



PRINCE GEORGE'S COMMUNITY COLLEGE

DATE: February 28, 2020

TO: All Prospective Proposers

FROM: Karen Kelly
Procurement Coordinator, Office of Procurement
301-546-0008

RE: **ADDENDUM 4 RFP 20-11 ON-CALL CONSTRUCTION MANAGEMENT
AGENT/OWNER'S REPRESENTATIVE SERVICES (CMa)**

The following amends the above referenced RFP documents. Receipt of this addendum four is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in the Technical Proposal. The Solicitation Schedule is subject to further change modification, as required by the College.

1. Attached to this Addendum 4 is the Questions Response Log.

End of Addendum 4 dated 02-28-2020

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

RFP NO.: 20-11

TECHNICAL AND FEE PROPOSAL DUE DATE:

Tuesday, March 10, 2020, on or before 10:00 A.M. ET

RFP FOR: ON-CALL CONSTRUCTION MANAGEMENT AGENT/OWNER'S REPRESENTATIVE SERVICES (CMA)

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

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

Addendum No. 1 dated 02-13-2020

Addendum No. 2 dated 02-21-2020

Addendum No. 3 dated 02-26-2020

Addendum No. 4 dated 02-28-2020

Addendum No. dated

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

Signature

Name Printed

Title

Date

END OF FORM

No.	Addendum No.	Solicitation Section/Reference	Question	PGCC Response
1	1	Response Requirements, Tab 4, Project Experience. And 1.2 Contract Term, Award of Projects.	Our firm does not meet the minimum of one project value requirement \$75-\$100M. Will consideration be made for firms without this project value experience.	Firms that do not have project experience with a project value/cost between \$75M - \$100M, may submit a proposal. Proposal not including a project value of \$75-\$100M may be deemed “qualified” and susceptible for selection/award for smaller/lower value/cost projects. The College is not required to include these firms to compete in future/anticipated projects valued higher than the Firm’s cost/value project experience.
End of Addendum 1				
2	3	Page 4, Section 1.1	Will firms be required to participate in Architectural services?	Firms may be required to provide A/E CMA Services. Firm’s with resources and team members with the knowledge of A/E is desired for projects that may require CMA A/E support or services during the schematic/design phase.
3	3	Page 4, Section 1.1	Are firms required to hold any Contracts	Contractors will not be required to hold any Contracts. Contractors will serve as an Agent to the College, providing duties as Project Manager or other roles for the Owner (the “College”)
4	3		Who is the Architectural Engineering firm?	JCJ Architecture is the Architectural Engineering Firm for Marlboro Hall.
5	3	Page 4, Section 1.1	Are the dates listed Construction start date?	The dates listed are projected start dates with respect to both design and construction/CMAR. Dates are projections and subjected to change.
6	3		Does firms need to have the ability to provide services in different areas of the project.	Firms with the ability to provide a spectrum of services (Schematic Designs/DD/Pre-Cons./Construction, etc.) at different phases of the project may be deemed more favorable.
7	3		Does the College anticipate that firms may get more than one (1) project?	The pre-qualified pool will be given the opportunity to provide a Proposal for any given project. Proposal may include technical as it relates to the specific project and pricing. Projects may be available to the public and not limited to only the pre-qualified pool resulting from this RFP. The College does not guarantee the number of awards/projects or value to any pre-qualified firm. The pre-qualified firms resulting from this RFP shall be invited to submit a proposal for the Marlboro Hall project.
8	3		How many firms will be in the pool?	There is not a set number. The College anticipates possibly 5-6 firms.
9	3		If firms do not meet the minimum project value, will consideration be made without this project value experience?	Firms that do not have project experience with a project value/cost between \$75M - \$100M, may submit a proposal. Proposal not including a project value of \$75-\$100M may be deemed “qualified” and susceptible for selection/award for smaller/lower value/cost projects. The College is not required to include these firms to compete in future/anticipated projects valued higher than the Firm’s cost/value project experience, provided in the Firm’s Original proposal under this RFP.

