

DATE: June 2, 2020

TO: All Prospective Proposers

FROM: Beth Kirk

Procurement Coordinator, Office of Procurement

301-546-0007

RE: Addendum 11 to 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 eleven is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in the Proposal Part B, if invited to submit a Part B proposal. The Part B Solicitation Schedule is subject to further change modification, as required by the College.

Responses to Questions received during the Questions Period are provided via the Questions and Response Log, attached to this Addendum 11.

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

RFP NO.:	20-11	
TO BE INC	LUDED IN PART B, IF INVITED	TO SUBMIT PART B
RFP FOR:	On-Call Construction Manageme	ent Agent/Owner's Representative Services (CMA)
NAME OF B	ND O D O GED	
NAME OF F	PROPOSER:	
	ACKNOWLEDGEME	NT OF RECEIPT OF ADDENDA
The u	ndersigned, hereby acknowledges the	e receipt of the following addenda:
As sta	Addendum No	dated 02-13-2020 dated 02-21-2020 dated 02-28-2020 dated 03-11-2020 dated 03-25-2020 dated 04-27-2020 dated 05-14-2020 dated 05-22-2020 dated 06-2-2020 dated 06-2-2020
		Signature
		Name Printed
		Title
		Date

END OF FORM

No.	Part B Addendum	Solicitation Section/Reference	Question	PGCC Response
1	No.11		What are the new updated estimated start dates	Current projected dates:
1			for the CMA?	, ,
			Part B, page 3 states: The NTP for CMA Pre-Construction Services is expected by March 15, 2020 (projected)	June 29, 2020 – Package 1 Interior Abatement activities scheduled to commence. August 24, 2020 – Package 1 Demolition activities
				scheduled to commence.
			The Construction is expected to start by April 6, 2020 (projected) Part B, Exhibit 1 for the CMAR indicates: Notice to Proceed Construction Activities: February 2020	July 6, 2020 – CMA Task Order Awarded with Notice to Proceed.
2			There are three different sets of durations, which durations should be used for the CMA?	Page 3 reflects the most current project timeline for the Marlboro Hall project preconstruction and construction activities.
			Part B states: Page 3 indicates Pre-Con is 3 weeks and Construction is 121 weeks.	
			Page 24 indicates Pre-con is 23 weeks and Construction is 129 weeks.	
			Part B Exhibit 1 for the CMAR indicates: Construction Period is 24 months for substantial completion and 28 months for total construction duration.	
3			The project management online software is to be set up and managed by us.	CMAR will be using Procore project management software. The CMA shall provide construction management utilizing Procore and will support the
			We are to include all costs and license fees?	College by procuring 3 licenses of the software for College use.
			How many licenses are required?	conege due.

	In the Overview of services it states we will set up and manage Project Management Online Software – the RFP also states on Page 11 that the CMa shall use the College or CMAR software, please clarify scope and if possible, can you identify the College software or preferred software?	
4	Is it permissible for Offerors to use MBE firms that were not included as part of the Part A proposal?	Yes.
5	The "Staffing Plan Template" includes two titles in both the Preconstruction and Construction tables (Project Executive and Project Manager). Are these two titles required as part of the team and are the Offerors required to provide a description of their duties, as required for "other" titles?	The two titles listed are examples. Firms are to listed the all relevant team members your firm will provide.
6	The "Staffing Plan Template" only includes tables for Preconstruction and Construction. Is the offeror to include a third table for Post-Construction services, or are they to be omitted from the proposal?	Yes. Firms are to provide a Post- Construction Staff Plan.
7	Is the "Staffing Plan Template" intended to encompass all personnel to be used as part of the CMA team, including support staff such as IT professionals who may be used selectively to assist in establishment of Project Management Online Software?	Firms are to listed the all relevant team members your firm will provide to meet the Services required. If your firm proposes specific IT professionals to support the PM Software, this info. needs to be included. If it is not included it is assumed the Proposer's team members proposed have the capability to mange the PM Software, etc.
8	Section 1.2 of the Part A proposal indicates that the Offeror will enter a base contract with PGCC for two years and three optional one-year renewals. What is the anticipated timeline for execution of the referenced agreement?	It is anticipated sometime after the award of Marlboro Hall, the Procurement Office will issue Master Agreements to the firms deemed "qualified" under this RFP.

