

Sean W. Bulson, Ed.D., Superintendent of Schools 102 S. Hickory Avenue, Bel Air, Maryland 21014 Office: 410-838-7300 • www.hcps.org • fax: 410-893-2478

#### Purchasing Department Sara Harvey, Purchasing Agent ph. 410-638-4082 Sara.Harvey@hcps.org

# ADDENDUM #2

## RFP #21-SEH-010

## Swimming Pool Assessment

TO:All OfferorsFROM:Sara Harvey, Purchasing AgentDATE:December 4, 2020

This Addendum is issued to provide information to all prospective offerors.

1. Question (Q): Is it HCPS' intent to have this project be Architectural Prime or MEP Prime?

**Answer (A):** It is HCPS' intent to have a qualified firm complete the Swimming Pool Assessments. It can be either an Architectural Prime or MEP Prime.

2. **Question (Q):** If HCPS doesn't have a preference on Architectural vs. MEP Prime, can we submit both as a subconsultant to an Architect and as a Prime MEP Consultant?

**Answer (A):** Yes, offerors should propose based on what they believe best meets the requirements as outlined in the RFP.

3. **Question (Q):** Are existing construction drawings available and shared to us for review as part of the RFP process?

**Answer (A):** Yes, these are included in Addendum 2 Attachment C: Drawings and Pool Area Photos

4. Question (Q): According to the RFP, the Submittal Requirements are broken down into tabs, but there seems to be a gap in the tabs; Tabs 5-7 are missing. Is this an error, or are we to outline the Tabs as 1-4 and 8-11?

# Answer (A):

This was an error in the original RFP document. Please label them as follows:

Tab 8 shall be replaced and labeled as Tab 5 Tab 9 shall be replaced and labeled as Tab 6 Tab 10 shall be replaced and labeled as Tab 7 Tab 11 shall be replaced and labeled as Tab 9

 Question (Q): I also noticed that there is an issue with the labeling of the Attachments. According to the Submittal Requirements, Tab 10 specifies attaching Attachment H – Covid 19 Contingency Plan, however the Covid-19 Contingency Plan is labeled as attachment J and Attachment H is Pricing.

If clarification of this can also be addressed that would be great.

# Answer (A):

Delete: Page 18, Tab 10 "Attachment "H" COVID-19 Contingency Plan" Add: Page 18, Tab 10 "Attachment "J" COVID-19 Contingency Plan"

6. **Question (Q):** Would you consider lowering the errors and omissions/professional liability to \$2,000,000 per claim, instead of \$3,000,000 per claim?

**Answer (A)**: Yes, for this project the omissions/professional liability has been reduced to \$2,000,000 per claim.

## 7. Question (Q):

Page 27 2.7 Since this RFP is for a pool assessment, does this apply? And, if so, what exactly are requesting with Attachment J COVID Plan.

**Answer (A):** Offeror should include all their COVID policies and procedures including safety measures to ensure the safety of HCPS premises for staff, students, teachers, and offerors. This should include plans with students in the building and when students are not in the building.

8. **Question (Q):** Does the RFP for Swimming Pool Assessment require that the proposers' full team be licensed in the State of MD?

**Answer (A):** No, however staff working directly on the project must be licensed in the State of MD.

# 9. Question (Q):

18.5 *Exceptions to Draft Contract*... There is no Draft Contract included in the RFP.

**Answer (A):** The draft contract begins on page 30 and is labeled as "ATTACHMENT G PROFESSIONAL SERVICES AGREEMENT"

10. Question (Q): 18.8 We are to provide all attachments: Attachment "B" – please clarify what you wish to see here. Are you just requesting we recopy and return with proposal submission? Attachment "G" Professional Services Agreement – please clarify what you wish us to do with the form. Again, are you just requesting we recopy and return with proposal submission?

## Answer (A):

For Attachment B, Offerors shall submit a sample of their insurance requirements showing that they meet the minimum coverage as outlined in the Attachment.

For Attachment G, Offerors shall submit any redlines or exceptions that they have to the example Professional Services Agreement.

11. Question (Q): 18.9 Is this basically a repeat of 18.8? And, we do not see any forms that need notarized – please clarify.

Answer (A): Notarized documents are not required for this electronic submission of offers.

12. **Question (Q):** In lieu of a site visit with potential risks of contracting COVID-19; we would like to request that Harford County Public Schools provide 3-4 pictures of each pool along with pictures of the mechanical equipment and architectural drawings of the pool area and support areas.

Answer (A): Please see Addendum 2 Attachment C: Drawings and Pool Area Photos

13. **Question (Q):** The Submittal Requirements go from Tab 4 (18.4) to Tab 8 (18.5). Are sections missing?

Answer (A): Please refer to question 4 of this addendum

14. **Question (Q):** What are we to provide for Attachment D- Conflict of Interest form? The form says "Use of this actual template is not required." Should we just acknowledge this form in our cover letter?

**Answer (A):** Offers can use the template and fill out the information requested or provide the information in their submission, however, it should be clear where this information is in the proposal.

15. **Question (Q):** Please confirm we do not have to complete anything regarding the Attachment G- Professional Services Agreement and this was included for informational purposes only.

**Answer (A):** Offerors should review this attachment and include any exceptions or redlines to the agreement.

16. **Question (Q):** For Attachment "H" COVID-19 Contingency Plan, are we to provide details on what the company's internal operational contingency plan for COVID-19 is, or are we being asked under this attachment H to provide details related to how the design would incorporate Covid-19 related plans in regards to any proposed HVAC systems?

**Answer (A):** Provide details on what the company's internal operational contingency plan for COVID-19 is to help ensure safety on all HCPS premises.

17. **Question (Q):** Are we to provide project experience, or are you just looking for project experience on personnel resumes?

**Answer (A):** Please provide resumes of staff members that will work directly on the project showing relevant project experience.

18. **Question (Q):** Are we expected to provide rates for all of the positions listed on Attachment H, or just those that we feel apply to the swimming pool assessment?

**Answer (A):** Offers should provide only the rates that apply to the swimming pool assessment.

19. **Question (Q):** Are you looking for us to provide a Minimum Project Cost and Maximum Project Cost for each position, or should this be a separate line item for the entire project?

Answer (A): Attachment H Pricing has been amended p Addendum 2 Attachment A: Attachment H Pricing lease see Addendum 2 Attachment A: Attachment H Pricing

20. Question (Q): Will you please share the list of attendees from the pre-proposal?

Answer (A): Please see Addendum 2 Attachment B: Pre-Proposal Attendees

Company

Name (Print or Type)

Authorized Signature

Date

Note: Offeror shall sign and submit Addendum with RFP submission. The same person signing Addendum shall sign the RFP Form. Failure to submit the Addendum may deem your RFP submission as non-responsive.

