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## ADDENDUM

May 1, 2020

### **ADDENDUM # 3**

**RFP 20A3, Facility and Program Assessment of Four Schools - Architect Selection**

**DUE DATE: Wednesday, May 6, 2020, prior to and no later than 11:00 A.M. at**

**<https://secure.procurenow.com/portal/fcps>**

This addendum is being issued to provide additions, corrections, clarifications and answers to certain questions raised referencing the original proposal packages and any resultant contracts for the above bid.

1. This Addendum includes the following attachment(s):
  - a. Questions/Answers (3 pages)

Thank you for your interest in bidding with Frederick County Public Schools and we apologize for any inconvenience this may have caused.

Sincerely,

*Kim Miskell*

Kim Miskell, CSBO  
Assistant Purchasing Manager

KM/ab

cc: Adnan Mamoon, Director of Capital Programs, Division of Operations

### ADD 3 - QUESTIONS/ANSWERS

1. **Question:** The RFP states, “The deliverable for the facility and program assessment is a report outlining the differences between the existing spaces and the educational specifications and one limited renovation strategy per school, including cost of the strategy by system,” but the Addendum includes several additional services that were not described in the original RFP. Please describe the expectations for these services shown in the sample contract:

- 2.6.7 Energy Operating Cost Evaluation
- 2.6.8 Labor Operating Cost Evaluation
- 2.6.10 Other Operating Cost Evaluation
- 2.6.13 Building Automation System Evaluation
- 2.6.18 Equipment Rooms Survey
- 2.6.19 Code Review (specifically, for Site, since it was our understanding that site was excluded from the scope)

**Answer:** Please note the following: Sample Contract Section 2.6.7, 2.6.8, and 2.6.10 should be deleted. Contract sections 2.6.13, and 2.6.18 are applicable as part of the review of the existing building systems. Section 2.6.19 of the contract will only be applicable for work associated with the building, and interior of the building. The scope of this project excludes review of site.

2. **Question:** Given the ages of these four schools and their additions, what is the expectation for, “Evaluate the quality of the original design and construction of the system”?

**Answer:** The original design and construction should be evaluated to the extent it allows for recommendation, and estimate cost for limited renovation.

3. **Question:** Does FCPS have the information from the past 15 years to allow the successful offeror to document: “The description of each component will identify all state funded improvements approved for the school in the previous 15 years and document whether limited renovation recommendations will remove said improvements or substantially modify them.”

**Answer:** FCPS is able to provide documentation for all State funded improvement for these projects for the last 16 years.

4. **Question:** Addendum 2 states, “Inventory the building assets, which may include the furnishings, fixtures and equipment. Assess the useful life of each.” Which FFE, besides building systems, are to be included in this inventory and condition assessment?

**Answer:** Inventory of Furnishings, fixtures, and equipment will not be required for this study.

5. **Question:** The RFP states, “The data from this study will not be used to populate FCPS’ computerized maintenance management software” but Addendum 2 calls for “Inventory the building assets, which may include the furnishings, fixtures and equipment.” What data fields are to be collected during the inventory?

**Answer:** See response to number 4 above

6. **Question:** The RFP states, “A full hazardous materials survey will be completed under a separate contract” but also requires a “an evaluation and cost estimates as appropriate to address the following issues or problems: Hazardous Materials (asbestos, lead, PCBs, underground storage tanks).” Are other existing hazardous materials surveys available, or does the successful offeror have to conduct surveys to be able to prepare the estimates?

**Answer:** The selected vendor will be required to identify potential hazardous materials by observation. Testing of samples for verification will not be required under this project.

7. **Question:** The RFP states that the successful offeror will “provide floor plans for each school, consistent in level of detail with schematic design,” which has a very specific meaning in Maryland school design practices. However, the RFP also states, “Recommendations should focus on strategies for improving the function of the

### ADD 3 - QUESTIONS/ANSWERS

school buildings but should not be design solutions.” Please provide clarification on the expectations for floor plans for public presentation to Board of Education.

**Answer:** Schematic level drawings will not be required for this effort. Concept level design will be required for each school showing how existing space maybe reconfigured for better utilization, and alignment with educational specification.

8. **Question:** Section 6. Cost Estimates – Please clarify the intention of “replacement” in this section of the RFP. Are you requesting the awardee to provide cost estimates for FCPS to compare renovation or replacement of the existing building in total or just systems?

**Answer:** The estimates required for this report is for proposed systems upgrade/replacement cost. Estimate for Complete renovation cost, or replacement cost for the existing building will not be required.

