



## ADDENDUM #2

# REQUEST FOR PROPOSALS

**No. 2014-026**

---

**Effective:** June 6, 2014

**Project:** Constitution Gardens Design-Build Project

**Issued By:** Adam Newhart, Public Works Operations Administrator  
Department of Public Works  
800 Rabbitt Road  
Gaithersburg, Maryland 20878

This addendum addresses the questions submitted by Offerors for the above project. The City is not responsible for the content of the questions or accuracy of the statements submitted by interested parties. In the event that the question is unclear, the City has provided the most comprehensive answer based on the interpretation. Duplicate questions were shown and answered only once.

1. The following are the City's answers to Offeror questions asked at the Pre-Solicitation Meeting:

**Q 1. Is the design concept ready?**

A: Yes (the design concept was shown at the meeting)

**Q 2. With the design, is the City looking for an interpretation of this detailed sketch?**

A: Enough of this concept should be covered. When we meet on site, we will point out certain items of the concept that we want included in the final site design.

**Q 3. Is there a design concept budget?**

A: Yes

**Q 4. On the build side - once awarded, can the budget be a range?**

A: It can be but shop drawings need to be included in the price. The Contract shall be for a fixed price not to exceed contract.

- Q 5. Who is responsible for the cost of the permits?**  
A: The City will take care of the permits. The Contractor will be responsible for picking up the permits and calling in all inspections.
- Q 6. Do you want the content of our concept design to look like what's here?**  
A: As long as the main elements are in the design. Certain elements, like moving the Gazebo, can be moved; however, for safety reasons, the City wants it to be located in an open area at the front of the Park. Plants will need to be identified on the plan, and some plants and trees will need to be transplanted to other sections in the Park.
- Q 7. Will the City provide the survey to the contractor?**  
A: Yes, it will be issued as a separate addendum once the survey is completed. There are several questionable trees on the border of the property that may need to be removed if they are on City property.
- Q 8. Will it be a boundary survey or a Topo Survey?**  
A: It will be a boundary survey. The City has Topo maps on ArcMap GIS and will provide a Topo map to the Offerors, which depicts 2' contours of the site.
- Q 9. Under design maintenance-how will it be maintained?**  
A: The City is looking for something low maintenance. This is one of twenty-six parks the City maintains. The City is looking for perennials, shrubs and trees. The City will maintain the Rose Garden.
- Q 10. Would the Rose Contractor Fee need to be rolled into the Offerors fees?**  
A: No, the City will take care of that.
- Q 11. Is Public Art part of the proposals?**  
A: Not necessarily. If the Offeror's design doesn't include art, an artist could be selected to put art in the Park. The community has strong input on Public Art. The Contractor's choice of art would have to be approved.
- Q 12. On the performance spec - How will this need to perform?**  
A: The City has not dealt with natural products before. We know we will have to replace certain items as needed. The State recommends the wood be treated with a soy base.
- Q 13. Would the City like a blend of pre-fab and natural?**  
A: Yes, that is fine. We know the playground cannot necessarily be all natural, so a blend of pre-fab materials and natural materials will be fine.
- Q 14. Is sidewalk construction part of the plan?**  
A: Yes, as needed in the Park; a new sidewalk will need to be added along Park Ave.
- Q 15. Do bump outs already exist**  
A: Yes.

**Q 16. Is drainage along the roadway affected?**

A: Yes, and please include in the price if access is needed.

**Q 17. Minority Participation?**

A: No

**Q 18. Is there a weight scale on funding for this project?**

A: No, all money for this project will be paid with City funds.

2. The following are the City's answers to Offeror questions which were submitted in writing:

**Q 19. Under Section 5.3 Evaluation Criteria, the City lists Qualifications, Experience and Capabilities twice with different point values, are these criteria worth 35 points?**

A: No, an amendment (#1) regarding this question was issued and posted on the City's website on May 29, 2014.

**Q 20. Under Section 6.1, II. Qualifications, Experience and Capabilities, g., the City indicates: Include at least one (1) professional Team (Design-Builder) reference from current or past clients within (5) five years. The Design-Build Team must have worked together and completed at least one (1) project as a team. Does the City intend to exclude Design-Build teams which have not completed at least one (1) project as a team?**

A: No, an amendment (#2) regarding this questions was issued and posted on the City's website on June 3, 2014.

**Q 21. We note that a "Natural Place Space Playground" may not comply with the U.S. Access Board's Summary of Accessibility Guidelines; does the City intend to seek a waiver of these guidelines or will this be the selected Contractor's responsibility?**

A: The City will work with the selected Offeror on this. We understand a play space area may not be 100% compliant.

**Q 22. Are the meeting minutes posted somewhere?**

A: The meeting minutes are the questions and answers from the Pre-Solicitation Meeting (see Section one [1] hereinabove).

**Q 23. Item II g. of the RFP states the following: Include at least one (1) professional Team (Design-Builder) reference from current or past clients within (5) five years. The Design-Build Team must have worked together and completed at least one (1) project as a team. To be clear, does this mean that the city is requiring that the prime Offeror must have worked previously with all of the proposed subcontractors on a single project?**

A: See the answer to Q 20 hereinabove.

**Q 24. The prime Offeror is a general contractor, and did not attend the mandatory site visit. However, the prime's design team, in fact, did attend. Our question is whether the prime Offeror remains eligible to bid as the prime?**

A: No, the Contractor (the Offeror who submitted Proposal and was awarded the Contract) must have attended the Pre-Solicitation Meeting as the Offeror.