## Addendum 2 Attachment A:

# Attachment H Pricing

## Quote Form:

	Price Per Hour	Maximum Hours	Maximum Project Cost
Principal			
Associate			
Project Engineer			
Architect			
Electrical Engineer			
Mechanical Engineer			
Structural Engineer			
Civil Engineer			
Landscape Architect			
Geotechnical			
Engineer			
Surveyor			
Survey Crew (2-man)			
Designer			
CAAD Operator			
Cost Estimator			
Clerical			
Other Costs:			
Total	-		\$

#### ADDITIONAL INFORMATION:

Contract Contact/Sales Rep Name:	
Phone Number:	
E-Mail Address:	

# FORM OF PAYMENT (mark those you will accept)\*:

Do you accept credit card?		
Is there a fee for using a credit card?		
If yes, what is the fee amount?		
ACH Payment		
Conventional Check		

**\*NOTE**: Must request changes to payment method or bank information in writing.

# Addendum 2 Attachment B: Pre-Proposal Attendees

Name	Agency	E-mail Address
Steve G Heidlauf	Century Engineering	sheidlauf@centuryeng.com
Cassie Hays	Frederick Ward Associates	chays@fredward.com
Jenn Gerber	Gerber Water Technology Inc	jgerber@wtiworld.com
Scott Adams	Gilbert Architects	scott@gilbertarchitects.com
Tom Gilbert	Gilbert Architects	tomg@gilbertarchitects.com
Donald Silwick	Henry Adams (MEP Engineers)	silwick@henryadams.com
Melissa		
Newman	Henry Adams (MEP Engineers)	newman@henryadams.com
Brent Miller	Lothorian Pools	bmiller@lothorian.com
Zach Thompson	Lothorian Pools	zthompson@lothorian.com
Mark Herkersman	Lothorian Pools	markh@lothorian.com
Pete Tarnapoll	Myrtha Pools USA	ptarnapll@myrthapoolsusa.com
Philip Conte	Philip Conte	contep@studiojaed.com
Anthony DiCola	Setty & Associates	tonyd@setty.com
Elana Levine	Smolen Emrllkovitch Architects	elevine@seiarch.com
Timothy		
Sheehan	Weston & Sampson	sheehant@wseinc.com

### Addendum 2 Attachment C: Drawings and Pool Area Photos

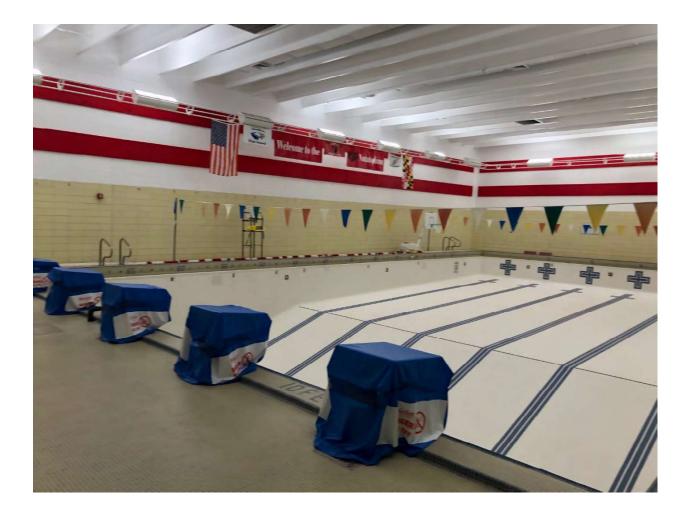
The provided drawings and photographs are provided to offerors are provided for Offers to better be able to submit their proposal in lieu of a site visit due to COVID-19. These drawings and photographs do not relieve the successful Offeror from completing a physical assessment at each site upon award.

