



Request for Proposal

Parking Structure

Revenue Authority of Prince George's County

Project No. 17-10695

Regional Medical Center

Largo, Maryland

Addendum No. 01

April 5, 2018

ALL OFFERORS: This Addendum No. 01 contains information pertinent to the referenced project. This Addendum No. 01 shall supplement, amend and become part of the Request for Proposal Document for the title project and contract. All Proposals shall be based on this Addendum No. I in accordance with the Bid Documents

This Addendum No. 01 contains the following:

- **The Sign-In Sheet from the Pre-Proposal Conference held on April 2, 2018.**
- **Questions and Answers from the Pre-Proposal Conference held on April 2, 2018.**
- **The Sealed Proposal due date is being extended until April 26, 2018 at 3:00 p.m.**
- **Add: EXHIBIT 'D' Partial Site Plan**
- **Delete: Section III. PROPOSER QUALIFICATIONS**
- **Replace with: Section III. PROPOSER QUALIFICATIONS**
A. PROPOSER and SUB-CONSULTANT QUALIFICATIONS

The following is a list of qualifications that the Proposer should possess at the minimum

1. Maryland registration and licensing in the appropriate and applicable disciplines.
2. Thorough knowledge of Maryland Building Codes and all applicable State Statutes, building codes and regulations including, without limitation, the provisions of Local Public Contracts Law.
3. Current relevant working experience designing large, pre-cast parking structures and/or similar projects.



4. Comprehensive working knowledge of commonly accepted parking structure standards.
5. Strong interpersonal, communication, and presentation skills.
6. Professional liability insurance for error and omissions as well as commercial general liability, automobile liability and workers' compensation insurance.
7. Experience in working with the Prince George's County Government on capital improvement projects.
8. Experience with design and construction of hospital and medical parking garages.
9. Organizational depth and technical resources in-house to perform the services in a manner consistent with the best interests of the Client.

B. TECHNICAL PROPOSAL SUBMISSION REQUIREMENTS

The Technical Proposal Submission shall address each of the six (6) Evaluation Criteria in the same order as indicated below in addition to providing a Letter of Interest, which includes a short, concise and focused overview that introduces your Firm to the Revenue Authority.

1. **Statement of Liability Insurance Coverage:** The Revenue Authority shall review each Firm's statement of professional liability insurance coverage in comparison to the minimum professional liability insurance coverage required for this solicitation. The Firm's statement of professional liability coverage, including current and/or proposed additional coverage to be guaranteed if the Firm is selected for award, shall be submitted and shall be at least be equal to the professional liability insurance coverage of \$1,000,000 as required herein.
Failure to comply with the insurance requirement will cause your submission to be deemed non-responsive.
2. **Registration Document:** All individuals practicing occupations requiring registration or licensure shall be currently registered with the appropriate State of Maryland Registration Board. It is, therefore, important that the Architect address the disciplines of registration required for this solicitation. Provide name of registered individual, and where required, date of Maryland registration, and Maryland registration number. Every individual named should be represented in Section 5 (Project Team Qualifications and Experience) below. The Firm selected shall retain the same team members. Any substitutions of personnel during the contract term shall be approved in advance by The Revenue Authority. The Revenue Authority shall consider the number of registered principals and size of the Firm in comparison to the minimum number of registered principals and Firm size required for this solicitation. A "principal" is a partner, officer, or owner of a Firm who is empowered to commit the Firm financially and technically and registered Architect or Engineer in the State of Maryland.
Failure to meet this requirement will cause your submission to be deemed non-responsive.

In the event that a Firm does not have two principals, as in the case of a sole proprietorship, the Firm must satisfy The Revenue Authority of its ability or contingent plan in the event of the unavailability of the named principal. Only the information that is submitted with the proposal shall be considered in determining whether the Firm with less than the required number of principals provides satisfactory protection to The Revenue Authority against possible delays in the project due to absence of the designated principal or principals. In identifying the Firm size,



it should be clearly demonstrated that sufficient staffing is available to complete the project in accordance with the schedule.

3. **Understanding RFP requirements:** This Section should confirm the Firm's understanding of the RFP and provide narratives describing the Firm's understanding of the Summary of Services, including, but not limited to, responsibilities, response times, scheduling and deliverables set forth in the RFP. These narratives should also demonstrate the Firm's knowledge and understanding of local conditions, as well as, local, state and federal regulations where applicable.

This Section should also include a definitive statement of intent to comply with all terms and conditions as delineated in this RFP. In the event any of the terms and conditions found within this document are not acceptable as described, respondent must notate and explain any exceptions.

Section 3 shall be a maximum of three (3) pages.