10	3		Will any project award be dependent on the completion of another project?	No.
11	3	MBE	Does the contractor have to commit to the MBE goal?	<p>As it pertains to RFP PART A , the College is requesting that contractors provide confirmation of their ability and commitment to a MBE goal of 25% by completing and submitting the Minority Business Enterprise Utilization Affidavit and the MBE Schedule, if possible.</p> <p>Firms unable to provide a commitment to the established goal shall submit the Minority Business Enterprise Utilization Affidavit and select the appropriate field concluding they are unable to achieve the MBE Participation goal.</p> <p>Firm's deemed "qualified" under Part A, may be required to submit a subsequent/additional MBE Utilization Affidavit and Schedule for subsequent projects issued by the College, at a later date.</p> <p>The College reserves its right to require a goal commitment or allow a waiver as it pertains to the MBE goal percentage for any given subsequent project awarded to any pre-qualified firm under this RFP. Firm's unable to meet the goal requirement, if established by the College may be deemed insusceptible for award for any given subsequent project award under this RFP.</p>

12	3	MBE	Are Joint Ventures allowed to submit a proposal.	<p>JOINT VENTURE PROPOSERS</p> <p>If the Proposer is a joint venture firm, the Proposer shall provide all identification information for all parties and all requirements for all parties (i.e., licenses, insurance, etc.) as requested. As part of the technical proposal submission under the category of Project Planning - General, the Proposer shall identify the responsibilities of each joint venture party with respect to the scope of services/work inclusive of the requirements for each entity based on such services as described in this RFP document. All joint venture parties will be held responsible for the contract obligations separately and severally.</p> <p>Signing of Forms: The Price Proposal, if submitted by an individual, shall be signed by the individual; if submitted by a partnership or joint venture, shall be signed by such member or members of the partnership or joint venture as have authority to bind the partnership or joint venture; if submitted by a corporation, shall be signed by an officer, and attested by the corporate secretary or an assistant corporate secretary. If not signed by an officer, there shall be attached a copy of that portion of the by-laws or a copy of a board resolution, duly certified by the corporate secretary, showing the authority of the person so signing on behalf of the corporation. Signatures shall be under seal, i.e.: indicated by the word "(Seal)" following signature of individual and partner bidders, and indicated by affixing the Corporate Seal at corporate signatures.</p> <p>If the Proposer is a joint venture (JV) firm, include a copy of the joint venture agreement or, if not yet formed, a letter signed by both joint venture parties stating the intent to form a joint venture.</p> <p>The joint venture party must meet the Qualifying proposal, requirements in paragraph 1.4 of the RFP as further clarified Addendum1, Question 1.</p>
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13	3		Can contractors be a prime and subcontractor at the same time?	<p>INTEREST IN MORE THAN ONE PROPOSAL AND COLLUSION</p> <p>Multiple Proposals submitted in response to this Solicitation by any Offeror under the same or different names shall be rejected as non-responsive. Reasonable grounds for believing that any Offeror has interest in more than one (1) Proposal for this Solicitation, both as the Offeror and as a subcontractor for another Offeror, shall result in the rejection of all Proposals in which the Offeror has interest and disqualify the Offeror from responding to any reissuance of this Solicitation. However, a Person acting only as a subcontractor may be included as a subcontractor for multiple Offerors. The College may reject all Proposals if reasonable cause exists for believing that collusion exists among Offerors. If the College believes a Contractor was not aware their firm was included in another proposal as a sub-contractor or Proposer was not aware their sub-contractor submitted a proposal as a Prime, the College reserves its right to allow any Proposer/Contractor/Offeror the opportunity to modify their proposal/s to remove a sub-contractor or for a prime contractor to rescind their, prior to evaluation of the proposals. This is at the sole discretion of the College's Procurement Officer.</p>
14	3		Is it conflict of interest to be an A&E and CMA for the same project at the same time.	Yes, this will be a conflict of interest.
15	3	SOW, Page 8	In the Pre-Construction Phase services, is the College asking for a review or and independent cost investigator?	There may be a need for both services, for any given project. Firms with the capability to provide these services are encourage to provide information regarding their ability to provide review and independent cost investigation.
16	3		Will contractors be required to provide Third Party inspections?	Third Party Inspections or the sourcing of a third party inspector will not be required by the CMA contractor.
17	3		RFP does not mention the Procurement phase or the close-out phase.	The close out phase is part of the construction phase, however the procurement phase as it relates to construction may be needed during the pre-construction if these services are not provided by the CMAR/GC or if the College requests the CMA to provide additional oversight/review of the work the CMAR/GC is performing relating to subcontractor/equipment selection, etc.

