



ADDENDUM #1
REQUEST FOR PROPOSALS
No. 2015-024

Effective: July 20, 2015

Project: Architectural, Engineering and Other Related Services

Issued By: Wes Rhodes, Procurement Manager 
City of Gaithersburg
Division of Procurement
31 South Summit Avenue
Gaithersburg, Maryland 20877

The purpose of this addendum is to provide the minutes from the Pre-Proposal Meeting conducted on July 7, 2015, and to provide the *References Form* described in Section 4.1(A)(IX) of the Solicitation, which is incorporated into and made part of the above named Solicitation.

Attachments (2)

REQUEST FOR PROPOSALS

NO. 2015-024

ARCHITECTURAL, ENGINEERING AND OTHER RELATED SERVICES

PRE-PROPOSAL MEETING MINUTES

Meeting Date and Time: July 7, 2015, 10:00 a.m.

Meeting Location: City of Gaithersburg
Department of Public Works
800 Rabbitt Road, Gaithersburg, Maryland 20878
2nd Floor Conference Room

1. GREETINGS / INTRODUCTIONS

Please ensure that you complete the Sign-in Sheet, please make sure that your name and your company's firm is legible and that you provide both a phone number and email address.

The purpose of this meeting is to provide a forum for potential firms to discuss the contract, introduce the contract, and respond to questions. Information and responses provided in this meeting are preliminary. Since this is a non-mandatory pre-proposal meeting, the minutes, a copy of the sign-in sheet and formal responses to all questions submitted and, if issued, addenda will all be posted on the City's Website.

<http://www.gaithersburgmd.gov/government/procurement/current-bids>

During this meeting the City will provide you with the general information regarding the contract requirements, briefly explain portions of the Solicitation Documents, and the City's requirements for compliance. No statements made by me or any other project team member during this meeting or during the site visit will modify or change any provision included in the Solicitation Documents. In the event of conflict or inconsistency between any information provided today and in the Solicitation Documents, the Solicitation Documents will control. Only changes that are issued in writing by Addenda or amendment will change the provisions of the Solicitation Documents. It is the Offeror's responsibility to read and comply with all the Solicitation Documents to avoid being considered a non-responsive Offeror.

Introduction of Project Team:

Ron Kaczmarek- City of Gaithersburg, Facilities & Capital Projects Division Chief, KO

2. PROCUREMENT PARTICULARS

- a. **Communications:** All communications and/or questions that you might have during the procurement process must be directed to Ron Kaczmarek at rkaczmarek@gaithersburgmd.gov. Do not contact any other City personnel, or any

other project team members. Submit all questions or requests for clarification in writing. If you have an issue with the Solicitation Documents, please indicate where that problem or ambiguity appears in the document (e.g., page, paragraph, etc.).

After this meeting, both the meeting minutes and the attendance sheets will be posted on our website at <http://www.gaithersburgmd.gov/government/procurement/current-bids/rfp-2015-024-architectural-engineering-and-other-related-services>. If an addenda or amendments to the Solicitation are issued, they will also be posted on the City's website at the link above. It is the Offeror's responsibility to acknowledge any and all addenda and amendments that are issued by the City.

b. Proposal: Discussed the requirements of all proposals as listed in Section 4 (starting on page 6 of 39) of the Solicitation.

- Made mention that no hardcopy marketing brochures are to be included in Proposals.
- Offerors are reminded to keep within the page requirements for each section of the technical proposal.
- In Section 4: Firm Qualifications, Experience and Capabilities of the Solicitation, the maximum number of pages for this section is 10 pages.
- For the initial review of pricing for the proposals, all that would be looked at are the prices for the labor categories shown as a reference on page 11 of the Solicitation.
- As part of their price proposal, Offerors are to submit an all-inclusive labor table in addition to those listed on page 11 of the Solicitation.
- Reminded Offerors that labor rates are to be inclusive of all profit, fees, travel expenses, costs and personnel expenditures. No additional ODC will be accepted.
- Make sure your Proposal utilizes the City's forms included in the Solicitation. The use of substitute forms other than clear and correct photocopies will not be permitted.
- Proposal Package: 1-original paper Proposal, 6-identical copies, 1-electronic copy (CD/DVD/Flash Drive).
- Proposals will remain binding for 180 days after the submission date.
- The City may request additional information during the evaluation process.
- Once a selection is made, the selection committee will make a recommendation of award to the City's Mayor and Council. Upon approval and receiving the required contract documents from the selectee, the City Manager signs the contract and the NTP will be issued.

