

**HOWARD COUNTY PUBLIC SCHOOLS**

**PURCHASING DEPARTMENT**

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<http://www.hcpss.org/about-us/purchasing/>

**ADDENDUM NO. 1**

**(Total Pages - 9)**

January 23, 2023

**Request for Proposal No. 048.23.B4**

**Professional Architect Engineering, Construction Management Services  
for Facilities Projects**

**Opening Date: January 30, 2023 Time: 10:00 A.M.**

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The following shall be incorporated into the captioned solicitation as though included in the original documents issued.

The Board of Education authorizes the following changes, clarifications and or attachments to the solicitation documents; however such changes shall not relieve the firm of their responsibilities as otherwise required by the solicitation documents.

**Questions**

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1. Question : Can you clarify the proposal format? Are we to follow the outline listed in Part II Section 2.2 or submit a Standard Format proposal listed in Part III Section 3.1B?

Answer: Part 11 section 2.2 is the format we expect your proposal to be assembled. If you notice “d” – Submittal Information is where you include all of your information which should include the items outlined in Part III (Submittal Requirements). This is a standard format and RFP organizational layout that most government organizations utilize.

2. Question: Is the Appendix D Cost Proposal to be submitted with the technical proposal or is it to be submitted in addition to the technical proposal as its own separate document?

Answer: Yes, it is to be submitted with the Technical Proposal in the same envelop. Please see the Appendix” H” – Check List for Proposal Submissions.

3. Question: Do the project examples, which are to be included in either the SF 255 (Sec 8) or SF 330 (Sec F), have to be substantially complete or can they be ongoing/under construction?

Answer: We will allow past and current ongoing project examples.

4. Question: In regard to section 2.6.1 – subcontractor statement. Is this just a list of proposed consultants, including MBE/EBO firms, that we will potentially work with on your projects? Also, should all potential firms sign a statement on company letterhead per the text in this section?

Answer: Sub-consultants are not required to be submitted with this submission, but it would be highly beneficial if you include in your proposal for this submission a potential list (name, Address, phone number, e-mail address) of possible MBE sub-contractors you may utilize to demonstrate your ability to meet MBE goals for future projects. Those firms awarded under this contract will be required to meet and submit MBE information on those future tasks that are assigned and have MBE requirements.

5. Question: Can you please share the sign in sheet, as well as a list of all the engineers that were in your previous pool?

Answer: Please see the attached Pre-bid sign in sheet and the list of awarded vendors under the previous contract.

6. Question: The RFP states that the due date is 1/30, however, your website states: Thursday, December 22, 2022 - Friday, February 10, 2023. Has the due date been extended to 2/10?

Answer: No, our website for this project does say that the due date is "Monday January 30<sup>th</sup>, 2023 at 10:00 AM" The dates you are referring to are under a separate section called "Date Effective" that is the start date of when the solicitation was posted to our website and the estimated date that we will be removing this solicitation from the website. For clarification the website and the bid document are correct and the due date opening date and time is January 30, 2023 – 10:00 AM.

7. Question: In regards to section 3.1.A.5 Qualifications – What is meant by this statement: Company owned/leased state-of-the-art testing equipment, where applicable? Is testing relating to hazmat testing?

Answer: For example testing equipment could include a balometer for airflow measurements, electrical metering, and infrared scanning equipment.

8. Question: Section 4.2 states the following: *"Respondent must include in its cost proposal all travel and accommodation expenses associated with travel, and all other out-of-pocket expenses required to perform under this project. All such costs will be at the expense of the Consultant."* Please confirm whether this statement is a reference only to travel **expenses** (mileage, tolls, parking, lodging, airfare) only, or whether it also includes travel **time**. More specifically, is travel time not to be billed on an hourly basis in cases where a meeting or a visit to the project site is necessary for the performance of services under this agreement?

Answer: This statement is only in reference to travel expenses, not travel time.