9	How many firms were shortlisted under the Part A proposal and invited to compete in Part B? The College received 13 proposals under Part A. 8 were shortlisted and deemed "qualified" to participate in Part B.
10	The sample agreement provided with the Part A RFP indicates that services shall be invoiced using fixed billable rates against a not to exceed price proposal. Is the Lump Sum fee provided in the Part B price proposal intended to be invoiced using fixed billable rates, or will the successful Offeror be asked to enter a Lump Sum agreement? The awarded firm, will have a lump sum fee agreement. The fixed rates provided will establish the fixed rate for positions not utilized but may be utilized at a later date. Your Staffing Plan should include the most comprehensive team reflect of those who will participate/provide services. If a position or service is not included, Proposers are to clearly state what is not included.
11	As part of the CM fee, shall the Offeror include provisions for positions and services that may or may not be necessary as part of the contract, such as a Claims Analyst, or will these services be added to the agreement as needed? Claims Analyst, if not part of the function of a Project Manager should be included in the Staffing Plan.
12	Services requested include monitoring the incorporation to sustainable initiatives into the project; however, neither the CMAR or CMA scope of services identifies the need for a LEED Agent. Will the CMA need to provide a LEED agent, or will one be provided through the A/E Design Consultant Team?
13	The overview of services includes establishment of Project Management Online Software. Has PGCC identified a preferred Project Management Online Software tool and will the Offeror or PGCC be providing the necessary licensing agreements and user access?
14	Will PGCC require the services of an Independent Cost Estimator during the Design Phase, or will any such services be provided by the CMAR? The College will require the CMA to provide cost estimating services to independently check and verify costs being presented by the Design Team and the Contractor.

15	Will the CMA be providing specialty inspections? The College may request that the CMA provide specialty inspections. CMA should provide a listing of the special inspections offered and associated fees for these inspections.
16	MBE Participation and Liquidated Damages, some of our MBE partners have defined scopes of services that they may provide, if the college were for any reason to change the scope post award and these services, while proposed and anticipated, may not be determined necessary due to scope changes, would a waiver be justified in this case? If the SOW is changed by the Owner and the CMA is unable to fulfill the MBE goal with the remaining services, the CMA will request a Waiver for the College to consider for approval.
17	Scope of Work, B. Schedule, will the CMa be part of, or involved in, the selection process for the CMAR? If so, please identify to what extent. The CMAR has been selected for the Marlboro Hall Project. The CMA will not provide services with respect to the selection of the CMAR for the Marlboro Hall project.
18	Who are the invited shortlisted firms for Part B? This information will not be shared at this time.
19	Has the CMAR been selected? Yes.
20	What is the latest status on the design documents and packages? As of 5.26.2020, the project for all packages noted is at 100% Design Development and undergoing VE Options analysis. It is anticipated that the project will move into the Construction Documents phase for all packages by mid-June 2020. Package 1 demolition documents will be revised June / July 2020 with demolition schedule to commence August / September 2020.
21	What will the frequency for "periodic updates" referenced on page 5 under Overview of Services; daily, weekly, monthly? CMA should anticipate bi-weekly updates to College during the full project schedule through final completion and closeout.
22	In acknowledging Addenda of the Financial and Price Proposal Form, shall we list all Addenda including Part A? Part B Proposers are to use the most recent Addendum Acknowledgement Form, provided on the College's website which will list all Addenda issued.

