



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING
COMMISSION

Department of Parks and Recreation

6600 Kenilworth Avenue Riverdale, Maryland 20737

January 25, 2021

For The Attention of All Proposers:

**RE: RFP Number: P41-115
Design Build
for Marlow Heights Community Center
2800 St. Claire Drive, MD 20748**

Subject: Addendum Number One (1)

The following information related to the above project is provided to all prospective Proposers:

1. The due date and time for the submissions of proposals REMAINS February 11, 2021 on or before 3:00 PM.
2. The pre-proposal meeting shall be held in person at the site. Each firm attending shall be limited to two (2) staff members. Once the group has reached of 25 people, the attendees past the 25 person limit will instructed to wait in their vehicles until the pre-bid and walk-through has concluded. A second pre-proposal meeting shall be conducted immediately following first one. Interior site inspections will be permitted with no more than ten (10) persons in the facility at one time, with a maximum inspection duration of fifteen (15) minutes.

All attendees shall bring their own Personal Protective Equipment (PPE) i.e. mask, writing instruments and maintain social distancing.

Pre-registration is not required to attend the mandatory pre-proposal meeting. However, only firms that attend the mandatory pre-proposal meeting and sign-in at the site shall be permitted to submit a proposal.

3. Delete: Page 3. Project Summary, last paragraph: **Delete reference to provision of contingent funding.**

The following are questions received and M-NCPPC responses.

Q1. Is the four-design build project experience requirement for the Architect a hard and fast rule, or will previous PG County experience be considered?

A1. **CHANGE: Part 4 – Proposal Submission, Technical Proposal and Price Proposal, D. Technical Submittal Format and Content**

4. GC (Builder) Firm Experience: Each Offeror shall submit information on a minimum four (4) relevant projects, preferably Design/Build, similar in nature and size as the project in this RFP. Offerors may use their own format. Projects that include comprehensive design development, community engagement, permitting, partial or full demolition, utilities, construction using remaining sections of an existing building, etc.

5. Design Professionals Firm's Experience: Each Offeror shall submit information on a minimum four (4) relevant projects, preferably Design/Build, similar nature and size as the project in this RFP. Offerors may use their own format. Projects that include comprehensive design development, community engagement, permitting, partial or full demolition, utilities, construction using remaining sections of an existing building, etc.

Q2. Please confirm that MNCPPC, in Phase 2 Price Proposal, will accept reviewed financial statements, prepared by a CPA firm, in lieu of audited statements. In our past bidding/award experience when MNCPPC has requested financials, it has been worded to provide audited, if available, and if not available, reviewed have been accepted.

A2. **Change: Part 4 – Proposal Submission, Technical Proposal and Price Proposal, D. Technical Submittal Format and Content, E.3 Audited Financial Statement to read "Submit a copy of the firm's latest financial statements (Balance Sheet and Income Statement). Provide audited financial statements, if available. If not available, provide copy of latest Federal tax return.**

Q3. Can the A/E team that prepared the Feasibility Study pursue this opportunity?

A3. **No.**

Q4. On page 37 of the RFP under EVALUATION CRITERIA it lists "Conceptual Design" as being worth 25 points, but I do not see any other information regarding what is expected for this. Am I missing this?

A4. Reference Part 4 – Proposal Submission, Technical Proposal and Price Proposal, D. Technical Submittal Format and Content, 6. Conceptual Design for the requirements of the design submission and basis of evaluation.

Q5. Will Hughes Group Architects (HGA) be able to continue, or are they precluded from providing services after the feasibility study?

A5. See Q3.

Q6. If so, would any other sub-consultants on the feasibility study (for example, geotechnical engineering) be able to provide services to a design-build team, or would they be precluded as well?

A6. Sub-consultants that performed on the feasibility study are permitted to participate in this project.

All other terms and conditions apply.

Proposers must acknowledge receipt of this amendment by:

1. Signing below and returning this letter with our proposal submittal; or
2. Indicating receipt of this Addendum by identifying Addendum Number and date.

**Receipt Acknowledged by
Authorized Company Official**

Lisa Buckmaster
Lisa Buckmaster
Procurement Specialist

END OF Addendum One (1)