4. **Firm Experience and Capabilities:** Provide a brief description of your Firm and statement of qualifications to complete the Summary of Services outlined in the RFP. Please address the following in this Section:
 - a. Summarize the organizational structure, ownership, and size of your Firm, including the date of organization and current principal place of business.
 - b. Provide a list of clients for which your Firm has previously provided similar Summary of Services required, including, but not limited to, hospitals, medical providers, government agencies, and related clients.
 - c. Specifically address your Firm's experience with the Summary of Services required.
 - d. Describe your Firm's experience with providing the Summary of Services required on similar projects to include five (5) projects completed within the past ten (10) years that best illustrate your Firm's capabilities including: project description, scope of services provided, design cost (estimate vs. actual), execution time (contract vs. actual), construction cost (estimated vs. actual), as well as, any problems encountered and solutions devised. Provide project references to include client name and primary point of contact including title, email and phone number. These projects should also demonstrate local work experience, as well as, knowledge of local codes and regulations. *Additional consideration will be given to pre-cast design and construction; garage facilities over 1,000 stalls; affiliation with hospitals and medical practices; and green parking structures.*
 - e. Provide your Firm's overall current workload, and anticipated workload if awarded this contract to include current production capability.

Section 4 shall be a maximum of five (5) pages for Firm Experience and Capabilities plus one (1) page for each of the five (5) specific project descriptions.

The Revenue Authority reserves the right to contact the Clients referenced in these projects to verify/confirm the detail provided by your Firm. The Revenue Authority reserves the right to make such additional investigations as it may deem necessary to establish the competency and financial stability of any firm submitting a proposal.

If, after the investigation, the evidence of competency and financial stability is not satisfactory in the sole option of The Revenue Authority, The Revenue Authority reserves the right to reject the proposal.



5. **Project Team Qualifications and Experience:** Provide an organizational chart showing the Project Team that will perform the work including members of the Firm and any sub-consultants. Each member of the Project Team shall include the person's name, project role, and respective company. Provide resumes of all Key Personnel, including the Project Manager, Quality Control Manager, Disciplines Leads, and Specialty Consultants, as required, who will be assigned to this project. Each Resume shall demonstrate the Team Members professional qualifications, including but not limited to, education, licenses, certifications, years of experience, years with current firms and overall experience relative to this project. Additional consideration will be given to Resumes that demonstrate project teams and/or team members that have worked together; experience with pre-cast design and construction; garage facilities over 1,000 stalls; affiliation with hospitals and medical practices; and green parking structures.
Section 5 shall include one (1) page for the organizational chart and each resume shall be limited to a maximum of two (2) pages.
6. **Technical Approach:** Provide a description of the technical approach to complete the Summary of Services for the New Regional Medical Center Parking Structure. The approach shall address management approach, team organization, quality control procedures, cost control, coordination of in-house disciplines and consultants. The approach should clearly indicate the staffing of the office indicated to do the work.
Section 6 shall be limited to a maximum of five (5) pages.
7. **Minority Business Enterprise Participation:** Additional consideration will be given to Proposers that include Minority Business Enterprise participation.

C. EVALUATION AND SELECTION PROCESS

6.1 Selection Process

A Contract shall be awarded to the firm whose Technical Proposal best meets with the Revenue Authority's requirements at the time of award, and whose Price Proposal is in the best interest of the Revenue Authority. The selection shall be conducted by the Proposal Analysis Group (PAG). Once the list of qualified firms has been established by PAG, the qualified firms shall be requested to submit a current schedule of direct personnel expenses to The Contract Administration and Procurement Division. The PAG shall review the proposed rates to determine if they are fair, competitive and reasonable. If the rates are determined to be fair, competitive and reasonable, the firm shall be recommended as eligible for participation in the agreement. The approved rates shall be utilized for the duration of the contract agreement unless the Revenue Authority approves changes. Firms whose rates are not accepted as fair, competitive and reasonable shall be given the opportunity to negotiate rates, which the PAG considers fair, competitive and reasonable. If the Revenue Authority and firm are unable to reach an agreement as to what constitutes fair, competitive and reasonable rates, the firm shall be deemed ineligible for participation in the agreement.

6.2 Evaluation and Selection Committee

All proposals received by the closing deadline shall be evaluated by PAG which may request additional technical assistance from any source within the County.



6.3 Qualifying Proposals

The PAG shall first review each Technical Proposal for compliance with the mandatory requirements of this RFP. Failure to comply with any requirements of this procurement may disqualify a Proposer's Technical Proposal as non-responsive. The Revenue Authority reserves the right to waive a requirement and/or minor irregularities when it is in the Revenue Authority's best interest to do so. Proposals shall not be opened publicly.