23	Please clarify the GMP pricing and payment for each phase. Time and Materials not to exceed with monthly payments? At this time, it is not possible to define GMP pricing/payments for each phase for either the CMAR or CMA. Time and Materials do not apply to the CMA.
24	Will the CMa provide cost analysis of each design phase for each package as part of the scope of the pre-construction phase? Yes.
25	Will CMa conduct value engineering or just reviewing the submitted VE study of CMAR of each design phase for each package? CMA shall review CMAR VE Options values for accuracy. CMA shall review A/E Design Team suggested VE Options to verify that the proposed VE Options align with the College's goals for the project.
26	Is the CMa responsible for hiring the quality control testing firm? See response to question #2 above.
	Provide the number of weeks and calendar days for both phases as well as the start dates?
27	Please clarify the format for the proposal submission. The initial RFP 20-11-OnCall Construction Management Agent/ Owner's Representative Services (CMa), Section III required the submission of 3 copies as well as a CD or Flash drive and specific Tabs. What is the desired proposal format for the "Part B Submission"? Are 3 copies desired, etc., are multiple TABS desired? Please provide direction. In lieu of hard copies, will the college accept an electronic submission in PDF format?
28	What is the status of the contract drawings? Will the CMA be engaged in the 90% review or are the drawings in a more advanced stage of development? The current drawings and specifications are at the 100% Design Development Phase. The CMA will be engaged in ongoing review and preconstruction participation during the Construction Documents Phase which is anticipated to commence mid-June 2020.

29	The Construction SOW on Page 8, Article Construction 8: Technical review and approval of materials submittals and samples. This is a construction administration task and the CMAR/ Architect is usually contractually obligated to perform the review and	Confirmed.
	approval of the submittals and samples. Please clarify and confirm the CMA will monitor the review and approval and coordinate any responses requiring approval by the college.	
30	The Construction SOW on Page 8, Article Construction 9: Resolution of technical questions that may arise during construction. This is a construction administration task and the CMAR/ Architect is usually contractually obligated to respond to Request for Information (RFIs) to resolve technical questions.	CMA will be engaged to assist College with review of issues requiring technical resolution of constructability and code compliance. Reviews and recommendations will be issued to the CMAR and A/E Design Team for consideration to finalize directions and actions. A/E shall issue all documentation required of the Architect of Record.
	Please clarify and confirm the CMA will act as the college's agent: monitor and review the RFI(s) and coordinate any responses requiring approval by the college.	
31	The Construction SOW on Page 8, Article Construction 13:Includes periodic construction photographs. Progress photographs are normally included in General Requirements of the construction specifications under section 01 32 33 and 01 32 36.	CMA shall take necessary photographs to support their tracking and understanding of the construction progress. Professional photography services will be at the discretion of the CMA but are not required.
	These specifications are not included in the CMAR specifications available on the website and identified in RFP.	

	Please clarify if the CMA will be required to obtain professional photography as part of this SOW and provide any specific information necessary to develop pricing for this service.	
32	Based on Paragraph B. Schedule of the Amendments per Addendum 8 to the On-Call CMA Services RFP, "The Selection finalized for CMA Pre-Construction Services is expected by June 25, 2020 (projected)". Is there any updated schedule for the project	See response to question #1 and question #64.
	design schedule and anticipated NTP for CMA PreConstruction Services?	
33	Based on Paragraph B. Schedule of the Amendments and Addendum 8 to the On-Call CMA Services RFP, "The Construction is expected to start by April 6, 2020 (projected)". Please update us whether this construction has started.	See response to question #1 and question #65.
	In addition, please provide a list of any early packages in addition to Package 1, which may be required for CMA team to review.	
34	Per the Project Overview and Services under www.mdplanroom.com listed under Public Jobs (page 5 of 25) 65% Design Development Drawings set is dated December 10, 2019.	Preconstruction: The design efforts for preconstruction are currently at 100% Design Development. We anticipate moving into the Construction Documents Phase by mid-June 2020. The 4 packages will be developed during this CD phase with the anticipated completion of the CD phase sometime in September
	Is there any updated plan since this 65% Design Development Drawings?	2020. See response to question #65 for anticipated construction activities starting timelines.
	If then can we have access to the plan?	
	In addition, is there any latest project design schedule and project delivery milestones such as	