18	3		Does the College use a Project Management software system	The ability to use a wide range of tools would be an asset. The College has always used the contractors' (GC) tools in the past. At this time the College does not have a preference but this may change.
19	3		Are contractors required to provide redacted copies of information presented to the College?	Contractors are to either mark/code what is confidential within their proposal but do not need to provide a redacted copy. If your firm's proposal is requested via an PIA request, the College will inform the Proposer and request the Proposer to redact any confidential information before the proposal is shared.
20	3	Page 15, Item 10	Please provide clarity on reference for the Company's surety	Contractors should provide statement regarding areas that they are not able to give information. Proposer whom cannot provide the requested information for any given response requirement criteria are to include a statement with a through explanation of why the requested information cannot be provided.
21	3	Page 15, Tab 5 Account Manager and Team Members, b. Page 18, Any Exceptions.	Will the College allow substitutions? It will be difficult to propose and ensure specific team members for future projects.	The College understands for any given subsequent project the availability of a Proposer's team members may change. When a project arises, the College will request the pre-qualified firms to submit/propose their team to meet the specific project requirements. If these individuals are different from the individuals proposed in your firm's original Part A proposal, pre-qualified firms are to address the personnel/team member change. Per the referenced paragraph, the College's approval will not be unreasonably withheld. As it pertains to Part A, proposal submissions. Proposer whom cannot commit the Account Manager/Team Members proposed in your submission are to include a statement in Tab 5 submission section and include an exception statement in Tab 12 of all exceptions to the RFP/Contract.
22	3	Page 15, #8	Please explain this section?	The College need firms to prove their financial health and ability to sustain services that the College needs.
23	3	Page 16, tab 5	Please expand on escalating procedures and what the College is looking for?	The College is looking for the escalation/organizational chart in which the College may contact the firm's principal/executive, etc. is case an issue arises and final resolution is required.

24	3	Page 16, tab 6	Is the College requesting contractors to provide an approach on how they should manage task under this contract or any given project? The grammar is off and is not clearly understood.	The College is requesting this for any given project, this would be very general and the College is aware that firms would not have the specifics of any project. The College would like to get an understanding of the contracting firm's philosophy and project management approach. The more details that is being provided, example staff, organization charts, persons available when specific services like BIM is required.
25	3	Page 17, tab 9	Does the College want contractor's to outline their hiring practices?	The College has under aged students enrolled at the institution. Therefore, contractors may be coming in contact with minors. In keeping with legal requirements, contractors and subcontractors are required to follow background check procedures. The College is seeking Proposers to provide information on your firm's hiring and vetting process; for example criminal background checks, and driver's license background checks, etc.
26	3	Page 17, tab 9, item b	Is this a redundant question to Page 16, tab 5?	Proposer's are to provide the requested information as it pertains to the Section.
27	3	Page 12 Page 17, tab 9	What is the difference between requirements for background checks on page 12 (Hiring Practice and Subcontracting) and Tab 9 on page 17	The scope of work indicates contractors' tasks while the Response requirements are included for the College to measure the contractors' qualifications
28	3	Page 21, section 2.2	Please provide more clarity on technical weight.	While the College will be reviewing costs, we may place greater emphasis on contractors' capability to perform services.
28	3	MBE	Can prime minority firms' self-perform to meet percentage requirement?	Yes
30	3	Page 39	Is the College looking for construction completion or completion of CMA services?	This is not defined by the College, however the College would like contractors to clarify if their services/construction was completed and when or if it is an active project. However, the College may deemed completed projects more favorably.
31	3	Page 39	Can all three references be from the same client?	Yes, however, diversity would demonstrate contractors' ability to perform for a wide range of clients.
32	3	Page 39	Do subcontractors have to provide references as well?	References are for the prime only, however the College may request references from partners or subcontractors. Joint Ventures shall provide references from projects the Joint Venture provided services.

33	3		Are there any incumbent serving on the CMA now?	There is no incumbent. There is no active contract for CMA services. The College has outsourced Project Management services in the past. Most recently, the College contracted with The ELOCEN Group for services, pertaining to the last year for CPA Building.
End of Addendum 3				
34	4		Will the Proposal due date be extended?	See Addendum 3, cover Letter for a response.
35	4		Is there a required CM software platform to be provided?	See Addendum 3, Q18 for a response.
36	4	Page 5	Page 5 – please clarify. Is the GMP the same as the “competing cost” proposal as an TE cost from each “On-Call” CMA?	The College will pursue pricing for subsequent Task Orders with a GMP to perform the required duties as specified in each Task Order. As it pertains to Marlboro Hall Part B of this RFP the fee shall be proposed to include a GMP. More details of the pricing requirements and response requirements for Part B will be provided in Part B.
37	4	Page 15 - #10	Page 15 - #10. Is this a reference only for the Company? Will surety bonding be required?	See Addendum 3, Q20
38	4	16/17 – Tab 8	Page 16/17 – Tab 8: Can client references be the same projects as listed in Tab 4?	See response to Addendum 3, Q31.
39	4		Liquidated Damages – will there be LD terms to the CMA, or is this LD terms to the GC / CMAR that the CMA will track if appropriate?	LD terms may be applied/required to the CMA for any given project.
40	4		Will PGCC extend the RFP due date, and if so, what would be the new due date?	See Addendum 3, cover Letter for a response.
41	4		How did PGCC determine the \$2,000 minimum amount for liquidated damages?	Due to the role and responsibilities of a CMA, the services provided will greatly impact the College’s ability to meet the completion date and budget requirements. The minimum fee is representative of the College’s best estimate of the monetary impact to fairly compensate the College due to the CMA’s errors in providing services.