6.4 Technical and Evaluation Criteria

The selection procedure for this procurement requires that evaluation of the Technical Proposal be conducted before the PAG opens the Price Proposal.

6.5 Technical Evaluation Criteria

After determining compliance with the requirements of this RFP the PAG shall conduct its evaluation of the technical proposals. Each proposal received as a result of this RFP shall be subject to the same review and evaluation process. Proposals shall be evaluated using a weighted value system. The PAG shall use the following criteria in preparing its technical evaluation of Technical Proposals from qualifying Offerors:

- i. Liability Insurance Coverage
- ii. Registration Document
- iii. Understanding RFP requirements
- iv. Firm Experience and Capabilities
- v. Project Team Qualifications and Experience
- vi. Technical Approach
- vii. Minority Business Enterprise participation

6.6 Price Proposals

Price Proposals shall be submitted in a sealed package to include RFP #, Title, Name of Company, address and phone #. Upon completion of technical proposal evaluation of all the proposals, the short-listed firms shall have their price proposals opened. Proposals shall not be opened publicly. The Price Proposals shall contain complete cost information and be submitted on the "Price Proposal Form" contained herein.

6.7 Price Proposal Evaluation

The Revenue Authority shall evaluate the Price Proposal based on the reasonableness of proposed fees and rates to industry standards. The Revenue Authority reserves the right to request additional information, negotiate or reject any proposed fee or rate interpreted to be excessive or misrepresented. Failure to resolve disputed proposed fees or rates may result in the Proposer's proposal being deemed non-responsive, in whole or in part.

6.8 Final Ranking and Selection

The evaluation criteria contained herein shall be scored by the PAG based upon established weight factors for each category. The PAG shall make recommendations to the Purchasing Agent for award of the Contract to the Proposer whose proposal is determined to be the most advantageous to the Revenue Authority considering technical and cost factors set forth in the



RFP.

Based on the PAG's initial review of proposals, the Revenue Authority may invite, without cost to itself, ranking finalists to make a presentation of their proposal and their capabilities as a further consideration in the selection process. The Revenue Authority reserves the right to make an award with or without negotiations or to request best and final offers. Only those Proposers who are deemed to be reasonably susceptible of being selected for award shall be offered the opportunity to participate in this process.

- **Delete: Section IV. C PROPOSER'S FEES**
- **Replace with: Section IV. C PROPOSER'S FEES**

A. PROPOSER'S FEES

The construction cost estimate for this project *shall not* be used as a basis for the Proposer's design and construction administration fees. The Proposer's fees shall be based on the information contained in this RFP document and the observations made and/or the additional information received during the pre-proposal meeting.

FEE PROPOSAL FORM

Enter Amount

1. Programing Phase

\$ _____.

- a. Create a Program of parking spaces for the parking structure interior, including: basic information such as sizes, space requirements, vehicle flows, activities and special uses.
- b. Facilitate meetings with the Client's staff and Representative as needed to develop basic components and traffic planning of building program, including standard building systems, equipment and materials, technology considerations and code compliance.
- c. Provide a schematic cost estimate and conceptual project schedule.
- d. Prepare and submit program plan of spaces and adjacent site layout for the Client review and approval.

2. Design Development Phase

\$ _____.

- a. Work with the Client on space planning and design options and recommendations.
- b. Estimate construction costs. The Design Development Phase shall include all subconsultants fees, including, but not limited to, Coordination with DPIE.
- c. Facilitate meetings with the Client's staff to review parking space size and space utilization needs to develop Preliminary Design Documents.
- d. Conduct Design-Development meetings with the Client's staff and address points of clarification regarding the project.
- e. Prepare and submit Preliminary Project Design Documents, Preliminary Specifications, Preliminary Cost Estimate and Schedule to the Client for review and approval.

- 3. Construction Document Phase** \$_____.
- Participate in early CMr project involvement meetings to meet desired project budget.
 - Prepare complete Construction Documents and Specifications.
 - Submit Construction Documents for review.
 - Correct plans to reflect issues noted by review.

- 4. Bid Phase** \$_____.
- Preparation of bid documents suitable for public bidding and conduct a pre-bid conference.
 - Respond in writing to questions from bidders and prepare addenda as necessary.
 - Distribute plans and bid documents to interested bidders and keep record of plan holder's list.
 - Assist in evaluation of bids based upon bidders' qualifications, compliance with bid requirements and price.

- 5. Construction Administration Phase** \$_____.
- Conduct a Pre-Construction meeting and conduct regular construction progress meetings.
 - Coordinate, review and process all Request for Change Proposals, Change Orders, etc., including maintaining a log of all such documents.
 - Provide direction for questions and concerns from the contractor in resolution of problems.
 - Monitor construction progress, cost, and general conformance with the contract documents throughout the construction process.
 - Conduct Substantial Completion Inspection, coordinate and prepare punch list, substantiate that items noted are completed, and issue Substantial Completion Certificate.

