



11400 Robinwood Drive • Hagerstown, MD 21742-6514

RFP HCC25-003 Facilities Program Part I and Part II Consulting Services

Addendum 1, posted on January 31, 2025, consisting of a potential scope update and the first questions received for this solicitation.

Scope Update

The scope as written in this RFP is for the renovation and addition to the Administration and Student Affairs (ASA) building. The College is evaluating the possibility of demolishing the current building and treating the project as a new construction. The College would like to compare pricing options in the preparation of Part I/Part II programs for:

- Option 1—Renovation and addition of the current ASA building
- Option 2—Demolition and new construction of ASA building

Firms shall provide pricing for both options in their price proposal submission. If the price is the same for both options, **clearly** state that.

The College and the selected firm will work together to decide on the best approach to this project. The selected firm shall comply with the State of Maryland's Facilities Program Manual for the method (new construction or renovation) selected by the College.

Question and Answer

Q1: In previous solicitations for design work, the Maryland Department of General Services has deemed firms that prepare Part I/Part II programs ineligible for project design work. Please confirm with DGS and DBM that participation in the Part I/Part II process does not disqualify a firm from submitting proposals for the associated design projects.

A1: This is correct. Firms that prepare Part I/Part II programs are ineligible for the project design work.

Q2: Upon first review of the RFP, my assumption was that HCC was looking to identify an Owner's Representative to partner with that would serve in a Program Management capacity to help develop and manage the capital improvement

programming aspect of the Administration and Student Affairs Building renovation and addition.

However, after reading a little more into the scope, I am now interpreting that you may be looking to identify an architectural partner to lead this effort.

Can you clarify if you're looking for an Owner's Rep or an Architectural firm to lead this effort, or perhaps some type of joint capacity?

A2: Typically, the Part I and II will be created through an Architectural Firm or a business that specializes in only program documents. This firm will create a written program that will be submitted to the State for approval for funding. Once this program has been written, submitted and approved there will be no further involvement from the firm since they will not be eligible to be the A/E of this project.

Upcoming Deadlines

The question deadline is **February 10, 2025**. All questions must be submitted to bids@hagerstowncc.edu prior to 2:00 PM. See details on pages 3-4 of the RFP.

The proposal closing is **February 24, 2025 at 1:00 PM**. Reference the RFP for submission details. Please pay careful attention to the requirement to be registered on Bid Locker in order to submit a proposal for this project.

Respectfully submitted,



Alicia Cullop
Director of Procurement Services