interest Statement
- Non-Debarment Acknowledgement
- Ethics Statement
- Bid/Proposal affidavit
- MBE Participation Form
- Verification of Examination of Site Conditions
- Exceptions to the Form of Contract, Montgomery College General and Supplementary Conditions of the Contract, or any deviations to the other RFP requirements, if applicable

Failure to include all the documents may render the proposal non-responsive and the offer may be rejected.

All other specifications, terms and conditions remain unchanged.



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Item 1-2 To correct the typo in second line of Section 1.10 on Page 5. "one hundred and fifty (120) calendar days" shall be "one hundred twenty (120) calendar days".

Item 1-3 Provide answers to the Request for Clarifications questions as attached.

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

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

RFIs for RFP 626-002 Construction Manager at Risk for the Student Services Center (SD/Building 110), Germantown Campus

No.	Question	Answers
1	Per 3.5, Construction Manager Firm Relevant Experience, can you confirm that it is acceptable to use a project that is in progress?	Per Section 3.5 Construction Manager Relevant Experience - All projects must have been constructed in the last ten (10) years based on the project completion date, with higher consideration given to projects less than five (5) years old. Additionally, the projects must have been completed by the proposing firm as the prime project contractor.
2	Many agencies consider/interpret "In association with" differently.... I want to know if a firm has worked on a project "In Association with" another firm, do you count this firm as part of the Prime, a JV partner, or is the firm considered a Subconsultant?	Unless a separate contract is executed directly with the firm, any firm that has worked on a project in association with another firm serving as the Prime will be considered a subcontractor
3	Section 2.23 of the Scope of Services section of the RFP discusses contingency. Under the Construction Manager Controlled Contingency (CM-GMP Contingency) section it is indicated that the CM and the College acknowledge that a potential use of CM-GMP Contingency is for design errors and omissions. As the design is not going to be under the Construction Manager's contract, please clarify that the design errors and omissions referenced as part of CM-GMP contingency are only for delegated design elements that fall under the scope of the CM and not the architect's design errors and omissions. Presumably the architect's professional liability insurance policy would address any design errors and omissions by the architect and their subconsultants.	The design-errors and omissions to be included in the CM contingency would not be for the architect/engineers design errors and omissions, but would be used for delegated design elements that fall under the scope of the CM.
4	If use of CM GMP Contingency for design errors and omissions is limited to delegated design under the CM's scope of work, please clarify for which delegated design packages/scopes the CM will be responsible.	This will be determined during the design phase.
5	Scheduler Position Please confirm this position is to be included as part of the General Conditions when pricing is provided.	The Scheduler position is to be included as part of the General Conditions when pricing is provided.
6	Scheduler Position Please confirm this position is to be included as part of the General Conditions when pricing is provided.	The Scheduler position is to be included as part of the General Conditions when pricing is provided.
	BIM Coordination: To calculate the number of hours required for BIM coordination, we need to better understand the scope and expectations for the Construction Manager's responsibilities. Please clarify the following:	The following guiding principles shall be used on this Project throughout the design and construction process. The A/E in coordination with the Construction Manager and College is expected to develop a BIM Execution plan during the Program Verification phase for the College's review and approval. Comply with College BIM standards. - Mutual respect and trust - Mutual benefit and reward - Collaboration innovation and decision making - Early involvement with key participants - Early goal definition - Intensive construction planning - Open communication with all participants - Appropriate and collaborative use of technology - Project organization and leadership The Construction Manager shall provide BIM modeling services during the design phase. The Construction Manager shall hire a qualified firm to provide these services or shall demonstrate they have the expertise to perform the following services utilizing qualified in-house personnel: - Project Scheduling (4D modeling) - Quantity Takeoffs for use in cost estimating - Construction Sequence/Phasing planning - Value Engineering-cost and alternative studies - Virtual mock-ups - Labor planning and asset management