9. **Question:** Section 8. Meetings – Given the current state of affairs with COVID-19 and social distancing, can you please clarify “some meetings?” Will FCPS require in-person weekly meetings, or will meetings be held virtually?

**Answer:** FCPS will not require in person meeting every week. Meetings will most likely be held virtually. Any in-person meeting, if held, will be arranged following all health guidelines (local, state, and national) at the time of the meeting.

10. **Question:** Please confirm whether Kitchen operations and Food Service equipment evaluation is or is not included in the scope.

**Answer:** Food service equipment evaluation is not part of the scope of this study.

11. **Question:** Please confirm comprehensive CAD drawings are available (as noted in item 1 - Scope of Services) for each school or if the A/E team will need to draw extensive portions of the school(s).

**Answer:** FCPS Staff has worked on producing CAD Drawings for these facilities based on drawings we had on files. FCPS does not guarantee the accuracy of the CAD files to reflect as-built conditions. Selected architect will be required to verify the accuracy of these drawings as part of this project.

12. **Question:** Please confirm the level of design/drawing effort to communicate recommendations to improve building function. The Project description states that recommendations should focus on strategies but should not be design solutions. Item 5 - Scope of Services requires that drawings be prepared to a level of detail consistent with Schematic Design drawings.

**Answer:** Please see response to question 7 above.

13. **Question:** Is there any merit in having a roofing consultant review the roofs for assessment of conditions, life cycle cost analysis, code compliance, etc.?

**Answer:** Roofing is expected to be one of the building systems evaluated by the selected vendor. FCPS is able to provide data regarding age, maintenance data, or any known issues with the roof once a vendor is selected.

14. **Question:** Are core tests cuts required on the schools where the existing roof composition is unknown to identify roof system components?

**Answer:** Yes.

15. **Question:** Is roof access available by either internal access points (hatches, penthouse doors, etc.), or feasible with a 32' extension ladder?

**Answer:** External ladder is preferred at this time. Any access to the school must be coordinated through FCPS Capital Programs Department.

16. **Question:** Are roof warranties available for review to the firm that is awarded the project?

**Answer:** Yes.

### ADD 3 - QUESTIONS/ANSWERS

17. **Question:** Could you please tell me if the firm who is awarded this study will be precluded from doing future work associated with the study?  
**Answer:** No, the awarded firm will not be precluded from bidding on future work associated with this study. Future work associated with this study will be procured under a separate process.
18. **Question:** Will the selected team be performing the actual equipment testing or will the team work with the school maintenance people for assessment?  
**Answer:** The selected team will be provided current data available to FCPS on the equipment. The team will also have ability to meet with school maintenance to obtain additional information as needed. Based on the the review of data, and additional information that are available, the selected team will have to decide if additional testing of the equipment is needed.
19. **Question:** Do you prefer that the Prime on this contract be an Architect? With much of the work being systems-related, could an MEP be the Prime?  
**Answer:** FCPS does not have a preference for weather an MEP firm, or and Architectural firm be the prime for this contract. The team should contain the necessary expertise needed to complete the study, and make the recommendations.
20. **Question:** How would you like us to handle the Fee Proposal Form in regards to needing an additional "other sub" line? Would you like us to provide our own separate form or could you issue another form with additional lines? Per the scope of work, we foresee the need for a Professional Cost Estimator and also a Hazmat Inspector.  
**Answer:** Own separate form for "Other sub" can be used if needed.
21. **Question:** Will any site assessment be required related to:  
- Appropriate play areas, play equipment?  
- Safe access to the building, for bus loading, parent drop-off/pick-up?  
- ADA access to the building from parking areas?  
- Sight Line re: security?  
**Answer:** Limited renovation work as defined only pertains to building systems. No assessment is required for issues outside of the building
22. **Question:** What type of roofing is currently on your buildings? (for the purpose of bringing in the right type of roofing consultant  
**Answer:** FCPS standard roof is 4 ply BUR, and should be the type of roofing at each of these locations.
23. **Question:** Do you see a change in the ed specs as a result of COVID-19?  
**Answer:** Not at this time
24. **Question:** Will occupancy / building capacity calculations be affected as a result of COVID-19?  
**Answer:** Not at this time
25. **Question:** Should a hazardous materials consultant be included related to the identification of any hazardous materials that may be present?  
**Answer:** See response to question number 6 above
26. **Question:** Will the selected firm be qualified to submit an RFP for the actual renovation of one of more of the four schools in the future?  
**Answer:** Yes, the awarded firm will not be precluded from bidding on future work associated with this study. Future work associated with this study will be procured under a separate process.