

OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: NEW CAMPUS FEASIBILITY STUDY
RFP NUMBER: E921-003
RFP CLOSING DATE: AUGUST 13, 2020 @ 3:00 PM



ADDENDUM #1

Issued: August 6, 2020

ADDENDUM PURPOSE:

- To provide the attached questions and answers.

- To provide the following clarification:
Vendor Proposal must be organized, as listed in section 5.2.1. In addition, attachment B (completed contractor information form), along with any addenda acknowledgements, should be submitted with technical proposal. These forms should follow item 5.2.7 (Completed Reference Form)

- To Change 2nd paragraph of section 5.3 to read:

“All Offeror’s proposals must be submitted **electronically**, via one email. In the email, attach two separate PDF file attachments, by 3:00 p.m. Eastern Standard Time (EST), on **August 13, 2020**. One attachment shall include the **Technical Proposal**, and the second attachment shall include the **Price Proposal**. Subject line of email must include “Vendor Response to **RFP No. E921-003, New Campus Feasibility Study.**”

All other specifications, terms and conditions remain unchanged.

A handwritten signature in black ink, appearing to read 'P. Johnson', written over a horizontal line.

Patrick Johnson, MBA
Director of Procurement

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ADDENDUM #1 – continuation

Please **sign** below to acknowledge receipt of this Addendum and return with the proposal. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

NOTE: All proposals MUST BE RECEIVED **electronically** (NEW) by 3:00pm Eastern Standard Time on **August 13, 2020.**

REMINDER: Electronic proposal and addendum or addenda shall be sent to the following email address, on or prior to the submittal deadline date and time: vendor.proposals@montgomerycollege.edu.

Company Name

Authorized Signature

Date

Printed/Typed Signature

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Vendor Question	Montgomery College Response
Is there a budget set aside for this effort?	Yes
Will the consultants be required to engage with the community members to establish goals and priorities through the Community Engagement Center?	Outreach to a variety of community members and stakeholders is essential, especially for Deliverable 1. Engagement with community members will form the basis of understanding academic and other needs of the community and ultimately lead to recommendations reflecting goals and priorities in part VI of Deliverable 1. A variety of methods and means to conduct the outreach may be required, and the College’s Community Engagement Center, as well as other College offices, may be able to play a role in that outreach.
Can you provide further detail on the scope of the Facilities Master Plan update (Deliverable #5), and confirm the deadline of November 30, 2020, prior to the other project deliverables?	Yes, the November 30 date is correct and was chosen in order to have the changes approved and submitted by February 1, 2021. Our staff has a structured methodology in preparing master plan amendments and you would be asked to work with them on this deliverable.
Will the consultant team be expected to set up a focus group to better understand focus area needs? And if so, will the College help us establish a focus group?	It is possible that several focus groups would be needed, yes. The College will work with the consultant to identify potential candidates to be a part of focus groups.
Will the consultant get access to the current student data and employee data – for e.g. where do they live, their current commute patterns, etc.?	We can provide information on where students live by zip code, but information about individual commute patterns is not gathered. Obtaining that would require a survey. Aggregate data on numbers of rides on Ride On is available (since MC students can use Ride On for free when registered for classes), but which students are travelling, and their origin/destination is not tracked.
Would a transportation analysis be required or desired as part of the master plan amendment?	A transportation analysis is not required for the facilities master plan amendment. A transportation analysis is envisioned as part of Deliverable 1 (section II.B).
Will the College be interested in exploring sustainable design strategies as part of build out scenarios?	Yes.