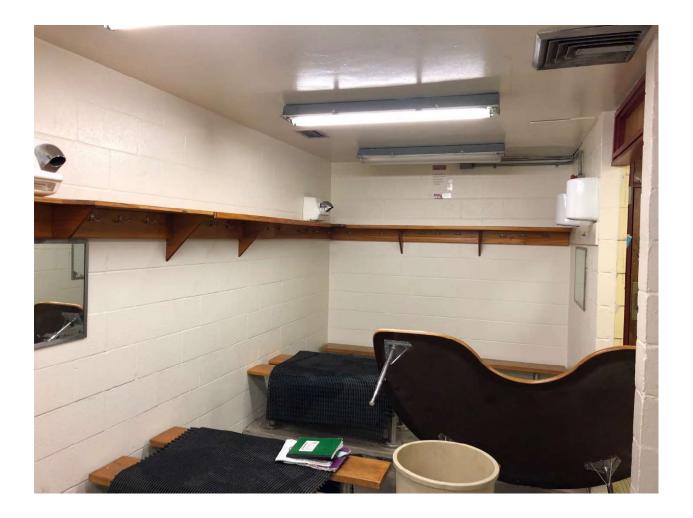


# Edgewood Middle School:

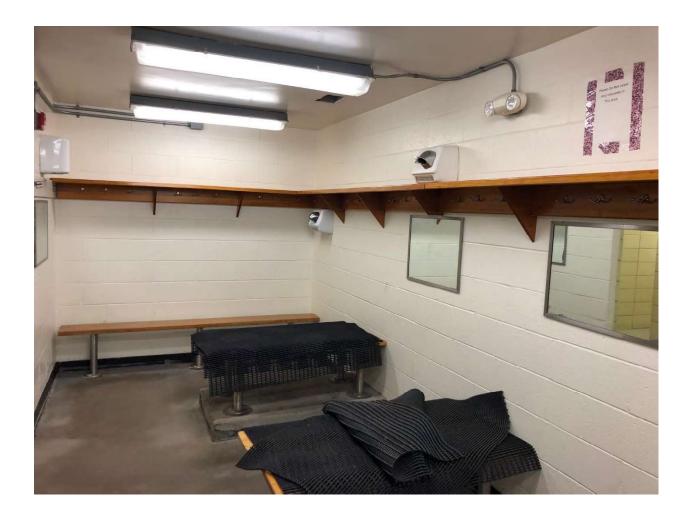


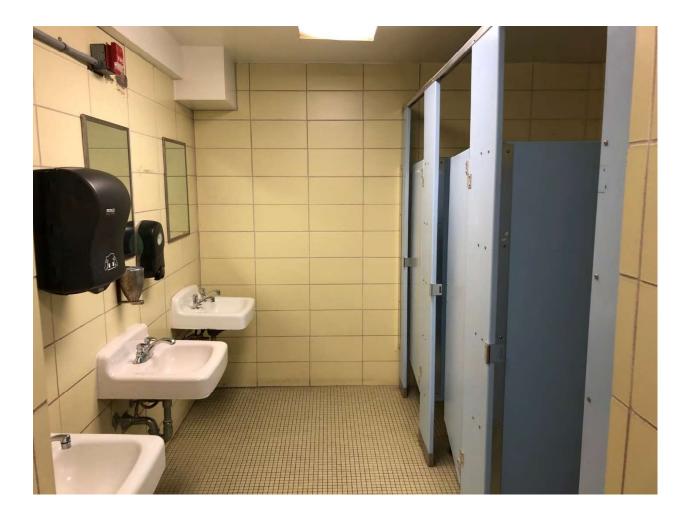














