



**MONTGOMERY COUNTY DEPARTMENT OF PARKS**  
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

TO: All Prospective Offerors  
FROM: Cindy Martinez  
Principal Procurement Specialist  
SUBJECT: **Addendum No.03 – RFP No. P40-103**  
Josiah Henson Park Exhibits Fabrication and Installation  
DATE: September 09, 2019

Enclosed and effective this date is Addendum No.03 to the subject RFP. This addendum provides revisions to the RFP, responses to Offerors’ questions, and attachments.

Offeror (s) shall acknowledge receipt of this addendum by completing and returning this form with the Technical Proposal under Tab 5. Required Forms. Failure to submit this addendum may deem your firm not responsive.

**All other terms and conditions remain unchanged.**

Sincerely,

Cindy Martinez, Principal Procurement Specialist

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Acknowledgement of receipt of ADDENDUM # 03

Firm Name: \_\_\_\_\_

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Authorized Representative’s Signature

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Date



Revisions to the RFP appear in **red** as follows:

1. The Commission disapproves any proposed substitutions at this time, however, if it is in the best interest of the Commission to consider substitutions later, it may do so. Any substitutions that are accepted by the Commission after the Proposal opening will be provided for in the Contract, or in an amendment to the contract or by change order to the Contract.
2. **REVISE Form A: Price Proposal.** Refer to Page 4 of this Addendum No. 03.
3. **Package F, Section 3: Project Coordination, 3.10 Submittals Procedures, Processing Time** (page 15):  
**REVISE** reference of “15 days” to “15 *business* days” under time allowed for “1. Initial Review” and “2. Resubmittal Review”.
4. **Package F, Section 3: Project Coordination, 3.2 Permits** (page 13):  
**DELETE:** No permits are required.  
**ADD:** *Obtain a Montgomery County Department of Permitting Services Low Voltage Electrical Permit, as required.*
5. **RFP, Part IV, Scope of Services, 1.6 Acquisition of Source Images** (page 98):  
**ADD:**  
*Images in the Public Domain: Images stated to be in the public domain will have no cost for acquisition and require no signature for use. Permission forms to be completed by the Fabricator and submitted to M-NCPPC for the record.*  
  
*Prohibitions of Image Usage: Note any prohibitions of usage as defined by the lender, such as no photography.*
6. **REVISE Package C – Section 3 (Image Schedule) and Section 8 (Image Facsimile).** Refer to attached.
7. **Package D: AV Hardware, Part 2 Introduction to Scope of Work** (page 51):  
**EP-01-200 Video Program AV 1: Visitor Center Feature Video / Multipurpose Theater**  
**DELETE:** Speakers to be provided in base building scope.  
**ADD:** *Provide and install (2) theater speakers. Bose 891 in-wall speakers, recessed either side of the screen, 7’-10” from the center of the screen. Refer to attached cut sheet.*  
**ADD:** *Provide signal extenders as required (Magenta HD-One Series). Refer to attached cut sheet.*



8. **ADD Reference document, Visitor Center, Construction Document, Sheet L5.2**
  
9. **RFP, Part IV Scope of Services, Section 1.10 Exhibit Warranty** (page 100):  
**REVISE:** The Contractor shall warranty all work, including AV equipment, for one (1) year from the date of *Final* Completion when all project work is complete, and the facility is ready for its intended use.
  
10. **Package D: AV Hardware, Part 2 Introduction to Scope of Work** (page 51):  
**REVISE:** Equipment must carry a minimum of a one-year warranty (from date of *final* completion), and...
  
