

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING  
COMMISSION  
*Department of Parks and Recreation*  
6600 Kenilworth Avenue Riverdale, Maryland 20737

January 15, 2020

**For The Attention of All Proposers:**

**RE: RFP Number: P40-118**  
**Professional Consulting Services for Feasibility Studies at Various**  
**Locations in Prince George's County, MD.**

**Subject: Addendum Number Five (5)**

The following information related to the above project is provided to all prospective Proposers:

1. The due date for the receipt of proposals **REMAINS** Wednesday, January 22, 2020 on or before 3:00 p.m.
2. **Clarification:** The Market Analysis will determine if the Glenn Dale Community Center site will require both or either indoor and outdoor aquatics.
3. **Clarification:** Adequate parking will be essential to this feasibility study.
4. **Clarification:** Southern Area Aquatics and Recreation Center (SAARC) shall only be used as a guide in the level of standards for this feasibility study.
5. Transmitted herewith as an attachment is Attachment B *Tasks and major milestones*.
6. Transmitted herewith, is Attachment C sign-in sheet for the SAARC tour held on January 10, 2020.
7. Transmitted herewith as an attachment is Attachment D *Revised Pricing Schedule*.

The following are questions received and M-NCPPC's responses.

Q1. Is it required that MFD firms be certified as minority, female or disabled-owned

firms by the Maryland Department of Transportation?

A1. MFD firms are not required to be certified. They may self-certify with M-NCPPC via the Vendor Portal. MFD firms are defined on Page 12 of 56 of the RFP.

Q2. Can we use a MFD consultant certified as MFD by a different state or jurisdiction?

A2. See A1.

Q3. Can we use a Prince George's County consultant firm certified by the County's Supplier Development and Diversity office to meet the MFD requirement?

A3. See A.1

Q4. The second paragraph on Page 16 cites "See Attachment A for a graphic outline of tasks and major milestones." The Attachment A provided in the RFP is the Sample Contract. Where can we find the graphic outline of tasks and major milestones?

A4. CHANGE: second paragraph on Page 16 to "See Attachment B for a graphic outline of tasks and major milestones." Transmitted herewith is Attachment B, the graphic outline of tasks and major milestones.

Q5. Will the firm awarded the feasibility studies be precluded from submitting a solicitation for the design phase?

A5. The awarded feasibility studies consultant will be precluded from award of the design services.

Q6. Does a relevant project need to be construction completed? Can we submit relevant feasibility studies that were not constructed or whose design /construction is ongoing?

A6. Previous projects submitted under Tab 2 of the Technical Proposal may be examples that were not constructed, construction is ongoing or resulted in a completed project.

Q7. If we determine that the existing site of Service Area 3 can't accommodate future build-out as a multigenerational community center, is that the end? or do we need to identify a potential location as areas 2 and 4?

A7. If it is determined that the Glenn Dale Community Center site in Service Area 3 cannot accommodate a multigenerational center the M-NCPPC may remove Phase 2 services for Service Area 3. Alternative locations will be researched in Service Area 3.

Q8. Part II, B (page 15 of 56) notes that at the end of Phase I, the potential sites for Service Areas 2 and 4 should be limited to “a final of 1 or 2 sites to proceed to full evaluation”. In the description for Task D: Conceptual Design (page 24 of 56) notes the consultant should produce three alternate conceptual designs/development plans per site. This would potentially equate to six different conceptual designs/plans/costs for each of Service Areas 2 and 4, and three for Service Area 3, for a total of fifteen concept designs/plans/costs. Please confirm this is correct, or clarify how many different concept designs/plans/costs we should plan for.

A8. CHANGE: Part II. Phase I (page 15 of 56), 8<sup>th</sup> bullet to: “Assist DPR in the final selection of one (1) site in each Services Area.” No more than nine (9) concepts total will need to be developed.

Q9. Addendum Number 2; Item 9: Please confirm that this clarification applies only to the “prime contractor” and does not apply to sub-consultants.

A9. Confirmed.

Q10. Environmental and site due diligence: The RFP mentions providing “Phase 1 environmental reviews” for the potential sites. Is this expected to be a full Phase 1 Environmental Site Assessment provided by the bidding team? Can you please clarify the level of detail expected from the environmental assessments and site due diligence and if there are different expectations for Areas 2 & 4 and Area 3? During the Pre-Bid meeting it was mentioned that a sample of the expected level of detail would be provided to the bidders.

A10. Consultant shall provide a visual inspection of the potential sites as part of their Section I, Phase II site due diligence. Transmitted herewith, Attachment D, is a Revised Pricing Schedule, which includes an add alternate for a *Phase 1 Environment Assessment*. This will be the case for all 3 sites.

Q11. If A/E Design phases will be procured separately in the future, how can we ensure we receive the RFP notification?

A11. Firms may register for bid opportunity alerts via [MNCPPC.ORG](http://MNCPPC.ORG).

Q12. If A/E Design phases will be procured separately in the future, will the firm selected for this contract be precluded from proposing/performing on future phases of work?

A12. See A.1

Q13. Please advise if you are looking for an architectural firm to take the lead on the submission, given some of the program scope elements in Phase I.

A13. We are looking for a team that includes multi-disciplinary representation from the various fields of expertise required by the nature of the work.

All other terms and conditions apply.

Proposers must acknowledge receipt of this amendment by:

1. Signing below and returning this letter with our proposal submittal; or
2. Indicating receipt of this Addendum by identifying Addendum Number and date.

