

**Department of Materials Management
Procurement Unit
MONTGOMERY COUNTY PUBLIC SCHOOLS
45 W. Gude Drive, Suite 3100
Rockville, Maryland 20850**

May 3, 2018

NOTICE TO BIDDERS

**The following are questions and responses regarding
RFP 4458.1, Facility Condition Assessments**

Question 1: Section 3.1 Facility Condition Survey. The introductions lists 205 schools that MCPS operates. A facilities data sheet was provided in Appendix A for the RFP. The schools listed in appendix A don't appear to add up to 205 buildings (and 25M square feet). Are there additional buildings not listed in Appendix A that should be included in the Facility Condition Survey?

Answer: Facilities not listed within Appendix 'A' are identified below and can be found on our Capital Planning webpage within the Capital Improvements Program/Master Plan:

**Rock Terrace School – Special Education Center
Carl Sandberg School – Special Education Center
Stephen Knolls School – Special Education Center
Longview School – Special Education Center
John L. Gildner Regional institute for Children and Adolescents – Special Education Center
Blair G. Ewing School – Alternative Education Center
Thomas Edison High School – CTE Center
Silver Creek Middle School – New School for the 2017/2018 School Year**

<http://www.montgomeryschoolsmd.org/departments/planning/cipmaster.aspx>

Question 2: Section 3.2. Are there specific testing requirements for the Indoor Air Quality and Acoustics portion of the Facility Characteristics portion of the survey?

Answer: As identified within the Scope of Service of the RFP, a key objective is to develop baseline criteria for focus areas, including Indoor Air Quality and Acoustics. The specific testing areas and/or evaluation of existing data will be determined as an initial step of the process and in consultation with the successful contractor. It is, however, anticipated that Indoor Air Quality requirements will include inspection of ventilation systems and components, sampling of selected facilities for building pollutants, and evaluation/analysis of temperature control systems. Acoustics determination will be determined based on school construction best practices and standards and the evaluation of existing buildings for consistency with those requirements. It is not anticipated that system-wide acoustic testing will be required but tests may be required to determine baseline conditions.

Question 3: Section 8. (Page 6, paragraph 4) The following paragraph states, "The selected provider(s) must have demonstrated experience in providing alternative programs..." Can you confirm that this is a requirement of the RFP?

Answer: This paragraph is not a requirement for this Request for Proposal and doesn't not require a response.

Question 4: Are Site Assets and Utilities included the scope of work such as parks, playgrounds, utilities, hardscapes? Or, can it be assumed that the assessment is building specific and includes systems within a 5-foot perimeter of a given building?

Answer: Site Assets and Utilities are not included in the scope of work.

Question 5: For the facility condition survey is it expected that building system inventory be collected to a particular classification system such as ASTM Uniformat II (classification system that breaks the building down by elements such as substructure, shell, interiors, services... and includes an estimated replacement value by building component) or is this project primarily focused on the identification of deferred maintenance projects (current repair/replacements needs).

Answer: Deferred maintenance at individual facilities will be the primary focus. It will not be a requirement of this RFP to organize data in a Uniformat II format, however offerors will be required to provide a consistent approach to cost estimating for identified deficiencies.

Question 6: Section 3.3 of the RFP mentions that data from MCPS's Maximo CMMS will be provided. Is it expected that the existing information in Maximo is to be updated/validated as part of this project? This may include a validation of the Maximo equipment inventory, equipment nameplate data (manufacturer, model, serial #...), and work plans.

Answer: MCPS's Work Order history and inventory information will be provided as a reference and is intended to be used as a tool to develop baseline information and identify facilities that meet certain criteria and characteristics. It is not a requirement of this RFP to update or validate existing maintenance data.

Question 7: Are there any limits on the number of field teams that can be mobilized for assessments simultaneously? Are there expectations that some of this work is to occur outside of the typical school schedule (before or after school)?

Answer: It is not anticipated that limitations be placed on the assessment process. It is, however, a general requirement of contractors and consultants that any identified disruptive work be conducted during times that minimize disruptions to school operations.

Question 8: Section 2.0 of the RFP mentions school safety and security, however a security assessment (access control etc...) is not described in the scope of services section 3.0. Is a Security Assessment to be included in the assessment scope?

Answer: A security assessment will not be a requirement of this RFP. However, building quality aspects that relate to passive security design and/or Crime Prevention through Environmental Design (CPTED) principals may be included within the baseline criteria.