	100% Design Development,50% Construction
	Documents, 95% Construction Documents, etc.?
35	Per the Project Overview and Services under www.mdplanroom.com listed under Public Jobs (page 5 of 25) 65% Design Development Drawings and Specifications and 95% Package 1 has been bid by the CMAR and is scheduled to commence the last week of June 2020. The narrative for this scope of work and demolition design criteria has been, and will be further defined, based on VE Options in mid-June 2020.
	Package 1 Drawings & Specifications are uploaded. Is there any "Project Narrative (Design Criteria or Narrative) descriptions or report"? See responses to questions #64 and #65 for additional information.
	If then, is it possible to upload in the same plan room?
36	Per the Project Overview and Services CMA services shall include "Submit to the College suggestions or changes that could improve the design or reduce costs without impacting the original intent of the project design and programming." (refer to page 5 of 25). In reference to this task, is there any VE study and
	similar exercise during early stage of design (Concept Design, Schematic Design or at or before 65% Design Development)? If then please share with us the report.
37	Per the Project Overview and Services CMA services shall include "Prepare periodic updates for the College's approval." (refer to page 5 of 25). Is there any document(s) showing the College provide any comments and approval of all previous design
	phases such as concept design/program validation,

	schematic design phase, etc.?	
38	Under item 1 of the Design Phase of the Additional Services, by Phase. "Owner's Representative will review design documents for conformance to College's program and other stated project objectives." (refer to page 6 of 25) is a part of CMA Services. Were there program validation report(s) or meeting minutes (including End User interview or meetings, if any) and subsequent review and approval for this project to meet the project objectives?	Yes, there have been numerous departmental and end user meetings related to the project programming. The College continues to engage the various departmental input during the development of the Construction Documents Phase and the FF&E package development.
39	Under item 6 of the Design Phase of the Additional Services, by Phase., "Attend design team meetings." (refer to page 6 of 25) is a part of CMA Services. Is there any project schedule or design execution plan prepared by the Lead Architect to show their design team meetings and process?	Currently, the CMAR has established weekly preconstruction meetings with the College and the Design Team to review design, constructability, cost estimating, and scheduling. These meetings will run through the end of September 2020. The CMA should anticipate attending approximately 13 preconstruction meetings during this time. The CMA should also plan on attending 4 additional FF&E meetings with the Design Team to assist in developing the FF&E package selections. Meeting durations are currently scheduled at 1.5 hours. Meeting durations for July through September will be schedule at 2.0 hours per meeting.
40	Under item 7 of the Design Phase of the Additional Services, by Phase., "Help guide team, review design documents, and offer suggestions that represent the College's interests." (refer to page 6 of 25) is a part of CMA Services. Did the Lead Architect submit their QA/QC manual and process?	The College has requested for the A/E Team to provide any QA/QC information and will issues to the awarded CMA.
41	Under item 9 of the Design Phase of the Additional Services, by Phase., "Monitor the incorporation of	Yes, this project is required to obtain LEED certification. The minimum level of certification is Silver per the state; however, the College pursues LEED Gold level or higher

	sustainable initiatives into the project." (refer to page 6 of 25) is a part of CMA Services.	for all projects governed by state requirements for sustainability.
	Is this project required to obtain LEED Certifications? If then, what is a targeted certification level, Silver or Gold?	
42	Under item 1 and 2 respectively of the Construction – Furniture, Fixtures and Equipment (FF&E), and Move, "Assist Design Team and College with development of furniture, fixtures and equipment selections documentation that incorporates all purchasing information including quantities necessary for accurate procurement by the CMAR or the College." (refer to page 7 of 25), and "Review, comment and provide recommendations relating to furniture, fixtures and equipment drawings and specifications submitted by the College's vendors/subcontractors/contractors in order to determine conformance with College's objective" (refer to 7 of 25) are parts of CMA Services.	See response to question #59.
	In relation to these items, please clarify what is roles and responsibilities for the Design Team and College's vendors/subcontractors/contractors for FF & E scope?	
43	Please quantify the number of departments and/or stakeholders that will be participating in the furniture selection process to develop pricing for these services.	There will be at minimum of 7 departments engaged in the FF&E efforts with a maximum of 10 departments.
44	Clarify if the periodic progress report is required from CMA consultant during design phase.	See response to question #21 above.
45	Value engineer is not included in the SOW.	CMA shall review CMAR VE Options values for accuracy. CMA shall review A/E Design Team suggested VE Options

