



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING  
COMMISSION

*Department of Parks and Recreation*

6600 Kenilworth Avenue Riverdale, Maryland 20737

October 30, 2019

**For The Attention of All Proposers:**

**RE: RFP Number: P40-106  
Construction Manager at Risk Services  
for Concord Manor Rehabilitation  
8000 Walker Mill Rd, District Heights, MD 20747**

**Subject: Addendum Number Four (4)**

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

1. The due date for the receipt of proposals has been **REMAINS** Wednesday November 6, 2019 on or before 3:00 p.m.
2. Transmitted herewith as Attachment 1 is the Concord Manor Rehabilitation Assessment Phase Draft Report, by Davis Buckley Architects, dated September 30, 2019. This draft report is provided to Proposers for informational purposes only.

The following are questions received and M-NCPPC responses.

Q1. Will M-NCPPC provide the estimated project design and review timelines as provided by Davis Buckley Architects?

**A1. M-NCPPC will base their schedule on DBA's estimated schedule:**

Pre-design Phase	Jul. 2019 - Oct. 2019
Design Phase	Oct. 2019 - Aug. 2020
Permitting	Jan. 2020 - Sep. 2020
Construction Phase	Sep. 2020 - Mar. 2021

Q2. Will the CMAR be held responsible and/or liable for all utilities and

CMAR SERVICES FOR  
CONCORD MANOR HOUSE REHABILITATION  
RFP# P40-106  
ADDENDUM NO. 4

equipment installed under the previous project and called out by Davis Buckley Architects as “existing to remain”?

A2. Yes. CMAR shall be responsible for delivering a building with fully functioning systems and equipment as intended by the plans and specifications regardless if they are existing (i.e. original or installed by others) or new (by CMAR)

Q3. Please clarify the requirements for the CMAR to participate in exploration and discovery activities with the A/E team.

A3. The A/E team will supervise interior exploration probes prior to CMAR contract. Any additional testing involving the CMAR shall be charged to the allowance for destructive testing during pre-construction phase services.

Q4. What are the suspected timelines for MHT and M-NCPPC review for any additional exploration/work review?

A4. All MHT and HPC applications will be submitted by the M-NCPPC Project Manager for the duration of the project. There is an approximately 4 - 6 week review and approval process with MHT and M-NCPPC.

Q5. Please confirm that all hazardous material remediation and/or abatement shall be covered under separate contract.

A5. CMAR shall be responsible for all hazardous material remediation work, including lead, asbestos and mold abatement at Concord. The preferred subcontractor is APEX whom have been thoroughly involved with the project's needs and scope of work.

Q6. RFP Section IV 1.7 states that the CMAR cannot perform more than 10% of the GMP value of work. Please clarify if this is a self-performance restriction, or if the 10% is the maximum CMAR proposed cost allowable for management, overhead, profit, etc.

A6. This is self-performance restrictive.

Q7. Please clarify if the 18% MFD participation is a goal or a requirement.

A7. The 18% MFD is a goal.

Q8. Please confirm that under Section VI “Cost Proposal”, paragraph two should refer to an “aquatic center”.

A8. Confirmed, Transmitted herewith as Attachment 2 is a corrected Cost Proposal.

Q9. Will there be a 3rd Party Materials Testing and Inspections opportunity as a part of this project?

A9. No.

**CONSTRUCTION MANAGER AT RISK SERVICES FOR  
Concord Manor Rehabilitation CMAR  
ATTACHMENT No.2 - REVISED PER ADDENDUM # 4**

**Cost Proposal  
RFP #P40-106**

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. The M-NCPPC reserves the right to award all or part of the scope of services of this RFP. Please submit separate cost for each deliverable. Offeror must fully complete all information below:

The undersigned hereby certifies that Offeror has examined and fully comprehends the requirements and intent of the Construction Manager at Risk for Concord Manor House Rehabilitation RFP, plans, and specifications and addendum

Number \_\_\_\_\_ Dated \_\_\_\_\_      Number \_\_\_\_\_ Dated \_\_\_\_\_  
Number \_\_\_\_\_ Dated \_\_\_\_\_      Number \_\_\_\_\_ Dated \_\_\_\_\_

for the above project; that the bidder has visited the site and examined all conditions affecting the work and proposes to furnish all labor, supervision, material, tools, equipment, engineering, etc., necessary for or incidental to, the proper execution of the work.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Name & Title (type or print) \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ E-Mail \_\_\_\_\_

