



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING  
COMMISSION

*Department of Parks and Recreation*

6600 Kenilworth Avenue Riverdale, Maryland 20737

October 5, 2021

**For The Attention of All Proposers:**

**RE: RFP Number: P41-135  
Construction Manager at Risk Services  
For Oxon Hill Manor Roof and Roof Drainage Reconstruction**

**Subject: Addendum Number Two (2)**

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

1. The due date for the receipt of proposals **REMAINS** to be October 15, 2021 before 12:00 p.m.

The following are questions received and M-NCPCC responses.

1. Please confirm during the bid process that the MFD requirement for CMAR is based on the conglomerate of the Pre-Construction Phase & the Construction Phase, as there are no subcontractors engaged during the Pre-Construction Phase.

**Confirmed. MFD participation level desired will most likely be achieved during construction phase. MFD firms will be identified in the GMP proposal. However, any MFD participation in the Pre-Construction Phase will be applied to the overall project.**

2. Will the WSA Pre-Design Investigative Report Draft noted in the RFP Section IV- 1.2.2 Mission Statement A. be made available before proposals are due?

**M-NCPCC does not anticipate a completed Waldon Studio Architects Investigative Report prior to the CMAR proposal due date**

3. Please provide the fee structure that DPIE charges to issue building permits for buildings owned by MNCPPC.

**The permit fees will be estimated and accounted for on a dedicated line item in the Guaranteed Maximum Price (GMP).**

4. RFP Section III-5.2-A Confirm that the CMAR will be responsible for paying for the fees associated with the building permit. Will the building permit be in the name of the CMAR? If so, and MNCPPC does not contract with the

selected CMAR for Part 2 – construction, who will be responsible for the permit to be amended.

See Q3 and response above.

5. Please confirm if a comprehensive report indicating the areas of the site that have been previously investigated and/or disturbed by the MNCPPC Archaeological Team will be issued before proposals are due.

An archeological report with previously investigated or disturbed areas will not be provided before proposal (this information is often not made available to the public for protection of archaeological resources), however the M-NCPPC staff archaeologist is involved in reviewing the project and scope development from an early stage and will provide guidance as needed. Any ground disturbance (extent and location) will be outlined in the final scope and design under the architect. The project will require full review and approval from the Maryland Historic Trust (MHT), and the Prince George's County Historic Preservation Commission HPC) prior to implementation. Any changes to approved ground disturbance must be approved by the architect and project manager.

6. RFP Section IV - 1.4 Allowances – 1.5.2 Part 2 Construction Phase B, What is the dollar value or percentage of GMP required for the Contractor's Construction Contingency?

CMAR GMP Construction Contingency shall be a minimum of 3% of the \$3 million project contingency.

7. RFP Section IV - 1.7 – Please confirm that no mark up is allowed on reimbursable expenditures for the CMAR Part 2 fee.

CMAR fee covers overhead and profit. The M-NCPPC will pay the CMAR for its fixed Construction (Part 2) CMAR fee as well as approved applicable reimbursable costs for actual expenditures only without any CMAR mark-up of any type.

8. RFP Section III – 2.6 states that if quantities on construction documents are more than 25% above or below actual quantities on site the contractor is entitled to submit a CO for the adjustment. Please confirm that WSA will provide quantities for each scope item within the construction documents.

Variations in estimated quantities applies to unit price contracts where payment is made on measured work in place. This is a CMAR contract where the construction documents will be periodically bid by CMAR according to trade package and a GMP developed, then submitted to M-NCPPC for consideration, negotiation and possible acceptance.

9. RFP Section IV – 3.9 Barricades notes that the contractor shall provide and maintain a temporary fence or barricade. Please confirm that WSA and MNCPPC archaeology will provide a location that is acceptable for any disturbance caused by the temporary fencing.

The awarded CMAR shall assist M-NCPCC in the develop of appropriate staging plan.

10. RFP Section V - Bid Form VII.7 Proposed Subcontractors Form. As no subcontractors are utilized during Part 1 Pre-Design please confirm if this form is required with the proposal.

Bid Form V11.7 is required if applicable and shall be used to identify proposed subcontractors that will be used in Pre-construction Phase Services to achieve the project objectives and deliverables. Sub-contractors will be identified with the GMP proposal for Part 2 - Construction Phase Services.

11. Please advise if temporary office trailer detailed in Part 2 Form 2.2.ii - Line item

The CMAR is required to furnish temporary field facilities to house CMAR operations and staff, as detailed in Part 2 Form 2.2.ii - Line item #5

12. Please provide photos of the existing conditions.

Not necessary for CMAR Bid.

13. During the Site Visit, repairing the plaster ceiling & molding in the servant's wing was mentioned, however it is not included within the original scope of work. Please confirm this is NIC.

Final scope of work will be determined during Part 1 – Pre-construction phase services and at GMP.

14. Please confirm the time of construction in which the other contractors working within the manor will be working. This information is needed to complete a detailed preliminary schedule.

This information is not necessary for CMAR proposal response. All schedules will be developed post award.

15. Please provide the specification information for the existing slate to be installed.

Not necessary for CMAR bid. This will be provided as the design documents are developed and the CMAR obtains cost estimates.

16. Please provide the original drawings and specifications needed to complete the work.

Not necessary for CMAR bid. This will be provided as the design documents are developed and the CMAR obtains cost estimates.

17. Does the project have abatement or landscaping (if so, how much?)

The need for abatement is expected to be very limited as most of the replacement roof cladding and internal drainage components date from the 1980's to present. Landscaping will also be limited to removing shrubs or small trees to accommodate scaffolding and returning the landscaping around the building to its current state after perimeter drainage improvements.

18. Has the porch renovation been completed? If so, some of the drainage piping work should already be completed.

Not necessary for CMAR bid. This will be provided as the design documents are developed and the CMAR obtains cost estimates.

19. Please confirm that any work identified in the Conditions Assessment Report that does not directly relate to the roof and truss work is to be excluded. There are a ton of notes about walkways, landscaping, pool improvements, parking lot, windows, façade restoration, DFH, etc...

The target scope of work shall be that as printed in the RFP. Final scope of work will be determined during design development, CMAR cost estimates and GMP proposal development.

20. Sounds like there may be events being held during the work, should we account for Off-hours or shutdowns.

Oxon Hill Manor shall be closed during the one hundred fifty (150) calendar day Construction Phase.

21. Have the dead trees already been removed? Noted in the Conditions assessment report.

The GC should prepare for limited tree/bush/plantings removal to access areas where drainage work will be done or scaffolding needs to be erected. This will be defined as a line item in the GMP. Removal of dead trees identified in the 2017 DBA report has been addressed by M-NCPPC.

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-Bryson*  
**Natasha Newton-Bryson  
Sr. Procurement Specialist**

END OF Addendum Two (2)

CMAR SERVICES  
FOR OXON HILL ROOF & ROOF DRAINAGE  
RECONSTRUCTION  
RFP – P41-135  
ADDENDUM NO#2