11. **RFP, Part IV, Scope of Services, 1.13 Allowances** (page 101)  
**ADD:**  
**03 Exhibit Image Acquisition and High-Res Scans:** \$10,500.00  
*The cost includes the scope of exhibit image acquisition and high resolution scanning. Refer to Part IV, Scope of Services, 1.6 Acquisition of Source Images. The cost does not include the cost of image acquisition and scanning required for the Add Alternate exhibits.*  
  
**04 Artifact Mounts and Installation:** \$5000.00  
*The allowance includes the cost of the artifact mount materials, mount making and artifact installation. Artifact mounts shall be conservation-appropriate.*
  
12. **ATTACHMENTS:**
  1. ADD 03 Package C – Section 3 Image Schedule
  2. ADD 03 Package C – Section 8 Image Facsimile
  3. ADD 03 Visitor Center Sheet L5.2
  4. ADD 03 Magenta HD-One Series Extender
  5. ADD 03 Bose Speaker 891



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**FORM A: PRICE PROPOSAL (Revised Addendum 03)**  
**RFP No. P40-103 Josiah Henson Park Exhibits Fabrication and Installation**

DESCRIPTION	PRICE
<b>EXHIBITS</b>	
GL-00-110 Wayside Sign GL-00-120 Wayside Sign GL-00-130 Wayside Sign GL-00-140 Wayside Sign GL-00-210 Bulletin Board Graphic	
<b>Exhibit 00. Wayfinding SUBTOTAL</b>	\$
GL-01-110 Josiah Henson Timeline Mural SE-01-110 Timeline Case 1 SE-01-111 Timeline Case 2	
<b>Exhibit 01. Visitor Center SUBTOTAL</b>	\$
GL-02-110 Terrace Rail - Plantation Intro GL-02-200 Exterior Mural - Josiah Henson Intro GL-02-210 Josiah Henson full-scale figure GL-02-300 - 800 (6) Exterior Rails (mounted to hardscape)	
<b>Exhibit 02. Outdoor Exhibits SUBTOTAL</b>	\$
GL-03-100 Introduction GL-03-200 How Do We Know? SE 03-200 How Do We Know? Case GL-03-300 Earliest Recollections 1 GL-03-310 Earliest Recollections 2 SE 03-310 Earliest Recollection 2 Case GL-03-400 Early Years 1 SE 03-400 Early Years 1 Case GL-03-410 Early Years 2 SE 03-410 Early Years 2 Case SE 03-411 Early Years 2 Case GL-03-420 Early Years 3 GL-03-500 Spirituality 1 SE 03-500 Spirituality 1 Case GL-03-510 Spirituality 2 GL 03-600 Sidebar, clapboard	
<b>Exhibit 03. Introduction and Early Life SUBTOTAL</b>	\$

Form A Continued.



**MONTGOMERY COUNTY DEPARTMENT OF PARKS**  
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GL-04-100 The Riley Plantation SE-04-100 The Riley Plantation Case GL-04-200 Riley House Flipbook Intro GL-04-210 - 295 (10) Riley House Flipbook Pages SE-04-200 House Flipbook Structure GL-04-300 Overseer of the Plantation SE-04-300 Overseer of the Plantation Case GL-04-400 Henson's Travels 1 GL-04-410 Henson's Travels 2	
<b>Exhibit 04. Life Enslaved SUBTOTAL</b>	\$
GL-05-100 Tricked out of Freedom GL-05-200 Design to Escape GL-05-300 Press to Start SE-05-300 AV 2: Henson Escape Video Enclosure GL-05-400 Henson in Canada 1	
<b>Exhibit 05. Escape and Freedom SUBTOTAL</b>	\$
GL-06-100 Uncle Tom's Cabin SE-06-100 Uncle Tom's Cabin Case SE-06-101 Uncle Tom's Cabin Case GL-06-110 'Uncle Tom' The Stereotype SE-06-200 Book Display Case GL-06-300 Slavery's Aftermath GL 06-400 Sidebar, nails GL-05-410 Henson in Canada 2 GL 06-410 Sidebar, fireplace GL 06-420 Sidebar, summer beam GL 06-430 Sidebar, staircase SE 06-400 LR Sidebar Window 1 SE 06-420 LR Sidebar Window 2	
<b>Exhibit 06. Literature, History, Stereotypes, and Myths SUBTOTAL</b>	\$
GL-07-100 Return to the Riley Farm GL-07-200 Meeting with the Queen Elizabeth	
<b>Exhibit 07. Epilogue SUBTOTAL</b>	\$
GL-08-200 Log Kitchen Rail SE-08-200 Log Kitchen Case SE-08-300 Log Kitchen Case GL-08-400 Hear our Voices GL-08-500 Sidebar, dendrochronology GL-08-510 Sidebar, notched logs SE-08-510 LK Sidebar Window	
<b>Exhibit 08. Log Kitchen SUBTOTAL</b>	\$

Form A Continued.



