

**ADDENDUM NO. 2**  
**TO THE REQUEST FOR PROPOSALS (RFP)**  
**FOR HYATTSVILLE TEEN CENTER BUILD OUT**  
**FOR THE CITY OF HYATTSVILLE, MARYLAND**  
**RFP #DPW18-007**

Monday, June 18, 2018

The City of Hyattsville, Maryland, hereafter the "City", issued Addendum #1 on May 29, 2018 to amend and clarify information and specifications included in RFP #DPW18-007, Hyattsville Teen Center Build Out. **Addendum #2 answers Questions submitted prior to the cut off, 5PM on June 15, 2018.** There are no other changes to the RFP. There is no change to the submission date or time. This addendum is incorporated into RFP #DPW18-007 and any associated contract documents as if fully set out in the original RFP. **Proposer must acknowledge the receipt of Addendum #2 by signing this addendum where indicated and including this addendum as part of your bid package.**

*Question & Answers*

Question #1. The RFP for the Hyattsville Teen Center Build Out preferences the submission of a concept proposal as well as the proposal documents that are included in the RFP, however the RFP doesn't state what we are expected to produce for the concept proposal. Please advise.

Answer        The concept proposal should at minimum include a general plan sketch of the proposed design and written description of the proposed build out. It is not expected to be a finished architectural drawing, however should be representative of your vision for how the space should be built out and should show the space to approximate scale (+/- 0.5 foot).

Question #2. Are the provided drawings a site plan or space plan for the work?

Answer Per Addendum #1, there are no drawings of the building or space available. The selected design/builder shall make all measurements and drawings required to complete the project.

Question #3. Upon reviewing the RFP documentation for the “Hyattsville Teen Center Build Out”, it seems that the proposed floor plan (Appendix B) is not correct. The floor plan provided is entitled “Hyattsville Maintenance & Operations Building”. Would it be possible to receive the correct proposed floor plan in advance of the site walk on Monday? Please advise.

Answer Please see Addendum #1.

Question #4. In relation to the RFP for the Hyattsville Teen Center, can you tell me if the proposing team is required to be registered with the City of Hyattsville; if there are any minority or women-owned business requirements; and if previous experience with the City of Hyattsville is a requirement?

Answer The City does not have a registration of firms, nor does the City have an WMBE requirement. It is not required to have worked for the City previously, but past performance on City projects may be a basis of consideration for firms where that may apply.

Question #5. We had a question about the submission of our proposal. On pages 6- 11 shows various documents for submission. Can we include the content of these pages within our proposal? Or the requirements are to submit these documents plus any additional information showcasing qualifications. Thank you.

Answer As long as all of the information is easily identifiable in your proposal, you do not need to use the forms provided. If the information is not easily identifiable to the reviewer, your response may be marked non-responsive.

Question #6. Please confirm if all kitchen appliances are to be included or just roughed-in? If they are to be included please provide specifications.

Answer All kitchen appliances are to be provided by the design builder. We are looking for the design builder to provide assistance in determining what equipment can fit in the space allotted due to cost, code requirements, etc. As stated at the mandatory site, we expect to use the kitchen to operate a part-time youth run snack/juice/coffee bar, and classes at which students can gain Serv Safe

certification. We do not plan to operate a full restaurant. The County's Planning Guide for food service facilities provided as **Addendum 3**.

Question #7. Please confirm what elements of the security system and Wi-Fi, etc. the City will be providing.

Answer Once a floor plan is established, the City will use the floor plan to determine rough in locations for IT, security, and audio-visual equipment. Design/Builder is expected to provide the specified rough ins and the City will complete installation under a separate contract.

Question #8. Will a limited NTP be issued for design approval and permitting followed by an NTP for construction starting the 180-day timeline?

Answer The City would like the project completed in January 2019. The city is open to issuing a design NTP separate from a build NTP. The duration of each activity will be negotiated with the selected Design/Builder.

Question #9. Please explain reference to air compressor system on page 1 (Background and Objective) of RFP.

Answer Any references to an Air Compressor or Air Compressor system are an error and shall be stricken from the RFP.

Question #10. Please explain inclusion of "commissioning" on proposal rate sheet regarding expectations of contractor.

Answer ASHRAE standard 202-2013 defines commissioning as "A quality-focused process for enhancing the delivery of a project. The process focuses upon verifying and documenting that all of the commissioned systems and assemblies are planned, designed, installed, tested, operated, and maintained to meet the Owner's Project Requirements." It is up to each individual design/builder to propose how this can be accomplished for this project.

Question #11. Will a staging area be provided beyond the space itself?

Answer The City does not have additional space at this location for a staging area. If a staging area is required, the design/builder would have to contact the building owner to make arrangements.

Question #12. Can free parking be provided for workers?

Answer        The City does not have parking at this location. The design/builder would have to contact the building owner to make arrangements for parking.

Question #13. Please advise when the space will be made available again for more specific measurements, etc.

Answer        We will make the space available on June 21<sup>st</sup> from 10am until 2pm for design/builders to come make measurements, take photos, etc.

Question #14. We understand that no drawings of the subject area are available. However, we request the City of Hyattsville engage a company to survey the base building and provide overall plans that show where the exterior walls are in relation to the subject tenant space.

Answer        The building owner has no as-built plans, nor any other drawings that they have provided to the City. The City is expecting the design/builder to provide all drawings, measurements, surveys, etc., that may be required to permit and construct the space as was stated in the RFP and during the Mandatory Site visit. Any associated costs should be built into your proposal.

Question #15. There are utilities that the selected contractor needs to tie in the new work. Can the City provide a survey of below slab utilities and connection points to the outside of the building?

Answer        Please see the answer to #14.

Question #16. Will the City consider an allowance for the commercial kitchen work since no definitive scope has been determined and cost numbers could vary wildly between the teams based on different assumptions?

Answer        All design/builders submitting a proposal should include a \$40,000 allowance for the commercial kitchen appliances and equipment.

Question #17. Will the City consider a breakout cost for the kitchen and possible phasing the construction in order to stay close to the proposed budget?

Answer        All design/builders submitting a proposal should include a \$40,000 allowance for the commercial kitchen appliances and equipment. Phasing will not be considered.

Question #18. It was stated that gas is available. Can the city provide the point of connection to the existing gas line?

Answer        The building owner has stated there is a gas service in the building, but does not have any information on the location. Please see the answer to Question #14.

Question #19. We did not observe existing domestic water lines within the subject space. Can the City provide a location for connection to domestic water?

Answer        The stub for the domestic water line to the space is immediately outside the back wall of the space. There are no drawings or measurements, please see Question #14 for additional information.

Question #20. Please identify if any restricted access to the renovation area.

Answer        The access to the location is by loading dock off of America Boulevard with access to the rear of the space. Specific access needs will need to be discussed between the selected design/builder, the City, and the building owner.

Question #21. Please confirm work hours are from 6 am - 3:30 pm M-F

Answer        City code restricts loud noises from construction work to between the hours of 8am and 8pm. An earlier start time can be discussed with the building owner, the City, and the selected design/builder.

Question #22. Should mobile partitions be included to separate the various “rooms” within the space when multiple activities are occurring?

Answer        The City has considered utilizing such partitions, and bidders are welcome to include them in their proposals.

END OF ADDENDUM #2

Hal W. Metzler, Jr. EI  
City of Hyattsville, Project Manager

**I acknowledge receipt of addendum #2 for this RFP and have enclosed it as part of the bid package.**

Company

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Signature

Date

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