9. Question: Please confirm that are looking for us to include 2.6 Respondent Identifying Information located on Pg 8 which this information is repeated in other areas of the document.

Answer: Yes, you need to repeat information where required. This may seem repetitive, but we do not want our evaluators to have to search for information through your submittal paperwork so please provide the information wherever requested even if it is in several locations.

10. Question: Page 6 section 1.19 Signing of Forms – the last sentence states signatures need to be

under Corporate Seal, for this RFP are we to assume the Appendix E – Affidavit is the only form that needs such seal when submitting our proposal?

Answer: The corporate Seal is not required on any of the documents for submission for this solicitation. It is referencing future agreements that your firm maybe signing if you are selected as one of the firms awarded under this solicitation.

11. Question: On page 10, section B - Submittals # 3. a thru k – most, if not all of these items are responded to with the SF330 form. Do you want it repeated under a heading of Company Profile?

Answer: Please see the answer to question #9 above.

12. Question: Appendix F – 2. Contractor’s Liability Insurance – “Occurrence” Basis – please clarify that 2.1.1 – vii. Professional Liability is on a “claims made” basis.

Answer: As was explained at the Prebid meeting, Appendix F – Insurance Requirements is a Standard HCPSS document. We are not likely to change our standard Insurance requirements especially since this is the same document that was used in the last solicitation and agreed to by all of the awarded firms. If your firm wishes to take exception to any of the requirements in the document we would suggest that you create a separate tabbed section in your submittal document that is clearly marked, “Exceptions to Insurance Requirements.” For each exception you make you must fully explain in detail why your firm can not or will not accept the requirement. Your justification should include any actual documentation that would justify your objection. All exceptions will be considered and taken into account in the evaluation process. Any exception taken without proper justification will not be considered.

13. Question: Please reference Appendix 1 Frequently Ask Questions #1 and Section 2.6.1 of the RFP; please clarify how the sub consultant’s information would apply to Construction Managers. For specific projects, the Construction Manager would solicit trade contractors to help fulfill the minority business goals set for a given project, but typically, a Construction Manager will not be proposing any MBE sub-consultants on the Professional Services side as the management and expertise they provide in conjunction with 3.4 Statement of Work would be in-house, and our opportunity to satisfy MBE goals would be a component of the bid process we administer. Is the owner’s expectation for Construction Managers to not provide anything for this section, or should we provide a list of potential MBE trade subcontractors that we would solicit for projects that come out through this vehicle?

Answer: If a Construction Management firm was unable to provide services in-house, then sub consultants may be applicable. MBE requirements may be imposed on the professional services side, therefore if a Construction Management firm cannot meet MBE goals as a firm, then sub consultants may be applicable.

14. Question: Can you please clarify exactly what kind of financial data you are looking for as required in paragraphs 2.6.i and 3.3.C? Would a profit and loss statement for the year 2022 suffice?

Answer: The Profit and loss statement will suffice.

15. Question: Is any type of financial data required for subcontractors as part of the paragraph 2.6.1 requirement?

Answer: No

16. Question: Please clarify that the Cost Proposal (Appendix D) should be packaged together with Part II and Part III. Appendix H Checklist for Proposal Submission shows the Cost Proposal Form (Addendix D) and attachments separately listed from the Affidavit (Appendix E), Part II, and Part III. On Page 7, Part II Submittal Format, 2.2 General Organization of Submittal Contents shows the Cost Proposal as item (e) included in the same package as Part II and Part III contents.

Answer: Yes, all these items should come in the same envelope as part of your submittal and should include all of the items listed in the check list including the required information and items listed under these sections and parts.

17. Question: On page 8, 2.6 Respondent Identifying Information is required, but is not mentioned on page 7, 2.2 General Organization of Submittal Contents. Should this information be included under 2.4 Executive Summary?

Answer: Please see the answer to question #1 above. We would suggest you make this a sub section under “d” – Submittal Information.

