



PRINCE GEORGE'S COMMUNITY COLLEGE

DATE: September 22, 2020

TO: All Prospective Proposers

FROM: Beth Kirk
Director of Procurement, Office of Procurement
301-546-0007

RE: **Addendum 3 to RFP 21-05 – Dr. Dukes Student Center A/E Svs**

The following amends the above referenced Solicitation documents. Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in the Proposal.

Due to incorrect project references, the following sections and paragraphs are deleted in its entirety and replaced with the following:

1. SECTION III. ARTICLE 1. TECHNICAL PROPOSAL REQUIREMENTS

1. Technical Response Requirements:

Paragraph 6. Delete reference of the "Largo Student Center" and replace with "Dr. Charlene Mickens Dukes Student Center"

2. SECTION II. SCOPE OF WORK

Delete the Scope of Work in its entirety and replace with Attachment A (see below) to this Addendum 3.

3. SECTION III, Article 2. TECHNICAL EVALUATION PROCESS

1. Qualifying Proposals.

Delete in its entirety:

B. Submitting firms must have design experience with completing baseball field and/or other related athletic field/facility student centers, student unions, and conference center projects.

Replace with:

B. Submitting firms must have design experience with completing student centers, student unions, and conference center projects.

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

SOL. NO.: 21-05

TECHNICAL AND FEE PROPOSAL DUE DATE:

October 19, 2020 at 10:00 AM ET

FOR: RFP 21-05 – **Dr. Dukes Student Center A/E Svs**

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1 dated 9-17-2020

Addendum No. 2 dated 9-18-2020

Addendum No. 3 dated 9-22-2020

Addendum No. dated

Addendum No. dated

As stated in the Solicitation documents, this form is included in our Proposal.

Signature

Name Printed

Title

Date

END OF FORM

SECTION II. SCOPE OF WORK

1. Overview.

It is the College's intent to renovate with an addition to the current Largo Student Center which will become known as the Dr. Charlene Mickens Dukes Student Center when completed. This project will provide collaborative classrooms/laboratories and innovative study spaces, expand food service operations to better serve the campus community, and renovate conference/meeting spaces to better support critical campus events which cannot be accommodated within the existing facility.

The College-approved Concept Design shall be developed into code-compliant Construction Documents, which will, at a minimum include required specifications, plans, elevations, sections, schedules, details, etc., for effective submission to the necessary State of Maryland agencies and Prince George's County reviewing agencies for approvals and permitting. Consultations/meetings (with the College and other required agencies), Permit Package Preparation/Processing, and Coordination with the selected General Contractor is to be included within the scope of work to ensure that the State of Maryland and Prince George's county-approved design is successfully installed or constructed on the project site.

2. Scope of Work

(Refer to Special Conditions Part I; The Architect's Engineer's Services for additional Requirements)

1. At a minimum, the following disciplines are required for the Consultant's team/staff:
 - a) Architect
 - b) Interior Designer
 - c) Mechanical (HVAC Engineer, HVAC Controls)
 - d) Plumbing Engineer
 - e) Electrical Engineer including a Lighting Specialist
 - f) Energy Analyst
 - g) LEED designer
 - h) Structural Engineer
 - i) Site Civil Engineer
 - j) Landscape Architect
 - k) Acoustical Engineer
 - l) Fire Protection Engineer
 - m) Audio-visual Specialist
 - n) Food Service Consultant
 - o) Telecommunications and Data Specialist

- p) Geo-Technical Engineer
- q) Commissioning Agent
- r) Cost Estimator
- s) Schedulers (Independent Consultant)
- t) County Peer Reviewer

