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ADDENDUM

November 9, 2021

ADDENDUM #1

22A2, Monocacy Elementary School Limited Renovation Program - Design Build

DUE DATE: November 12, 2021 prior to and no later than 11 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 RFP.

The following is a list of questions received with responses from the respective entities:

1. The RFP states, 'Please utilize SF330 forms parts I and II.' Please specify whether FCPS would like one SF330 submitted for the entire Design-Build Team, or whether each company (A/E, Construction Manager, etc.) must complete their own SF330 in its entirety. Also, the SF330 form requests 10 projects to demonstrate experience. Does FCPS wish to see 10 projects in total for the Design-Team or 10 projects per each company (A/E, Construction Manager, etc.). Lastly, is there a time restriction on when the projects must have been completed (ex: last 15 years)?

The proposal is to be submitted by the Design Builder (General Contractor/CM). The Design builder should use form A305, and Architect should use form SF330. The team should include Design Builder, and the design team including Architect, MEP Engineer, and other design consultants. The Design Builder should submit information about their firm, past experience with school projects, and past experience with Design Build Projects. Proposals should include 10 projects from Design Builder, and 10 Projects from Design team. Projects should be limited to previous 10 years.

2. Did you want the builder to complete an AIA Document A305 for the letter of interest submission, or did you want the builder to submit a SF330 parts I & II like the design (A/E) team?

See response to question number 1

3. It would be helpful to have the timeline of the next phase of the process and along with the information that will be required as part of the second phase of the procurement.

Following the submission of Letters of Interest, FCPS staff will review the letters and select a shortlist to submit a full technical and fee proposal. FCPS expects to send the RFP to the shortlisted firms in early January 2022 with an RFP due date in late January or early February. Following time for staff to review the RFPs, interviews will take place in early March. BOE approval of the selected firm would take place in spring 2022 (date TBD) with the contract to begin on July 1, 2022.

The RFP for this project is still under development. During the RFP phase, the bidders will be asked to provide a more specific proposal to demonstrate their ability to meet the scope, budget, and schedule for Monocacy ES Limited Renovation project.

4. Can you also please clarify whether civil and food service consultants are needed for this project.

They are not referenced in the list of subs on page two of the RFP, however, the first paragraph under “Letter of Interest” states that they should be included.

Civil engineering and foodservice consultants are not anticipated at this time.

5. Will there be any MBE goals for the Design Build phase of this project?

MBE is not required for the design build team. The construction work will have to meet MBE Requirements.

6. The request for letters of interest states to utilize SF330 Part I & II. Should the Contractor use this form or would you prefer the AIA 305 Contractor Qualification form for the Contractor and the SF330 for the Architect and subconsultants?

See response to question number 1

7. Can you please provide a comprehensive list of the consultants required for this project? If not, is it possible to add consultants we may have missed during the proposal phase of the procurement?

Proposal should include at a minimum the Architect, MEP Consultant, Structural Engineering consultant, and low voltage consultant. It is possible to add consultants during the proposal phase. Civil engineering, and foodservice consultants are not anticipated at this time.

8. Please clarify specifically which sub-consultants/engineers should be included in the Letter of Interest submission. For example, Foodservice is not included on list on page 2 of the RFP, but is referenced in the Facilities Assessment.

See response to question number 7

9. Should the cover letter referred to on PDF page 3 introduce firm qualifications or include the full qualifications within the letter?

Cover letter is to be used for introduction

10. Please confirm the SF330 Part I and II is to include the contractor’s qualifications. Typically, this is only required for A/E firms. If the contractor’s qualifications are not to be included in the SF330, please advise what format you would like the contractor’s qualifications in.

See response to question number 1

11. Does this proposal have to be submitted by the architect only? Which includes the SF330? Does the General Contractor and the Designer submit Team Qualifications? If so, what does the general contractor need to submit with the letter of interest?

See response to question number 1

12. On the SF330, should we submit 10 projects total or 10 projects from each team member company? Also, on Part I B., Should we list the Architects information for point of contact or the Contractor since they will be the prime?

10 projects for the design builder, and 10 projects for the Architect. The design builder will be considered the Prime for this Contract.

13. In previous submissions, forms were required with the submission. What forms will be required for this submission?

See response to question number 1

Thank you for your interest in bidding with Frederick County Public Schools.

Sincerely,

Kim Miskell

Kim Miskell, CSBO
Assistant Purchasing Manager

KM/sg

cc: RFP File