6. Allowance for Reproduction \$_____.

TOTAL PROPOSED FEE (Items 1 thru 6) \$_____.

- Delete: Section VI. 1, Page 14- Client Project Manager:**

Replace with:

1. Client's Project Manager:

Name: Fabian Lewis
 Address: 1300 Mercantile Lane, Suite 108
 Largo, Maryland 20774
 Phone No: 301-850-5057
 Email No: REDevelopment@co.pg.md.us

- Delete: Section IX. C, Page 22- The Proposer must attend the bid opening held at the designated location.**

In the event that the construction bids received exceed the Proposer’s approved final cost estimate by 5% or more, the Proposer shall redesign and/or set up sufficient approved alternate designs, plans and specifications for the project work, to secure a bid that will come within the allocation specified by the State without impacting the programmatic requirements of the project. Such redesign work and changes to plans, including reproduction costs for submission in order to obtain final approval and permits, shall be undertaken by the Proposer at no additional cost to the State.

Replace with: The Proposer must attend the bid opening held at the designated location.

In the event that the construction bids received exceed the Proposer’s approved final cost estimate by 5% or more, the Proposer shall redesign and/or set up sufficient approved alternate designs, plans and specifications for the project work, to secure a bid that will come within the allocation specified by the Revenue Authority without impacting the programmatic requirements of the project. Such redesign work and changes to plans, including reproduction costs for submission in order to obtain final approval and permits, shall be undertaken by the Proposer at no additional cost to the Revenue Authority.

- **Delete: Section IX. D.3, Page 23- Inquire about any potential substitutions being contemplated by the Contractor and advise them of the State’s guidelines for the approval of substitutions and the documentation required. Review the deadline and advise the Contractor that partial submissions are not acceptable. Submission after the deadline may be rejected by the State.**

Equal substitutions that are proposed by the Contractor that are of lesser value must have a credit change order attached with the submittal (See Article 4.7.5 “Substitutions” of the General Conditions). The State has the right to reject the submission if there is no agreement on the proposed credit. Contractor will be responsible to submit a specified item.

Replace with: Section IX. D.3, Page 23- Inquire about any potential substitutions being contemplated by the Contractor and advise them of the Revenue Authority’s guidelines for the approval of substitutions and the documentation required. Review the deadline and advise the Contractor that partial submissions are not acceptable. Submission after the deadline may be rejected by the Revenue Authority.

Equal substitutions that are proposed by the Contractor that are of lesser value must have a credit change order attached with the submittal (See Article 4.7.5 “Substitutions” of the General Conditions). The Revenue Authority has the right to reject the submission if there is no agreement on the proposed credit. Contractor will be responsible to submit a specified item.

- **Delete: Section IX. D.4, Page 23- If a CPM Schedule is required, review the provisions and have Contractor acknowledge the responsibility. Ask for the name of the CPM Scheduler and the “ballpark” costs.**

Replace with: If a CPM Schedule is required, review the provisions and have Contractor acknowledge the responsibility.

- **Delete: Section IX. F, Page 25-** The Proposer shall conduct all the construction job meetings, to be held bi-weekly for the duration of construction, in accordance with the procedures identified in the A/E manual and those listed below.

Replace with: The Proposer shall conduct all the construction job meetings, to be held bi-weekly for the duration of construction.

- **Delete: Section IX. F.1, Page 25-** The Proposer and Sub-consultant(s) shall attend the pre-construction meeting and all construction job meetings during the construction phase of the project. The Proposer shall chair the meeting, transcribe and distribute the job-meeting minutes for every job meeting to all attendees and to those persons specified to be on the distribution list by the Project Manager. The Agenda for the meeting shall include, but not be limited to the items identified in the Procedures for Architects and Engineers Manual, Section 10.3.1, entitled “Agenda.”

Also, the Proposer is responsible for the preparation and distribution of minutes within three (3) calendar days of the meeting. All meeting minutes are to have an “action” column indicating the party that is responsible for the action indicated and a deadline to accomplish the assigned task. These tasks must be reviewed at each job progress meeting until it is completed, and the completion date of each task shall be noted in the minutes of the meeting following the task completion.

Replace with: The Proposer and Sub-consultant(s) shall attend the pre-construction meeting and all construction job meetings during the construction phase of the project. The Proposer shall chair the meeting, transcribe and distribute the job-meeting minutes for every job meeting to all attendees and to those persons specified to be on the distribution list by the Project Manager.

