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OPEN-END ARCHITECTURAL AND ENGINEERING SERVICES

ADDENDUM NO. 1

REQUEST FOR PROPOSAL NO. 17-027

September 30, 2016

Ladies and Gentlemen:

The purpose of this addendum is to provide clarification (s) to all prospective offerors.

QUESTION NO. 1: If submitting for Category A, please confirm that we need to assemble a full A/E project team with consultants.

ANSWER NO. 1: Correct.

QUESTION NO. 2: Can the County provide a list of incumbents for the different contract categories?

ANSWER NO. 2: Category A: General Architecture- Manns Woodward, Edmeades & Stromdahl, WBCM, MRA Category B: Studies- No award Category C: MEP-Kibart, Gipe, Henery Adams, JMT Category D: Structural Engineering- EBA, McCon, Century, WBCM Category E: Minor Architectural- Manns Woodward, Edmeades & Stromdahl, Fred Ward, Colimore Category F: Environmental-EBAm, AMA, Landmark Engineering.

QUESTION NO. 3: Is it the Counties intention to award the architectural category to a single architectural firm? Then, as projects arise, the architect will supplement their firm with the appropriate engineering disciplines from you on call list engineers?

ANSWER NO. 3: See answer 5.

QUESTION NO. 4: Do you intend to award the architectural category to both architectural only firms and complete A/E teams?

ANSWER NO. 4: See answer 5.

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220 South Main Street, Bel Air, Maryland 21014

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QUESTION NO. 5: Do you intend to award the architectural category to complete architectural only firms and complete A/E teams?

ANSWER NO. 5: Answer 3-5: For each category the county will award 5 contracts. Each submission must be a complete team. For example an architect must include mechanical, electrical, surveyor, cost estimator, etc.; all "trades" listed on the price proposal sheet for each category must be included on your team. You will be evaluated primarily on your selected category, but also on your team.

QUESTION NO. 6: Can architectural firms submit qualifications as an individual prime firm and complete A/E team?

ANSWER NO. 6: Yes, you may be on another consultant's team. There are no "individual prime" firms; only complete teams.

QUESTION NO. 7: Referencing Section 4.2.4 (Page 8) Section 3, to what level shall listed projects be completed? For example: Through Construction Documents, partially through construction or through construction completion.

ANSWER NO. 7: Provide projects that you think best demonstrate your capabilities for the selected category; there is no specific level required.

QUESTION NO. 8: Are the rates listed in the price proposal(PP1) required to be raw rates or do they need to be inclusive of the overhead and burden?

ANSWER NO. 8: The rates are to be all inclusive. Reimbursables will be negotiated as needed.

QUESTION NO. 9: PP1 indicates that Pursuant to your request inviting proposals to be received until 5:00pm on October 5, 2016, Does the price proposal need to be delivered prior to the date of October 12, 2016 at 1:00pm?

ANSWER NO. 9: NO. PP1 should read that Pursuant to your request inviting proposals to be received until 1:00pm on October 12, 2016.

QUESTION NO. 10: Are resumes and company information desired for sub consultants?

ANSWER NO. 10: Yes.

QUESTION NO. 11: Do project pages and resumes need to be submitted in the SF330 format?

ANSWER NO. 11: No.

QUESTION NO. 12: We would like to confirm that we may pursue one category, such as Structural, as a prime and another, such as Architectural, as a sub-consultant.

ANSWER NO. 12: Yes you may; as a sub-consultant, you would be included on that prime's proposal.

QUESTION NO. 13: We would like to confirm that the County has no sub-consultant participation goals for disadvantaged, minority, small or women-owned businesses.

ANSWER NO. 13: The County has no goals, but from time to time, we receive grants that have goals.

QUESTION NO. 14: If we are submitting on separate categories, ie, Structural and Environmental, the County wants separate proposals for each category?

ANSWER NO. 14: Yes, please replace 4.2 in original RFP with the revised 4.2 (attached).

QUESTION NO. 15: Depending on how question 14 is answered, in price proposal section, a bold note says "Only enter cost for the category or categories of your proposal.." Does this mean that if we are going after multiple categories, we can compile all into a single package?

ANSWER NO. 15: Submit one technical proposal for each category. Only fill in the corresponding categories on the price proposal form. Only one price proposal form is needed.

QUESTION NO. 16: We are MEP engineering firm interested in the MEP Category B of the RFP. Do we need to name or submit support disciplines (such as Arch., civil, etc.) qualifications within our submission or only our firm MEP qualifications and personnel?

ANSWER NO. 16: Yes, see answer to 3-5 above.

QUESTION NO. 17: Attachment A, Item 1.1.2 states that the County intends to award up to 5 contracts for each of the following categories: Architecture; MEP; Structural; and Environmental, Does this mean that up to 5 contracts may be awarded under the Architecture category and 5 under the MEP, etc. up to 20 contracts total?

ANSWER NO. 17: Yes, we may award up to 20 contracts, however we typically award 3 or 4 per category.

QUESTION NO. 18: Are the hours stated for each discipline anticipated hours?

ANSWER NO. 18: No, there is no guaranteed work under this RPF, projects may be large or small, the County will award up to \$600,000 per year for all projects under this RFP.

QUESTION NO. 19: Section 5.1.4 states that consultants "shall include with their technical proposal a preliminary list of deliverables which will be required from Harford County to conduct the necessary work described in the Scope of Services. Can you please provide more information/ clarification on what these deliverables may be?

ANSWER NO. 19: Deliverables would be described in more detail with each scope of work and may include studies, drawings, reports, renderings, exhibits or others as appropriate.

Should you have additional questions regarding this project, please contact Stacy Rappold at 410-638-3550 or srappold@harfordcountymd.gov.

Sincerely,



Mark D. Unger
Procurement

cc: Ed Maley, DPW/Capital Projects
Edy Santiago, DPW/Capital Projects

Please replace 4.2 in original RFP with 4.2 below:

4.2 Technical Evaluation Criteria

4.2.1 Instructions: Provide a separate technical proposal for each category. Clearly label each:

**17-027 Technical Proposal
Category A Architectural (for example)
(Company Name)**

4.2.2 Section 1. Introduction and Team: Provide a brief description of your firm. Include special areas of expertise that may or may not be included in the RFP; describe what sets your firm apart from others especially in the selected category. Provide an organization diagram of your team including sub-consultants. (Ensure that all "trades" listed on the price proposal form are represented). Describe how each of your team members (sub-consultants) enhances your team. Value: **20 points**

4.2.3 Section 2. Responsiveness/Familiarity with Harford County:

Provide your firm's availability to the County for all requirements under the contract. How quickly can your staff respond to a need? What amount of lead time is required to deliver a qualified representative on site? What is your firm's level of experience with the County codes, permits and procedures? Prior work with Harford County will be considered in this section. Value: **20 points**

4.2.4 Section 3. Projects Demonstrate Expertise in Selected Category:

Provide descriptions of 4 to 6 projects that your feel best exemplify your firms abilities under this contract. Projects should have been completed by key staff identified in Section 4. For each project, provide up to 2 pages narrative and up to 4 additional pages with drawings or photographs to illustrate the projects. Provide current name, phone number and email address for at least one reference for each project. Value **20 points**

4.2.5 Section 4. Qualifications and Experience of Key Staff

Provide resumes for staff member to be involved with typical projects on a day to day basis. Correlate the staff resumes with the projects in section 3.
Value: 20 points