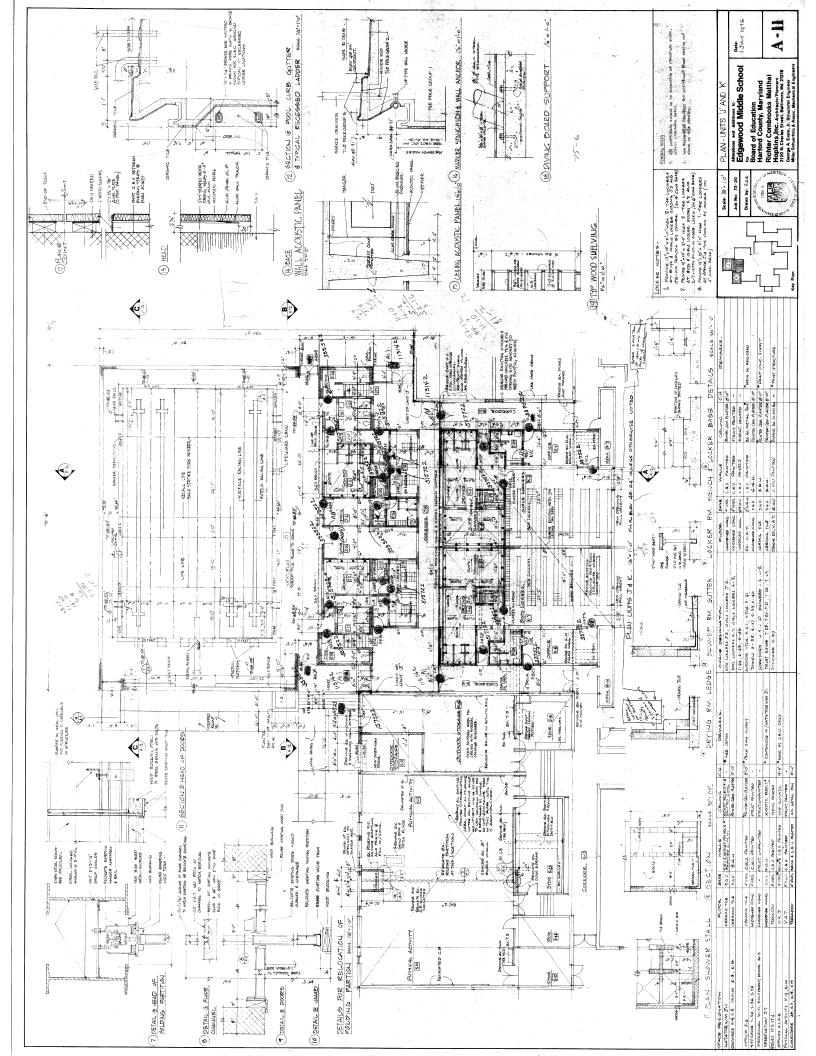


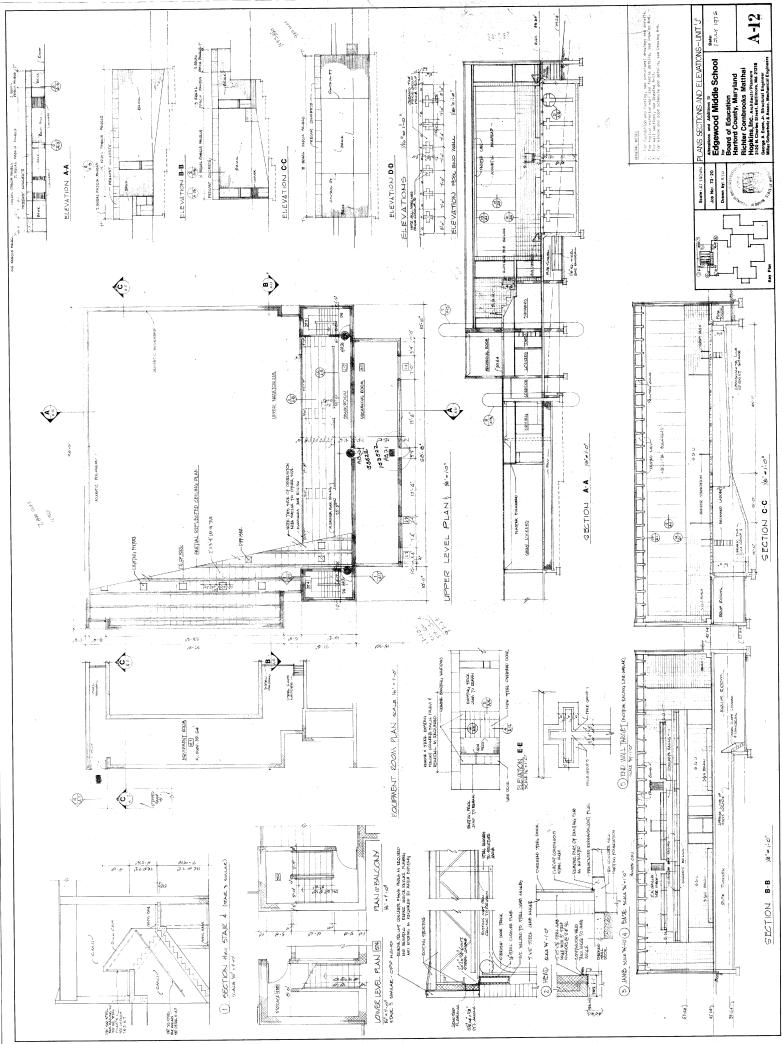


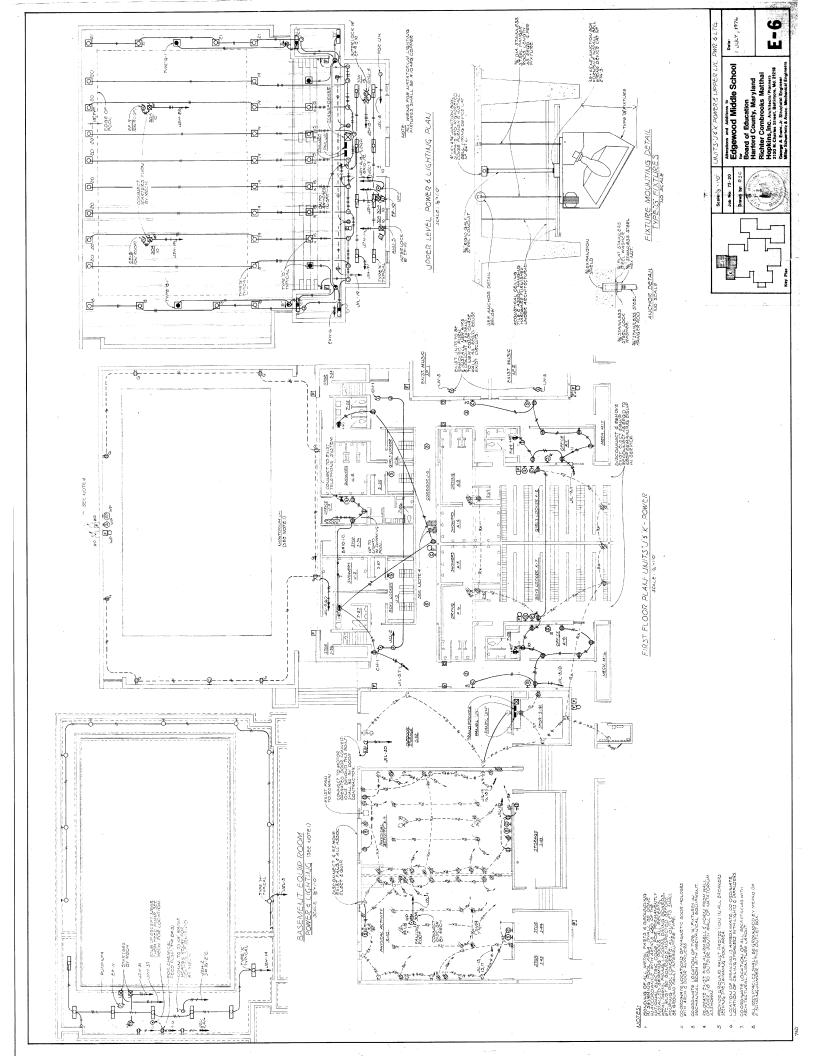


