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Addendum # 1 – Professional Architectural, Civil & Structural Engineering Services for the New Public Safety Building

Date of Addendum: 1/31/19

NOTICE TO ALL BIDDERS AND PLANHOLDERS
<p>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.</p>

PROPOSAL SUBMITTAL DEADLINE
<p>The proposal deadline has been extended to Tuesday, February 12th, 2019 at 2:30pm.</p>

1.0 – QUESTIONS AND ANSWERS	
<p>The following questions and answers are provided as a matter of information to clarify issues raised about the Proposal Documents.</p>	
Item	Questions and Answers
1.1	<p>Q. Do you have completed program or will one need to be developed or updated as part of the project? A. If this question is referring to a completed master plan and conceptual design, no plan or design has been approved. The successful vendor will be required to work with staff to complete a conceptual design and ultimately provide stamped drawings and building specifications. Once this has been completed and approved by the County, we will work with the successful vendor to put out an Invitation to Bid to complete the construction of the project.</p>
1.2	<p>Q. Has a feasibility study been completed for the site located at Naylor Mill Road and Westwood Drive? a. If so, can you please provide a copy so that we can thoroughly understand the project? b. If not, will a study need to be completed as part of this project? c. Will community input/feedback meetings be part of this project? A. A feasibility study has been completed that determined the current facility is undersized and has safety, operational and physical deficiencies. This project will not require an additional feasibility study and community input/feedback meetings will not be required.</p>
1.3	<p>Q. What is the total proposed square footage for the project? A. This is unknown at this point and will be determined during the development of a scope of work with the selected vendor.</p>
1.4	<p>Q. What is the total proposed construction budget for the project and has funding been approved? A. The current Capital Improvement Plan has roughly \$11,000,000 budgeted for the design and construction of this project.</p>
1.5	<p>Q. In order to develop an accurate anticipated schedule, will the project be designed and built in phases or all at once? Also, what is the desired/anticipated completion date for design and then construction? A. The intention is for this to be completed in phases with room for future expansion.</p>
1.6	<p>Q. Has the County toured other facilities, and if so, do you have one that primarily represents your facility needs? A. This will be addressed in the next addendum.</p>

1.7	<p>Q. Can we tour the site?</p> <p>A. The new site is located at the corner of Naylor Mill Road and Westwood Drive in Salisbury, MD and can be viewed at any time.</p>
1.8	<p>Q. Will that be needing small, woman owned, or MBE certification? If so, is there a pre-bid meeting/walk through?</p> <p>A. The County does not have any requirement for small, woman owned or MBEs for this project.</p>
1.9	<p>Q. On page 6 of the Request for Qualifications, I. Descriptive Literature, Item 1, states “The proposed descriptive literature fully describing the product bid is what is intended to be included as the price. Failure to do so may be cause for rejection of the Statement of Qualifications.”</p> <p>Can you please clarify the meaning of this statement?</p> <p>Are you requiring a proposed price/fee for services?</p> <p>A. This is boilerplate language and is not specific to this project. We are asking vendors to provide a fee schedule consisting of hourly rates and any related expenses.</p>
1.10	<p>Q. Per section D. Evaluation Criteria, Item 5. Fee Schedule, you are asking for a schedule of hourly rates and related expenses, but not a proposed fee for services. We typically provide a lump sum not-to-exceed fee to complete the scope of work identified in the RFQ. While a fee schedule can determine rates, it may not provide the total cost of the professional services due to experience, speed of work, and project understanding.</p> <p>A. The County intends to shortlist vendors based upon their qualifications and evaluation criteria stated in the RFQ. Once a shortlist has been determined, negotiations may take place with one or more vendors to develop the scope of work and cost estimate.</p>
1.11	<p>Q. Has any programmatic information been developed for the new facility that will define its overall size and space requirements? If so, will that information be made available?</p> <p>A. This will be addressed in the next addendum.</p>
1.12	<p>Q. Has a project schedule been established?</p> <p>A. No see Item 1.10</p>
1.15	<p>Q. Can you please clarify the selection process: Who is the review committee (who or which departments are involved)?</p> <p>A. The evaluation committee will consist of at least three County employees with relevant knowledge/experience in regards to these services and this project. The County does not release the specific names of the evaluation committee.</p>
1.16	<p>Q. Do you intend to interview a shortlist of firms? If so, will the interview committee be the same group?</p> <p>A. The intent is to shortlist firms for further discussion, however, all Vendors are advised that in the event of a receipt of adequate number of Statement of Qualifications Documents which, in the opinion of the County, require no clarification and/or supplementary information, such Statement of Qualifications Documents may be evaluated without discussion. Hence, Statement of Qualifications Documents should be initially submitted on the most complete and favorable terms which Vendors are capable of offering the County. Yes, if a shortlist of vendors is selected the evaluation committee would be involved with those meetings.</p>
1.17	<p>Q. It is our understanding Crosby & Associates has helped complete a feasibility study, master plan, space programs, conceptual plans, and cost estimating services for the Sheriff’s Department and future Emergency Services building. Has the County accepted that work effort as the intended plan forward? If so will the successful firm move forward where that work product left off or will firms start fresh from the initial planning stage?</p> <p>A. This will be addressed in the next addendum.</p>
1.18	<p>Q. On Page 5 of the Request for Qualifications document, item G3 notes the County will consider qualifications, “in addition to price”. Please confirm is a fee proposal is required or only a Schedule of Hourly Rates as outlined on Page 12.</p> <p>A. At this point the County is just asking for a schedule of rates.</p>
1.19	<p>Q. Page 5 of the Request for Qualifications document, item G3a makes reference to “including current financial statement”. Please confirm if a financial statement is required as part of the Qualifications submission. If so, can it be enclosed in a separate, sealed document?</p> <p>A. At this time the County is not asking for financial documents. The statement provided under Section I, Subsection G.3. states the County “may consider...” Vendor will be notified if they are required to supply these documents.</p>

1.20	Q. Are we able to do a walk-through of the existing facility to obtain insight on current operations? A. At this point there is not an intention of doing a walk-through of the existing facility.
1.21	Q. Are there existing preliminary/schematic design drawings; and if so, may we have a copy? A. This will be addressed in the next addendum
1.22	Q. Is there a page limit for the firm and project information not provided on the forms? A. No

END OF ADDENDUM