42	4		<p>Will the \$2,000 minimum liquidated damages be assessed on a daily basis, or the total amount for each Project/Task?</p>	<p>The liquidated damages will be assessed on a daily basis or possibly total project amount, per project. Liquidated Damages shall be provided in greater detail, per project and will be included in subsequent Task Order Requests (Part B for Marlboro Hall project).</p> <p>The following provision replaces Paragraph 22. Liquidated Damages in its entirety.</p> <p><i>In the event the CMA fails at one or more of the following: 1. complete work on a timely manner, thus impacting the project schedule, 2. the CMA's performance of services adversely impacts the project costs 3. the CMA breach of contract requirements; the CMA shall pay to the College the sum indicated and accepted in subsequent task orders/contracts. The sum amount paid to the College may be a penalty or liquidated damages.</i></p> <p><i>Liquidated Damages or penalty fees will be established for each project and shall be included with each Task Order Request. The minimum will be \$2,000, per day; unless additional or lower amounts are determined by the College for specific projects.</i></p>
43	4		<p>How will PGCC determine/evaluate the CMA has failed to complete work in a timely manner?</p>	<p>The College will review the CMA's work performance which includes but are not limited to the ability to perform task/responsibilities timely; ability to coordinate and respond to the CMAR as appropriate and required manner, etc. to ensure the project milestones, objectives, completions dates are met, per the College's requirements and specifications.</p>
44	4		<p>How will PGCC determine the CMA has impacted the project schedule?</p>	<p>Failure to meet deadlines/completion date/milestones, poor coordination of work, poor deliverables/quality of work/services, are a few examples of how the College shall determined the CMA's impact on the project schedule.</p>
45	4		<p>Clarify how the GMP award amount will be handled? Will the award amount be billed in equal parts over</p>	<p>The GMP requirements with respect to payment schedules will be provided in subsequent Task Orders Requests (for Marlboro Hall, Part B)</p>

			the Period of Performance, or will the CMA be required to submit timesheets?	
46	4		Will the CMA propose rates and level of effort on each task, or just hours? The CMA may be required to propose rates, hours and level of effort on any given project.	With respect to this RFP Part A, Proposers are to provide their hourly rates by position, per the Pricing Response Requirements to be submitted under Tab 11.
47	4		Are there other projects which may be added to the list provided in this RFP for which the CMA could submit a proposal? It is possible the College may need CMA services or additional projects not listed.	The College does not guarantee any of the listed projects shall require CMA Services. The list of projects provided in this RFP is to inform Potential Proposers of possible projects that may require CMA services. Currently, the Marlboro Hall project is the only project the College has determined requiring CMA Services (Part B of this RFP).
48	4		Will all task order RFPs be issued to all CMAs qualified to provide services for the specific project?	The College will invite and extend competition among the pre-qualified firms to provide a bid/proposal for subsequent projects. However, the College reserves its right to open any project/procurement to the public, if greater competition is required or deemed necessary by the College.
49	4		What is PGCC's annual construction budget?	This information is not available to be shared at this time.
50	4		Who are the incumbent CMAs PGCC has used to complete the same or similar.	See Addendum 3, Q33 for a response
51	4	Sect. I, 1.1	Sect. I, 1.1 Solicitation, Page 4, Solicitation provides several dates for the future Task Orders. To better understand the colleges expectations and project timelines, please provide the anticipated start dates and/or projected durations for the following: Marlboro Hall Largo Student Center <ul style="list-style-type: none"> • Track & Field Complex • Bladen Hall Interior Renovations 	These dates cannot be provided at this time. The dates provided in the RFP are projections.