Question 9: Section 7.2 describes a required point-by-point response to the RFP as part of the proposal. Please elaborate on what is expected with respect to the point-by-point response. What criteria is to be confirmed? Is this a point-by-point response to section 3?

Answer: The point-by-point response to each section of the RFP should include all subsections of section 3.0 Scope of Service. For sections not requiring a specific response, "Understand and Comply" will suffice.

Question 10: Section 11.1 under 11.0 EVALUATION CRITERIA outlines the five criteria to be used in determining the best qualified firms for the program. Request that Montgomery County provide further details on order of priority and relative weighting of the five criteria. If each is weighted the same (e.g., 20% for each of the five criteria) please specify.

Answer: A separate addendum will be issued to answer this question.

Question 11: P. 3/12 of RFP - 3.0 SCOPE OF SERVICES - How does this scope compare to the scope of recently completed FACT assessments? EMG worked with MCPS to develop a set of criteria for evaluating and prioritizing the modernization of school buildings. Our assessments included evaluation of the ability of the schools to meet program requirements, as well as general physical condition issues requiring modernization. Is this scope the same, or can you tell us how it differs?

Answer: A primary goal of the KFI process is to identify physical condition elements of facilities that impact the teaching and learning experience. The ability to meet current educational program requirements and/or educational specifications is not a requirement of this RFP, with the exception of building quality elements related to shape and size of spaces. However, the baseline for shape and size will be facility specific and not compared to current standards and/or requirements (i.e. a cafeteria that is undersized comparative to current standards, may not be undersized for the current enrollment. Therefore identifying number of lunch periods a day more impactful then the overall size)

Question 12: P. 3/12 of RFP - 3.0 SCOPE OF SERVICES - There is a requirement to *identify facilities with characteristics that do not meet ASHA classroom acoustic standards*. Can you identify the appropriate ANSI standard to follow, or can we use the Guidelines for Addressing Acoustics in Educational Settings? Is this required for each classroom in a school?

Answer: Acoustics determination will be determined based on school construction best practices and standards and the evaluation of existing buildings (not a room by room inventory) for consistency with those requirements. The two primary aspects of acoustics that will be considered include background noise and speech intelligibility, impacts of reverberation. Background noise will be determined from baseline criteria related to building materials (walls, roof and windows) and installed HVAC systems. Reverberation will be determined by space size and geometry, as well as the noise absorption ability of the building materials of the facility. It is not anticipated that system-wide acoustic testing will be required but tests may be required to determine baseline conditions.

Question 13: What is the purpose of "Redacted Copy"? It was mention several times that we will need to submit a redacted response and we would like to know what that entails.

Answer: A Redacted Copy of the proposal is a separate copy that does not include confidential, proprietary, or technical information the company would not want used or disclosed for any purpose other than evaluation of the proposal.

Question 14: Section 7.4 mentions pricing proposal. We would like to know the details or format of this proposal. What are you specifications for this?

Answer: Cost proposal shall outline the services to be performed to complete the full project, as well as hourly rate by job description.

Question 15: Could you please confirm if you are looking for hourly rates for the price proposal?

Answer: See Question 14.

Question 16: Is the awarded prime and their sub-consultants precluded from future design procurement?

Answer: No.

Question 17: Are you looking for an Architect to lead this pursuit?

Answer: It is not a requirement of this RFP for an Architect to lead the project, but it is anticipated that K-12 architectural experience be represented within the team structure.

Question 18: Is there a required system to be used for evaluation criteria, scoring and reporting for the assessment, or will the consultant determine these?

Answer: The system used for evaluation criteria, scoring and reporting for the assessment is not pre-established and will be determined during the baseline criteria process. Data management will be determined in consultation with successful offeror and developed/managed on a non-proprietary platform.

Question 19: Is assistance with short and long-term capital project planning based on the assessment results included in this scope of work?

Answer: Capital project planning assistance, short and/or long term, is not part of this RFP.

Question 20: Is assistance with short and long-term maintenance planning, beyond the noted costing of deferred maintenance projects, based on the assessment results included in this scope of work?

Answer: Maintenance planning assistance, short and/or long term, is not part of this RFP.

Question 21: One page 6, what is the reference to provision of alternative school programs?

Answer: See Question 3.