2. The consultant is responsible during each phase of design to study, develop and recommend alternatives that will achieve cost efficiencies to maximize available funding. Creative design solutions are sought rather than reductions in the defined project requirements. The consultant is expected to bring solutions forward to the College for review and consideration other than what is detailed in the RFP or indicated in the Largo Student Center Renovation / Addition Educational Specification (Part I and Part II) dated 1 May 2018.
3. The consultant shall provide the College complete Analysis (including accurate Existing Conditions drawings), Program Development, Preliminary Design, Schematic Design, Design Development, Fixture and Equipment selection (accompanied by verifying the availability of all recommended products), Construction Documents, Bidding of Construction services, Construction Administration, Completion & Acceptance Services, and Post Construction Services. Design performance criteria shall comply with applicable sections of the Maryland Department of General Services (DGS) Procedure Manual for Professional Services, July 2019 edition or the most recent edition (available on line at dgs.maryland.gov/Documents/ofp/Manual.pdf). Design stage submissions to the College shall include at a minimum: Programming and Concept Design, Schematic Design with Outline Specifications, Design Development with Full Specifications at Design Development Level, 50 percent Construction Document Drawings with Full Specifications at 50% Level, and 100 percent Construction Document Drawings with Full Specifications at 100% Level. Documents to be submitted to the College by means of (hard copies, an electronic CD, and a post of the drawings to an FTP site). For each submission unless directed otherwise, the College shall receive a minimum of five (5) hard copies (2 full-size, 3 half-size sets). In addition, if requested by the College, the consultant shall also provide AutoCAD files.

Consultant work shall include all necessary phases to execute the scope of work noted in this RFP:

Phase 1: Programming & Concept Design

Phase 2: Schematic Design

Phase 3: Design Development

Phase 4: Construction Documents

Phase 5: Bidding

Phase 6: Construction Phase: Including Post Construction Services

4. The consultant shall be staffed accordingly to complete 100% construction documents per the consultants bid submitted schedule.

5. Attend a pre-design meeting and complete an extensive walk-thru and survey of the existing site.
6. Survey work shall include completing required topographical survey(s), geotechnical survey(s)/report and other required testing to meet Stormwater Management Program requirements, Existing Conditions drawings and accurately detailing existing site conditions of all work affected by the proposed design. An accurate, electronic-formatted detailed survey shall provide all required information necessary to place the current and new site configuration and conditions and show the correct location and depth of utilities and any other below ground infrastructure. Partial site documents are available for reference; however, there are no assurances that the reference files or records are complete, accurate or will contain needed information. As such they are only to be used as a guide, and not the base of design.
7. Consultant shall be responsible for accurately defining existing conditions and spatial relationships to ultimately produce accurate Existing Conditions documents. Any design modifications required to existing systems shall be included in the scope of this work. The extent of the information and work required shall include, but not be limited to, all existing planimetric maps, topography, utilities, sub-surface conditions, site improvements, sidewalks, pedestrian spaces, significant vegetation and natural features, and any legal restrictions that might be applicable.
8. Consultant shall provide all necessary site surveys and tests needed to understand the conditions of the site, including, but not limited to applicable ADA accessibility, rights-of-way, easements, restrictions, etc. to the College.
9. Consultant shall perform all necessary tests, including, but not limited to soils testing, assessing above and below ground conditions, borings, test-pits, utility tests holes, samples and sub-surface tests as required to accurately identify site conditions and make all necessary design recommendations. The consultant is responsible for all required support services, e.g. a surveyor, geotechnical services, utility locators, environmental specialists, etc.

It will be the responsibility of the consultant to consult with the college to verify requirements and design needs, and then recommend alternate solutions not noted by the College.

10. Consultant shall work with the College's project team comprised minimally of representatives from Facilities Management and Student Services.
11. The consultant shall attend as many progress meetings with the College as are necessary to complete the Design of the student center scope of work on schedule. Record and distribute minutes. The consultant will serve as the technical advisor to the College for specific problems or modifications that arise during the course of design and construction, including program interpretation. The consultant will be responsible during the duration of the contract to recommend solutions and alternatives that provide the College with creative, cost effective solutions that achieve the College's goal, which is to construct and renovate the new Dr. Charlene Mickens Dukes Student Center.
12. All utility service outages anticipated or needed to complete assessment and/or investigation work must be requested, approved by and coordinated with the PGCC Facilities Management Department at least ten days in advance of the requested outage. All costs and work associated with any outages shall be in the consultant's scope.

