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October 10, 2019

ADDENDUM 1
RFP 19A3, Architectural/Engineering Consultant Services
RFP DUE DATE: October 22, 2019 @ 2:00 P.M.

This addendum is being issued to clarify questions submitted by vendors for RFP 19A3, Architectural/Engineering Consultant Services.

A. Page 23, 5.c.ii., is amended to read as follows:

The Technical Proposal will include the following forms completed:

- Signature Page
- Statutory Affidavit and Non-Collusion Certification
- Certification of Compliance
- Technical Proposal ~~Questionnaire~~
- Vendor Conflict of Interest Disclosure Form (**Attached**)
- Supporting documents

B. Questions and Responses:

1. On page 21 of the RFP under section 2 "Contract Period" it states: "The initial term of this contract shall be effective from November 1, 2019 through October 31, 2021." However, it says on the cover page, the tentative award date is November 25, 2019. Can you confirm? **The initial contract term will be from date of award through October 31, 2021.**
2. On Page 23 of the RFP 5.d.II, it asks for a signed letter on the company letterhead. Are you looking for something in particular on our letterhead to be submitted? **No, in lieu of the company letterhead, please submit page 30, Signature Acknowledging Proposal with Fee Proposal.**
3. On Page 29 of the RFP, under the "Service Type" there are several different work classifications. If we wanted to check off Mechanical and Electrical, do we have to submit separate seal proposals; one per service type? **No, submit one complete encompassing proposal.**
4. Do we need to submit two proposal for one category if we are submitting for both tiers? For instance, if we are submitting for architectural design services, do you need two submissions (one for architectural under Tier 1 and a second for architectural under Tier 2) for a total of 4 signed and sealed envelopes (1 for Tier 1 technical, 1 for Tier 2 technical, 1 for Tier 1 cost and 1 for Tier 2 cost)? **Page 24, 6.j., states that FCPS will evaluate the proposals and assign firms into the tier levels. Firms may not specify for which tiers they want to be considered. Therefore, only one proposal is required to be submitted.**
5. Regarding the technical proposal requirements on pages 32-33, is this information to be sent in free format, rather than a standard government form? **Yes, this can be in free format.**

6. On page 33 of the RFP under "D Organization Chart" it says there is a 3-page maximum; 1-page Tier. Are you looking for 1 page per tier? For instance, do you want 1-page org chart for Tier 1 and 1 page org chart for Tier 2? **Only need one organization chart. FCPS will assign firms into the tier levels.**
7. On page 33 of the RFP under section G Attachments, sub category 4, are you looking for SF330 Part II only, or are you looking for SF330 Part 1 sections A - H and SF330 Part II in addition to the other requested information listed on pages 32 and 33? If looking for both SF330 Part I and Part II, the information may repeat from previous sections. **Submission should include SF330 Part II.**
8. Do we have to select one tier or can we submit to both and if the latter, do they need to be separate submissions? **Page 24, 6.j., states that FCPS will evaluate the proposals and assign firms into the tier levels. Firms may not specify for which tiers they want to be considered.**
9. Are multi-discipline firms required to make a separate submission for each discipline, or can we make one submission for all of the firm's disciplines? **No, submit one complete encompassing proposal.**
10. How many contracts do you anticipate will be awarded under each tier? **The exact number of firms selected for each tier will be based on the quality and quantity of proposals received.**
11. Is FCPS requesting the submission to be in SF330 format or is the format of the firm acceptable? If firm format is acceptable, which SF 330 form is being requested by FCPS as an attachment under section G on page 33? Is it the entire SF 330 form, or just specific sections of the SF 330? **Technical Proposal Sections A through F can be the format of the firm. SF330 submission shall be Part II.**
12. Page 24 section 6.j. states that firms may not specify which tier they want to be considered and that FCPS will evaluate and assign firms into tier levels. On page 33, we are instructed to submit separate SF330 forms for tier's I & II. Should firms still submit separate SF 330's for each tier, or just include requested information for both Tier's into 1 submission and allow FCPS to decide which tier(s) the firm is qualified for? If a firm only has experience that would qualify under tier I, should they only submit one SF 330? **Include requested information for both Tier's into 1 submission.**
13. Are we to include proposed sub-consultants within the proposal, or is FCPS only seeking architectural qualifications at this time? **No, this contract will be awarded by Tier and by discipline.**
14. Pages 21-23 Section 4, Contractor's Insurance, part b sets a Comprehensive Automobile Liability requirement. Would FCPS accept a Combined Single Limit of \$1,000,000 as has been allowed in the past? **Yes, as stated in the RFP Combined Single Limit Bodily Injury and Property Damage Liability \$1,000,000 each accident.**
15. Section 4, Contractor's Insurance, part e sets a minimum deductible amount. We carry higher insurance levels and thus have a higher deductible. Can this deductible amount be waived or increased to \$75k if our per claim and aggregate Liability insurance is higher than the minimum amount? **No.**
16. Section 4, Contractor's Insurance, part f sets an excessive Umbrella requirement of \$10M. Would FCPS consider \$5M for this contract or \$10 retention for self-insured hazards per occurrence? **Not at this time.**
17. On Page 29 of the RFP, under the "Service Type" there are several different work classifications. If we wanted to check off Civil and Structural, do we have to submit separate sealed proposals; one per service type? **No, submit one complete encompassing proposal.**
18. Do we need to submit two proposals for one category if we are submitting for both tiers? For instance, if we are submitting for architectural design services, do you need two submissions (one for architectural under Tier 1 and a second for architectural under Tier 2) for a total of 4 signed and sealed envelopes (1 for Tier 1 technical, 1 for Tier 2 technical, 1 for Tier 1 cost and 1 for Tier 2 cost)? **Page 24, 6.j. states that FCPS will evaluate the proposals and assign firms into the tier levels. Firms may not specify for which tiers they want to be considered. Therefore, only one proposal is required to be submitted.**