1. Level of Detail: What LOD is expected for CM during design and construction? (Confirm LOD 300 at CDs and LOD 400/500 responsibilities.) 2. 4D Scheduling & Integration: How detailed should the 4D schedule be? Will the CM be responsible for linking model elements to the construction schedule? How often will updates and reviews be required? 3. Quantity Takeoffs: Which systems need model-based quantity takeoffs—major trades only or all materials? 4. Labor Planning & Asset Management: What level of detail is expected for labor planning? Is asset management required, if so to what extent? 5. Clash Detection: How many clash detection cycles are required during design and construction? Does CM only report clashes or also lead resolution meetings?	1. The content of the Model at the completion of the Construction Document Phase will meet the requirements of Level of Development (LOD) 300. The Model content during construction shall meet LOD 400 and fabrication models shall meet LOD 500. 2. The schedule shall be detailed enough to convey sequence of construction. Yes, the CM be responsible for linking model elements to the construction schedule. Updates and reviews will be required at each of the design milestones. 3. This is at the discretion of the CM. The model is available if the CM chooses to use it for takeoffs. 4. Labor planning should be a level of detail that indicates major has, key milestones, work throughout the duration of the project, and critical path activities. Asset management is required and is part of the College's BIM standards that will be provided to the AE and CM teams. The standards include model no., manufacturer, serial no., install date, warranty date, and additional information such as applicable to the equipment, such as belt, filters, CFM, etc. 5. The Construction Manager shall start performing spatial coordination including collision/clash detection exercises as early as possible, Design Development, 65% CD's, 95% CD's so that the A/E can incorporate any resultant coordination corrections into the 100% CDs. The Construction Manager will perform a final clash detection at 100% CD's to confirm the A/E has resolved conflicts. The CM will provide the clash report and the AE will lead the resolution meetings with the owner and the CM.
6. Virtual Mock-ups & VE: How many virtual mock-ups and VE studies are expected? 7. Coordination Drawings: How many coordinated drawing packages are required, and for which areas? Are these expected before GMP or only during construction? 8. Subcontractor Scope Definition: Is CM required to use BIM to define subcontractor scopes? 9. As-Built Model: Is CM responsible for compiling and delivering the final as-built BIM model? What format and detail level? 10. Meetings & Staffing: How many BIM coordination meetings will CM lead? 11. Standards & Documentation: Will the BIM Execution Plan and Montgomery College BIM Standards be provided to the CM? Are there any additional requirements we need to follow from these documents?	6. Value management studies should be conducted at each of the design milestones. For pricing purposes, assume 4 virtual mock-ups. 7. Coordinated drawing packages will be required during construction. Packages will be decided depending on the sequencing. For pricing purposes, assume an underground package, a package for each floor, including shafts/vertical distributions and the roof level. 8. No, the CM is not required to use BIM to define subcontractor scopes, but it is their choice if they pref to. 9. Based on the Construction Manager's as-built drawings, the A/E shall complete and submit to the College digital copies of record drawings, prepared using a version of Revit as required by the College and in formats acceptable to the College. 10. The AE will lead the BIM coordination meetings with the owner and CM. Please refer to response above for meeting phases. 11. The Design Team will prepare in collaboration with the College and Construction Manager and submit for college approval a BIM Execution Plan (BEP) for the project that is in compliance with the College's design standards. The College Design Standards are incorporated by reference and shall be implemented as part of this project. The College Design Standards include the Office of Information Technology Voice/Data/Video Cabling MDF/IDF Communications Room Standard version 29 effective May 2025. The current version of the College Design Standards applicable to this project may be downloaded from the College's website at http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=34108.

