



HOWARD COUNTY, MARYLAND

OFFICE OF PURCHASING

6751 Columbia Gateway Drive, Suite 226, Columbia, MD 21046

ADDENDUM NO. 3

ISSUED DECEMBER 2, 2019

EXPRESSION OF INTEREST NO. 04-2020

**ON-CALL DESIGN, ENGINEERING, CONSTRUCTION, INSPECTION,
AND ADMINISTRATIVE SERVICES**

REVISED OPENING: DECEMBER 11, 2019 AT 11:00 A.M.

<https://www.howardcountymd.gov/Departments/County-Administration/Purchasing>

This addendum is hereby made a part of EOI No. 04-2020. Please note the following information and submit accordingly. The opening date is revised from December 4, 2019 to December 11, 2019.

Questions/Answers

1. **Question:** Per Addendum 1 Question 9, both the GC and DE are supposed to submit the SF330 form. However, the SF330 form is specifically for “Architect-Engineer Qualifications”. Is the GC supposed to use the same form and change out “Architect-Engineer” for “General Contractor” wherever it appears in the document?

Answer: Yes, the GC should use form SF330 to provide the County with the background and experience of its personnel involved with this contract who provide estimating, administration, field supervision, and field crew leadership.

2. **Question:** Please clarify what submissions to provide with each step. If all submittals are required with the initial submittal on December 4, then it is clear. However, it appears to be a multistep process and we are uncertain on when you want which submittals. In thoroughly reviewing the documents, we believe the steps are such:

Step 1: GC/DE Team Submits Section 13 Submissions of Expressions of Interest December 4, which is comprised of Form SF330 as detailed in Section 11 and Appendix D as noted in Addendum 1 Question 6.

Step 2: HC (Howard County) evaluates the Expressions of Interest per Section 14 and ranks the firms.

Step 3: HC interviews the top ranked firms from Step 2 and re-ranks the firms per Section 15.1.

Step 4: The top ranked firms will submit the Technical proposal per Section 15.2 in accordance with Section 10 Technical Submittal.

Step 5: HC evaluates the Technical Submittals and selects the GC/DE teams.

This process is a little cloudy because Section 14.1 states that the (Step 2) evaluations will be based on the criteria in Appendix A. It would appear that HC would need the technical submittal to evaluate Appendix A item 3, “Contractor’s approach to project including innovativeness” and item 4, “Contractor’s understanding of the work effort”, but this isn’t requested until after the top-ranked firms are interviewed (Step 4).

Answer: EOI submittals from all firms will be evaluated and scored using the criteria in Appendix A. The top ranked firms will be interviewed. After the interviews, those top ranked firms will provide a more specific proposal which will be discussed during the interviews.

3. **Question:** What documents do they expect to receive with the December 4 (Revised December 11, 2019) package so everyone fully understands what is expected?

Answer: Form SF330 for GC and DE, 3-page technical understanding of the contract, and Appendices C, D, E, and F.

All other specifications, terms and conditions remain the same.

Please acknowledge addenda by signing below and returning with the submittal. Failure to acknowledge this addendum may be cause for rejection.

ADDENDUM RECEIVED BY:

Signature

Company Name

Title

MVD