Also, the Proposer is responsible for the preparation and distribution of minutes within three (3) calendar days of the meeting. All meeting minutes are to have an “action” column indicating the party that is responsible for the action indicated and a deadline to accomplish the assigned task. These tasks must be reviewed at each job progress meeting until it is completed, and the completion date of each task shall be noted in the minutes of the meeting following the task completion.

- **Delete: Section IX. O.6, Page 32-** When a Change Order Request is submitted with both cost and time factors, the Proposer’s independent cost estimate is to take into consideration time factors associated with the changed work. The Proposer is to compare their time element with that of the Contractor’s time request and if there is a significant difference, the Proposer in conjunction with the Project Manager is to contact the Contractor by telephone and negotiate the difference.

When a Change Order Request is submitted for time only, the Proposer is to do an independent evaluation of the time extension request using a recognized scheduling formula.

Requests for extension of contract time must be done in accordance with the General Conditions Article 10.1 “Changes in the Work”.

Replace with: When a Change Order Request is submitted with both cost and time factors, the Proposer's independent cost estimate is to take into consideration time factors associated with the changed work. The Proposer is to compare their time element with that of the Contractor's time request and if there is a significant difference, the Proposer in conjunction with the Project Manager is to contact the Contractor by telephone and negotiate the difference.

When a Change Order Request is submitted for time only, the Proposer is to do an independent evaluation of the time extension request using a recognized Client Agency Representative.

Requests for extension of contract time shall be coordinate with the Client Agency Representative.

- **Delete: Section IX. O.7, Page 32-** The Proposer shall complete all the Client Change Order Request forms provided and submit a completed package to the Project Manager with all appropriate backup documentation within seven (7) calendar days from receipt of the Contractor's change order request. The Proposer shall resubmit the package at no cost to the State if the change order package contents are deemed insufficient by the Project Manager.

Replace with: The Proposer shall complete all the Client Change Order Request forms provided and submit a completed package to the Project Manager with all appropriate backup documentation within seven (7) calendar days from receipt of the Contractor's change order request. The Proposer shall resubmit the package at no cost to the Revenue Authority if the change order package contents are deemed insufficient by the Project Manager.

- **Delete: Section IX. O.9, Page 32-** If the Client Agency Representative requests a scope change; and it is approved by the Project Manager, the Proposer may be entitled to be reimbursed through an amendment and in accordance with the requirements stated in paragraph 10.01 of this RFP.

Replace with: If the Client Agency Representative requests a scope change; and it is approved by the Project Manager, the Proposer may be entitled to be reimbursed through a contract amendment.

- **Delete: Section X. C, Page 34-** The Proposer shall respond in writing to the FM Global Insurance Underwriter plan review comments through the Client's Plan and Code Review Unit Manager as applicable. The Proposer shall review all the comments and, with agreement of the Project Team, modify the documents while adhering to the project's RFP requirements, State code requirements, schedule, budget, and Proposer fee.

Replace with: The Proposer shall respond in writing to the Project Manager, Client Agency Representative and FM Global Insurance Underwriter plan review. The Proposer shall review all the comments and, with agreement of the Project Team, modify the documents while adhering to the project's RFP requirements, State code requirements, schedule, budget, and Proposer fee.

- **Delete: Section XIII. B, Page 37-** The Proposer shall provide catalog cuts as required by the Client Plan and Code Review Unit during the design document review submissions. Examples of catalog cuts include, but are not limited to: mechanical equipment, hardware devices, plumbing fixtures, fire suppression and alarm components, specialized building materials, electrical devices, etc.

Replace with: The Proposer shall provide catalog cuts during the design document review submissions. Examples of catalog cuts include, but are not limited to: mechanical equipment, hardware devices, plumbing fixtures, fire suppression and alarm components, specialized building materials, electrical devices, etc.

- **Delete: Section XIII. C, Page 37-** The Proposer shall submit all the required Contract Deliverables to the Project Manager at the completion of each phase of the project. All reports, meeting minutes, plan review comments, project schedule, cost estimate in CSI format (2004 Edition), correspondence, calculations, and other appropriate items identified on the Submission Checklist form provided in the A/E Manual shall be presented in an 8½” x 11” bound “booklet” format.

- **Replace with:** The Proposer shall submit all the required Contract Deliverables to the Project Manager at the completion of each phase of the project. All reports, meeting minutes, plan review comments, project schedule, cost estimate in CSI format (2004 Edition), correspondence, calculations, and other appropriate items in an 8½” x 11” bound “booklet” format.