**MONTGOMERY COUNTY DEPARTMENT OF PARKS**  
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EP-01-200 AV 1: Feature Film Hardware	
EP-03-200 AV 6: Hansbrough Oral History Hardware	
EP-05-300 AV 2: Henson Escape Video Hardware	
EP-06-200 AV 3: Henson Memoir Interactive Hardware	
SE-06-210 AV 3: Stand	
EP-08-400 AV 5: Hear our Voices Hardware	
<b>AV Hardware SUBTOTAL</b>	<b>\$</b>
<b>ALLOWANCES</b>	
01: Exhibit Design Revisions	\$ 5,000.00
02: Log Kitchen Sidebar Panel, Clapboards, GL-08-520	\$ 300.00
<b>03: Exhibit Image Acquisition and High-Res Scans</b>	<b>\$ 10,500.00</b>
<b>04: Artifact Mounts and Installation</b>	<b>\$ 5,000.00</b>
<b>PROJECT-WIDE COSTS</b>	
Project Management	\$
<b>Bonding</b>	\$
Lighting Equipment and Installation	\$
Samples and Mock-ups	\$
Shipping and Installation	\$
<b>TOTAL PRICE</b>	<b>\$</b>

**NOTES:**

- Individual exhibit pricing is not required in the Price Proposal (Form A). Provide Subtotal pricing as indicated by exhibit category.
- All costs associated with the scope of work of this RFP shall be included in the Price Proposal (Form A) with the exception of the Add Alternate exhibits and the extended warranties included as Additional Pricing.

**TOTAL PRICE WRITTEN IN WORDS:**

\_\_\_\_\_

The Total Lump Sum Price is the sum for which the Offeror proposes to perform the Work as described in this RFP. The points assigned to Price Proposal as described in Part V will be applied to the Total Base Price plus all Add Alternates.

Unless otherwise provided for by the Proposal Documents, Proposals submitted shall be irrevocable for a period of One Hundred Twenty (120) calendar days following the date of Proposal opening.

The undersigned hereby certifies that the Offeror has examined and fully comprehends the requirements and intent of the plans, scope of work, and addendum number(s) \_\_\_\_\_ for the above project; that the Offeror has visited the site and examined all conditions affecting the work and proposes to furnish all labor, material, tools, equipment, engineering, supervision, etc., necessary for or incidental to, the proper execution of the work.

<b>OFFEROR INFORMATION</b>	
AUTHORIZED SIGNATURE:	DATE:
PRINT NAME:	TITLE:

Question #	Question	Response
1	Can the pricing for the image acquisition be a prescribed allowance?	Yes, Exhibit Image Acquisition and High-Res Scans are now included as an allowance. The cost of image acquisition and high-res scans for the Add Alternate Exhibits shall be included with each Add Alternate (the cost is not carried in the allowance). Refer to revised Price Proposal Form.
2	Can you provide more information on the scope for high res scans (exact number, original image area, final output area, etc.)? Will all the scans need to come from the source for the images or will archival material provided by the Client need to be scanned by the Contractor?	Given that we cannot know the size of all the original images at this point and images are to be reproduced at approx 18" x 12" or less, assume scans to be 600dpi. That said, most sources will be providing digital files and scanning will not be required. Refer to revised Package C – Section 3 (Image Schedule) and Section 8 (Image Facsimile).
3	Can the pricing for the scans be a prescribed allowance?	Yes, refer to response to Question #01.
4	Please elaborate on the scope for "artifact mount samples"?	Materials to be used for the artifact mounts should be reviewed and approved by the client in advance of making the mounts. Material should be conservation-appropriate.
5	What is the Contractor' scope for production files (FDA)? Will the Designer provide design files w/ low res scans and the Contractor place the high res scans? Should the pricing include time for manipulation of images (touch up, enhancement, color correction)?	Proun will supply all files with low resolution images as placeholders. Fabricator to place all high resolution images. There are (2) images that need manipulation: IM-06-300 and 07-205. Fabricator to forward to Proun, the exhibit designer, for manipulation.
6	Please elaborate on the scope of services included in the extended warranty option?	The extended warranty shall include the same scope of coverage as the initial (1) year warranty.
7	Please describe the building access for delivery.	Refer to Addendum 01, Pre-Bid Meeting Presentation, slides 22-24 for a site plan, Visitor Center Plan and Historic House Plan. Materials can be delivered to the site via the drop-off loop in front of the Visitor Center. A maintenance access lane can be used to bring materials closer to the Historic House. The entrance to this gravel drive is from the main drop-off loop. The Visitor Center has several entrances, including double doors. The Historic House has 3 separate entrances, each a single door width.
8	Can you provide a copy of the current construction schedule or key dates?	Notice to Proceed for this contract is anticipated for late Fall/early December. Substantial completion remains as noted in the RFP (Part IV, Scope of Services, Section 1.9 Project Schedule) as Summer/Fall 2020. A detailed base building construction schedule will be provided at award.
9	Please verify what will be provided to the Contractor in terms of the "exterior sign pads"?	Refer to Package A, Sheet 26, Detail 4 for typical exterior Base Mount. Refer to building construction documents Detail 1/L5.2 for concrete footing to be provided by General Contractor.
10	RFP, Bid Form. SE-06-210 AV 3 Stand is listed twice on the bid form - under AV Hardware and ADD Alternates. What pricing would you like for each of these entries?	Per Package A, Sheet 10, there are (2) stations for viewing AV 3 (Henson Memoir Interactive). One station is to be included in the base bid, and the second station is to be included in the Add Alternates. Provide pricing on each bid form as requested.
11	Pkg. A, sheet 29. The bottom of section view 5 has a note that says "Mount photos to mural with Z-clips." Throughout the entire job, which images, if any, are individually mounted to a panel that is then cleated to the main graphic panel? Quantity?	No photos are to be mounted with z-clips. The images are part of the mural graphic. The mural is to be installed with z-clips. Delete the note "Mount photos to mural with Z-clips" shown at the bottom of Detail 5/Sheet 29 in Package A.
12	Pkg. A, sheet 35. There is a note that the AV equipment for case E2 will be located remotely. Who is responsible to run the cable and conduit? Is it surface mounted in conduit? Related general question - who is responsible to run conduit and cables for all the exhibits (low voltage & data)?	GC will provide conduit with pull string for low voltage cable locations noted in exhibit package. Parks will provide data in all AV locations.
13	Pkg. A, sheet 47. Please provide the dimensions of the openings and a brief description of how the lighting will be integrated into the wall cavity – will power be supplied inside the cavity?	Sidebar window measurements to be field determined by Fabricator in collaboration with Parks. The Lighting Narrative is included in Package E, page 2, paragraph 6. GC to provide low voltage wire from remote power location to wall or ceiling opening, and 120v switched circuit B receptacle. Fabricator to provide light, remote power supply, dimmer and line voltage power as shown on Sheet 49.
14	Pkg. C, artifact schedule pg. 2 & 3 – AR-05-100 & 101 (Riley desk and chair) and AR-06-100 & 101 (posters). What is the exhibit fabricator's scope for these artifacts?	Owner will provide and place these objects. See Package A, Sheet 16, Detail 3 and Sheet 18, Detail 4.
15	Pkg. E, lighting. Will the lighting designer be onsite to direct the setting of lighting levels?	Yes.
16	Pkg. F – pages 3 & 4. Will client personnel visit our workshop to review the samples/mock-ups/first articles?	The Owner and Designer may visit the shop for benchmark reviews. Samples should be sent per the specifications in Package F (one set to owner, one set to designer, one set for contractor's records).
17	Will there be access to the internet for the purposes of remote troubleshooting or software updating?	Yes, internet access will be available.