18. Question: On page 7, the Cost Proposal and Affidavit are required sections, but they are also required under Submittal Requirements 3.1.B.E and 3.1.B.F on page 11. Is it acceptable to submit the Cost Proposal and Affidavit as their own sections in accordance with 2.2 General Organization of Submittal Contents instead of in the Submittal Requirements section?

Answer: Yes, the Cost proposal and Affidavit should be submitted as their own sections in accordance with 2.2 -General Organization of Submittal Contents. These two items are only referenced on page 11 under E and F as being related to the Cost/fee structure section where you will outline methods or Philosophy that you will utilize to control project costs.

19. Question: Who are the incumbent firms for these contracts? Can you provide a list of firms that were awarded these contracts during the previous term?

Answer: Please see the answer to question #5 above.

20. Question: Under the previous term of this contract, how many projects/tasks were assigned to Structural Engineering firms (acting as the prime consultant for the task)?

Answer: To the best of our knowledge, several tasks required the services of a structural engineering firm during the course of the previous term. For example, during various State assessments of our buildings, any suspect structural cracks are noted and in turn evaluated by a structural engineering firm.

21. Question: If a task is assigned to an Architectural Firm, and subconsultants are required for support services such as MEP and/or structural, do the subconsultants that the Architectural Firm plans to utilize for the task need to be contract-awardees as well? Or can the Architectural Firm/Prime Firm choose subconsultants that haven't been awarded one of these contracts?

Answer: Subconsultants to architectural firms, such as MEP and/or structural engineers do not need to be contract awardees.

22. Question: In regard to the Insurance requirements Article 1.3, 2<sup>nd</sup> line: Insurance carriers provide notice 30 days prior to a non-renewal. Will this be acceptable in lieu of the 60 day requirement?

Answer: See answer to question #12 above.

23. Question: In regard to the Insurance requirements Article 1.3, 2<sup>nd</sup> line: Notice of a Material Change in coverage is not available on Auto, Workers Compensation, Professional Liability and Umbrella policies. Please confirm if the requirement of a “notice of material change” can be stricken from the clause

Answer: See answer to question #12 above.

24. Question: In regard to the Insurance requirements Article 1.3, 2<sup>nd</sup> para: The ACORD certificate cannot be altered legally. Please confirm that this para can be stricken from the article.

Answer: See answer to question #12 above.

25. Question: In regard to the Insurance requirements Article 1.5, 2<sup>nd</sup>/3<sup>rd</sup> line: Additional insureds cannot be named on Professional Liability Insurance policies. Please confirm that it would be acceptable to change the 2<sup>nd</sup> & 3<sup>rd</sup> lines to read “except workers compensation, business automobile liability and professional Liability,”.

Answer: See answer to question #12 above.

26. Question: Under the Terms and Conditions Page 16, Article 6 – Responsibility for Claims and Liability: It is in the best interest of HCPS to ensure that the AE Is adequately insured and that the Insurance covers any anticipated claims. The Language contained in lines 5 and 6 places the AE outside of their insurance coverage as their coverage applies to claims only attributable to the AE’s conduct and actions. Please consider the following changes; ... damages and costs of every name and description, including but not limited to attorney’s fees to the extent caused by ~~arising out of or resulting from~~ its negligent ...

Answer: This is standard Liability language in our solicitations that is mandated buy our Risk Management department. This same language was in our previous contract for these services which every awarded firm agreed to in the previous contract. If your firm wishes to take exception to this requirement, we would suggest that you follow the same instructions we provided in the answer to question #12 above. All exceptions will be considered and taken into account in the evaluation.

27. Question: Under the Terms and Conditions Page 22, Article 33 – Indemnification: AE professional liability insurance coverage will only respond to the extent of the loss caused by the AE. In line 8 after “under this agreement” Please consider adding “but only to the extent caused by the Contractors acts, negligence, willfulness, or failure to perform.”

Answer: Please see the answer to question #26 above.