Question 22: Are there any school building and site access restrictions pertaining to schedule or personnel? Will access be readily granted to all schools through the entire work day?

Answer: It is not anticipated that restrictions and/or limitations be placed on the assessment process. It is, however, a general requirement of contractors and consultants that any identified disruptive work be conducted during times that minimize disruptions to school operations.

Question 23: Is this scope of work restricted to the main school buildings only, excluding outbuildings, site and site facilities?

Answer: The primary scope of work is related to the main school building, with a focus and teaching and learning spaces. Site amenities (i.e. playground, fields, stadiums, etc) and support facilities (i.e. storage, equipment, concession, etc) are not included as part of this RFP.

Question 24: Is any interaction or planning/coordination for additional informational input, with IBM Maximo required, beyond analysis of existing information in the system?

Answer: MCPS's Work Order history and inventory information will be provided as a reference and is intended to be used as a tool to develop baseline information and identify facilities that meet certain criteria and characteristics. It is not a requirement of this RFP to update or validate existing maintenance data or to provide any additional interaction or planning/coordination.

Question 25: Item 7 indicates we should provide an individual response to each RFP specification. Could you please lay each of those specifications out for us as it is not entirely clear.

Answer: See Question 9.

Question 26: Is it your intent that we describe how we will accomplish this scope of services? Are you also looking for project resumes of personnel and project experience?

Answer: Yes. Proposals should describe how the project will be accomplished. Resumes of personnel are not required, but proposals should include evidence of sufficient staff to complete the project within the project schedule listed in section 3.4. As indicated in section 11.0 Evaluation Criteria, related experience and qualifications will be part of the evaluation process.

Question 27: This project will require the understanding and familiarity of the IBM Maximo facility management platform. MCPS uses the Maximo system to track and manage maintenance work orders and projects. Respondents will need to analyze information in the Maximo as part of the facility condition and characteristic assessments and to identify impact of maintenance issues on MCPS facilities.

Will the A&E team be granted access to MCPS facility database via MCPS subscription or will the A&E teams require direct subscriptions?

Answer: It will not be a requirement of this RFP to purchase a subscription or license to the Maximo system. Access will be granted by means of the MCPS subscription or by providing the required reports.

Question 28: Exterior Envelope - Identify deficient conditions in terms of deferred maintenance (HVAC, roofing, electrical) and life safety code non-compliance issues; Should A&E teams include thermal imaging, test cuts and invasive investigations for roof and exterior wall system condition assessment to supplement field observations report?

Answer: Thermal imaging, test cuts, and/or any invasive investigations are not part of this RFP. Any work of this magnitude required will be coordinated and managed by MCPS.

Question 29: Indoor air quality - Identify facilities with characteristics that limit the ability to achieve and/or maintain IAQ standards; Should A&E teams include IAQ monitoring and testing services to support field observations report?

Answer: See Question 2. It is anticipated that select facilities may require IAQ monitoring, testing, and/or inspection services.

Question 30: Acoustics - Identify facilities with characteristics that do not meet ASHA classroom acoustic standards; Should A&E teams anticipate acoustic testing during classroom hours?

Answer: See Questions 2 and 12. It is not anticipated that system-wide acoustic testing will be required but tests may be required to determine baseline conditions.

Question 31: The evaluation criteria references "Point-by-point Response to each section of the RFP".

Will a proposal response format be provided? The RFP provides little direction with respect to narrative responses?

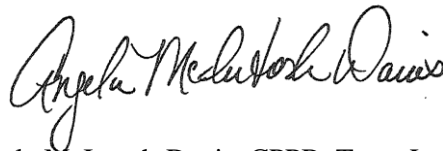
Answer: See Question 9. A format will not be provided. Vendor shall reference any related experience and qualifications and demonstrate the understanding of the scope of service throughout their response to the RFP.

Question 32: With reference to this RFP, Is there any MBE set aside for this project?

Answer: There is no MBE requirement/ set-aside for this Request for Proposal.

Question 33: Can you conduct a pre-bid meeting so that we can meet all Primes, who are bidding for the project?

Answer: MCPS will not be conducting a pre-bid conference for this Request for Proposal.



Angela McIntosh-Davis, CPPB, Team Leader
Procurement Unit

AMD:ea

Please indicate your receipt of this notice my signing below and returning with your proposal or under a separate cover.

Accepted By: _____
(Name & Title)

Name of Company: _____