			<ul style="list-style-type: none"> • Novak Health & Wellness Center • Parking Garage A • Parking Garage B 	
52	4	Sect. II, 1.	Sect. II, 1. Overview of Services, Page 8, Line #1 and #2 “On-Call Construction Management Agent/Agency of the Owner (CM or CM)” - It appears the 2 nd CM in the bracket should be “CMA” as shown in the Section “Pre-Construction Phase Services” on page 8 and 9. Please verify.	Yes. The correct abbreviation is CMA.
53	4	Sect. II, 1.	<p>Sect. II, 1. Overview of Services, Page 9 - 7th Bullet - Maintaining job site records and making appropriate progress reports; <u>implementing labor policy in conformance with the requirements of the County and State laws</u></p> <p>Is the college’s intent of this clause for the CMA to, review DLR Labor Reports and confirm employees are being paid prevailing wages in accordance with the contract requirements (please note: prevailing wages are updated annually) and confirm the CMaR contractors are being provided vacation in accordance with the DLLR and provided sick leave in accordance with State regulations (1 hour of leave/ 30 hours worked min.). The above information can be compiled in a report and presented to the college for review and provided to the CMaR, and/or other stakeholders for any needed corrective action.</p>	Yes. With respect to DLLR Labor Reports and Prevailing Wage requirement/reporting, the CMA may be required to track, review and report to the College or to any entity instructed by the College required data/reporting/information. The CMA may be required to implement or provide guidance to the College on the best practices, approach, tools to track, report, or address compliance/non-compliance of any and all labor policies requirements associated with the project, as it pertains to the CMAR.
54	4	Sect. II, 1.	Sect. II, 1. Overview of Services, Page 9, Bullet 8 th Reviewing the safety programs of each contractor for conformance with the County’s and State policies/regulations/laws and making recommendations	<p>The College does not have this information at this time.</p> <p>It is the College’s requirement that the CMA is knowledgeable in the County’s, State’s and Federal safety regulations and has knowledge and the capability to reach out to appropriate agency contacts as required for any given project, if the need arises.</p>

			Other than DPIE, who is the County department that is the AHJ for Occupational Safety in Prince George's County?	
55	4	Sect. II, 1.	<p>Sect. II, 1. Overview of Services, Page 10, Bullet 1- Developing and monitoring an independent project progress schedule, coordinating and expediting the work of all contractors and providing periodic status reports to the College and the A/E Design Consultant Team; and establishing and maintaining a cost control system and conducting meetings to review costs.</p> <p>Please confirm, the independent progress schedule described in this bullet is a Master Schedule for the individual Task Orders, and the Scope of Work (SOW) described in the RFP . This schedule will track the status of pre-construction, construction, major milestones, occupancy, college/ owner task (i.e. procurement, production of products as well and services that are not included in the CMaR contract). This schedule is not a construction schedule (does not include individual construction tasks).</p>	The independent progress schedule is the Master Schedule for any given project. The Master Schedule may include multiple phases or be broken down into small schedules. The CMa is required to perform schedule oversight, which may include but not limited to: verifying the CMAR's tracking and scheduling is accurate, updated/modified to reflect change orders (as applicable), and other activities relating to the schedule that impact meeting milestones and the required completions date.
56	4	Sect. II, 1.	Sect. II, 1. Overview of Services, Page 10, Bullet 2 - The CMa shall prepare and update the construction schedule so that it incorporates all parties' responsibilities, which will be used for monitoring and enforcing the progress of the Project, which will be updated monthly for review by the College and A/E Design Consultant Team.	It is intended that for any given project the CMAR or GC shall prepare and maintain the construction schedule. However, the CMa shall have the capability to review, confirm the schedule is in conformance to the College's contract while enforcing on behalf of the College progress to meet the schedule milestones.