13. Identification of methods of installation and connection with site utility services and provision of necessary clearances for convenient safe use and maintenance of equipment shall be included in the construction documents. These documents shall be fully coordinated with (i.e. building and site systems) and all other pertinent construction documents. All utilities that need to be extended or modified to meet College standards and the demands of the new student center shall be in the contract and shall be designed by the firm. The firm will be required to coordinate with any utility agency such as (but not limited to) Verizon, Pepco, and WSSC, where work interfaces with any existing infrastructure.
14. The consultant shall use Prince George's County's Peer Review Program (hereinafter referred to as PRP) through the Department of Permitting, Inspections and Enforcement (DPIE) to provide a tool for the College to expedite and ensure quality control in the County's Plan Review and Permit processes. The Purpose of the RFP is to reduce review times associated with review and approval of submitted construction plans. Engage a DPIE-certified peer reviewer to expedite the plan review process. Please review the County's PRP. The peer reviewer in addition to working with the County and fulfilling all requirements set forth in the DPIE Peer Review Program Manual, the peer reviewer will be required to complete comprehensive evaluations of the design documents for constructability and trade coordination consistency. The peer reviewer will be required to send concurrently all review comments to the College and the consultant. The consultant shall not buffer or modify any information noted or released by the peer reviewer.
15. Design improvements include new landscaping, storm water improvements, site drainage, security improvements, new mechanical, electrical, plumbing, AV/IT infrastructure, food service, retail service, building envelope, interior renovations, FF&E, etc.
16. It is expected that all engineering specialists and consultants on the prime firm's team make site visits as necessary to perform full site analysis, research, attend meetings and coordinate with the prime firm and/or College as necessary to complete the Construction documents. All cost of this work shall be in the original bid.
17. Provide calculations, charts, drawings, layouts graphs, photographs, actual samples, outline specifications, etc., to support conclusions for proposed design (at all design phases). Information is to be provided to the College in both digitized and flat copy formats. The consultant shall propose site use and improvements, selection of materials, building systems and equipment, and methods of project delivery.
18. The consultant should propose site use and improvements, selection of materials, equipment, and methods of project delivery.
19. Work with contractors, architects, engineers, and vendors on campus that interface with the new student center or the sites adjacent property.
20. Review connections and interfaces with other site facilities and campus buildings to ensure the new design does not affect adjacent buildings. Detail in drawings and specifications actions the contractor has to take to ensure adjacent site facilities and buildings are not affected by the new student center. Ensure users of adjacent buildings and areas during construction have proper egress, and that all fire codes, life safety, and ADA regulations, etc, are followed and maintained.