8	There are a handful of forms that do not appear to have been provided with the RFP Documents. Please see the list below: 1. Section 3.4 of Section 3 - Technical Proposal Submittal Format - "Annual Sales Volume/Completed Projects Form" 2. Section 3.6 of Section 3 - Technical Proposal Submittal Format - "Working Relationships of Construction Manager Key Personnel Form" 3. Section 3.6 of Section 3 - Technical Proposal Submittal Format - "Basis for Selection Form" Section 81.13 of Section 1 - Instruction to Offerors (page 12 of the RFP PDF, Page 4 of the Instruction to Offerors Section) notes that "Offers may use their own forms if any required submission forms are not provided in the RFP Documents." This is confirmed in Section 3.1 of the Technical Proposal Submittal Format Section. However, please confirm if the College intends to provide the above listed forms or if Offerors should proceed with their own forms.	Please refer to the Note in Section 4. If required submission form templates are NOT listed below, Offerors can use their own format(s) or form(s).
9	Section 1.10 Withdrawal of Proposals of the Instruction to Offerors Section notes that "Offerors may not withdraw or modify a submitted proposal for one hundred and fifty (120) calendar days." The text and numeric value do not match. Please clarify if this should be 120 or 150 calendar days.	It should be one hundred twenty (120) days. See Addendum Item 1-2.
10	RFP Section 2.20 - Construction Guaranteed Max Price (GMP) states as follows at the bottom of page 26/top of page 27: The Construction Manager is required to provide coordinated drawings for all trade work for the construction of that phase of the Project. All Offerors are advised to assume that the Construction Documents do not include this requirement; and the College notes that this effort will be handled primarily by the Construction Manager in the Construction Phase by the BIM Coordinator under Construction Manager Staff Reimbursable Costs. Please clarify the above statement. What is intended by "All Offerors are advised to assume that the Construction Documents do not include this requirement"?	Coordination Drawings are composite drawings produced by the Construction Manager, of equipment and systems furnished usually (but not necessarily) by different trades, such as mechanical, electrical and lighting, plumbing, fire-protection, acoustical ceilings, and the like, intended to be installed in tight spaces such as ceilings, shafts, etc. They flesh out the design by showing all the components designed and specified by the Architect and proposed by the Construction Manager, arranged together in such a manner as to accommodate the sequence they will be installed in, the means, methods, techniques and procedures, with due consideration given to issues of safety, field dimensions and other field criteria.
11	The form provided for "Anticipated Number of Hours for On-Site Staff" lists out various positions. The form notes that per the RFP, only those positions listed on this form will be considered by the College to be staff reimbursable positions. It does not appear that the Quality Control Supervisor from Section 3.7 - Key Supervisory Personnel does not appear to be listed. Section 3.7 indicates that the Quality Control Supervisor should be onsite 20% during the construction phase. Please confirm that the Quality Control Supervisor will be considered reimbursable and should be listed on the Anticipated Number of Hours for On-Site Staff Form. If so, please revise the form as appropriate.	The bottom of the On-Site Staff Reimbursable Breakdown Form has lines for the Offeror to include "Other" positions. You may include the Quality Control Supervisor here.
12	What Level of Accuracy (LOA) is required for each system in the BIM model at the as-built stage?	The Design Team will prepare in collaboration with the College and Construction Manager and submit for college approval a BIM Execution Plan (BEP) for the project that is in compliance with the College's design standards. The A/E Team utilize Revit software to prepare the drawings and will develop a Model which will include the following disciplines: architecture, mechanical, electrical, plumbing, fire protection, telecommunications, and structural engineering. The content of the Model at the completion of the Construction Documents Phase will meet the requirements of Level of Development (LOD) 300 or higher, as stated in the BIM Execution Plan.