			<ul style="list-style-type: none"> • Please confirm the CMaR shall prepare and maintain the construction schedule. • Please confirm the CMa shall review the CMaR's construction schedule for conformance to the construction contract and enforcing the progress of the project. 	
57	4	Sect. II, 1.	<p>Sect. II, 1. Overview of services, Page 10, Bullet 3 - The CMa shall schedule and conduct weekly construction team meetings to be attended by the College's representatives, A/E Design Consultant Team, <u>all contractors</u> who are working on-site or starting in the near future to review construction progress, scheduling, problems, etc. The CM shall prepare and distribute minutes to all parties involved.</p> <p>Please confirm that "contractors" as used in this bullet does include CMaR or a General Contractor and does not include subcontractors or construction tasks, as direct supervision of the subcontractors is a contractual obligation of the CMaR or General Contractor.</p>	The CMa shall work with the CMAR/GC to ensure the CMAR provides, executes, schedule meetings with the CMAR's sub-contractors, as needed. The CMa may be required to perform the duties described in this paragraph and in the SOW with contractor's directly hired by the College, for example: A/E, Third Party Inspection/Inspectors, etc.
58	4	Sect. II, 1.	<p>Sect. II, 1. Overview of Services, Page 10, Bullet 9 - The CMa shall maintain one set of construction documents at the Project site for the College. This will include all contract drawings, specifications, addenda, change orders and other modifications, in good order and clearly marked for all changes to submit to the A/E Design Consultant</p>	<p>The As-built drawings shall be provided by the CMAR. The CMa's services may include the requirement to review the As-built drawings and ensure during the duration of the project, record drawings accurately reflect college approved changes and specifications. The CMa is required to track the CMAR's accuracy in areas noted above and as specified by the College at a later date.</p> <p>The CMa shall track and review all contract documents including but not limited to: drawings, specifications, addenda change orders and modification -independently from the CMARs created documents.</p>

			<p>Team to create a set of “as-built drawings” for the College.</p> <p>As-built drawings are normally provided by the AOR or GC.</p> <p>Typically, the CMaR or GC utilize a copy of the Base Contract Drawings and update these drawings with ASI’s, RFI’s, Change Orders (approved), and sub-contractor provided as-built drawings. These drawings are then transmitted to the Owner. The Owner may elect to include have the AS-BUILT information incorporated into the Base Contract Drawings in a AutoCAD or other format for future use. Please confirm that the CMaR will provide as built drawings for review by the CMA.</p>	
59	4	Sect. II, 1.	<p>Sect. II, 1. Overview of Services, Page 11, Bullet 3 - The CMa shall monitor, coordinate and resolve <u>all warranty complaints</u> to the satisfaction of the College during the general warranty period or any longer special warranty period, as well as conduct a post-occupancy walkthrough with the College no later than one (1) month after the date of substantial completion.</p> <p>Please clarify the college’s intent. The CMaR’s or GC’s normal warranty period is one year following the date of Substantial Completion. Does the college want the CMA to remain on call and available to coordinate warranty calls for one year following the date of Substantial completion or for a longer period of time?</p>	<p>The College may require the CMA to perform services after project completion/closeout. These services may include but are not limited to warranty support or post-occupancy walkthrough or other support services.</p> <p>Potential Proposers are to include in your firm’s proposal’s for subsequent Task Order Requests details of what services are included in your firm’s pricing (GMP) and or how pricing will be determined for services not included in your GMP.</p>

60	4	Sect. II, 1.	<p>Sect. II, 1. Overview of Services, Page 11, Bullet 4 - CMA shall be well versed in the College's contract terms and conditions, including but not limited General Conditions, General Requirements, Change Order approval process, Pay Application process, and Reporting, etc. to provide support and guidance and to ensure the GC/CMAR is performing per the contract terms and conditions. CMA shall also inform the College if any contract terms are in breach or require modification to meet industry standards.</p> <p>Please advise, will the CMA be able to review the CMaR's contract before execution by the CMaR and college?</p>	<p>The College will share with the awarded CMA all necessary documents to ensure the CMA is fully informed of the CMAR's/GC's responsibilities, this may include but is not limited to the CMAR's/GC's contract.</p>
61	4		<p>CMA BIM-Coordinator Please describe the intended SOW for the BIM coordinator. Please note direct participation in the preparation of the CMaRs contractually required BIM coordination, may introduce a conflict with the CMaRs Means and Methods.</p>	<p>For any given project the personnel and staff required from a CMA is subject to change due to various factors. The College is requesting CMAs' to have the ability to provide BIM Coordination services, if the need arises and cannot be provided via the CMAR/GC. If the need arises, the College will provide the scope of services for the applicable project. Proposers unable to provide BIM Coordination/Coordinator are to clearly state this in their proposal submission.</p>
62	4	Sect III, TAB 5/c., Page 16	<p>Sect III, TAB 5/c., Page 16 - the contractor is asked to provide an organization chart describing Key Professional staff that will be involved in the design, pre-construction, and construction phases of a given project. In Section II General Description of Services, there are 2 main subcategories Pre-Construction and Construction, each of enumerate the intended roles of the CMA in the performance of the contract. Design is not mentioned.</p>	<p>See Addendum 3, Q2 for a response.</p>