- **Delete: Section XIV. 7.4. Page 38-** 7.4.12 Current Working Estimate in CSI Format and Cost Analysis 38 Form

Replace with: 7.4.12 Current Working Estimate in CSI Format

- **Delete: Section XIV. 8.4, Page 39-** 8.4.12 Current Working Estimate in CSI Format and Cost Analysis 38 Form

Replace with: 8.4.12 Current Working Estimate in CSI Format

- **Delete: Section XIV. 10.3, Page 41-** 10.3.4 Minutes Format: Prepare Job Meeting Minutes in approved format, figure 10.3.4-a

Replace with: 10.3.4 Minutes Format: Prepare Job Meeting Minutes in approved format

- **Delete: Section XIV. 10.8, Page 41-** Approve Contractors 12/13 Form for Subs, Samples and Materials

Replace with: Approve Contractors Form, for Subs, Samples and Materials

RFP Questions and Answers

1. Is the blue arrow on Exhibit C a fixed indication where the connection to the hospital will occur? Is this location already incorporated into the Hospital's plans?

Answer: This is the same location as indicated on the Soltesz site plan for the garage.

2. Will there be participation from the developers of the hospital on the review/selection committee for this project?

Answer: No.

3. In regard to permit fees, how will Bonds be handled for this project, I.e. WSSC, DPW&T? Are these to be covered by the Authority or should these amounts be included in the Allowance?

Answer: The Revenue Authority will be the permit applicant and will pay the associated fees directly.

4. The Third-Party Plan Review program (TPPR) has 2 tracks – 1) Third Party Review or 2) Third Party Peer Review. Is either one within the TPPR an option?

Answer: It is either Third-Party Plan Review or Third-Party Peer Review for the design phase, not both.

5. How will parking for the patients/users/employees be controlled - physical attendant, electronic controls/gates, etc.?

Answer: Parking for the patients/users/employees will be controlled electronically.

6. Is there a Parksmart certification level to be targeted?

Answer: Yes. The target is Bronze.

7. Is the fee proposal format to be submitted as presented verbatim in the RFP? Or is the general line item #1-5 in the format that we chose, acceptable?

Answer: The fee proposal format shall be submitted as indicated in the Addendum 01.

8. The RFP noted that copies of the "Civil Site Drawings" would be provided at the pre-proposal meeting – can these be made available electronically as well?

Answer: A partial site plan produced by Soltesz is included Addendum 01.

9. Section II.A.4. Bid Phase, c. (Pg. 8) – Relative to the distribution of plans and bid documents, can you please clarify whether the selected A/E is responsible for simply providing a disk containing plans and bid documents for the contractors to print on their own, or is the selected A/E required to print multiple sets of the documents to be picked up by the contractors? If the latter, will there be a line item placed within the Fee Proposal Form (that you are further refining) for this reimbursable expense? Similar to the allowance for A/E permitting services, unused monies would be returned to the Revenue Authority.

Answer: The selected A/E is required to print multiple sets of the documents to be picked up by the contractors and an allowance line item to account for this cost is provided in the Proposal Fee as indicated in the Addendum 01.

10. Similar to the above, will the A/E be required to provide plans and bid documents twice to contractors – at first during the design phase when you are considering selecting a CM, then again after the Construction Documentation Phase is complete (after the CM is engaged), prior to the Bidding Phase? Will you be providing separate line items for these specific reimbursable expenses? How should the A/E account for other reimbursable expenses?

Answer: The selected A/E is required to provide plans and bid documents only once to the selected contractor after the Construction Documentation Phase is complete. Reproduction costs associated with producing plans and documents prior to the completion of the Construction Document phase for pricing purposes will be paid directly by the Revenue Authority.

- 11 Section III.C. MBE Requirements, 1. (Pg. 10)– As mentioned yesterday, this requirement as written seems to be for a contractor, and not for a professional services provider (A/E). Is the intent to have 40% participation of certified County small, minority, women, businesses of the total dollar value of the overall A/E team fee, and not 40% of the value of the construction contract (i.e. the CCE of \$19.8M)? The way that it is currently written, the dollar value of MBE participation is \$7.92M.

Answer: This requirement is being removed from the RFP. However, minority participation is encouraged, per Addendum 01.

- 12 Section C. Proposer's Fees (Pg. 11) – Will additional line items be included in the form for alternates such as (i.e. deduct alternate fee for fewer meetings during the CA Phase, deduct fee for the design of a Precast Concrete Structural System versus a cast-in-place concrete post-tensioned structural system, etc.)? Will additional line items for reimbursables (see above) and allowances (permitting fees and otherwise) be added to the form?

Answer: The Fee Proposal format shall be structured as indicated in the Addendum 01.