13	Section 2 – Scope of Services 2.6 states for example the Project Manager is a salaried position that the college will reimburse a maximum of forty (40) hours per week. A salaried employee has vacation, sick leave, training, etc. Will these costs be able to be charged to the project or do they need to be include in the hourly rate based on only billing for actual time on the project?	“The cost is to be reimbursed through "Direct Personnel Expense" included in the hourly rate, only billing for actual time on the project. The College will reimburse a maximum of forty (40) hours per week for this position. The College will not reimburse overtime payments for any CM at Risk salaried position. Regardless, it is the responsibility of the CM at Risk to appropriately staff this Project to ensure that a capable CM at Risk representative is on-site as required.”
14	Section 2 – Construction Phase Contingencies 2.23, CM-GMP Contingency shall be used for six different scenarios where contingency might be required. Item (6) is not typically included in the CM Contingency but rather in the College Owner’s Contingency. This would add uncertainty to the CM’s risk for items not within their control. Please consider removing this item from the CM Contingency.	The design-errors and omissions to be included in the CM contingency would not be for the architect/engineers design errors and omissions, but would be used for delegated design elements that fall under the scope of the CM.
15	Section 2 – Construction Phase Contingencies 2.23, CM-GMP Contingency shall be used for six different scenarios where contingency might be required. Item (5) is not typically included in the CM Contingency but rather in the College Owner’s Contingency. This would add uncertainty to the CM’s risk for items not within their control. Please consider removing this item from the CM Contingency.	Item (5) will be included in the CM Contingency.
16	Provide a sign in sheet for the site examination	A blank Verification of Examination of Site Conditions Form is included in Section 4 of the RFP documents. Site Examination is a mandatory requirement. If your firm has not yet conducted site visit, please contact John Anzinger at John.Anzinger@montgomerycollege.edu to schedule the site visit. Make sure your staff will obtain a signed site visit form and include in your technical submission.
17	Section 1 - 1.6 - consider opening up RFI's during the price proposal period.	Unfortunately, an additional opportunity to submit RFIs during the price proposal period cannot be accomodated.
18	Section 2 - 2.9 / 2.10 - Provide a design schedule with the number of anticipated design meetings per week.	Please refer to Section 2.3 Anticipated Project Schedule in the RFP. The detailed design schedule will be prepared by the AE at the start of the project. The number of design meetings will be determined during the design phase.
19	Section 2 - 2.18 - based on the "test estimate through pricing of trade work directly in the marketplace", consider giving 25 working days for each Schematic / Design Development / 65% Construction Documents.	This will be determined during the design phase
20	Section 2 - 2.23 - College / Owner's Contingency - What is this value anticipated to be and what will it be used for.	This will be determined during the design phase
21	Section 2 - 2.29 - Will the College / Owner consider making the buyout savings part of the project CM-GMP Contingency?	Please refer to section 2.29 in the RFP. Savings generated by trade contractor buyouts will revert to the College.

22	Section 2. 2.48 - Please confirm, in light of the absence of construction documents at this time, that pricing for the following items should not be included in the General Requirements and be established in the GMP process. - k. general layout and field engineering costs - o. lights and barricades - q. hook-up and distribution of temporary electric service from existing services - s. general daily clean up - t. touch up and repair - u. final building clean-up - v. dumpsters - x. maintaining a secure building and site during all phases - confirm this only includes temporary fencing around the LOD and not physical security and/or cameras - y. temporary barricades to assure the safety of campus students, staff, and visitors - as the site layouts and configurations are not yet known	The following shall be included in the General Conditions at this time. Additional items may be included at the establishment of the GMP. - project management; - general Superintendent (and vehicle); - quality/safety control; - estimating and purchasing; - project schedule including updates; - copying and printing; - travel and miscellaneous expenses; - field office and field office expense; - communications; - storage trailers - general layout and field engineering costs; - project sign; - small tools and supplies; - sanitary conveniences; - first aid; - general daily clean up; - dumpsters; - general liability insurance; - maintaining a secure building and site during all phases; (fencing, not cameras)
23	Section 2 - 2.48 - Please provide an appropriate allowance amount for all bidders to include in their proposals for testing and inspection services.	Please include an allowance of \$75,000 for Testing and Inspection Services
24	Section 4 - 4-10 Anticipated Number of Hours for on-site staff - confirm this should not be submitted during the technical submission as it is an indicator of costs.	Please include Section 4-10 Anticipated Number of Hours for the On-Site Staff in the technical proposal submission. Only Anticipated Total Hours are required for technical submission. DO NOT include hourly rates and/or total cost on this Form.
25	Section 5 - 5.3.2.2 Insurance - please confirm that this cost should include General Liability and Builder's Risk Insurance.	The cost should include the items identified in Article 9 - Insurance and Bonds in the Montgomery College General Conditions of the Contract included in the RFP.