			<p>Does the college intend for the CMA to actively participate in the design management of future Task Orders? Such efforts could include tracking and scheduling the design effort, participating in the review and approval process, development of ROM and more detailed estimates, participating in the potential value engineering, and other duties as assigned.</p> <p>Please describe the intended roles of the CMA during the design phase.</p>	
63	4	Sect III, 1.2	<p>Sect III, 1.2 Transmittal Letter, Page 13, Tab 2: Transmittal Letter As read, two transmittal letters are required. Please verify. If only one is required, please verify which.</p>	<p>Only one Transmittal Letter is required. Section 1.2 provides a high level and detailed explanation of the Transmittal Letter. Within your Firm's proposal – Technical Proposal Requirements, Proposers are to provide one Transmittal letter, within Tab 2.</p>
64	4		<p>Minority Business Enterprises (MBE) and Local Businesses. If an MBE submits as a Prime, will this be satisfactory to meet the MBE subcontracting requirement?</p>	<p>Yes</p>
65	4		<p>Please clarify if the firm can be awarded more than 2 projects and possibly be able to obtain all of the projects, if it is determined to be within the college's best interest.</p>	<p>Only one firm will be awarded Part B of this RFP. If the College requires CMA services, the pre-qualified firms will be given an opportunity to submit a response to applicable Task Order Request/s. The College does not guarantee nor will limit the number of awards to any CMA.</p>
66	4		<p>Please clarify if the SOW includes the technical review during procurement phase.</p>	<p>Yes. Technical Review shall be required. The CMA shall provide all necessary services to perform the duties associated with serving as the College's Agent, which may include but not limited: Pre-Construction Phase, Construction Phase, Close-out, Claims/Dispute resolution etc.</p>
67	4		<p>Please clarify if the SOW includes claim analysis.</p>	<p>This service shall be required. The CMA shall perform all duties associated to serve as the College's Agent/Representative.</p>

68	4	Page 13, Section 1.1	<p>Page 13, Section 1.1 of the RFP notes: <i>By providing a CD or flash drive, Offeror grants PGCC the right to reproduce and distribute copies of the Proposal internally for evaluation purposes. The Proposal on the CD/flash drive must be compiled as one document and provided in pdf and WORD/Excel for ease of use by PGCC.</i></p> <p>a) Please clarify if the “Proposal” referred to in the last sentence above is only the Price proposal. Or do you want a full copy of <u>both</u> our Technical and Price proposals in PDF <u>AND</u> Word or Excel? Compiling the Technical proposal response into a format other than the PDF requested would be cumbersome. Please advise.</p>	Please provide Proposal of <u>both</u> Technical and Price proposals in PDF <u>AND</u> Word or Excel for ease of use by the College.
69	4		Can PGCC please provide a listing of evaluation criteria with point value?	This information cannot be shared at this time. Typically, the College has a 3 pt. scoring structure per criteria. It is the College’s discretion to weigh any given criteria as deemed necessary/appropriate to meet the project challenges and the College’s needs as well as to illuminate the most relevant criteria and to determine the most advantageous firm/proposer.
70	4		Instructions for Tab 5, part d. note to “Describe the escalation procedure and a chart...” Please define escalation procedure. Please describe the type of chart you are looking for, if different from the team organization chart required in part c. of this same section?	See Addendum 3, Q23.
71	4		Instructions for Tab 6, please revise the second sentence to clarify what is being requested: “Provide a written description of the Company’s	See Addendum 3, Q24.