18	EP-01-200 Visitor Center Video / Multipurpose Theater The equipment list for the theater lists "Custom interface/show controller to sync AV components, countdown clock, push button, lighting". What is the extent of the lighting? Is the AV integrator supplying the lighting? What is the lighting control intended to accomplish?	The intent of the lighting control is to dim / turn down the lights when the program turns on. There are two ways the video can begin: a timed cycle (programmed through the show controller) or staff can press a button at the front desk of the Visitor Center to over-ride the time cycle. The scope of work includes specifying and programming a show controller to synchronize the media player, push button, countdown clock, player, projector, speakers, auxiliary hardware, and theater lighting. The lighting is provided as part of the GC's base building contract.
19	It is noted that CAT6 will be run from the projector location to the data closet. This implies that signal extenders will be used. Have those been specified?	Yes, extenders are needed and are to be included in the Fabricator's scope of work. Refer to Magenta HD-One Series specification sheet.
20	A motorized shade is mentioned, should this be under the control of the AV system as well?	No.
21	The GC is supplying two speakers. So can you confirm no additional speakers or sub-woofers are need to make this a surround sound system?	The (2) speakers have been added to Fabricators scope of work (EP-01-200 Video Program AV 1). Refer to the cut sheet for Bose 891 in-wall speakers.
22	EP-05-300 Video Program AV 2: Henson Escape Show The monitor is located above the fireplace. Is there brick and mortar behind that wall or is just drywall with studs. This is in consideration of hanging methods.	The construction above the fireplace in the Study appears to be brick and mortar. The Exhibits Installer is responsible for verifying this condition and the attachment method.
23	Is a contractor's license in the State of Maryland required at the time of proposal submission or can this be obtained post-award?	State of Maryland Contractor's license can be attained post-award. Please make sure you are register on SDAT.
24	Does the Exhibit contractor have any responsibilities in the theater other than providing the A/V hardware?	Yes, refer to Package D (note Scope of Work outline starting on page 51).
25	Should we include cost for securing a bid bond and performance bond at this time? If so, what line item should that number go under?	All costs for bonding requirements should be included in your price proposal. A revised Form A- Price Proposal includes a line for bonds.
26	Is the exhibit contractor only responsible for A/V hardware and the installation of that hardware into the casework? All content, programming, and loading of content would be the responsibility of Northern Lights?	Correct, with the exception of the programming requirements within the Multipurpose Theater.
27	Construction: For outdoor wayfinding et al, is it acceptable to send templates and jbolts for landscape vendor to install provided footings rather than drill anchors into poured footings?	At this time, the response is no. However, discussions of coordination may occur between Parks, the GC and the selected installer after award.
28	Graphics: Are the Graphic Database and Bid Sheets available as Excel docs?	The Graphic Database was created in Filemaker and can be provided upon award of contract. The Bid Sheets are not available as Excel files.
29	Graphics: On the painted-printed MDF, is the base coat white paint on all panels, including the darker panels, or are those darker panels the light gray base color? (if light gray, all text and printed elements with color other than black has to be of a point size large enough to underspot with white ink.)	It is assumed that all panels are to have a base coat of white. All color is to be printed.
30	Graphics: What is the edge finish on all painted/printed MDF panels?	Edges are to be painted satin black.
31	Graphics: What is the back finish on all printed MDF panels that act as doors?	Backs of doors with graphics are to be painted satin black.
32	Graphics: Is the mural on PDF PKG-A sheet #29 edge-framed in any way? It does not appear so from the drawing but verifying.	No frame was specified for this mural. Edges to be painted satin black.
33	Graphics: For HPL panels, Black Core or Brown Core?	Black core.
34	Graphics: As the contractor is required to acquire image resources, has a budget allowance already been determined for image royalties and fees?	Refer to response to Bidder Question #01.
35	Graphics: Is any scanning/photography required? (for additional original artwork or artifacts)	No photography is required. Scanning may be required with image acquisition.
36	Graphics: Are Epilogue (GL-07) and Log Kitchen (GL-08) both in unconditioned spaces?	Yes, Exhibit Areas 7 and 8 are unconditioned. Exhibit Area 7 is a screened porch. Exhibit Area 8 is the enclosed, but unconditioned, Log Kitchen.
37	Lighting: Several of the lighting fixtures are called out as having 0-10 v dimming transformers, but no dimmer control. Is this being provided by the EC or are there controls that need to be added to lighting scope.	Dimmers are to be provided by the Fabricator. Refer to Package A, Sheet 49.
38	AV: Who is responsible for specing and/or any price increases in discontinued AV gear	The exhibit contractor will be responsible for specifying replacements for any discontinued AV equipment. Substitutions for discontinued AV equipment must be an updated make or model, or an approved equal subject to the Commission's approval. Price increases will be evaluated in the form of a proposed change order.
39	Can a line be added to the Project Wide Costs section of the Bid Form for the Artifact Mounts and Installation?	Yes, Artifact Mounts and Installation are now included as an allowance. Refer to revised Price Proposal Form.
40	Drawing EX.DT.14 states the "AV equipment to be provided and installed by Others". Please confirm that the audio visual hardware and integration for this project is to be included in the Exhibit Fabricator's scope of work.	The audio visual hardware and integration for this project is to be included in the Exhibit Fabricator's scope of work. The note on EX.DT.14 (Package A, Sheet 39) is incorrect.