21. All designs shall comply with the latest edition, amendment or revision of applicable standards, regulations and code sections. All work provided shall comply with applicable provisions of the following, where standards conflicts, the more stringent shall apply: IBC- 2015, IRC-2015, IEBC-2015, IMC-2015, NFPA 101Life Safety Code 2015, NFPA 1Fire Code-2015, NFPA 13 Sprinkler Code- 2013, NFPA 72 Fire Alarm Code- 2013 NFPA 70 (NEC)-2014, 2015 WSSC plumbing and fuel gas code. IECC-2015, ADA-2010. Maryland Department of the Environment (MDE). Maryland National Capital Park and Planning Commission (MNCPP). All current applicable Prince Georges County Code. (https://www.municode.com/library/md/prince_george's_county/codes/code_of_ordinances?nodeId=15209).
22. Consultant shall prepare detailed technical specifications, drawings, bid proposals and information incorporating the College standard format for all work, to the satisfaction of the College. All drawings and specifications are to be non-proprietary and performance based unless otherwise approved in writing by the College. Design documents are to be specific to the project. Information is to be provided to the College in both digitized and flat copy formats. Drawings and specifications shall determine quality of materials and workmanship, finishes, and shall contain sufficient information as to enable the contractors to make accurate take-offs of quantities of materials as a basis for bids as well as construction and installation. The construction documents shall include a project book containing the product specifications and general means and methods of installation of furniture, fixtures and equipment systems. The consultant shall clearly detail in the construction documents the requirements of the contractor to provide detailed, comprehensive operation and maintenance manuals for all equipment and systems in an organized format approved by the College. The consultant shall stipulate the requirement for additional inventory and spare parts as may be required.
23. Consultant shall provide a complete and integrated design/architectural package. The design package shall include all services, samples, product information, drawings, and specifications. These services shall include, but not be limited to, the design and coordination of the new student center, facility equipment selection and or coordination of interior texture and surface finishes, paint colors, finishes, materials, and accessories. The package shall also provide for the inclusion of all fixtures and accessories. The consultant shall provide design coordination services for any equipment requiring special environmental conditions and/or building system conditions and connections as well as public space/site furniture.
24. Sub-consultant Coordination: The consultant shall ensure all sub-consultant information and direction is coordinated and accurate. All sub-consultant drawing sheets and specifications should complement and connect to each other to avoid discrepancies.
25. The consultant will be responsible for advising the College of all permits and approvals needed to start and complete construction. The consultant will then expedite, submit, and obtain all Permits and approvals on behalf of the College to allow the contractor to start physical construction work. The consultant will obtain approval for all construction documents required by State and local authorities and obtain all required permits in order to allow the contractor to start work and. Should reviews by the College, local, county or regional agencies require changes to the drawings and specifications, the consultant at no additional cost shall make all necessary revisions required to achieve necessary approvals or permits. Actual fees to submit and obtain permits and approvals will be initially paid by the consultant

and reimbursed by the College. These submission and approval fees will be added onto the consultant's contract (post award).

26. Conduct a pre-bid meeting and walk-through at the site for all interested contractors. Respond to contractor inquiries regarding the project. Update drawings if contractor questions lead to drawing clarifications that need to be made. Provide the College final conformed sets of drawings.
27. Consultant shall ensure that representatives from the consultant's team (i.e. – Structural, MEP, Specialty Consultants, Civil, etc.) are available to attend meetings if required to support the design efforts of the site.
28. Consultant shall employ the services of highly skilled and qualified Construction Administration personnel. Consultants should be advocates of the College's budget, project completion schedule, and overall quality of site/facilities construction work. Consultants must be able to manage a construction site, assess site conditions in the project, quickly develop solutions to problems, manage sub-consultants, and respond to project documents (RFI's, COR's, PCO's, submittals and shop drawings, etc.) in a timely manner. Consultants shall ensure RFI's are responded to in 7 business days, and Potential Change Orders and submittals are responded to in 10 business days. Consultant shall provide to the College (Project Manager, Procurement Officer and other pertinent College stakeholders advance notice of any "open issues" requiring the College's response that may cause a delay if not responded by the mutually agreed to date. Any construction delays or costs as a result of not responding in a proficient and expeditious manner will be absorbed by the consultant. Without additional costs, the consultant shall complete all design work as is necessary to answer RFI's, COR's, PCO's, submittals, etc.
29. Consultant shall conduct a pre-construction/construction kick-off conference with the College's representatives and the contractor's project leaders.
30. Consultant shall review and approve contractor's submittals.
31. Review all contracts, bonds, release of lien, and other standard forms necessary for the project.
32. Review and approve all shop drawings, product data, material samples, schedules, substitutions, and other submittals prior to submission to the College for final approval.
33. Participation at construction meetings will be required. Work with the contractor onsite after each project meeting to resolve site issues.
34. Consultant shall inspect the work at the start of each new activity and weekly thereafter to ensure adherence to plans and specifications. After inspection, a written report will be provided to the College. The consultant shall reject work that does not conform to the requirements of the Construction Documents. Sub-consultants will inspect all work needed that involves specialized review.