	But Part II page 5, 5th bullet implies value engineering function is needed. Please clarify.	to verify that the proposed VE Options align with the College's goals for the project.
46	Are there hard copy submittal requirements for Part B or is it to be submitted electronically? If electronic, is it to be by email or delivered to PGCC on USB?	Please see Addendum 9.
47	Page 2 – MBE Appendix M is noted as provided under separate cover. We assume this refers to the Appendix M transmitted with the Part A RFP. Please confirm.	Yes. Appendix M was provided under Part A. Visit the College's Website, Procurement Page for this Bid posting.
48		See responses to question #1, question #2, question #39, and question #64.
49	duration is still 849 calendar days. Note that 903 calendar days is included in the	Confirmed. The Task Order Agreement is a Sample ONLY.
50	the CMA will review and comment on the detailed	CMA shall review the CMAR project schedule for compliance with the project milestones. CMA shall also provide an independent schedule tracking the CMAR's scheduled tasks and milestones. Both schedules shall be referenced in conjunction for compliance with the College's required delivery of the project for occupancy.

51	Page 5 – Please confirm the current status of construction documents. 65% DD is noted in the original RFP and has not been updated by Amendment. See responses above in previous question
55	Page 5 – Scope of work includes reviewing options for project delivery. Since the CMAR method is already established, we assume this item is N/A. Please confirm CMAR is the project delivery method. There may be other aspects of the project requiring College/Owner initiated work by others that shall be reviewed by the CMA.
56	Page 6 – Please confirm that the "Additional services" are to be included within the base scope of work in the cost proposal. If your firm has "additional services", Offeror shall include it within the cost proposal Lump Sum if the services are deemed by your firm as essential to meet the Scope of Work requirements. However, if your firm has other services that may be needed, these services and fees/rates shall be provided separately from your firm's Lump Sum.
57	Page 6 – Scope of work includes assistance with GC selection process. Since the CMAR has already been selected, we assume this item is N/A. Please confirm. Yes. This is N/A for the Part B Marlboro Hall Project. Yes. This is N/A for the Part B Marlboro Hall Project.
58	Page 6 – Scope of work includes "resolution of technical questions". Please confirm this will be performed in coordination with A/E who will remain the responsible designer of record. CMA will be engaged to assist College with review of issues requiring technical resolution of constructability and code compliance. Review and recommendations will be issued to the CMAR and A/E Design Team to finalize directions and actions. A/E shall issue all documentation required of the Architect of Record.
59	Page 7 – For the purposes of pricing, is FF&E and Move anticipated to start after final construction completion or between substantial completion and final completion? Is there a proposed duration for these activities? FF&E procurement activities, including product selections and vetting of products, are anticipated to commence around November 2020 and continue through August 2022 with final deliveries and installations including punch list. Procurement activities include documentation for DGS and other agency approvals. Move planning activities are anticipated to commence January 2022 with move planning all user groups and continue through August 2022 with final move and occupation of spaces.
60	Page 8 – The Financial and Price Proposal Form includes space to acknowledge up to 4 Page 8 – The Financial and Price Proposal Form Acknowledgement Form, provided on the College's