19. On pages 32-33, is this information to be sent in free format, rather than a standard government form 330? **Yes, this can be in free format.**
20. On page 33 of the RFP under "D Organization Chart" it says there is a 3-page maximum; 1-page Tier. Are you looking for 1 page per tier? For instance, do you want 1-page org chart for Tier I and 1-page org chart for Tier 2? **Only need one organization chart. FCPS will assign firms into the tier levels.**
21. On page 33 of the RFP under section G Attachments, sub category 4, are you looking for SF330 Part II only, or are you looking for a complete SF330 Part I sections A - H along with a SF330 Part II **in addition to the other requested information listed on pages 32 and 33 in free format?** If you are looking for both SF330 Part I and Part II, the information may repeat from previous sections. **Submission should include SF330 Part II and the requested information as listed on pages 32-33 in free format.**
22. Regarding the RFP for on call Architectural and Engineering Services, 19A3, I interpret the Scope's needs to be awarded to a single discipline. May I confirm either way – would you like to see a formed, multi-discipline team response to include such engineering specialties, or, just the architect's response (Architecture's qualifications) to fulfill the General Consultant role for such on call projects. **This contract will be awarded by Tier and by Discipline.**
23. We are interested in submitting a response to RFP 19A3 for Architectural Engineering Consultant Services. We do not have a Maryland business license but our architects are licensed in Maryland. May I ask if Frederick County Public Schools are permitted to engage in consultant contractors that do not have Virginia business license? **No, however, the architects and engineers providing the design services must be licensed to practice in the State of Maryland.**
24. Can we submit our proposal for one or two trades like MEP and Structural? Do you need separate bid package for Mechanical., Electrical, Plumbing and structural? Or single one is enough? **Yes, submit only one single encompassing proposal.**
25. Do we need to submit separate bid packages for Tier1 and Tier 2 or we have to just identify it on the cover letter that we are submitting for both tiers? **Page 24, 6.j., states that FCPS will evaluate the proposals and assign firms into the tier levels. Firms may not specify for which tiers they want to be considered. Therefore, only one proposal is required to be submitted**
26. How many companies in each category you will be short listing or selecting? **The exact number of firms selected for each tier will be based on the quality and quantity of proposals received.**
27. Is there any preference or extra points for small business? **No.**
28. Are there any incumbent consultants for these services or is it a new RFP? Please let us know the incumbent Consultants. **This is a new RFP.**
29. What is the budget for projects under this RFP for a year? **This is an indefinite quantities project and FCPS makes no commitment to specific number of assignments or value of work under this RFP. No guarantee of any work is expressed or implied.**
30. After selecting consultants under this RFP, will there be any task order is released to the selected consultants and obtain price? Or is the consultants selected on rotating basis? **Reference page 21, 3.b and 3.c. of RFP document.**
31. Do we have to have any DBE set aside in the task orders? **No**