28. Question: Please confirm the following items are to be submitted under D. Submittal Information per section 2.2:

- 2.6 Respondent Identifying Information
- 2.6.2 Equal Opportunity Employment Practices/Appendix C
- 2.6.3 Conflict of Interest Statement
- Part III Submittal Requirements:
  - o A. Qualifications
  - o B. Submittals
  - o C. Interpretation
  - o D. Management Team and Approach
  - o E. Cost/Fee Structure (Appendix D)
  - o F. Affidavit and Non-Collusion Certification (Appendix D)
  - o 3.2 Computer Capabilities

Answer: Yes, please see answers under Questions 1 and 17.

29. Question: Please confirm 3.2 Computer Capabilities is required with this proposal.

Answer: Computer Capabilities is not required with this proposal. Please delete section 3.2 on page 11.

30. Question: On page 8 under 2.6 Respondent Identifying Information section ( i.) ”statement regarding the financial stability of respondent, including the ability of respondent to perform the requisite services and additional services included in its response. this statement must be signed by an authorized person at the firm and come in a separate sealed envelope labeled “Financial Statement and Data” envelope.”  
Is just one copy of this statement in a separate sealed envelope sufficient or are additional copies needed?

Answer: Yes – one original in a separate sealed envelope marked “Financial Statement and Data”

31. Question: The Site Development Plan process typically requires information to be shown that includes environmental, drainage, and stormwater management information. Can you clarify what if any environmental information would not be included in the civil scope? Is the work associated with an ECP included if it is required as part of a SDP? Would Forest Conservation plans be included in the civil scope as part of a SDP?

Please see below from the Howard County Planning & Zoning website:

## WHAT IS A SITE DEVELOPMENT PLAN (SDP)?

An SDP is a detailed engineered drawing of a commercial, industrial, institutional or residential development project, showing existing site conditions and proposed improvements with sufficient detail for agency review, approval and subsequent construction.

General information shown on an SDP is:

- Existing and proposed buildings and structures
- Driveways, sidewalks and paved parking areas
- Existing topography, proposed grades and retaining walls
- Drainage and storm water management (SWM)
- Sediment and erosion control
- Utilities and easements
- 100 year floodplain, streams, non-tidal wetlands and required buffers
- Forest stand delineation and forest conservation easement areas
- Landscaping and outdoor lighting
- Green neighborhood and/or green 'LEED' certified buildings
- Site conditions on adjacent properties

Answer: We cannot clarify if any environmental information would be required at this time. All requirements for future projects will be project specific.

32. Question: Please confirm that the Cost Proposal (Appendix D) should be bound as a tabbed section with the entire proposal and not separately.

Answer: The cost proposal should be a tabbed part of your proposal, See Part II, section 2.2 – General Organization of Submittal Contents.

33. Question: Where does the Financial Information (3.3) section fall in with the organization of the submittal? Should this section be included within the “Submittal Information” section?

Answer: Yes, please see the answer to Question 1, 17, and 28.

34. Question: Where does the Computer Capabilities (3.2) section fall in with the organization of the submittal? Should this section be included within the “Submittal Information” section?

Answer: Yes, please see the answer to Question 1, 17, and 28

35. Question: Where does the Cost/Fee Structure (3.1.E) section fall in with the organization of the submittal? Should this section be included within the “Submittal Information” section?

Answer: Yes, please see the answer to Question 1, 17, 18, and 28

36. Question: Where does the Respondent Identifying Information (2.6) section fall in with the organization of the submittal? Should this section be included within the “Submittal Information” section or as a standalone tab to be included after the Table of Contents?

Answer: Yes, please see the answer to Question 1, and 17

37. Question: Page 11 of Appendix A lists section 3.1.F as Affidavit and Non-Collusion Certification (Appendix E). May you confirm if this should be included in the “Submittal Information” section or as a standalone section as described in section 2.2 General Organization of Submittal Contents

Answer: This is a stand alone section (g) as listed under 2.2 – General Organization of Submittal Contents on page 7

38. Question: Is HCPS looking for Offerors to submit their responses as outlined in Section III of the proposal utilizing Standard Forms or a complete Standard Form (254/255, 330) following the traditional organization of those forms?

