



Shawn Matlock

Director, Dept. of Capital Programs

REQUEST FOR PROPOSAL ADDENDUM No. 2

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| Issued by: DEPARTMENT OF CAPITAL PROGRAMS PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS UPPER MARLBORO, MARYLAND 20772-9983 | Date of this Addendum: July 22, 2019 No. of Pages: 1 (excluding attachment) | Date/Time of Proposal Submission: Tuesday, July 30, 2019 (2:00 p.m.) |
| | DCP No.: DCP19-10 | Issued Date: June 25, 2019 |
| TITLE: On-Call Commissioning Services | | |

TO: ALL PROSPECTIVE BIDDERS AND OTHER RECEIPTS OF BID DOCUMENTS (CONTRACT DRAWINGS & SPECIFICATIONS; QUESTIONS/ANSWERS)

This Addendum is hereby made a part of the Contract Document, which will be the basis of the Contract. This Addendum is issued to modify and/or correct the original Contract Documents issued on **June 25, 2019**. Prospective Offerors are requested to attach this Addendum to your Contract Documents. **Receipt of this Addendum must be acknowledged on the Bid Form.** Failure to do so may subject the bidder to disqualification.

| Questions/RFI | |
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| Q1 | RFP Part 2, under Commissioning Project Work Flow Process, section 2 Design Phase shows an incomplete Activity starting "Opportunities for making building operations and maintenance easier..." and does not show any Deliverable. Can you please clarify the Activity and Deliverable for this row? |
| A1 | The activity is defined. The deliverable should read, "Submit written review comments to PGCPS and Contractor". |
| Q2 | RFP Part 2, under Commissioning Project Work Flow Process, section 2 Design Phase does not require the CxA conduct design reviews at various design submission benchmarks, although does require the CxA to participate in design review meetings. Should the CxA conduct design reviews of the documents at the various design submission benchmarks? a. If conducting design reviews, should the CxA perform a back-check of each design submittal to verify the agreed upon commissioning related corrections were implemented. |
| A2 | Yes, the CxA should conduct design reviews of the documents at the various design submission benchmarks. a. Yes the CxA should perform a back-check of each design submittal and verify the agreed upon commissioning related corrections were implemented. |

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| Q3 | RFP Part 3 Item 4.c requires an Approach to be provided with our proposal, however Part 4 for Proposal Organization is not clear as to where the approach should be provided. Should the approach required in Part 3 item 4.c be included with the Scope of Work information required in Part 4 Item 5.b |
| A3 | The Approach required in Part 3 item 4.c should be included with the Scope of Work information required in Part 4 Item 5.b |
| Q4 | Page 15 of the RFP indicates that we need to include a copy of a price proposal with our submission. However, the RFP seems to be qualification-based and the evaluation criteria doesn't include a price proposal. Can you clarify/confirm if we have to provide a price proposal? |
| A4 | RFP Part 4 Item 1 discusses a Price Proposal is a typo. No price proposals are required with this solicitation. Pricing will be done conducted on each individual project. |
| Q5 | RFP Part 4 Item 1 states (5) copies of the technical proposal and an electronic copy. Please confirm the requirement is for (1) original print/paper version of the technical proposal, plus (5) hard copies of the technical, and plus (1) electronic copy of the technical. |
| A5 | Please provide printed hard copies; one (1) original and four (4) copies, plus one (1) electronic copy on a flash drive of the technical proposal. |
| Q6 | RFP Part 4 Item 5.c.3 requests a list of contracts terminated, resulting in litigation, and/or resulting in arbitration. However, it is not clear how many previous years may apply. For how many past years should the information be provided? |
| A6 | The timeframe of Five previous years for the list of contracts terminated, resulting in litigation, and/or resulting in arbitration. |
| Q7 | RFP Page 18 is blank. Please confirm there is no content for this page. |
| A7 | No content on page 18, this page is "Intentionally Left Blank" |
| Q8 | For the prior DCP19-10 procurement there was a focus on LEED, however this submission is silent on LEED requirements. For the projects associated with this commissioning services procurement does PGCPs intend to pursue LEED certification? |
| A8 | The On-Call CxA could be required for LEEDv4 or v4.1. However, it is not a certainty. "Maryland's High Performance Buildings Act of 2008 mandates that all newly constructed schools are required to achieve a US Green Building Council Certification of LEED Silver or equivalent. This requirement may change and this is a multiyear contract. |
| Q9 | Please confirm that it is not required to include the sub consultant MBE firm's qualifications in the proposal response for this solicitation.. |
| A9 | A. The Board of Education of Prince George's County Administrative Procedure No. 3325 (attached) is applicable and will be part of the bid requirements. Forms to be used by all respondents for the applicable procedure will be attached to each response. The "Minority Business Enterprise Utilization Affidavit, Attachment 1" MUST BE submitted AT THE TIME OF BID OPENING. Failure to adhere to the guidelines outlined in this procedure, may result in your firm being ruled non-responsive and may jeopardize any future awards. B. The contractor or supplier who provides materials, supplies, equipment, |

