



**WASHINGTON COUNTY
PURCHASING DEPARTMENT**
Washington County Administration Building
100 West Washington Street, Room 320
Hagerstown, Maryland 21740-4748
Telephone: 240-313-2330, FAX: 240-313-2331

**Q-12-539
ADDENDUM NO. 2
REQUEST FOR QUOTATION**

**ARCHITECTURAL SERVICES – PROGRAMMING ANALYSIS AND SCHEMATIC
DESIGN FOR THE WASHINGTON COUNTY ADMINISTRATION BUILDING**

DATE: Thursday, January 26, 2012

**QUOTATIONS DUE: Thursday, February 2, 2012
3:00 P.M.**

To Vendors:

This Addendum is hereby made a part of the Request for Quotation (RFQ) Documents on which all quotations will be based and is issued to correct and/or clarify the original documents.

Please acknowledge receipt of this Addendum on the Quotation Form. This Addendum consists of five (5) pages.

ITEM NO. 1: *Inquiry:* Could you provide the approximate square footage of the first and second floor of the building identified in the Request for Proposal?

Response: The first floor encompasses approximately 11,500 SF and the second floor encompasses approximately 6,600 SF.

ITEM NO. 2: *Inquiry:* Page 2 Items #3-4 - Due to a scheduling conflict our firm may not be able to be in attendance at the pre-conference meeting on January 12, 2012. May arrangement be made for a site visit at another time?

Response: Yes, you may contact Tina Rupert, Office of the Director of Public Works, 100 West Washington Street, Hagerstown, MD 21740; phone: 240-313-2254, trupert@washco-md.net, to arrange a mutually agreeable time to tour the building.

ITEM NO. 3: *Inquiry:* Page 7 Item II-D - The RFP is stating that the design drawings be executed in AutoCAD Civil 3D (which may not be typical for an architectural office). Is that a definite requirement or would you accept AutoCAD, AutoCAD LT or AutoCAD Revit? These products should be compatible with use with AutoCAD Civil CD? In addition, are you requiring BIM capacity and execution?

(NOTE: The wording of all "Inquiries" submitted are displayed exactly as received.)

Response: The drawings may be generated in any electronic format that is compatible with AutoCAD through a conversion process. The files may be an exportable conversion file or be originally generated in AutoCAD. The purpose of this requirement is to allow the Owner to use the drawings in the future.

ITEM NO. 4: Inquiry: Page 15-II - Clarification – The documents and information described is not required for submission with the RFP response but required of the firm awarded the contract regarding independent contractors.

Response: The insurance requirements described in Attachment 1, titled *Insurance requirements for Independent Contractors* apply to this project. The insurance certificate and other forms of verification are not required with the bid submission. The Owner will notify the selected Consultant of their intention to award the project. Within fourteen (14) calendar days, the Successful Consultant shall provide the Owner with an insurance certificate and other supporting documentation, demonstrating compliance with this policy.

ITEM NO. 5: Inquiry: Are there any set aside criteria for Maryland Small Business Reserve certification and MBE/DBE certification/participation?

Response: No, there are no MBE/DBE requirements or incentives relating to this project.

ITEM NO. 6: Inquiry: Will photographs of the area be added as an addendum or will that need to be performed by the respondent?

Response: No, instructions were given that photographs were permitted during the project walk-through. The Owner will not provide photographs.

ITEM NO. 7: Inquiry: My company is structured as a sole proprietorship and, therefore does not carry Workers Compensation insurance. I require any consultants retained to carry their own policies. In addition, my vehicles (not required to perform design services) are covered by a personal policy with business use riders. Otherwise, I meet or exceed your project requirements.

Are the aforementioned diversions from the RFQ acceptable or am I disqualified?

Response: Yes, with a qualification. Any sole proprietorship entity shall be required to attest that they are in fact a sole proprietor and all sub-contractors will either provide proof of meeting the insurance requirements or likely attest. This response does not in any way, eliminate or modify the policy requirements for Comprehensive General Liability Insurance and Professional Liability Insurance, nor the General Indemnity requirements of the policy.

ITEM NO. 8: Inquiry: Page 6 - How large are current offices – what is the square foot area?

Response: Office sizes within the existing building are depicted on the drawings provided through the FTP site. The office size varies. The Owner will be seeking professional advice from the Successful Consultant regarding recommendations such as this.

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ITEM NO. 9: Inquiry: Page 6 - Are offices/departments listed the only offices to be considered in this project or are they're others?

Response: No, the programming phase may open the possibilities up to many County Departments, some of which may not even be currently located within the existing building. The Successful Consultant shall probe with questions and research County Government operations to bring forth recommended synergies between operating departments.

ITEM NO. 10: Inquiry: Page 6 - Are the offices expanding or contracting?

Response: For planning purposes, consider staffing to expand 5-10 percent over the life of this project. More specific information will be provided at the time of the interviews.

ITEM NO. 11: Inquiry: Page 6 – Do any staffing charts/projections exist? Do any existing space standards exist?