41	The RFP states that "Offerors must be licensed in the state of Maryland to provide construction services. Proof of a current state business license must be submitted with the proposal." Is a Maryland General Contractors license required or just a Maryland state business license?	Both are acceptable.
42	The Maryland business license application can take a few weeks for processing. Would it be acceptable to provide proof of application if the license is still in process at the time of RFP submission?	Please see response to Question 23.
43	The RFP states that an MFD subcontracting level of participation has been established at 16% for this project. We are able to self-perform the job requirements without subcontracting. How does this work with the compliance forms needed for submittal? How do material suppliers factor into the percentage? Is there a supplier database for MFD certified companies?	Offerors must submit compliance with the Commission's Nondiscrimination policy by submitting FORM C: NONDISCRIMINATION IN SUBCONTRACTING and FORM D: SUBCONTRACTOR UTILIZATION REPORT. The Commission self-certified MFD companies and Offerors may utilize other governing agencies minority business list to reach out to MFD certified companies.
44	In the RFP, page 12 states that payment will be made within 30 days after final completion, while section 7.3 on page 82 states that progress payments will be made. Please confirm payment will be made in progress as a percentage of work completion.	In the RFP, Page 12 states "The Commission within 30 days after acceptance of the work and submission by the Contractor of a suitable invoice will make payment". Payments will be made in progress payments as percentage of work completed.
45	Page 30, section 2.6: Variations in Estimated Quantities: Please indicate what scope of work this section applies to, if any.	Section 2.6, Variations in Estimated Quantities, is not applicable to this contract.
46	What amount of liquidated damages are there, if any?	There are no Liquidated Damages.
47	Please confirm whether the warranty period begins at final or substantial completion; page 77, section 6.3 states final completion while page 100, section 1.10 states substantial completion.	Part II General Conditions, Section 6.13 Warranty of Construction, is correct. The warranty shall begin at final completion. Part IV Scope of Services, Section 1.10 Exhibit Warranty, and Exhibit Package D, page 51, shall be amended to reflect this correction.
48	On page 79, section D. Itemized Application for Payment, please define what the statement "such evidence as the Construction Manager may require" means.	The statement "supported by such evidence as the Construction Manager may require" refers to anything that could validate a payment request such as an invoice for materials purchased.
49	The Price Proposal form does not include a section for the Bid Bond, but we understand a Bond is required as part of the proposal. Should we add a line for the Bond on the bid form?	See response to Question #25.
50	On page 122, Form G, please indicate which Pricing Category the fabrication and installation of these exhibits would fall into?	Please use "Other Improvements" on Form G: Construction Pricing Form.