



Wicomico County Purchasing
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Addendum # 1 Professional Architectural, Civil & Structural Engineering Services for New Office Addition

Date of Addendum: 12/13/16

NOTICE TO ALL BIDDERS AND PLANHOLDERS

The Proposal Documents for the above-referenced Project are modified as set forth in this Addendum. The original Proposal Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the Proposal Documents. Vendors will take this Addendum into consideration when preparing and submitting a proposal, and shall acknowledge receipt of this Addendum in the space provided in the Proposal Documents.

PROPOSAL SUBMITTAL DEADLINE

The proposal submittal time has not been changed.

1.0 – QUESTIONS AND ANSWERS

The following questions and answers are provided as a matter of information to clarify issues raised about the Proposal Documents.

Item	Questions and Answers
1.1	Q. Page 12 notes program space requirements. Can you provide information for each space, noting whether it is located in the addition or in the existing building? A. See page 12, Minimum Requirements #2, “Proposed...” Q. Is there a concept sketch noting the arrangement that you have in mind for the rooms? A. Yes, see Page 11, Scope #A6, “Once....”
1.2	Q. Is the existing building fully or partially occupied? A. Fully occupied, mostly with Equipment. Q. If so, can you provide a drawing noting where the occupied areas are within the existing building? A. No, see Page 11, Scope #A6, “Once....”
1.3	Q. Will additional car parking be required? Will additional truck parking or truck loading areas be required? Will additional site lighting or signage be required? A. All requirements in Question #1.3 are determined by the Building and Zoning Codes.
1.4	Q. Are there special HVAC or fire protection requirements to meet any Board of Election requirements? A. No.
1.5	Q. Is the existing building sprinklered? A. No. Q. Will the proposed addition be sprinklered? A. No, unless determined by the Building Code. Q. If yes to either, will a fire pump be required? A. Design to Building and Fire Code compliance.
1.6	Q. Can we tour the existing building? A. Yes.

1.7	<p>Q. Will there be a pre-proposal meeting for all bidders to ask questions and review the scope requirements?</p> <p>A. Currently, there is not one scheduled.</p>
1.8	<p>Q. What is the construction budget for this project?</p> <p>A. The County does not give out budget information while a project is out to bid.</p>
1.9	<p>Q. Aside from the interior renovation of the existing building, will any additional systemic replacement work be required as part of this project?</p> <p>A. Not anticipated.</p> <p>Q. Examples include replace existing HVAC systems, replace existing doors & windows, repaint building exterior, insulate the existing building, replace existing lighting, replace the existing roof, etc.</p> <p>A. No.</p>
1.10	<p>Q. Will the project be required to meet LEED, Energy Star, or other similar requirements?</p> <p>A. No.</p>
1.11	<p>Q. Does the renovation of the existing building need to meet current building code requirements?</p> <p>A. Yes.</p>
1.12	<p>Q. On page 14, it notes that fee amounts are will not be disclosed. On page 15, it states that 40% of the selection criteria is price. Does this mean that the fee proposal should be submitted separately from the technical proposal?</p> <p>A. No.</p> <p>Q. Please clarify.</p> <p>A. The Purchasing Department will not disclose the Fee Amounts at the public Proposal Opening, however the Selection Committee will use all submitted information to rate all Vendors in each category.</p>
1.13	<p>Q. A single-point of contact will be required to provide direction to AWB for all design activities. Who is the designated contact that will represent the owner (ie Wicomico County)?</p> <p>A. Yet to be determined.</p>
1.14	<p>Q. Is the existing building served by municipal water and sewer service?</p> <p>A. Yes.</p>
1.15	<p>Q. Will this building be used as an evacuation center?</p> <p>A. No.</p> <p>Q. Will stand-by power be required?</p> <p>A. To be wired for Future Generator, located adjacent to the existing Electrical Service Entrance.</p>
1.16	<p>Q. The requested <i>Certificate of Status</i> was not listed amongst the other proposal documents on page 3 of the RFP. Would the County prefer that the certificate be placed prior to the listed documents or after them?</p> <p>A. After</p>
1.17	<p>Q. Page 4 of the RFP states that the proposals will be “<i>opened publicly and Vendor’s names and total costs will be read aloud for the record</i>”. Page 14, however, states that “There will be no fee amounts disclosed at this time.” Which page is correct?</p> <p>A. Page 4 is a misprint. Only the names of the Vendors who submit a proposal will be announced at the Proposal Opening.</p>
1.18	<p>Q. Also on page 14 (section D), it states that Vendors should supply the required attachments ‘Firm Profile sheet’, Staff profiles, and standard hourly rates. These items are also not included on page 3’s list of proposal documents. Does the County have a preferred point of insertion for the required attachments from page 14, section D?</p> <p>A. That information should be submitted with your Form of Proposal.</p>

END OF ADDENDUM