Answer: HCPSS will accept both formats

39. Question: Section 3.1.B.2 list Standard Form 255 (SF255) - Architect - Engineer and Related Services Questionnaire for Specific Project. Is this in reference to submittal requirements for any future task order assignments to the awarded firms or a requirement of this proposal submittal?

Answer: This is a requirement of this Proposal Submittal.

40. Question: May the Company Profile requested in Section 3.1.B.3 be included in the Standard Form 330, Section H or does this need to be a standalone section separate from any standard forms?

Answer: It needs to stand alone. Please see the answers to the above questions 9, and 11.

41. Question: Does an envelope with sealed financial documents need to be provided for each copy of the proposal or will one (1) envelope suffice?

Answer: No, please provide just one in its own sealed envelope included with the submittal marked original. See the answer to the above question #30.

42. Question: I am not sure of the past history of this, but when the RFP was last issued in 2017 there was an addendum that deleted the requirement for Financial Statement identified in paragraph 3.3.A. My question is:  
“Will the Financial Statement identified in paragraph 3.3.A be required to be submitted, as this requirement was deleted in an addendum in the previous RFP (011.18.B4) issued in 2017?”

Answer: The Financial statement requirements was modified from the last solicitation that went out for these services years ago. Please review the new requirements in this document and not what was asked for in previous solicitations.

43. Question: Under the commercial general liability requirements for the referenced RFP, 2.1.1, vii. xcu coverage is required. This coverage is typically required for trade contractors, not professional services. Can you confirm whether this coverage will be required for this RFP?

Answer: Please see answer to Question #12 above.



## **Changes**

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1. Delete the reference to “environmental” in Part I section 1.1 - Purpose. We will not be looking for an environmental category.
2. Delete the reference to “environmental” in Part III section 3.1, A.3 – Qualifications. We will not be looking for an environmental category.

## **Attachments**

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1. Pre-bid Meeting Attendance sign in sheets.
2. List of awarded firms under previous contract #011.18.B4

**Note:** It is the proposer/ bidder’s sole responsibility to monitor the HCPSS Purchasing website to ensure that they download any additional addendums or clarifications prior to submitting their proposal and duly acknowledge receipt of and full understanding of said addendums on the proper proposal submittal form. Failure to do so may result in non-receipt of important information prior to the closing date and may render the proposal non responsive and ineligible to award. It is highly recommended that the submitting proposer/bidder ascertain if they have received all the addendums posted prior to submitting their proposal. Failure of any proposer/bidder to obtain any such addendum or interpretation shall not relieve the proposer/bidders company from any obligation under his/her proposal as submitted.

# Howard County Public Schools

RFP No. 048.23.B4

Professional Architect, Engineering, Construction Management  
Services for Facilities Projects

## PRE-BID MEETING ATTENDANCE SHEET

Date/Time: 01/10/23 10:00 AM

*Please print clearly and complete all of the requested information. If your Business Card has all of this information you may simply staple it over an empty box. Please do not cover up other vendors cards.*

Company Name:	
Contact Name:	
Mailing Address:	
City, State Zip Code:	
Telephone Number:	
Fax Number:	
Email Address	

www.hcpss.org/about-us/purchasing

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**Engineers • Planners • Surveyors • Construction Managers**

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Contact Name:	
Mailing Address:	
City, State Zip Code:	
Telephone Number:	
Fax Number:	
Email Address	

## Oak Contracting, LLC

There's Something To Be Said For Experience.

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Mailing Address:	
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Contact Name:	
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Telephone Number:	
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Email Address	

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Date/Time: 01/10/23 10:00 AM

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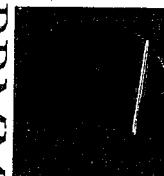
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