By submitting a cost proposal and having received clarification on all matters upon which any doubt arose, the undersigned proposes to complete the work, inclusive of the CM Construction Phase Fee and Not-to-Exceed Reimbursable Costs for the following guaranteed maximum price: One Million Six Hundred Thousand Dollars (\$1,600,000)

1. PART 1. PRE-CONSTRUCTION PHASE:

1.1 Pre-Construction Phase Services - Fee: (in words and figures)

\_\_\_\_\_ (\$ \_\_\_\_\_)  
(This is the SUM of Form 1.1 Schedule of Costs and Tasks on Page 4 of 7)

Part 1 – Pre-Construction Phase

- I. Reproduction - \$3,000
- II. Destructive testing (probe) - \$5,000
- III. Design Assist - \$10,000

2. PART 2. CONSTRUCTION PHASE:

2.1 Construction Phase Services - Construction Management Lump Sum Fee: (in words and figures)

\_\_\_\_\_ (\$ \_\_\_\_\_)

Fee percentage of Cost of the Work: \_\_\_\_\_ (%)

The total amount earned by the Contractor as the Fee may decrease, depending upon the nature of the changes in the Work, and shall be adjusted by multiplying the amount of the change in the Cost of the Work by the Fee percentage provided on the Cost Proposal Form. Contractor's Fee is independent of modifications to the Contract that increase the GMP which are subject to General Conditions section 2.9 Modifications of Contract Price.

**Cost of the Work excludes mandatory insurances, optional insurances, payment and performance bonds (Form 2.2.ii, lines 15 and 16), and construction management fee.**

**Sub-contractor Default Insurance / bonds,**

**NOTE:** The Construction Management Fee shall include overhead not specifically identified as a reimbursable cost, and profit.

**NOTE:** The total not-to-exceed Project Construction Budget for this construction Project is \$1,600,000. This firm budget is inclusive of, but not limited to, the following items:

- I. M-NCPPC Design & Construction Contingency Allowance - \$300,000
- II. Bond & Utility Connection fees - \$20,000
- III. Security Equipment - \$100,000

Project Construction Budget (GMP) is exclusive of:

- a. Architectural and Engineering fees.
- b. Permit Fees

**2.2: Reimbursable Items:** Each Proposer is to provide not-to-exceed amounts on **Part 2** breakdown forms for:

- i. Form 2.2.i -General Conditions - CMAR Staff Reimbursable Breakdown.
- ii. Form 2.2.ii - General Conditions - Non-Personnel Reimbursable Breakdown.

**3. TOTAL CMAR PRICE PROPOSAL (SUM OF #1.1, #2.1, and #2.2.ii and #2.2.ii) (in words and figures)**

\_\_\_\_\_ (\$ \_\_\_\_\_)

**PART 1 - PRE-CONSTRUCTION PHASE SERVICES - SCHEDULE OF TASKS AND COSTS**

OFFEROR'S NAME: \_\_\_\_\_

**NOTE:** This attachment is to be included with the Proposer's Cost Proposal.

<b>ITEM</b>	<b>LUMP SUM COST</b>
1. Project Review/Progress Meetings	\$ _____
2. Input Meetings – 3 minimum	\$ _____
3. Value Engineering Services	
100% Construction Documents	\$ _____
100% Re-Design of CD's	\$ _____
Total for VE:	\$ _____
4. Cost Estimating Services (Inclusive of ad hoc estimating as needed)	
100% Construction Documents	\$ _____
100% Re-Design of CD's	\$ _____
Total for Cost Estimating:	\$ _____
5. Scheduling Services	
100% Construction Documents	\$ _____
100% Re-Design of CD's	\$ _____
Total for Scheduling:	\$ _____
6. Constructability Review	
100% Construction Documents	\$ _____
100% Re-Design of CD's	\$ _____
Total for Constructability Reviews:	\$ _____
7. Bidding and GMP Preparation	\$ _____
8. Reimbursable Allowances	
Reproduction for trade package bidding only	<u>\$3,000.00</u>
Destructive Testing	<u>\$5,000.00</u>
Design Assist Services for trade contractor	<u>\$10,000.00</u>
Total MNCPPC Allowances	<u>\$18,000.00</u>
9. CMAR Pre-Construction Phase Services Fee (Sum of 1 – (Enter this amount on Page 2 of 7, 1.1)	\$ _____