- 13 Section VII. Project Definition (Pg. 15) – Can you please provide clarification to the connection to the medical center and the extent of the A/E's design responsibility associated with the connection? For example, are we only responsible for providing a concrete walkway on grade leading to the subsurface walkway designed by another A/E team? If so, are we to assume that the walkway as part of our scope is uncovered? Or is it anticipated that the parking structure will extend below grade and the subsurface walkway will tie directly into the garage? If so, are we to assume our scope ends at our perimeter walls?

Answer: It is anticipated that the parking structure will extend below grade and the subsurface walkway will tie directly into the garage. The A/E shall make provisions for a connection to the tunnel, where the tunnel meets the garage.

- 14 Section VIII.B.2 Parksmart Certification (Pg. 17) - It was noted yesterday that the intent of the Revenue Authority is have the RAMC parking structure certified through Parksmart. Can you provide the level of certification desired? Was any specific sustainable construction assumed in the CCE (e.g. rainwater harvesting, on-site renewable energy, parking guidance, PV Panels, etc.) Will you be providing separate line items in the Proposer’s Fee Form for the A/E’s efforts to prepare the Parksmart application and to coordinate the process with both the Revenue Authority and Parksmart? Additionally, will there also be another line item for the actual application fee to Parksmart based upon the certification desired?

Answer: The garage shall be certified Parksmart Bronze. All fees associated with obtaining the Parksmart certification shall be the responsibility of the A/E.

- 15 Section IX.E – (Pg. 24): The A/E cannot accurately estimate the time or resources that could be needed for a bid protest/Directors Hearing. Can this be broken out as an allowance or removed from the scope at this time?

Answer: This requirement has been removed, per Addendum 01.

- 16 Section IX.O.8 – (Pg. 32): The Proposer will not know the amount of Contractor Change Order requests and administrative hearings/settlement conferences associated with them at the time of fee submission... Can this be broken out as an allowance?

Answer: The term, “administrative hearings” has been removed, per Addendum 01. However, the A/E shall assume a reasonable number of Change Orders for a project of this magnitude and include same in the Fee Proposal.

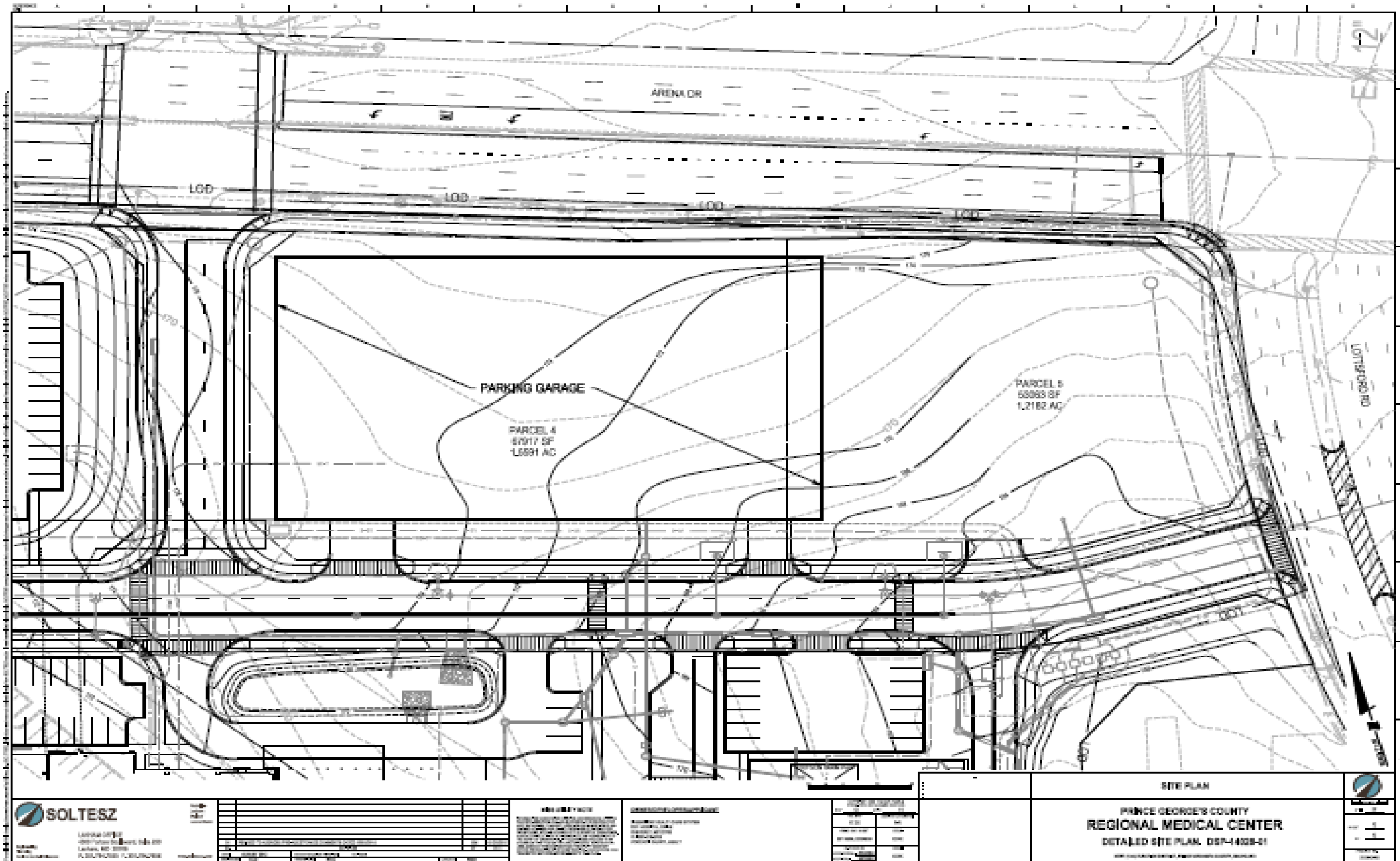
- 17 Section X.1.a – (Pg. 33): Can the County provide the names of TPPR agencies that the Proposer’s can contact?