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What institutional resources will be made available to the project team for College history and project development history to date?	The College can provide the report and associated materials developed by an ad hoc internal committee in fall 2019/spring 2020.
In gathering data for focus area concentration, will inquiries with relevant resources be required to be kept confidential regarding the proposed project?	Most inquiries with sources concerning the focus area will not be considered confidential, especially with regards to Deliverables 1 and 5. The work surrounding the real estate analysis (Deliverable 2) should be kept confidential. We have also identified Deliverables 3 and 4 as being confidential.
Can the corporate and community partners for the East County Community Engagement Center be contacted on behalf of this proposed project?	Yes. It is expected that the successful consultant will work with the College point of contact in developing the outreach strategy and communications plan.
Is there an assumption that analysis be done in 2 views - pre and post COVID?	Taking historical information into account is helpful in understanding the changes and trends in the focus area. The main analysis will be best served by understanding the area as it is now—its composition, its residents and employers and their needs—and how it will be evolving in the future. There is also discussion in the higher education space that college will likely change post-covid, so understanding the nature of higher education, the mission of the community college and how they intersect with MC serving the east county will be important.
What level of detail is required in the operating budget (e.g., is there a need to include detail down to classroom amenities or will that come in a separate request)?	Generally, for MC, the <i>capital</i> budget should address construction/renovation and equipment/furniture costs. The operating budget would focus mainly on employees (faculty, staff, and administrators), ongoing expenses such as utilities, and program operating costs such as supplies. At this stage in the project, the operating budget is expected to address “broad strokes.” The successful consultant’s work will be informed by the College point of contact.
Will consultant have access to operating budgets for other 3 campuses?	Yes, the consultant will have access. All of the College’s budgets are in the public domain.
Will consultant have access to similar data at other campuses (i.e. operation budgets, real estate market condition; capital budget preference complexity?) Are any of these in the public domain?	Yes, the consultant will have access. All of the College’s budgets are in the public domain.

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<p>Will consultant have access to the full MC Master 2025 Strategic Plan, Academic Master Plan, Student Affairs Master Plan including any associated assumptions?</p>	<p>Yes, the consultant will have access to these documents, as well as access to their authors/stewards should clarification be needed. All of these documents are in the public domain.</p>
<p>In reference to the project schedule, can you clarify the deliverables of the master plan amendment due November 30? How does this relate to the real estate market analysis due March 30?</p>	<p>The Facilities Master Plan is an important planning document for community colleges in Maryland. College staff has a structured methodology in preparing master plan amendments and the successful contractor would be asked to work with them on this deliverable. Elements in the plan generally represent long-term intentionality, which is approved by the institution’s Board of Trustees, which is the legal governing body of a community college in Maryland. State and local capital budgeting funds can be sought only for projects included in the master plan, and MC has decided to amend its plan to include the east county campus by the next state deadline, which is February 1, 2021. In order to complete the amendment and have it approved by the Board of Trustees in time to meet the deadline, the November 30 deadline is required. There is no firm link between this master plan amendment and the real estate analysis, so the two can be considered independent projects.</p>
<p>As an ESOP, we are not required to have audited financial statements, will copies of our financial statements be sufficient to fulfill the requirements of item “5.2.9 Audited Financial Statement” in the Technical Proposal?</p>	<p>Yes</p>
<p>The RFP states we should prepare one (1) original hard copy of the submission for delivery to the office address provided prior to contract award. Due to COVID restrictions, can the request for a hard copy be waived?</p>	<p>This requirement will NOT be waived.</p>
<p>Is the College able to share a total project fee budget or target range?</p>	<p>Funding has been allocated for this project; however, funding amount is not available to share</p>
<p>Would any respondent be precluded from serving as the College’s designated broker on any future acquisition for site development or a lease?</p>	<p>Since this RFP does not speak to acquisition for site development or leasing, respondents would NOT be</p>

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	precluded from participating in future solicitations related to land acquisition or leasing services.
Please confirm that Deliverable #5 is to be prepared in advance of Deliverables 1-4.	Yes, it is correct that Deliverable 5 is to be completed in advance of Deliverables 1-4. The Facilities Master Plan is an important planning document for community colleges in Maryland. College staff has a structured methodology in preparing master plan amendments and the successful contractor would be asked to work with them on this deliverable. Elements in the plan generally represent long-term intentionality, which is approved by the institution's Board of Trustees, the legal governing body of a community college in Maryland. State and local capital budgeting funds can be sought only for projects included in the master plan, and MC has decided to amend its plan to include the east county campus by the next state deadline, which is February 1, 2021. In order to complete the amendment and have it approved by the Board of Trustees in time to meet the deadline, the November 30 deadline is required.
Can you confirm that the hard copy requested on page 22 of the RFP is not due by August 13 th ? We plan to submit the electronic proposal by August 13 with the hard copy to follow after.	That is correct; the hardcopy proposal is NOT due on August 13, 2020; however, it must be received prior to contract award.
What level of detail (LOD) is required on site plans?	Site plans require proposed: a. campus boundaries, b. interior and adjacent road networks, and c. building and athletic field footprints.
Do you have updated Facility Condition Assessments?	The College does not have a recent Facility Condition Assessment (FCA). We will provide the FCA from the last major revision to the Facilities Master Plan. We will also offer limited tours of facilities, using CDC guidelines for masks and social distancing.
Is Montgomery College staff available to manage logistics to set up in-person/virtual meetings with target stakeholders (e.g. HS and middle school	Yes, Montgomery College can partner with the successful consultant in managing the logistics of meetings with target stakeholders. If the meetings are in person, the College can work