32. What is the multiplication factor on the base rates accepted by FCPS? **The hourly rates requested as part of this RFP will be utilized for changes in scope of work only. These hourly rates shall remain firm for the initial contract term. Price adjustment for any/all items may be considered at renewal. The request is subject to approval by the Contracting Officer. The request must be submitted in writing at least 60 days prior to the renewal term and shall be accompanied by supporting document to substantiate the requested adjustment.**
33. Manhour rate list does not list Mechanical/electrical/ structural engineers and specifies very limited categories. Why so? Qualification do ask for Mechanical/electrical engineers. **The work classifications listed on the FOP are general and should be able to be applied across the specific disciplines or utilize the “other” classification.**
34. How does the Consultants manhour rate affect the selection? Selection criteria does not talk about any rates. **Reference page 24, #6.**
35. Do you have any preference for Full Service AE firms over single or multi trade firms like MEP, Structural etc? **No, this contract will be awarded by Tier and by Discipline.**
36. Page 33, Technical Proposal Requirements, Section G Attachments, Item 4: Please clarify if two SF330’s are required, one for Tier I and one for Tier II. **Submit one SF330 Part II form.**
37. Page 23, Section II, Item 5 cii, Preparation of Proposal: Will the Technical Proposal Questionnaire be included in an addendum? **See addendum item #1.**
38. On page 33 of the RFP, under category F: Staffing: if an engineer will be used for Tier I and Tier II, can we submit their resume twice, 1 page for Tier 1 and 1 page for Tier 2? **Page 24, 6.j. states that FCPS will evaluate the proposals and assign firms into the tier levels. Firms may not specify for which tiers they want to be considered. Therefore, only one proposal is required to be submitted**
39. Per the language on Page 19 of the RFP, please confirm that you are not seeking architecture firms to submit full A/E teams but just the Architect’s qualifications. **Confirmed.**
40. The chart on page 32 of the RFP only lists engineers, we assume this should be adapted to architecture if pursuing an Architecture On-Call, please confirm. **Confirmed.**
41. Item F on page 33 indicates “a senior member and other key team members of the project team shall be registered engineer in Maryland, we assume this should be “licensed architect if pursuing an Architecture On-Call, please confirm. **Architects and engineers providing design services must be licensed to practice in the State of Maryland per Code of Maryland Regulation (COMAR).**
42. On page 33 of the RFP, it states “firms shall complete and submit a separate SF 330 form for the On-Call Tier I and Tier II,” many of the items contained in the SF 330 are already being provided (resumes, relevant experience, etc.) Can you please clarify your request? **Submit one SF330 Part II Form.**
43. Is the intent for the RFP to be responded to by Architectural Firms as the Prime (General Consultant) with a team of Sub-Consultants (engineers), or are the Engineering Firms supposed to submit a response for their applicable field (MEP/FP, Civil, Structural, etc.)? **The engineering firms should submit a response for their applicable field.**

Vendor Conflict of Interest Disclosure Form

All vendors interested in conducting business with Frederick County Public Schools (FCPS) must complete and return the Vendor Conflict of Interest Disclosure Form, in order to be eligible to be awarded a contract with FCPS.

Please note that all vendors must comply with FCPS’s conflict of interest certification, as stated below.

If a vendor has a relationship with a FCPS employee or an immediate family member (spouse, child (stepchild or adopted), parent, or sibling) of a FCPS employee, the vendor shall disclose the information required below.

Certification: I hereby certify, that to the best of my knowledge, there is no conflict of interest involving the vendor named below:

1. No FCPS employee or the employee’s immediate family member has an ownership interest in the vendor’s company, or is deriving personal financial gain from this contract.
2. No retired or separated FCPS employee who has been retired or separated from the organization for less than one (1) year has an ownership interest in the vendor’s company.
3. No FCPS employee is contemporaneously employed or prospectively to be employed with the vendor.
4. The vendor did not provide any information or criteria in the drafting of the solicitation prior to it being advertised for competitive pricing.
5. Vendor hereby declares it has not, and will not provide gifts or hospitality of any dollar value, or any other gratuities to FCPS employee to maintain a contract.
6. Vendor hereby declares that in the process of preparing a quote/bid/proposal for FCPS, there have been no acts of bribery, extortion, trading, laundering of corrupt practices, and/or nepotism have transpired between FCPS employee and the vendor.
7. Please note any other exceptions below.

Vendor Name & Email	Vendor Address & Phone Number
Conflict of Interest Disclosure	
Name of FCPS employee or immediate family member with whom there may be a potential conflict of interest. <i>If no conflict of interest, write “N/A” and initial.</i>	Disclose the relationship to the employee or the immediate family member, their interest in the vendor's company, and any additional information

I certify that the information provided is true and correct by my signature below:

Signature of Vendor Authorized Representative/Date

Printed Name of Vendor Authorized Representative