Answer: The firm that provides TPPR for Prince George’s County DPIE is Sheladia Associates, Inc.

THIS RFP ACKNOWLEDGEMENT CONTAINS MATERIAL CHANGES AND MUST BE ACKNOWLEDGED AND SIGNED AND RETURNED WITH RESPONSE. FAILURE TO ACKNOWLEDGE IN THIS MANNER MAY RENDER THE OFFEROR NON-RESPONSIVE.

RFP SUBMITTED BY: _____
SIGNATURE COMPANY DATE

EXHIBIT 'D'



SOLTESZ

LANDSCAPE ARCHITECTS
 10000 WOODBURN ROAD
 WASHINGTON, DC 20004
 TEL: 202-462-1000
 WWW.SOLTESZ.COM

NO.	DESCRIPTION	DATE	BY	CHECKED
1	PRELIMINARY SITE PLAN	10/15/11	J. SOLTESZ	J. SOLTESZ
2	REVISIONS			
3	REVISIONS			
4	REVISIONS			
5	REVISIONS			
6	REVISIONS			
7	REVISIONS			
8	REVISIONS			
9	REVISIONS			
10	REVISIONS			

NOTES

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODE (IBC) AND THE INTERNATIONAL PLUMBING AND MECHANICAL CODE (IMC).
2. ALL UTILITIES SHALL BE DEPTH MARKED AND PROTECTED.
3. ALL EXISTING UTILITIES SHALL BE MAINTAINED AND PROTECTED.
4. ALL EXISTING UTILITIES SHALL BE MAINTAINED AND PROTECTED.
5. ALL EXISTING UTILITIES SHALL BE MAINTAINED AND PROTECTED.
6. ALL EXISTING UTILITIES SHALL BE MAINTAINED AND PROTECTED.
7. ALL EXISTING UTILITIES SHALL BE MAINTAINED AND PROTECTED.
8. ALL EXISTING UTILITIES SHALL BE MAINTAINED AND PROTECTED.
9. ALL EXISTING UTILITIES SHALL BE MAINTAINED AND PROTECTED.
10. ALL EXISTING UTILITIES SHALL BE MAINTAINED AND PROTECTED.

LEGEND

- 1. EXISTING UTILITIES
- 2. PROPOSED UTILITIES
- 3. EXISTING CONCRETE
- 4. PROPOSED CONCRETE
- 5. EXISTING ASPHALT
- 6. PROPOSED ASPHALT
- 7. EXISTING GRAVEL
- 8. PROPOSED GRAVEL
- 9. EXISTING SOIL
- 10. PROPOSED SOIL

NO.	DESCRIPTION	DATE	BY	CHECKED
1	PRELIMINARY SITE PLAN	10/15/11	J. SOLTESZ	J. SOLTESZ
2	REVISIONS			
3	REVISIONS			
4	REVISIONS			
5	REVISIONS			
6	REVISIONS			
7	REVISIONS			
8	REVISIONS			
9	REVISIONS			
10	REVISIONS			

SITE PLAN

**PRINCE GEORGE'S COUNTY
 REGIONAL MEDICAL CENTER**

DETAILED SITE PLAN DSP-14028-01

10000 WOODBURN ROAD
 WASHINGTON, DC 20004
 TEL: 202-462-1000
 WWW.SOLTESZ.COM



Revenue Authority of Prince George's County

Pre-proposal conference

RFP: 17-10695

Regional Medical Center Parking Structure

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