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| | <p>service and construction for this project shall attempt to achieve a minimum MBE goal of 15% of the total dollar value of the contract for this project from certified minority business enterprises (MBE), either directly or indirectly. The respondent agrees that this amount of the contract will be performed by certified minority business enterprises.</p> <p>C. Only those businesses registered as a certified minority vendor at the time of any respective proposal opening, shall be recognized as a —Certified Minority Business. Evidence of acceptable certification from the Maryland Department of Transportation (MDOT), Prince George’s County Government (SDDD) or Washington Metropolitan Area Transit Authority (WMATA) must be provided to the Board’s Purchasing Office prior to any respective proposal opening.</p> <p>D. The Board of Education of Prince George’s County strongly encourages its Contractors to maximize the use of qualified locally based minority and women-owned business within the geographical boundaries of Prince George’s County. The respondent or proposer should be able to verify, through documentation that good faith efforts were engaged to maximize the use of qualified local minority and women-owned businesses in Prince George’s County. Documentation of good faith efforts may be required to be submitted in the sealed proposal or proposal packet on the date and at the time due for the respective proposal or proposal submittal.</p> |
| Q10 | Is there a preferred format for the submission such as a SF 330, etc.? If you prefer to use the SF 330, can you specify how the parts of the SF 330 (Sections A-H) correspond to the submission requirements on RFP page 16 under 5. Submission Size, Organization and Offeror Qualifications? |
| A10 | Proposals shall be submitted by the requirements in the RFP Page 16 Section 5. |
| Q14 | How many contracts will be awarded? |
| A14 | DCP will determine how many contracts will be awarded at a later time. |
| Q15 | Is there a page limit? |
| A15 | There is no page limit. However, please include a CD or electronic version of the submission. |
| Q16 | Would Retro-commissioning and/or Re-commissioning be part of the services provided under this contract? |
| A16 | Retro-commissioning and/or Re-commissioning will not be a part of this contract |
| Q17 | Would Envelope commissioning be part of the commissioning services provided under this contract? |
| A17 | Envelope commissioning could be included as a part of the commissioning services provided under this contract |
| Q18 | What do you consider to be the 1-3 most important results that are achieved from the commissioning process for a successful school project? |
| A18 | 1. Assurance that all equipment is install properly. 2. Equipment operates to meet the manufacturer's requirements. 3. Testing and reporting is conducted thoroughly and completely. |

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| Q20 | Part 3, bulleted item 4.a, requires relevant work experience in the K-12 market. Bulleted item 4.a.3 states that Offeror shall provide four commissioning projects completed within the last five years. Is this the maximum number of projects that can be submitted, or is it a minimum of four schools and then any additional projects outside of K-12 market that demonstrates commissioning experience? |
| A20 | Four projects are the minimum number of K-12 projects to be submitted. Additional non-school related project can be submitted. |
| Q21 | Part 3, bulleted item 4.b, lists skills for key personnel. Is it the intent that bulleted items 4.b.1 – 5 are met by “all” personnel proposed, or does this apply only to the designated Commissioning Authority (CxA) for the proposed team? |
| A21 | Please include a list of skills and a description on the all team members. |

END OF ADDENDUM NO. 2