**Q 25. Do any of the proposed concept plans/drawings have a CAD base that can be distributed?**

A: The plant inventory was converted to CAD by the City and information on how to retrieve this file was emailed to the Offerors last week, via the City's FTP site. Another email will be sent with information of how to retrieve this information from the FTP site for the drawing to be in the .DXF format. Please note that information on the City's FTP site is only available for two (2) weeks. If the information needs to be reposted, we will arrange to do that. The file is too large to email. No other drawings are available in CAD.

**Q 26. Is there a formal site plan submission process?**

A: No, just submit all plans and information by the June 27th Closing Date.

**Q 27. Have minutes of the pre-bid meeting been posted? Where?**

A: See the answer to Q 22 hereinabove.

**Q 28. P 19 Part B: Price proposal shall include "the narrowing of Brooks Ave", though during the pre-bid meeting it was mentioned that this SOW was outside the budget stated. Can we assume that a concept design for "narrowing of Brooks Ave", will be sufficient?**

A: A concept design is fine but a budget price for this work should also be included should the City decide to include this scope of work into the project.

**Q 29. P 28, Item E: Please describe how closely natural materials (wood, stone etc.) and natural playspaces should comply with the standards mentioned for manufactured play equipment.**

A: When designing for natural play spaces, design the space according to the U.S. Consumer Product Safety Commission's Public Playground Safety Handbook. The CPSC Handbook is available online at no charge at: [cpsc.gov/cpsc/pub/pubs/325.pdf](http://cpsc.gov/cpsc/pub/pubs/325.pdf). Certified Playground Safety Inspectors (CPSI) applies the CPSC Guidelines and the relevant ASTM Standards for Public Playground Safety and Surfacing to actual situations in play spaces. They can advise on preventive maintenance, and on applying the Guidelines in situations where manufactured play equipment is not involved. CPSI's are on staff at many state, county, and local parks departments, educational, and environmental agencies. A CPSI may be consulted before, during, and after design and installation of a nature play space on safety concerns and precautions. Independent CPSI's are also available. To find one near you, contact the National Recreation and Park Association's online CPSI Registry at: [ipv.nrpa.org/CPSI\\_registry/default.aspx](http://ipv.nrpa.org/CPSI_registry/default.aspx) For more information go to: <http://www.dnr.state.md.us/cin/NPS/pdfs/Safety.pdf>.

**Q 30. 4) P. 28, Item E: Please describe how much and preferred areas of the space that should be ADA accessible. You stated in pre-bid meeting that it probably won't be all ADA accessible. (i.e. all circulation, all play equipment, or something in between.)**

A: 30-40%. Use your creativity on what preferred areas of the space should be ADA accessible.

**Q 31. Are there type/materials of fencing that will and will not be acceptable for the areas along the back and side to be fenced?**

A: We do not want chain link fence or wrought iron. Aluminum or Vinyl would be acceptable at a 6' height.

**Q 32. It was mentioned at the site visit that the posts marking the entry to the old library needed to stay at the site. Is that correct? Can they be relocated within the site?**

A: They need to stay on site but they can be relocated within the site as part of the plan if you like.

**Q 33. Please clarify what is required regarding plant specifications in the proposal. Would a conceptual plant plan and schedule be sufficient?**

A: Yes a conceptual plan giving enough detail of what kind of plants and trees will be planted where with a schedule of proposed quantities.

**Q 34. Drip irrigation should be included in cost? (Stated in walk through).**

A: Yes, if you are proposing the use of any irrigation of any kind it should be included into the pricing sheet.

**Q 35. What sustainability criteria should be part of the design? Are there any specific rating systems such as SITES or LEEDv.4 that should be considered for Constitution Gardens?**

A: There is no specific set sustainability criterion for the design. Any sustainable items/plants that are included in the design can be described in details during the interview process. It is not mandatory to include any criteria for LEED or SITES.

**Q 36. Can you clarify the role of the Committee on Public Art both in terms of selection and in terms of costs?**

A: The City's Arts in Public Places (AIPP) Committee is a volunteer group that advises the City and its staff in the selection of artists and art works. A budget of \$17,500 released over a period of 3 years beginning in FY15 has been set aside for Constitution Gardens. City arts staff and the AIPP committee will craft and release a call for artists and review applicants. A typical scenario will be to select three finalists and require each finalist to develop a maquette upon which the final selection, as well as an interview, will be made. Following selection of the artist, City staff will prepare a Contract, scope of services, set of deliverables and will monitor the process and coordinate installation. The public art process will begin in FY15, but fabrication will not begin until FY16 and installation is planned for FY17.

**Q 37. Can you describe intended programming for Constitution Gardens such as musical events in the Gazebo or a farmer's market?**

A: In order to make Constitution Gardens a center for community activity, staff envisions programing the space to appeal to neighbors and other city

residents. Some program ideas include a farmer's market and hosting small concerts as part of the City's Backyard Concert series. Programming would be informal and not require fixed seating. As a concert venue, residents would be encouraged to bring a blanket and picnic for a fun evening of music. The inclusion of electricity at the Gazebo would allow for amplified events. The gazebo could also act as a site for children's story time events, City sponsored nature programs, and more.