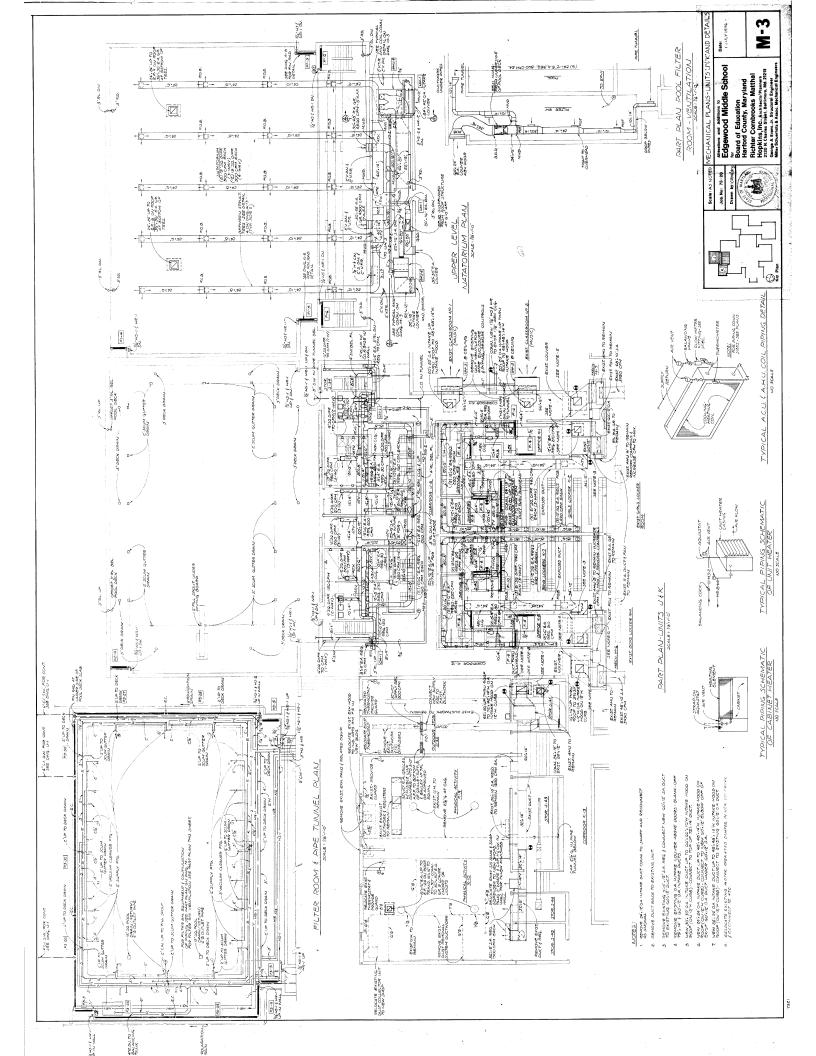


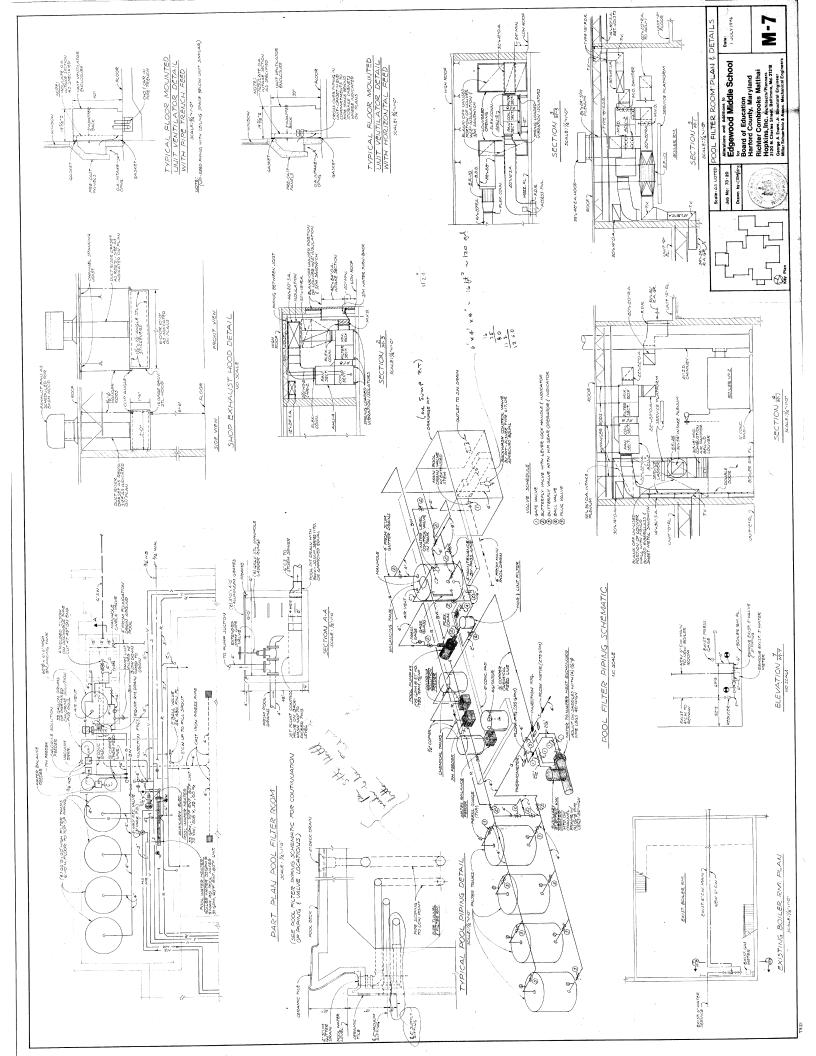










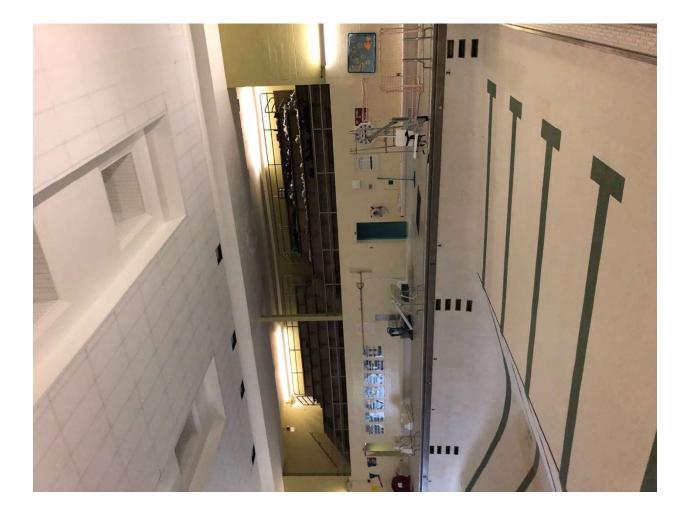


North Harford Middle School:



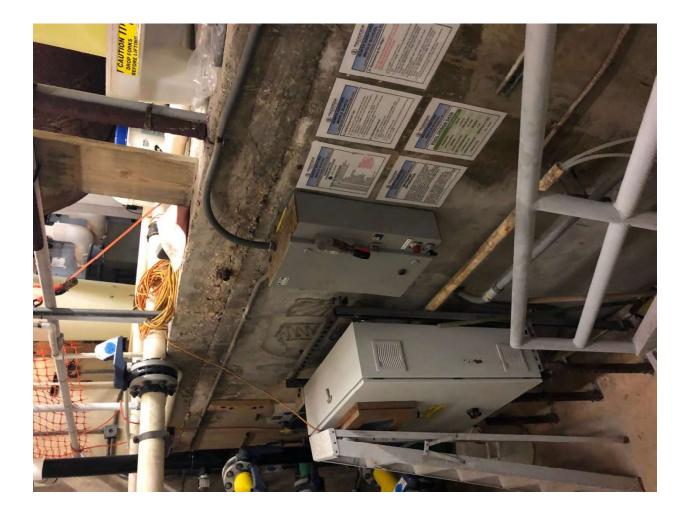








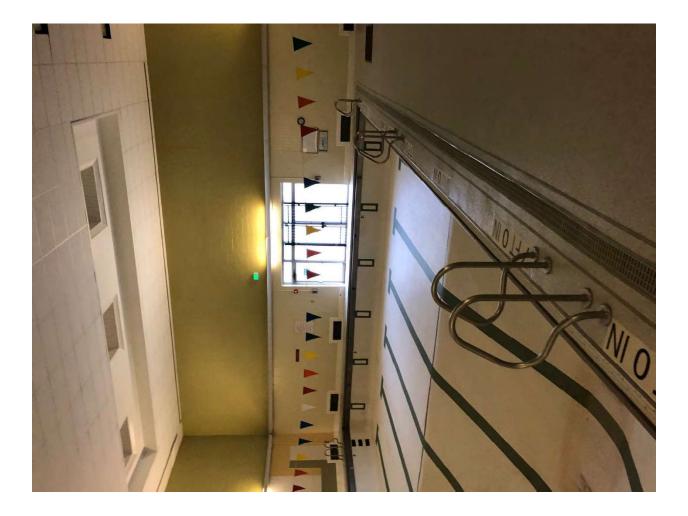


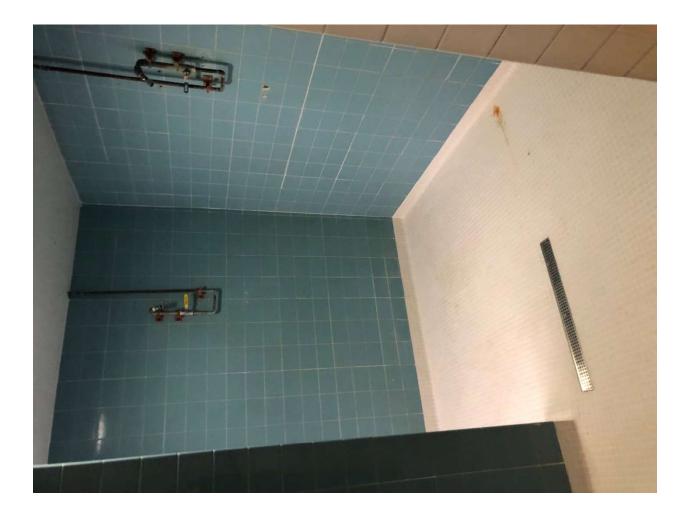






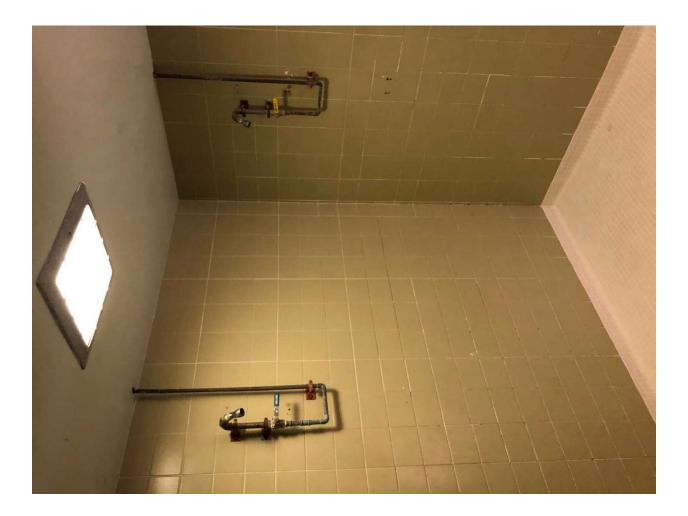




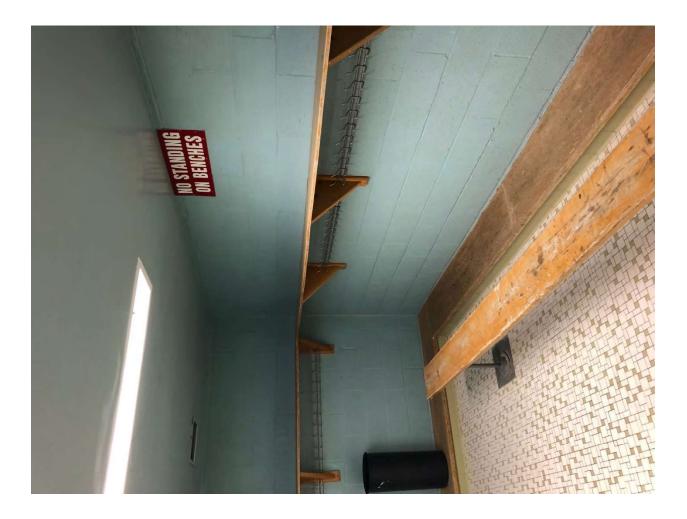








