

ADDENDUM

April 20, 2015

ADDENDUM # 2

RFP 15A2, Architectural/Engineering Consultant Services

RFP DUE DATE: Wednesday, April 29, 2015, prior to and time stamped no later than 10:00 AM

This addendum is being issued to clarify questions submitted by vendors for RFP 15A2, Architectural/Engineering Consultant Services.

Questions and Answers:

1. In regards to the above referenced project, I wanted to confirm if M/E/P firms could submit as prime or needed to be part of an architectural team.
Yes, as noted in Addendum #1, A/E firms submitting are not to include information regarding sub-contractors.
2. In response to Addendum #1 dated 4/10/15, as a m/e/p engineering firm, can we submit as prime to provide engineering services for this RFP?
Yes, as noted in Addendum #1, A/E firms submitting are not to include information regarding sub-contractors.
3. We are a full service landscape architecture firm. Does FCPS anticipate a need for landscape architecture services?
Each project is different and needs for each can't be anticipated.
4. The Fee Proposal Form provided does not include appropriate work classifications for landscape architecture services. Can the form be modified?
No. Please use the "Other" category to supply the necessary information.
5. On page 22 it indicates M/E. Are we able to just submit for Mechanical and Electrical?
Please submit on your particular expertise, if it is mechanical and electrical, and then submit on one or both of these services.
6. On page 21 of the RFP, under Item B. "The Fee Proposal shall include" Part 4. "Signature Page". It seems there is not a signature page provided in the RFP. If I am mistaken, would you please inform me where this "Signature Page" is located in the RFP?
See page #23 for the signature page form.
7. On page 20 of the RFP, under Item C. Submittal, Part 3 "Description of any past or pending lawsuits or legal action including: dates, status, reason for litigation, names of plaintiffs/defendants, final disposition of court, etc." and Part 4 "Financial statement indicating past bankruptcies, IRS investigations, tax liens, etc." This information will be included when we fill out the "Technical Proposal Form" on page 25 of the RFP. Do you want this information provided separately in a narrative format?
See the response to question #6 on Addendum #1.
8. Insurance requirement levels between the text of the RFP and the AIA B102 Standard Form of Agreement Between Owner and Architect attached at the end of the RFP. Please clarify. Specifically: Business Automobile Liability and Workman's Compensation.
AIA B102 Standard Form of Agreement document governs over RFP text.

9. The AIA B102, Article 1.5.5 refers to Umbrella Excess Liability of \$10,000,000. No mention of Umbrella Excess Liability is indicated in the text of the RFP. Is it required?
AIA B102 Standard Form of Agreement document governs over RFP text.
10. RFP Item 8.F (page 7) notes “Such certificates also shall contain substantially the following statement: the insurance covered by this certificate will not be concealed or materially altered except after thirty (30) days written notice has been received by the board.” Similar language is in the B102 Agreement, paragraph after item 1.5.5: “These Certificates and the policies required by this Agreement shall contain a provision that coverages afforded under the policy will not be cancelled or allowed to expire until at least thirty (30) days prior written notice has been given to the Owner.” We have been notified by our insurance carrier that Insurance Companies will not include this language in policies. This is also something that design professionals cannot enforce and as such cannot sign agreements stipulating such. Please clarify.
AIA B102 Standard Form of Agreement document governs over RFP text.
11. RFP Item 16. (page 10) notes Liquidated Damages. No reference to Liquidated Damages appears in the AIA B102. Please clarify if this will be required of Design Professionals.
No, Liquidated Damages will not be required of Design Professionals.
12. Regarding the Signature form:
We are asked for a Registered Maryland Contractor Number. We have a Maryland DLLR number for our firm. Is this what we should put in this spot?
Please use your DLLR number.
- Next to the Federal Identification entry you request a date. Is this the date our firm received a Federal Identification number? Or is the submission due date? Could you clarify?
Please use the date you received your Federal ID number.
- We are asked for a Professional Registration Number. Would this be the Maryland license number for the principal signing off on the submission?
Yes.
13. Regarding the Technical Proposal form:
We are asked to fill in a Maryland Business License number. Is this our Maryland DLLR number?
Yes.
14. We're asked again to fill in a Maryland PE/Professional Registration number. Would this be the Maryland license number for the principal signing off on the submission?
Yes.
15. Is it your expectation that multi-disciplined firms submit one comprehensive proposal to cover multiple service types or should multi-disciplinary firms submit multiple proposals - one proposal for each applicable service category?
Firms are to submit individual and separate proposals for each service they intend to provide.
16. Please clarify what is meant by “resume of business principals”. Is this meant to encompass officers of the company or key personnel proposal for the contract?
Please provide resumes for the principals of the firm detailing how their experience matches that of the service you are submitting on.
17. Page 20 of the RFP, items C.2. b. & c. requests resumes for business principals’ including courses or related experience and resume of lead person(s) for this project to include related experience. Are the resumes that will be provided within the SF 330 sufficient to meet these requests, or should separate, additional resumes be included also?
Information on the SF 330 is sufficient to meet these requests.

18. Page 21 of the RFP lists the order of items to be included within the Fee Proposal as:

1. Completed Form of Proposal (attached). Proposals shall be valid for a period of ninety (90) days.
2. Statutory Affidavit and Non-Collusion Certification
3. Minority Business Enterprise Information
4. Signature Page

However, at the top of the Signature Page included with the RFP it says “Note: When submitting your bid/proposal, please use this page as a cover sheet for your cost proposal.

Could you please confirm the required order of items within the fee proposal?

Required order of items to be included in fee proposal is as follows:

1. Signature Page
2. Completed Form of Proposal (attached). Proposals shall be valid for a period of ninety (90) days.
3. Statutory Affidavit and Non-Collusion Certification
4. Minority Business Enterprise Information

19. On page 7 of the RFP item F discusses proof of carriage of insurance. Is proof of carriage of insurance required to be provided within the proposal? If so, where would you like that proof to be located in relation to the other required proposal contents as listed in the RFP? Or is proof of coverage of insurance required only of firms selected for the on-call contract?

Proof of carriage insurance is not required to be submitted with technical proposal. This proof of coverage will be requested from the firms awarded the RFP.

20. We are to submit 2 separate qualifications packages in separate envelopes....each with its own fee proposal sheet, correct?

Correct

21. We simply need to label the outside of the envelope “Geotechnical” or “Environmental”, correct?

Correct

22. The technical proposal form requests resumes of business principals and lead personnel. Can these be included as part of the SF330 submission?

Information on the SF 330 is sufficient to meet these requests.

23. Are the Technical and Fee Proposals to be bound?

We do not state that the technical proposal has to be bound – that would be your decision. The fee proposal is only one (1) page – no need to bound.

24. Where does the Addenda Acknowledgement form go in the submission?

This is part of the signature page and will be submitted with the technical proposal.

Thank you,

Kim Miskell

Kim Miskell
Assistant Purchasing Manager

KM:mg

cc: Brian Staiger, Senior Project Manager, Construction Management Dept.