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<p>students, school leaders and parents, employers, local government leaders)?</p>	<p>with community partners to identify and reserve space. If the meetings are virtual, the College has an account with Zoom to conduct online meetings.</p>
<p>Can you provide a budget range that is available for this project and the source of funding?</p>	<p>Funding has been allocated for this project; however, budget range information is not available.</p>
<p>Do you desire an evaluation of demand for in-person classes only, or do you want us to consider in-person/virtual/hybrid classes given changes in consumer demand or return to school conditions?</p>	<p>The College is interested in the demand for classes in general. This information is largely intended to help identify the academic programs to be offered. It is expected that classes would be provided on a new campus, others would be provided completely online, and others in a hybrid fashion (that is, portions on campus, and portions online). The effects on higher education caused by the global pandemic should also be factored into the consideration.</p>
<p>Section 2, page 8 – The College enrolls students from east county communities and the College operates a Community Engagement Center: Will MC provide the contractor with the number of enrolled students at other MC campuses as well as their area of study/coursework? What activities are provided by the Community Engagement Center and can MC provide utilization information to consultant?</p>	<p>Yes, the College can provide all of the above— enrollment data, students’ majors, and Community Engagement Center activities.</p>
<p>Section 3, pages 9 and 10 –Estimated Start Time of October 1, 2020 and a facilities master plan amendment (expected by November 30, 2020): With a start date of approximately October 1, 2020 and a deliverable of November 30, 2020 for the facilities master plan amendment, since this document precedes the work in the scope of services, is this document intended to be administrative in nature only or can you provide additional clarification as to the type of information required? Or are the dates incorrect?</p>	<p>Yes, the November 30 date is correct and was chosen in order to have the changes approved and submitted by February 1, 2021. Our staff has a structured methodology in preparing master plan amendments and the successful contractor would be asked to work with them on this deliverable.</p>
<p>Section 3, page 11 –Introduction A-E:</p>	<p>Yes, the College has ample documentation on the topics listed in the Introduction, and will provide</p>

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<p>Should we assume that much of this information would be provided to the consultant from the College or does this information need to be developed?</p>	<p>them to the successful consultant. It is expected that the consultant would apply a “critical eye” to these topics, assure that nothing has been overlooked, and help to develop a firm foundation for communicating the breadth and depth of the legal, regulatory, and accreditation requirements in establishing a new campus.</p>
<p>Section 3 –III, pages 11 and 12 – Directory of Employers:</p> <p>Should we assume that there will be a workforce development offering at the east campus location?</p>	<p>Community colleges often distinguish credit programs between those that lead to transfer after completion of 60 credits (“transfer programs”) and those that lead to employment after completion of 60 credits (“workforce development programs”). We also offer noncredit courses and programs of varying length that lead to employment or enhance skills to improve employment or advancement opportunities (also referred to as “workforce development”). We expect that a new campus would offer some mix of credit and noncredit programs, both transfer and workforce development. Determining the specific programs will be informed by this feasibility study and be influenced by part IV of Deliverable 1.</p>
<p>Section 5, page 19 –5.2.1 – Audited Financial Statement:</p> <p>We are a limited liability corporation and do not have an audited financial statement to provide, can this requirement be waived or substituted with some other statement or document?</p>	<p>A financial review will be accepted, in the absence of an audited financial statement.</p>
<p>Section 5, page 35 – Attachment F – Mid-Atlantic Purchasing Team Rider Clause:</p> <p>Should we assume that Attachment F is not applicable for this response?</p>	<p>Unless another community college are requesting the exact services required in this Request for Proposal, Attachment F would not be applicable.</p>

***** End of Questions & Answers*****