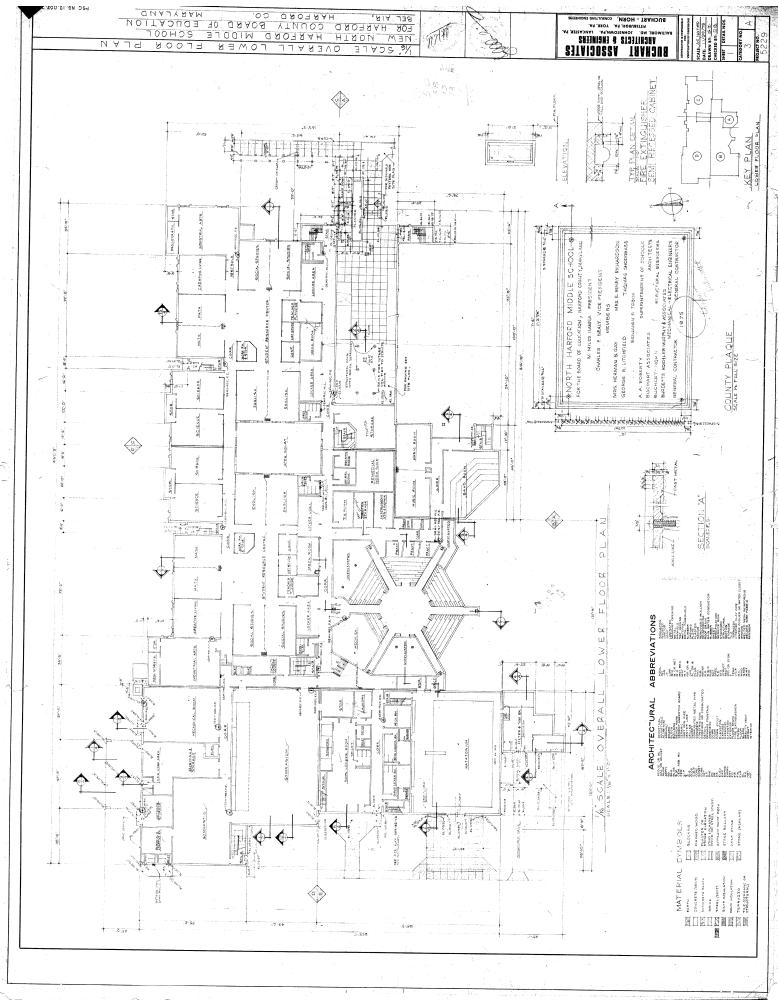


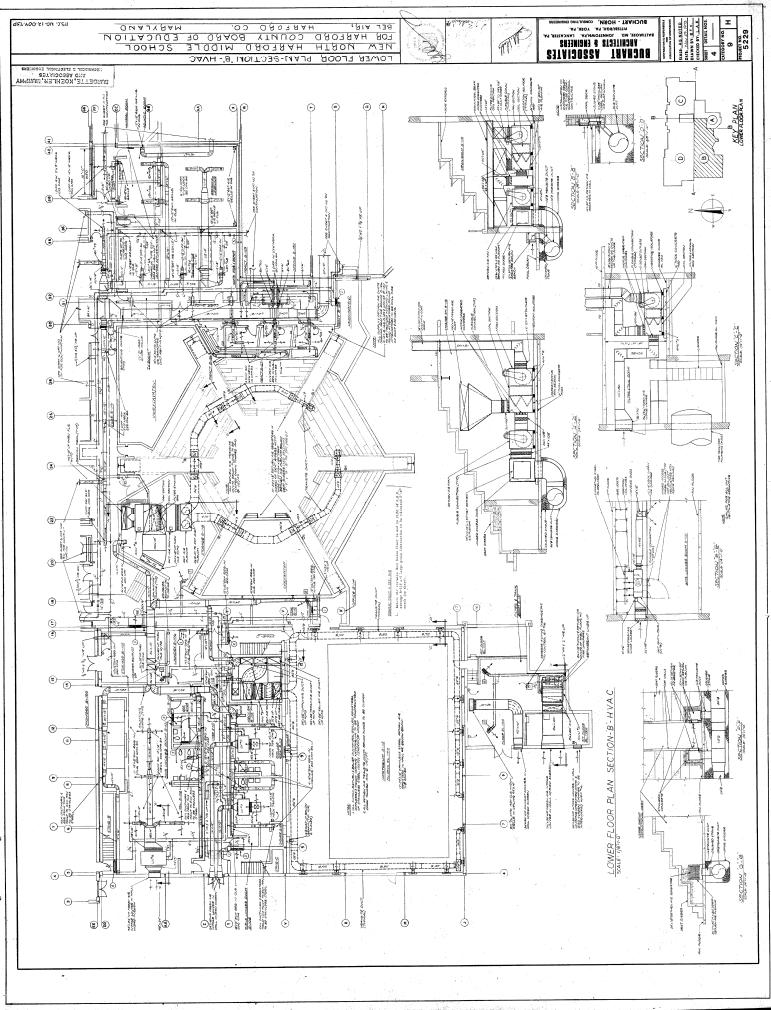


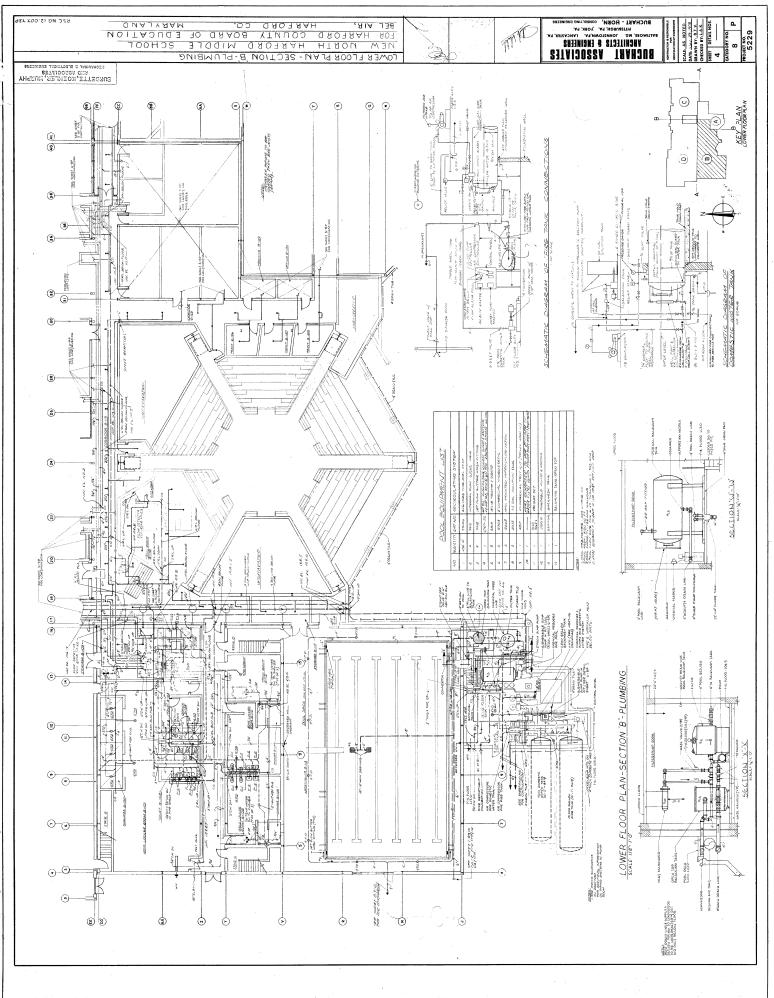




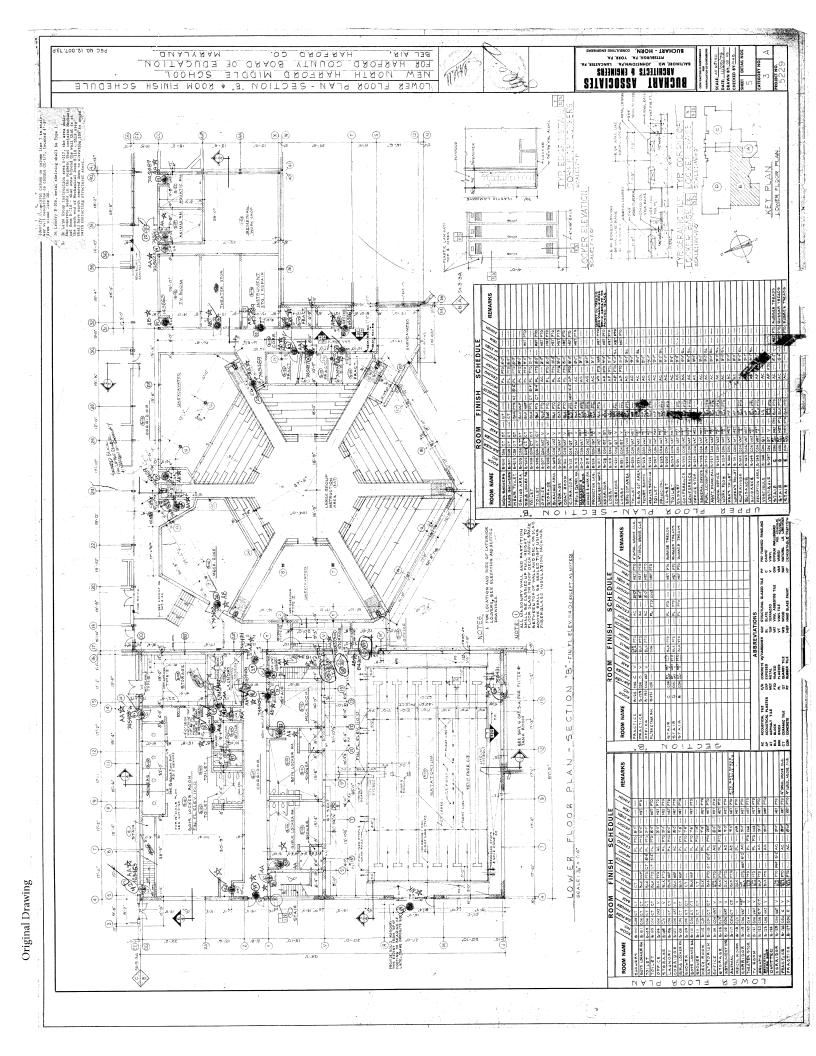
## Drawings include original and 2018 renovation