- Reminded Offerors that if staff members are selected for their proposal it is expected that these members will be the ones that work on the contract. Substitution will be allowed if staff members leave or the Offeror proposes a new candidate after award of contract that is acceptable.
- c. Basis of Award:** Went over the requirements of the Proposal (Section 5) starting on page 14 of the Solicitation.
- Mentioned that the City believes it will select up to 5 firms in total who will sign a multiple party award.
 - The City has no preferred method of selection criteria on how firms will be selected.
 - City could select more than 5 firms if single source selection is chosen.
 - Offerors will be limited to no more than 5 staff members if selected for the oral presentation. The City reserves the right to select which members of the Offeror's team to come in for the oral presentation.
- d. Insurance Requirements:** Referred to Section 7.10 on page 29 of the Solicitation for further detail.
- On Page 29 of the Solicitation there was some discussion about insurance. Proof of the required insurance will not be needed until an Offeror is selected for submission to Mayor and City Council.
- e. Prevailing Wage (Does not apply to this RFP)**
- f. Disadvantage Business Enterprise Goal (Does not apply to this RFP)**

3. PROJECT OVERVIEW

- a. Overview:** All work assigned under the contract will be done via task orders. The number of Offerors awarded a contract will dictate on how the Task Orders will be issued. Currently it is anticipated that all Offerors awarded a contract will be provided the opportunity to bid on all Task Orders.
- Discussed that the previous A/Es performed roughly \$354,702.00 worth of work for the City in FY15 which ran from July 1, 2014 to June 30, 2015.
 - Currently the City has at least \$150,000.00 worth of work slated to be contracted between the time the contract is awarded in late August to the end of June, 2016.
 - The City intends to bid each task order among all contractors. However, the City reserves the right to sole source a task order for specific services that one contractor might have bid on solely. No rotational process will be used to award task orders.

- If an Offeror is awarded a contract, it will be paid consideration in an amount NTE \$500.00 as retainage for their services.
- If awarded a single source contract, the contractor may be allowed to select their own subcontractors to complete ancillary tasks on the task order or be directed to work with a firm chosen by the City as party to the contract to complete these tasks.

b. Liquidated Damages:

- The City, at its discretion, may include a liquidated damage clause in a task order in an amount NTE \$500 per day.
- The contractor will be responsible to correct errors, defects, and omissions in their services under the contract without costs to the City (Section 7.9).
- The Contractor will be responsible for payment of change orders during the construction phase of the project if determined that a design deficiency/error cause the ensuing change order. (Section 7.9).

c. Design Quality Control- Process & Deliverable Manual:

- The manual that is attached to the Solicitation is what will drive the City's requirements per Task Order Request.

4. REVIEW OF CALENDAR OF EVENTS

Reviewed the calendar of events (Solicitation Schedule) in Section 3.1 of the Solicitation.

5. OPEN DISCUSSION AND Q/A SESSION

Questions and answers are included in Addendum #2.

6. ADJOURN



City of Gaithersburg

Offeror References

Solicitation No. _____

Please complete this form in its entirety and include it with your Proposal.

Name of Entity: _____

Street Address: _____

City, State & Zip Code: _____, _____ _____

OFFEROR REFERENCES

1. Organization Information

Name: _____

Address: _____

Contact Name: _____ Phone #: _____

Description of Work: _____

2. Organization Information

Name: _____

Address: _____

Contact Name: _____ Phone #: _____

Description of Work: _____

3. Organization Information

Name: _____

Address: _____

Contact Name: _____ Phone #: _____

Description of Work: _____