Response: A County organizational chart is shown on the County website at <http://www.washco-md.net/administrator/OrgChartFY2012.pdf>. There are no adopted space standards at this time. The Owner is seeking professional advice on space standards as part of the project.

ITEM NO. 12: Inquiry: Page 7 – Part II, Paragraph F, No. 2d and 2e; Are we required to provide gross square footage for building type or are we required to provide space allocation standards for department and employee classifications.

Response: The Successful Consultant will be asked to provide professional recommendations for the space designated to be included in this renovation. If modifications to building systems and equipment that services this affected area are required, those areas and specific systems are intended to be included as part of the project. The Owner is seeking professional advice on space standards as part of the project.

ITEM NO. 13 Inquiry: Page 9 – Part II, Paragraph F, No. 5m; Is this relevant to the project?

Response: Yes, this is planning information needed by the Owner to schedule and plan the subsequent phases of the project. At this level of the project, it may be addressed through a series of paragraphs and narrative describing the possible sequence and challenges.

ITEM NO. 14 Inquiry: Page 9 – Part II, Paragraph F, No. 6 in its entirety; How relevant is it to provide information at this phase of the project? Please clarify.

Response: Yes, this is planning information needed by the Owner to schedule and plan the subsequent phases of the project.

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ITEM NO. 15: Inquiry: Page 10 – Part II, Paragraph G- Phase 2 Schematic Design; Are renderings or 3D drawings required deliverables?

Response: No

ITEM NO. 16: Inquiry: General Question – Are reimbursable expenses to be included in our lump sum fee? If so are the quantities listed within RFP all that we are expected to provide?

Response: Yes, all expenses shall be included in the lump sum bid, including travel, expenses, meals, printing, insurance requirements, computer use, etc. The number of reports and plan copies are identified within the Task Order description. All reports and plan sheets shall be transmitted to the Owner in electronic format at the conclusion of the project, prior to final payment. The electronic files shall be in *pdf* format.

ITEM NO. 17: Inquiry: We were unable to attend yesterday's pre-proposal meeting for the referenced RFQ. We would like to get a copy of the sign in sheet as well as any agenda/minutes that were issued.

Response: A copy of the sign in sheet was issued with Addendum No. 1.

ITEM NO. 18: Inquiry: Which edition of IBC they use and does the county have any special revisions to IBC.

Response: The Building Official and Fire Marshall authority having jurisdiction for this project is the City of Hagerstown, Maryland and not Washington County Government. As such, the Consultant shall coordinate the project with the AHJ and use the appropriate code. It is anticipated that the City will adopt the new 2012 edition of the ICC code series, possibly with local amendments. This project shall be completed in accordance with both the 2009 and 2012 code requirements. Where the codes conflict, the 2012 code version shall prevail.

ITEM NO. 19: Inquiry: Does the site have any historical or cultural elements to be preserved?

Response: The Owner has no knowledge of any historical requirements. The Consultant shall contact the City of Hagerstown and other entities to confirm this designation.

ITEM NO. 20: Inquiry: Is the County considering traditional Design – Bid – build approach or Design Build approach?

Response: This project is envisioned to be managed in a traditional format. Following the schematic phase, the Owner will prepare a new request for Proposals to complete the design portion of the work. Following the preparation of construction contract documents, the project will be bid to general contractors and managed accordingly.

(NOTE: The wording of all "Inquiries" submitted are displayed exactly as received.)

ITEM NO. 21: Inquiry: Please provide a detailed list of all documents to be included with the proposal form. Please confirm if these are all, or there is something else:
Form of Proposal
Hourly Rates Schedule
References: Project name, description and contact person

Response: The list provided is correct, considering the forms will be complete and legible. The reference contact person should include the information necessary to actually contact this individual (email address and telephone number).

ITEM NO. 22: Inquiry: Would you please confirm the budget for the project as discussed during the pre-proposal meeting.

Response: The Owner has estimated the overall project budget to be between \$2.0 and \$3.0 million. This is inclusive of all project related costs (planning, architecture, engineering, construction, furnishings, moving expenses, utility fees, permits, construction administration and inspection, etc.)

ITEM NO. 23: Inquiry: Please provide the dollar value and what the County hopes the budget to cover.

Response: The Owner has estimated the overall project budget to be between \$2.0 and \$3.0 million. This is inclusive of all project related costs (planning, architecture, engineering, construction, furnishings, moving expenses, utility fees, permits, construction administration and inspection, etc.)

ITEM NO. 24: Inquiry: The text of the RFQ states the following in its PROJECT DESCRIPTION: D. Pending space availability, the basic intention is to renovate the first floor and portions of the second floor to accommodate the following:

Can you define exactly what the scope of the work involved in the renovation of the second floor? We believe that since the meeting room will be relocated to the first floor that there will be an opportunity to redesign the space left over in its relocation. This question is also valid for the County Attorney and staff.

However, it is not clear if this is the renovation that the RFQ requires. It is also not clear what replaces these spaces.

Response: The intention is to renovate the second floor space west and south of the main connecting corridor, approximately 6,600 SF.

By Authority of:



Karen R. Luther, CPPO
Purchasing Agent

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

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