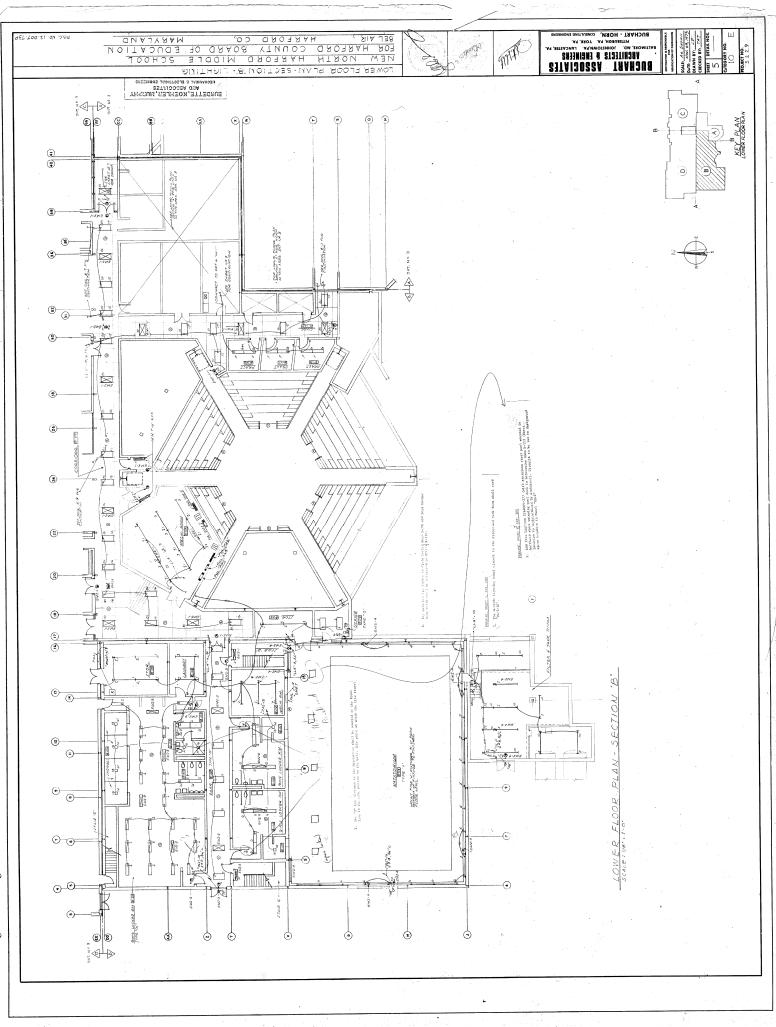


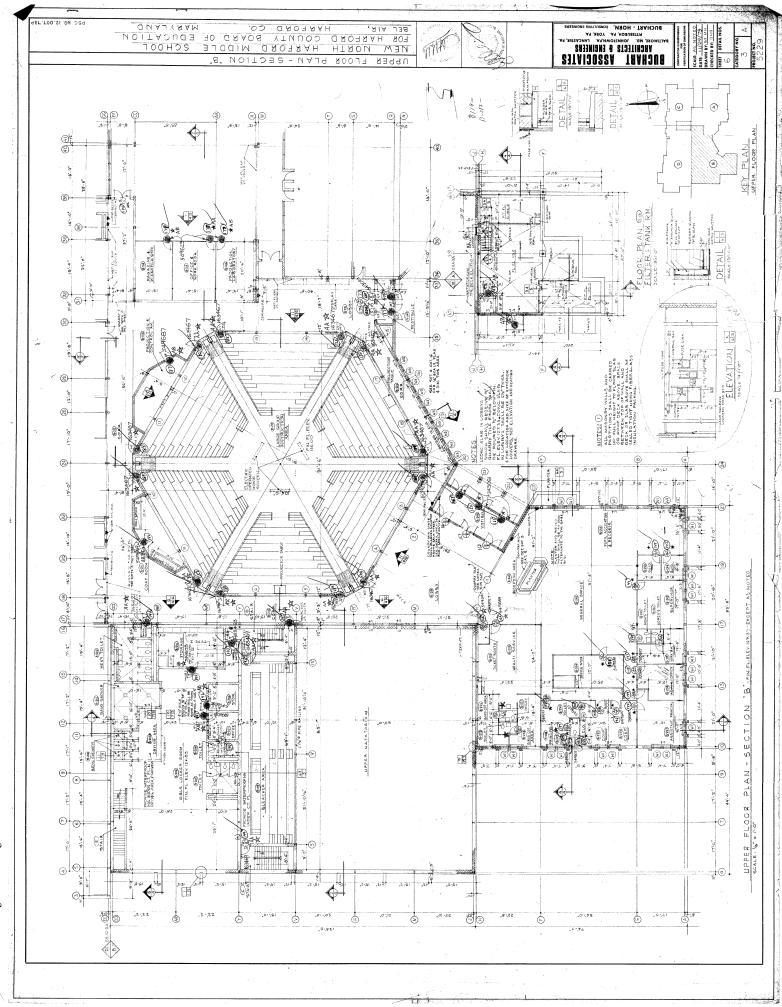


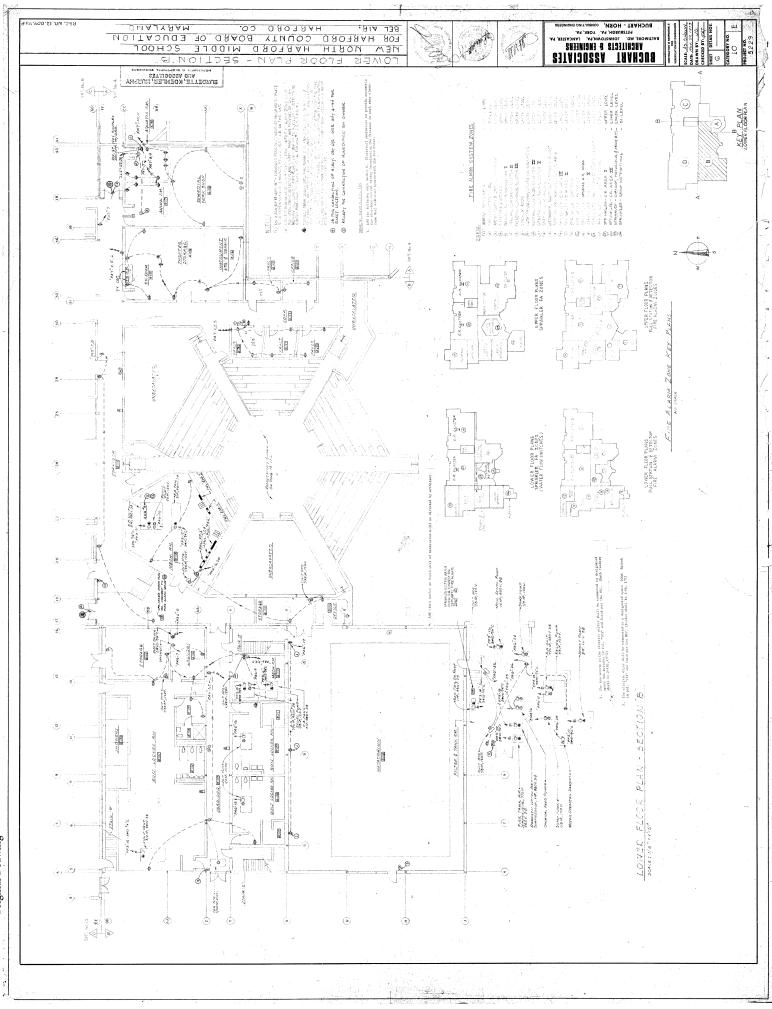


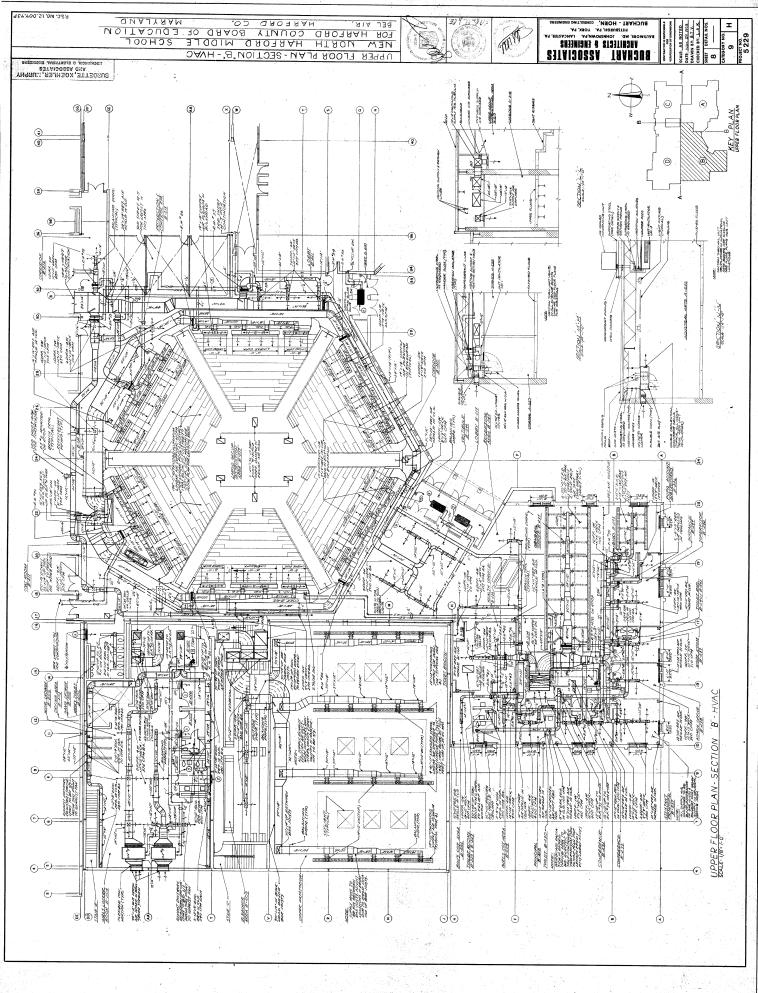
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