

# RFQ 2024-01 Facilities Design and Build Services Q&A 03.22.24

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## TOWN OF BERLIN

### REQUEST FOR QUALIFICATIONS

#### RFQ # 2024 – 01

#### FACILITIES DESIGN AND BUILD SERVICES

#### 03.22.2024 QUESTIONS/RESPONSES

IMPORTANT: Friday, March 22, 2024: An initial Q&A was issued on Thursday, March 7, 2024. Please view that document, titled “03.07.24 RFQ 2024-01 Q&A” on our website at the following link: [berlinmd.gov/government/request-for-proposals/](https://berlinmd.gov/government/request-for-proposals/).

The questions listed below have been submitted since Thursday, March 7, 2024 and before the deadline of Wednesday, March 20, 2024, by 4:00 PM.

**NOTE:** As noted in the title and the Scope of Services this is a Request for Qualifications process, not a cost proposal. While the Town recognizes that there are monetary considerations for any firm interested in the project(s), the intent is to select a firm based on Qualifications without examining cost at this time. An optional item was included in the scope of service to provide cost estimates separately from the primary RFQ submittal, which will not be part of the consideration under this RFQ.

Questions are numbered to follow the Questions in the March 7, 2024 Q&A.

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**Q-7.** Could you provide more detail regarding project phasing for the project approach/narrative section of our response i.e. is it your intention that all projects go through design phase concurrently or do you intend to phase the project (e.g. Phase 1 Town Hall Reno, Phase 2 Both New Buildings Concurrently vs. Phase 1 Town Hall Reno and Phase 2 Public Works Facility and Phase 3 Community Center)?

**A-7.** While not specifically seeking to assign phases to the projects, Town Hall and Public Works would be ready for more immediate planning, while the Community Center is in more of a committee discussion/vision stage.

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**Q-8.** What are the funding sources for these projects? Are there any restrictions tied to procurement?

**A-8.** In addition to A-3. on the 03.07.24 Q&A, please see the following information:

The Town does have a purchasing policy which emphasizes ethical, fiscal, and environmental responsibility in purchasing. In addition to Q-3 of the 03.07.24 Q&A, please see below for clarification:

- Town Hall: Town budget up to \$900,000; additional funding sources to be determined if needed. Additional funding sources may determine considerations/restrictions in procurement.
  - Public Works: Community Development Administration Local Government Infrastructure Financing (CDA/LGIF) Bond application process underway.
  - Community Center: Some Town funds are reserved for the project; additional funding sources may include grants, fundraising, sponsorship, and other public and private sources. Those additional funding sources will determine if there are restrictions to procurement.
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**Q-9.** Can you provide the proposed programming for the two new buildings? How many employees do you intend to employ at each site?

**A-9.** The information provided below is not to be considered final or comprehensive.

- Public Works: Intent is to have 2-4 offices, conference/training/break room(s), small kitchen, locker/shower/restroom(s), maintenance bays/garage, storage areas for supplies/inventory/equipment as well as for large equipment such as tractors, mowers, plows. 12-15 employees.
- Community Center: Again, this facility is still in the visioning stage, but minimum expectations would be 2-3 offices, meeting/event spaces of varying sizes, a small area in the entrance/lobby area for a "museum" type display, kitchen capable of use for the HeadStart program with the ability to host events (cooling/warming of food), versatile spaces for varying uses. 1-2 employees.

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**Q-10.** Do you know what sites the other two new buildings will be constructed on?

**A-10.** All land to be developed is owned by the Town of Berlin.

- Public Works will be located at 9943 Old Ocean City Blvd, Map 0025/Grid 0009/Parcel 0410
- Community Center, 130 Flower Street. Note: there are several parcels encompassing the "campus" where the facility is to be built; the Town is considering the consolidation of the parcels into one and the expectation is that the entire area will be utilized.

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**Q-11.** Does the Town have any design or as-built plans for the Public Works Facility and Community Center sites?

**A-11.** No.

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**Q-12.** Does the Town of Berlin anticipate needing any outdoor programming for the community center?