If there are any contractor change orders: The Consultant shall review contractor's proposals for change orders (scope and cost) and make recommendations and comments as to the validity of the changes, costs presented, and if they should be approved, modified or rejected.

35. Consultant shall review contractor's request for information and provide responses in a timely fashion.

36. Consultant shall make additional site visits to resolve conflicts due to design deficiencies in a prompt manner (no longer than 24 hours). No consultant or sub-consultant site visit caps will be allowed (if they are required to resolve a site question or issue).
37. Consultant shall review and recommend for approval Contractor payment applications. The consultant should advise the College of all inaccuracies and /or issues with the payment application based on site observations and the Consultants professional judgment.
38. Consultant shall ensure the punch-list format is submitted and approved by the College before use. Prepare a written (initial) punch list sorted and organized as directed by the College when notified by the contractors that the contract work is completed. Inspections must take place within 5 business days of the contractor notification. All sub-consultants must submit punch-list as well. The punch-list shall be consolidated by the consultant and issued to the College for review as one document.
39. Consultant shall conduct final punch-list inspection of the work and one (1) follow-up inspection as necessary to ensure completion of punch list and warranty items. Sub-consultants must participate if items remaining on the initial punch-list pertain to them.
40. Consultant shall recommend final acceptance of work, where appropriate and requested for by the College. As Designer of record, certify installation as complying with Prince George's County's Third Party Inspection Program (TPIP).
41. The Consultant shall conduct inspections to determine the date or dates of Substantial Completions and the date of final completion. Following review and comments, the consultant shall forward recommendations to the College for all warranties and similar submittals required by Contract Documents. The Consultant shall issue a final Project Certificate for Payment upon compliance with the requirements of the Contract Documents. All documentation shall be submitted to the College for review and approval before being sent to the contractor.
42. The consultant shall verify that as-built drawings are being developed and maintained by the General Contractor during the construction phase of the project. The General Contractor and all subcontractors will keep an on-going record of changes to the work for future incorporation into the as-built drawings. Each recording must be dated. Discrepancies in the as-built documents will be brought to the College's attention immediately. The consultant is to review all documents and advise the College of changes that need to be made. Provide a full set of sealed (architectural, fire protection, mechanical, electrical, plumbing, landscape, civil, etc.) mylar sheets that include all change orders, project alterations, etc., added/deleted during the course of construction. Provide (4 hard copies, 1 electronic file). Work with the contractor to update as-builts per college comments, and provide the College with five copies of the revised as-built drawings. The copies shall be as follows (3 hard copies, and 1 electronic PDF CD, and 1 electronic AutoCAD file). Any as-builts required by Prince Georges County to be submitted for project completion are to be coordinated and submitted by the designer.
43. Consultant shall prepare a set of "record" drawings, which shall be coordinated with the contractor and include distinctive color-lines, indicating all changes, which have been made during construction. This information shall be based on records kept on the job site by the contractors and items noticed and documented by the consultant.

44. Consultant shall review contractor's O&M's to ensure completeness. The consultant shall reject O&M's that are incomplete, inaccurate or below standards. The consultant shall formally provide all review comments to the college for review. The consultant shall then review the resubmitted O&M's and advise the College if all changes have been made.

45. Please note: In the following documents included in this RFP: "Conflict of Interest Information", "Conflict of Interest Affidavit and Disclosure", "Mandatory Construction Contract Clauses", "Mandatory Procurement Contract Provisions", "Minority Business Enterprise Participation Provisions", "MBE Participation Schedule", "COMAR Title 21 – State Procurement Regulations": The word "Contractor" shall be used interchangeably with the following "consultant", "bidder", "offeror", "architect" and "A/E". The word "subcontractor" should be used interchangeably with "subconsultant". The words shall be used interchangeably where appropriate as deemed by the College.