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Receipt Acknowledged by  
Authorized Company Official

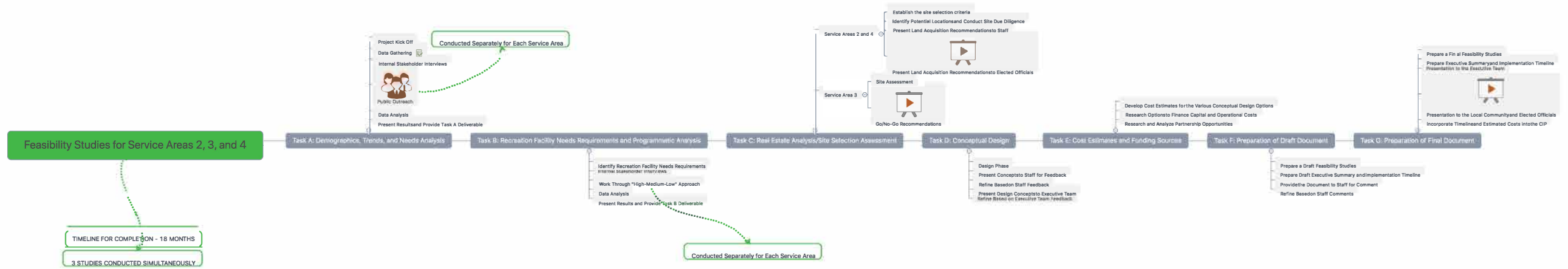
Natasha Newton  
Natasha Newton  
Sr. Procurement Specialist

END OF Addendum Five (5)

# Attachment B Tasks and Major Milestones

## RFP P40-118

### MULTIGENERATIONAL FEASIBILITY STUDY



# Attachment C

SAARC Tour  
 Prof. Consulting Services for Feasibility  
 Studies at Various Locations in PG County No. P40-118  
 January 10, 2020 @ 2:00 PM

\*The M-NCPPC receives requests for lists of plan holders for solicitations. Please check the Consent to Release box to approve the release of the information provided on this sign-in sheet.

Name	Company	Telephone #	Fax #	E-Mail	*Consent to Release Company Information per Request
Natasha Newton	MNCPPC	301-699-2562	301-699-2442	Natasha.newton@pgparks.com	
Claire Worshtil	MNCPPC	*****	*****	*****	
JEFF PURTELL	DLR GROUP	703-472-4042		jpurteill@dlrgroup.com ✓	
Monica Pascatore	Cannon Design	443.320.4930		mpascatore@cannondesign.com ✓	
CHRISTA KERRIGAN	WARDON STUDIO ARCH	410.290.9680		CKERRIGAN@WARDONSTUDIO.COM ✓	
<del>Kathi Edwards</del>	<del>DPG - PG County</del>				



**PRICING SCHEDULE  
FEASIBILITY STUDY FOR  
MULTIGENERATIONAL CENTER IN SERVICE  
AREA 4  
RFP #P40-118 –  
Revised Addendum No. 5**

<u><i>Tasks/Deliverables</i></u>	<u><i>All-Inclusive Proposed Costs</i></u>
<b>Task A: Demographics, Trends, and Needs Analysis</b>	\$ lump sum
<b>Task B: Facility Requirements and Programmatic Analysis</b>	\$ lump sum
<b>Task C: Real Estate Analysis/Site Evaluation</b>	\$ lump sum
<b>Task D: Conceptual Design</b>	\$ lump sum
<b>Task E: Cost Estimates and Funding Sources</b>	\$ lump sum
<b>Task F: Preparation of a Draft Feasibility Studies and Implementation Schedule</b>	\$ lump sum
<b>Task G: Preparation of a Final Feasibility Studies and Implementation Schedule</b>	\$ lump sum
<b>All-Inclusive Total Lump Sum Fee for Tasks A through G</b>	\$ _____ <i>Total</i>
<b>Meeting Allowance:</b>	\$10,000
<b>All-Inclusive Total Lump Sum Fee: TASKS A-G + Meetings Allowance</b>	\$
<b>Add Alternate: Operational Management Plan</b>	\$ lump sum
<b>Add Alternate: Phase 1 Environment Assessment</b>	\$ lump sum

The Offeror certifies that this cost proposal is made without any previous understanding, agreement, or connection with any person, firm, or corporation making a bid for the same project, without prior knowledge of competitive prices, and is in all respects fair, without outside control, collusion, fraud, or other illegal action. M-NCPPC reserves the right to award all or part of the Scope of Work of this RFP. Please submit a separate cost for each deliverable. Offeror must fully complete all information below.

**Note:** *The cost for each of the Tasks listed above should be inclusive of direct costs. If proposal includes subcontracting for part of the work, please provide a breakdown of the prime costs and the subcontractor costs by Task. All costs must include hourly rates.*

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



Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

(Signature)

(Printed Name/Title)

**PROPOSAL FORM/FEE SCHEDULE (Hourly Billing Rate)**

The hourly rates shall be identified according to the following labor titles. Offeror shall provide a rate for each labor and task title, as applicable. The hourly rate shall include all mark-ups and "factors" including profit, overhead, insurance, and direct labor costs.

Submit a copy of this form for each sub consultant. Additional labor titles and rates may be included. Reimbursables/miscellaneous costs/expenses (travel, mailing, printing) shall be billed separately, but must be identified or estimated on each proposal submitted for a specific task order.

<b>Labor Category</b>	<b>Hourly Rate</b>
Project Director/Project Manager	\$
Registered Professional Engineer	\$
Staff Engineer	\$
Engineer - Water Resources	\$
Engineering Technician	\$
Environmental Scientist	\$
Planner	\$
Planning Technician	\$
Landscape Architect	\$
Cost Estimator	\$
Drafter/CAD Operator	\$
Clerical	
<b>Other (Identify)</b>	\$
<b>Other (Identify)</b>	
<b>Other (Identify)</b>	
<b>Other (Identify)</b>	

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

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

(Signature)

(Printed Name/Title)