			<i>management plan that defines the proposed management approach to any given Project. Those individuals would be responsible for on the Project.</i>	
72	4		Is the 25% MBE participation goal per contract with PGCC or per project?	See Addendum 3, Q11.
73	4		During the pre-proposal meeting, guidance was provided that the selected CMA may be asked to participate in A/E and CMAR procurement but would not be included on proposal evaluation. However, Section II.1 – Overview of Services states that “the CMA shall be required to participate and provide guidance and support in the bidding/soliciting of work/subcontractors/contractors for any given project”. Please clarify.	<p>The CMA may not serve as an Evaluator (personnel providing a score/rating) for the selection of an A/E, CMAR or GC. The CMAR may however provide advice/support in the review of these awards in the role of an advisor or support PGCC personnel and team members.</p> <p>The CMA shall anticipate once a CMAR/GC is awarded, the CMA will continue to provide support and participate in the bidding/soliciting process as it relates to sub-contractors, the CMA’s role shall be similar to what is described above.</p> <p>Note: For any given project the College may modify the services, as required and necessary to meet the College’s requirements.</p>
74	4		<p>Section II.1 – Pre-Construction Phase Services requires that the CMA shall have the ability to utilize Building Information Modeling Software at all required levels.</p> <p>What is the expected level of capability for the CMA to utilize BIM (e.g. navigate model for general conformance, perform design QC, perform or participate in clash detection, etc.)?</p>	<p>r any given project the personnel and staff required from a CMA is subject to change due to various factors. The College is requesting CMAs’ to have the ability to provide BIM Coordination services, if the need arises and the services cannot be provided via the CMAR/GC.</p> <p>If the need arises the College will provide more details regarding the scope of services for the applicable project. Proposers unable to provide BIM Coordination/Coordinator are to clearly state this in their proposal.</p> <p>With respect to Part A of this RFP, Proposers are to clearly describe/explain any limitations or if there are no limitations in regard to providing BIM coordination/Coordinator services.</p>
75	4	Section II.1	Section II.1 – Construction Phase Services states that “The CMA shall maintain one set of construction documents at the Project Site for the College. This will include all contract drawings, specifications, addenda,	The CMA shall ensure contract drawings/record drawing and all associated documents accurately reflect the College’s approved changes and specifications. The CMA is required to track the CMAR’s documents independently from the documents provided and created by the CMAR.

			<p>change orders, and other modifications, in good order an clearly marked for all changes to submit to the A/E Design Consultant Team”.</p> <p>Please clarify if the intent is for the CMA to provide and maintain, or the CMAR.</p>	
76	4	Section III, Article 1.1	<p>Section III, Article 1.1 – Technical Response Requirements Tab 7.h – “Describe the company’s bidding procedures and techniques for maximizing trade contractor’s response...” – What level of involvement with the CMAR trade solicitation does PGCC expect from the CMA?</p>	<p>The College is interested in understanding how your firm shall approach or advise how the bidding process should be performed. Proposers are to include techniques your firm would use and or advise to be used with respect to the selection of sub-contractors or other third-party contractors. The CMA shall anticipate once a CMAR/GC is awarded, the CMA will provide support and participate in the bidding/soliciting process as it relates to sub-contractors.</p>
77	4		<p>During the pre-proposal meeting, it was discussed that the Marlboro Hall project is pursuing LEED Gold certification and ensuing projects would potentially be pursuing Platinum certification. Will LEED accreditations of responding firms/key personnel be considered in scoring for the technical RFP?</p>	<p>Potential Proposers may include this credential or service capability in your proposal Tab 10 Additional Information response. Any information provided in this response requirement section may be impact overall scoring.</p>
78	4		<p>Can a single Sub-contractor bid to more than Prime Contractor for this RFP?</p>	<p>See Addendum 3, Q13.</p>
79	4		<p>Are there subgoals (e.g. local, woman-owned) for MBE participation?</p>	<p>The College is seeking an overall goal commitment of 25% for any given project. See Addendum 3 questions/Responses for more information pertaining to MBE.</p>
80	4		<p>Which agencie(s) does PGCC acknowledge to certify MBEs (e.g. MDOT, PGCO)?</p>	<p>If certified from an agency, Proposers are to provide the certification number and the certifying entity/agency. Currently the documents allow Proposers to enter in the MDOT #. If the Proposers have a PGCO certification number they may modify the document to reflect PGCO and their PGC number.</p>

				The College prefers certified MBE firms, however, if the business meets the College's definition as provided in Appendix M of the RFP, the College may request proof that the MBE proposed meets the College's definition requirements of an MBE. The College may request of proof and the execution of the College's Affidavit.
81	4		Is bonding required?	Bonding may be required. However, it is anticipated it will not be required. If required the College will specify this requirement upon the issuance of a subsequent Task Order request/RFP.
82	4		What is the evaluation criteria with weight?	Typically, the College has a 3 pt. scoring structure per criteria. It is the College's discretion to weigh any given criteria as deemed necessary/appropriate to meet the project challenges and the College's needs as well as to illuminate the most relevant criteria and to determine the most advantageous firm/proposer. Proposers may include this stipulation. Proposers are to clearly include the rate escalation, per year. Rate escalations, may not be approved or accepted by the College.
83	4		Rather than rates for life of contract, can we escalate rates for each year?	Proposers may include this stimulation. Proposers are to clearly include the rate escalation, per year.
84	4		Is the "acknowledgement of Review of Contract" simply a statement or form? If a form, it does not appear to be included in the RFP.	This shall be provided as a statement.

End of Addendum 4