**PART 2 - Form 2.2.i - GENERAL CONDITIONS CMAR STAFF  
REIMBURSABLE BREAKDOWN**

**NOTE:**

1. This attachment is to be included with the Offeror's Cost Proposal.
2. Total hours must match those positions provided for evaluation in the Proposal (Form VII.2) Matrix of Anticipated Hours.
3. If any of the positions below will not be filled by the Offeror's specific person, the Proposer is to note in the space provided what alternate position will be handling the duties associated with the unfilled position.
4. The amounts provided are Not-To-Exceed.
5. Hourly Rate must be fully loaded to include the actual hourly rate plus burden.

<b>POSITION</b>	<b>ESTIMATED HOURS</b>	<b>HOURLY RATE*</b>	<b>TOTAL COST</b>
Project Executive	_____	\$_____	\$_____
Project Manager	_____	\$_____	\$_____
Ass't Project Manager	_____	\$_____	\$_____
Field Superintendent	_____	\$_____	\$_____
Assistant Superintendent	_____	\$_____	\$_____
Project Engineer	_____	\$_____	\$_____
Field Secretary/Clerk	_____	\$_____	\$_____
Clerk/Document Control Person	_____	\$_____	\$_____
Close Out Engineer	_____	\$_____	\$_____
Scheduler	_____	\$_____	\$_____
Additional Staff Members	_____	\$_____	\$_____
Not Listed (Provide staff title)	_____	\$_____	\$_____
<b>TOTAL HOURS AND COST</b>	_____	\$_____	\$_____



**PART 2 – Form 2.2.ii - GENERAL CONDITIONS NON-  
PERSONNEL REIMBURSABLE ITEMS**

OFFEROR'S NAME: \_\_\_\_\_

**NOTE:**

1. This attachment is to be included with the Proposer's Price Proposal.
2. This breakdown is for items **excluding field staffing**. The breakdown for staff reimbursable is on Form 2.2.i.
3. The amounts provided are Not-To-Exceed.

<b>Item</b>	<b>Description</b>	<b>NTE Cost</b>
1	Mobilization	\$
2.	CM's Field Housekeeping Costs: Waste management, daily cleaning and all related costs.	\$
3.	CM's Vehicle Costs: Field personnel vehicle costs, including lease, insurance, maintenance, repair and fuel; all related costs.	\$
4.	Safety and Site Security: including first aid; hardhats and goggles; safety signage; security locks; all related costs.	\$
5.	Temporary Field Facilities and Services: Rent, Set-up and removal trailers for CM and M-NCPPC, site utilities, security, communication services; cleaning; temporary sanitary facilities; project signs; all related costs.	\$
6.	Project documentation and Reproduction; all related costs.	\$
7.	Temporary Utilities: Temporary utilities for the building under construction from NTP for Part 2 - Construction to Substantial Completion (i.e. power, gas, sewer, water, etc.)	\$
8.	Weather and other protection: Temporary weather and dust protection not in Trade Contracts	\$
9.	Tools / Equipment	\$
10.	Plans / Surveys / Testing	\$
11.	Close Out / Demobilization	\$

12.	CMAR GMP Construction Contingency (must be a minimum of <b>3% of the \$1.6 mil</b> Project Construction Budget)		\$
13.	Mandatory Insurances	General Liabilities, Auto, Umbrella, Workers' Comp & Builder's Risk (Reference Insurance Check List)	\$
	Optional Insurance	Subcontractor Default Insurance: <b>Identify the percentage of the total subcontracting amount will the SDI policy cover? _____%</b>	Cost %
	Optional Insurance	<b>Contractor Controlled Insurance Program:</b> <b>Identify the percentage of the total subcontracting amount will the CCIP policy cover? _____%</b>	Cost %
14.	CMAR Contract Payment and Performance Bonds		\$
Total NTE General Conditions Non-Personnel Reimbursable Costs (Items 1 – 14; Item 13. Mandatory Insurances only)			

**Firm Name:** \_\_\_\_\_

**Authorized Name (Printed):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

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 Four (4)