

RFQ 2024-01 Facilities Design and Build Services Q&A 03.07.24

TOWN OF BERLIN

REQUEST FOR QUALIFICATIONS

RFQ # 2024 – 01

FACILITIES DESIGN AND BUILD SERVICES

03.07.2024 QUESTIONS/RESPONSES

IMPORTANT: Thursday, March 7, 2024: Because there have been several very similar requests for information and clarification, this response is being made available at this time in an effort to assist potential submitters in preparing their responses.

The deadlines indicated immediately below are still applicable for the remainder of the submittal period.

The following is a direct excerpt from the RFP document:

Wednesday, March 20, 2024, by 4:00 PM: Deadline to submit questions: Questions from potential submitters are due via email to each of the following email addresses:

mbohlen@berlinmd.gov

kdaub@berlinmd.gov

info@berlinmd.gov

Please note: Questions that are phoned, faxed, sent through regular mail, or submitted via any other method or to any other email address or individual will not be accepted. Oral responses or responses to questions submitted in any other format or to any other person will be non-binding.

Friday, March 22, 2024, by 4:00 PM: Posting of Responses: Responses to questions from potential submitters will be posted at the following link by the deadline. It is the responsibility of potential submitters to visit the website for this information berlinmd.gov/government/request-for-proposals/.

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 categorized by number based on their submissions; i.e. Q-1 is below as was submitted by one submitter in one communication, Q-2 by another submitter and so on.

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Q-1. Could you please verify that this contract is for Design services only and is not intended to be a Design-Build where we would team with a Contractor?

A-1. The title as well as the Scope of Services included in the RFQ indicates that this is a Design and Build project to include development of plans and bidding documents and management of the construction process.

Q-2. 1) Is the town seeking a design builder to provide turnkey services from conceptual design to occupancy or just traditional design services – schematic design, design development, construction documents, bidding services and construction administration? The RFP reads as if you are just wanting to procure traditional design services but then in several places it contains the phrase “Design and Build Services”, which is different as it implies that the organization selected through this RFQ would construct the facilities as well as design them.

2) The scope of services on page 3 indicates that you want “Resident Project Representative Services”. Can you expound on that? Is the Town wanting to have us provide a full-time inspector on site during construction?

3) Please provide the following for each of the three parts of the project – 1) Town hall renovation, 2) new public works facility and 3) new community center...

- Square footage of area to be built or renovated.
- Total project budget – construction cost, soft costs and FF&E.
- Construction budget only.

A-2. 1)The Town is requesting qualifications for firms to fully design the projects noted, develop bid specifications, conduct the bidding process(es) and manage the construction projects up to and including contract management and inspection services.

2) See above.

3) The information requested is to be determined through the design/development of the project(s), however response A-3 below will provide additional information.

Q-3. [Submitter]read through the various articles on the internet about the community center and the lot consolidation. There doesn't seem to be information regarding the building rough size or budget.

[Submitter] found an article about a \$2.8M bond for design and construction of the new public works facility. Some back of a napkin math, \$200k for civil/arch/interior design services, \$200k for contingency, \$50k for FFE, guessing \$800k for site and utilities, another \$50k for soft costs, that leaves \$1.5M for building construction. If wood construction is \$200/sf that gives you a 7,500sf building. Is that what you have in mind? Or are you looking for something more substantial like CMU construction?

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[Submitter] saw one article about \$500k being set aside for townhall renovations. Is that primarily mechanical systems upgrades? Do you need interior design help for new finishes, artwork, or furnishings?”

A-3: As previously noted, this is an RFQ for services; building size and budget is yet to be firmly set and will be part of the design process. As noted above, there have been articles and discussions regarding these projects and budget estimates. As publicly available information, it can therefore be disclosed that:

- a) There is an application pending for Local Government Infrastructure Financing in the amount of \$2.8 million for the Public Works Facility to include infrastructure and building on a parcel currently owned by the Town of Berlin. Expectation of notification of bond award is mid-late spring.*
- b) There is approximately \$900,000 available for Town Hall renovations.
- c) The community center project is undetermined.

*It should also be noted that any budgetary amounts discussed as part of the Community Development Administration Local Government Infrastructure Fund (CDA LGIF) Bond process are speculative only and intended to cover all costs associated with the project(s) including design, bidding, construction, project management, etc., as well as certain legal and other fees and costs associated with the Bond process itself.

Q-4: As the RFQ mentions **Build Services**; please clarify what Build Services you are seeking? Is a General Contractor (Builder) required to be part of the team; if so, is the Builder to be Prime, or is the Design Team Prime.

Is it your desire to complete this work through Design/Build, Design/Bid/Build, or Progressive Design Build project delivery method?

A-4: In addition to responses above: A general contractor is not required to be part of the team; the project(s) will include development of bidding documents and administration of the bidding process to select the construction contractor(s).

Q-5: [Submitter] has a question regarding the intent of the RFQ. Are you seeking a Design Firm/team for the services detailed in the RFQ that are inclusive of that team assisting in the bid phase for construction and construction administration (CA) services of that firm OR, is the intent of the RFQ to solicit Design-Build teams consisting of a Construction Manager partnered with a full design team for the design services listed and for the CM to lead the bid phase effort and provide all construction management services for the construction and post construction phases, whereas the design team will continue to provide CA services during these phases as well?

A-5: Answered above.

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Q-6: The RFQ is for designs services only and not a traditional “design/build”. Rereading the notice, it appears that the only “construction management” required is the Contract Administration from the design team. Can you confirm that a General Contractor is not to be included on the Design/Build Team at this stage?

A-6: Answered above.