	amendments, but we are also directed to sign and include the Acknowledgement and Receipt of Addenda Form included in Addendum No. 8. Is it acceptable to submit the signed Acknowledgement from Amendment 8 at the end of Tab 1 Financial and Price proposal and reference same in the form on page 8? website which will list all Addenda issued. This may be submitted at the end of Tab 2.
61	Page 18 – Is it acceptable to group similar months in the staffing template? For example, if the staffing is the same for construction Months 1 though 12, can we use one box to designate this period and label as "Months 1 – 12".
62	Can PGCC provide an example of a negligent act by the CMA that might result in liquidated damages for a delay? One example may include but not limited to; The CMA failed to perform their duties in a timely manner as directed and required by the College, thus directly causing a schedule delay.
63	Page 3 of 25 – indicates the NTP for CMA Pre- Construction Services is March 15, 2020 with a construction start of April 6, 2020. The current selection date for the CMA is June 25, 2020 per Addendum #8. Are CMA Pre-Construction Services still required? Has construction started?
64	Please provide a current project schedule indicating showing design phase activities for each of the six GMP packages so that we can understand what design review activities will be required for each of the six packages. Preconstruction: The design efforts for preconstruction are currently at 100% Design Development. We anticipate moving into the Construction Documents Phase by mid-June 2020. The 4 packages will be developed during this CD phase with the anticipated completion of the CD phase sometime in September 2020. See response to question #65 for anticipated construction activities starting timelines.

		Review of each package will include cost estimating and GMP validation, schedule confirmation, constructability review and coordination, and VE Options review and recommendations.
65	Please provide a current project schedule indicating the planned construction NTP date for each of the six GMP packages.	Construction: The CMAR has determined that there will be 4 packages for this project: Package 1 – Abatement and Demolition which will commence the last week of June 2020, Package 2 – Site which is anticipated to commence August / September 2020, Package 3 – Foundations and Structure for new addition which is anticipated to commence October / November 2020, Package 4 – Complete Building which is anticipated to commence February / March 2020
66	Page 3 of 25 – indicates an on-site construction duration of 121 weeks or 849 calendar days. Page 24 of 25 indicates 129 weeks or 903 calendar days. Please clarify.	See Responses above.
67	Page 6 of 25 lists certain Design Phase and Construction Phase services under the heading "Additional Services". Are these Additional Services outside the scope of the CMA's base contract?	If your firm has "additional services" for any given phase, Offeror shall include it within the cost proposal Lump Sum, if the services are deemed by your firm as essential to meet the Scope of Work requirements. However, if your firm has other services that may be needed, these services and fees/rates shall be provided separately from your firm's Lump Sum.
68	When is on-site construction scheduled to start?	Construction activities identified as Package 1 Interior Abatement and Interior Non-structural Demolition is anticipated to commence the week of June 22, 2020.
69	When is "Package 1" scheduled to start construction?	Construction activities identified as Package 1 Interior Abatement and Interior Non-structural Demolition is anticipated to commence the week of June 22, 2020.
70	Page 24 of 25 – indicates 23 weeks or 161 calendar days of Pre-Construction Services are included in the contract. When will this period start? At what point will the design be at when Pre-Construction Services start?	CMA preconstruction services will commence upon NTP issuance. The CMA preconstruction services are anticipated to begin within the first month of the commencement of the Construction Documents Phase which is currently anticipated to begin mid-June 2020.

71	What specific Pre-Construction Services are required for each package. See response to question #64 above.	
72	Page 23 of 25 – the Sample Task Order Agreement uses "CMA" and "Contractor" interchangeably to refer to the CMA. Please clarify. CMA is a Contractor. However, not the CMAR Contractor. refer to the CMA. Please clarify.	
73	Page 24 of 25 – Article 2 indicates the fee "Contractor" (meaning the CMA) is somehow related to the GMP for construction of the project. The GMP is a component of the CMAR's contract with PGCC. Please clarify. Page 24 is an example of contract. This provision will ne modified to better reflect an appropriate contract with the CMA.	
74	Exhibit 1 shows a planned Notice to Proceed for Construction Activities as February, 2020. Is this accurate? Is construction already underway? Exhibit 1 shows a planned Notice to Proceed for Construction activities previously noted for February 2020 have not begun. Construction activities identified as Package 1 Interior Abatement and Interior Non-structural Demolition is anticipated to commence the week of June 22, 2020.	
End of PART B Addendum 11		