

April 24, 2015

**ADDENDUM # 3**

**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.

**Clarification:**

Please be advised, as noted in the specifications, the contractor is to maintain Professional Liability Insurance in the minimum amounts of \$1,000,000 per claim and \$1,000,000 in aggregate, unless noted otherwise under Special Notices. Applicants are to provide proof of said insurance with their technical submission.

**Questions and Answers:**

1. Amendment #2 for RFP #15A2 specifies that the professional registration number provided in the proposal should be from the principal signing off on the submission. Our proposed principal-in-charge is not a registered professional engineer. May we include instead the professional registration number of one of our key staff who would be working on the contract?  
*Please include the name and professional registration number of the person who will be stamping/sealing the drawings.*
2. Could you confirm if the "athletic facility design" category includes structures only or is this category also for fields, play areas, etc.?  
*Athletic Facility Design includes not only structures but fields, tracks, play areas etc.*
3. Page 22, Fee Proposal Form, II FEE STRUCTURE FOR SERVICE IDENTIFIED IN 1 ABOVE, wording just below the Work Classification "Other".  
*This is just as it states, an "other" category that allows for a firm to fill in the blank for a work classification that may not be listed.*
4. As stated: 10% Mark-up for allowed for design firms employing Frederick County Public Schools IDQ A/E Firms. — What exactly does this mean?  
*Should your firm be selected and you utilize another firm from the FCPS IDQ list to assist in performing a scope of work, you are allowed a 10% markup on their cost of services as reimbursable expenses.*
5. Other services Frederick County Public Schools may require shall be paid at the published price list less \_\_\_\_% discount. — What exactly does this mean? Do you want the blank filled in by us?  
*This is stating that if other services offered by your firm, not necessarily in the IDQ contract are requested, you would offer them at a % discount to FCPS. If there is not a discount, you would fill in 0%, if there is a discount, then you would fill in the percentage that applies to the discount.*
6. Amendment #2 for RFP #15A2 specifies that the professional registration number provided in the proposal should be from the principal signing off on the submission. Our proposed principal-in-charge is not a registered professional engineer. May we include instead the professional registration number of one of our key staff who would be working on the contract?

Please include the name and professional registration number of the person who will be stamping/sealing the drawings.

7. Could you also confirm if the “athletic facility design” category includes structures only? Or is this category also for fields, play areas, etc.?

Athletic Facility Design includes not only structures but fields, tracks, play areas etc.

8. We submitted a general prequalification for Frederick County Public Schools, in which we submitted our SF 330, Insurances, W-9, Licenses, etc. I am wondering what exactly we are to submit for this RFP #15A2. Are we to re-submit our SF 330 and the attached proposal form?

Please resubmit the SF 330 and other necessary paperwork per the specifications detailed in the RFP.

9. Addendum #2 response 23 states that the Fee Proposal is to be only one (1) page. Addendum #2 response 18 states the Fee Proposal should include the Signature Page, Completed Form of Proposal, Statutory Affidavit and Non-Collusion Certification, and Minority Business Enterprise Information. Addendum #2 response 24 states that the Signature Page and Addenda Acknowledgement form are to be submitted with the Technical Proposal. Please clarify which of the Addendum #2 responses noted above are correct.

#23 was referring to the fee form of proposal. The order in #18 is correct.

10. What forms are to be submitted in the Fee Proposal? Please confirm the required order of the forms within the Fee Proposal.

See #18 on Addendum #2.

11. What forms are to be submitted with the Technical Proposal? Please confirm the required order of the forms within the Technical Proposal.

Please see page 19 and 20 of the solicitation documents. Under section “V.”, PROPOSAL SUBMISSION, number 1, letters B and C detail what is expected in the technical proposal.

12. Is the Completed Form of Proposal referring to Page 22 of the RFP - Fee Proposal Form?

Yes, correct.

Thank you,

Kim Miskell 

Kim Miskell  
Assistant Purchasing Manager

KM:mg

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