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## *ADDENDUM*

June 5, 2020

### **ADDENDUM # 2**

**RFP 20MISC11, Construction Management Services**

**DUE DATE: Thursday, June 11, 2020, prior to and no later than 2:00 P.M. at**

**<https://secure.procurenw.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. The following Draft AIA documents will be issued under a separate Addendum on Monday, June 8<sup>th</sup>.
  - a. A133-2019 As Amended by FCPS
  - b. A201-2017 As Amended by FCPS for CM at Risk Contracts
2. 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

## RFP 20MISC11, CONSTRUCTION MANAGEMENT SERVICES – QUESTIONS AND ANSWERS

1. **Question:** On the Letter of Interest/Questionnaire, where it asks the information on the total number of buildings managed by your firm via the CMA or CMc delivery method. Do you want total number of those projects since the company has been in business or do you want only more recent projects with in a time frame?  
**Answer: Please provide last five years project information**
2. **Question:** Attached is the fillable Attachment C for RFP 20MISC11. I noticed all columns are fillable except the first column where it says, "Enter Name". Do you happen to have a fillable form with that column fillable?  
**Answer: Attachment "C" has been updated to make those columns fillable.**
3. **Question:** RFP Page 9, c. requires original signature and RFP Page 12, 8b. states "All bids received must include original signatures; no photo copies will be accepted." However, this is now an electronic submission, so are electronic signatures acceptable?  
**Answer: Yes**
4. **Question:** Typically bonding is not required for a CM agent since the owner holds the construction contracts. Is a bond required for the CMA category? Is it for the value of the CMA work?  
**Answer: Bonding will not be required for CMA work**
5. **Question:** Is there a page limit for items 22 through 34? None appear to be given.  
**Answer: No page limits for these items.**
6. **Question:** Where should the W-9 be placed?  
**Answer: A W-9 form is not required to be submitted as part of the proposal submission.**
7. **Question:** Are there any attachments that need to be a separate document or should everything be compiled into one?  
**Answer: Attachment "A" including required documents will be a separate document from your Technical Proposal and required documents and need to be uploaded separately in ProcureNow.**
8. **Question:** What information needs to be entered into Attachment C?
  - Does this project require full time on-site?
  - For the tabular format broken down into phases, what is to be entered in each cell?
    - For example, are we to enter an "X" in each cell where a staff member is assigned a task?**Answer: For Attachment C, Firms are expected to provide level of effort for the positions listed during each phase of the project. The firms are expected to fill out for the different sized project. For example, A Project Manager level of effort X% during preconstruction, Y% during construction, and Z% during closeout.**
9. **Question:** Role in reviewing minority business pay applications:
  - Is this any different from reviewing any GC pay apps?**Answer: CM should provide response to how to plan to help in reviewing MBE participation, and pay application to ensure project compliance with State of Maryland regulations.**
10. **Question:** 20MISC11 Construction Management Services Signature Acknowledging Proposal:
  - It is asked that we use this page as a cover sheet for our proposal. Does this mean that the usual cover page that REMS uses for proposals is not to be included?**Answer: The Signature Page should be included with the Letter of Interest/Questionnaire submission.**
11. **Question:** Technical Proposal breakdown:
  - I understand that the Technical Proposal needs to be no more than 20 pages and that all requested information be answered in the numerical order provided.
  - Many of the "items" are compiled into sections with a limit on how many pages that section can use.
  - How strict are these page limits?

- For example, if we only need 1 page for items 2&3(up to three pages) would we then be allowed to use 3 pages for items 4&5 (up to two pages)?

**Answer: The page limits are provided as a guideline, and Firms are expected to follow it to the extent possible.**

12. **Question:** In Attachment A, what is the timeframe for which you would like us to answer the total number of projects completed – within the last 5 years, 10 years or other?

**Answer: Last five years.**

13. **Question:** Please confirm that attachment A and attachment C forms are **not** included within the 20 page limit

**Answer: Correct. Please note that Attachment “A” is to be uploaded separately from the Technical Proposal in ProcureNow.**

14. **Question:** Is there a specific MBE goal for this submission?

**Answer: No**

15. **Question:** On the general solicitation form provided in the RFP, under *III. Vendor Questionnaire*, we are required to submit MBE attachments A and B. Will FCPS be providing these required MBE attachments?

**Answer: This requirement (Question #7 and Question #8) on ProcureNow has been deleted.**

16. **Question:** Please confirm whether firms submitting to participate in the CM Agent **and** CM at Risk pools should provide one total, or two separate submission packages.

**Answer: Firms are allowed to submit one package. Firms should make it clear in their submission if they are submitting to be considered for both pools, and provide adequate information for both type of delivery method for the selection panel to consider.**

17. **Question:** Please confirm that the same questions (#1 - #34) in the Technical Proposal questionnaire should be answered, whether responding to the CM Agent or CM at Risk portion of the RFP.

**Answer: Correct. Firms should answer questions 1 – 34, and point out any differences in their responses between the two delivery methods if they have a different approach to any of these questions.**

18. **Question:** Addendum #1 refers to the RFP submission by June 11, 2020. Past similar solicitations have consisted of two steps. Step one was submission of the Letter of Interest, and then at a later date, step 2 was submission of the RFP response. Step 2 was only taken if the respondent was notified by FCPS as being qualified based upon its Letter of Interest submission. Page 27 and 28 of the solicitation document indicates that Firms must meet the Minimum Qualifications to be considered qualified to participate further in the Technical Evaluation. Is only the Letter of Interest due by 2pm on June 11, 2020? Will submission of an RFP response be made at a later date and only by those firms deemed qualified by FCPS?

**Answer: Due to time constraints the Letter of Interest/Questionnaire and the Technical Proposal are both due June 11, 2020 before 2:00 p.m. The Letter of Interest/Questionnaire and the Technical Proposal is to be uploaded separately into ProcureNow. This is still a two-step process and Technical Proposals will only be unsealed through ProcureNow if the Minimum Qualifications are met.**

19. **Question:** If a firm submits for qualification of both CMa and CMc work, will it be precluded from being deemed qualified for only one type of CM service? In other words, if a firm submits for qualification in both categories, will it only be considered qualified if FCPS approves the firm in both categories?

**Answer: Firms are able to qualify for one, or both lists, based on their experience, and the determination of the selection panel.**

20. **Question:** Could you please clarify where the form located on Page 35 “20MISC11 Construction Management Services Signature Acknowledging Proposal Form” should be placed within our submission. The Preparation for Proposals Section C on Page 27 states it should be included as the 5<sup>th</sup> item in the Letter of Interest / Questionnaire submission, however the form itself states “when submitting your bid/proposal, please us this page as the cover sheet of your proposal.” Please clarify.

**Answer: The Signature Page should be included with the Letter of Interest/Questionnaire submission.**

21. **Question:** Page 9, Item E – vi. of the RFP requests that we submit a W-9, however we are uncertain where this should be included as it wasn't listed under the requirements for the Letter of Interest (Page 27) or the Technical Proposal (page 28). Could you please advise on where this should be included (with the Letter of Interest / Questionnaire or with the Technical Proposal submission).

**Answer: A W-9 form is not required to be submitted as part of the proposal submission.**

22. **Question:** Regarding Attachment C - what information is being requested for each Staff Member for each phase? Number of hours? Percentage of time? Or just an 'X' whether the Staff Member is involved in that phase? Please advise.

**Answer: Level of effort (percentage of time) for each staff member for each phase.**