**A-12.** Yes, playground facilities and outdoor classroom space have been discussed.

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**Q-13.** Is there any exterior hardscaping, facade renovation, or parking lot scope at the Town Hall site, or is all the renovation scope contained to the interior of the building?

**A-13.** No exterior work is planned, however, if final design calls for re-configuration of public areas/entries, exterior work may be involved to the extent necessary.

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**Q-14.** Can you provide existing layouts or architectural drawings of Town Hall?

**A-14.** We are in the process of determining what documentation we have available.

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**Q-15.** What is the extent of the renovation for Town Hall (upgrades to existing MEP systems)?

**A-15.** Recommended upgrades/reconfiguration of systems will be considered to address efficiency, effectiveness, etc.

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**Q- 16.** Can you provide the anticipated number of offices, employees, and conference rooms for the Town Hall renovation?

**A-16.** In addition to Q-9 above: The desired number of individual offices would be minimum of 14, which includes existing individual offices and 2 conference rooms, as well as the existing large Council Chambers for public meetings. Consideration can be given to the reconfiguration or relocation of the Council Chambers to the first floor.

**Q-17.** Are respondents required to provide 3 references each for all subcontractors (e.g. geotech, dry utility design)?

**A-17.** No, references are required for the RFQ respondent.

**Q-18.** Is there a Town of Berlin comp plan or master plan that we can reference to prepare our response?

**A-18.** The current Town Comprehensive Plan can be found under Department Resources at the following link: <https://berlinmd.gov/departments/planning-zoning-permits-code-enforcement/>. The Comprehensive Plan is currently being discussed by the Planning Commission to consider possible updates/amendments. Additionally, the Town is currently developing a Strategic Plan, which is a more community-encompassing process, but which may have elements that are relevant to these projects.

**Q-19.** What agency/ authority will review the plans? We understand Worcester County may have jurisdictional review of certain design requirements (i.e., Stormwater, site access, etc).

**A-19.** In addition to Town Departments' review as with any building/development plans, Worcester County does oversee aspects such as fire, plumbing, and electric. The Berlin Planning Commission and Historic District Commission (Town Hall only) will also have involvement. Berlin utilizes a consultant for Stormwater review.

**Q-20.** What is the exact age of Town Hall? Was it constructed in 1900?

**A-20.** Unconfirmed at this time.

**Q-21.** What is the overall exterior structural system of Town Hall? Is it a brick or block system?

**A-21.** To the best of our knowledge, it is brick with brick foundation.

**Q-22.** What is the existing construction for the floor and roof systems of Town Hall?

**A-22.** To the best of our knowledge, the floor is concrete and the roof is rolled membrane over wood with tarred seams.

**Q-23.** Where are the geothermal wells located within the Town Hall site?

**A-23.** Located in the parking lot directly behind the building.

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**Q-24.** What year were the warehouse structures that will be renovated at the Public Works site built?

**A-24.** Unconfirmed at this time.

**Q-25.** Does the anticipated project site for the community center include the demolition of the existing modulars?

**A-25.** Yes

**Q-26.** Will the community center project require permanent classroom space for the HeadStart students?

**A-26.** Yes, though classrooms may be located in a separate building connected by a breezeway or corridor.

**Q-27.** What is the anticipated project delivery method: Design-Bid-Build, Construction Manager At Risk, Construction Manager as an Agent, or Guaranteed Maximum Price? Can you define the AE teams expectations for construction management services?

**A-27.** Please see several questions/answers included in the 03.07.24 Q&A, in particular A-2.1). As previously indicated, this is a Request for Qualifications and the successful submitter will be anticipated to provide the minimum aspects as noted. Additional recommendations and further defining of the work to be conducted under the project will be discussed/negotiated as appropriate.

**Q-28.** Do you anticipate the Public Works Building to be a designated storm shelter by FEMA? If so, are you aware of any additional design elements that may need to be included?

**A-28.** The Community Center would be the more likely facility for use as a storm shelter.

**Q-29.** Is there any additional information on the selection committee available at this time?

**A -29.** The selection committee will likely consist of, at a minimum, the Mayor, Town Administrator, Public Works Director, Planning Director, one or two Councilmembers, and other Department Heads.