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**Questions/Responses No. 1 for Small Procurement RFP**

**ARCHITECTURAL SERVICES FOR ADDITION TO THE FRONT ENTRANCE  
OF THE DISTRICT COURT IN SNOW HILL, MARYLAND**

Ladies and Gentlemen:

The following questions for the above referenced RFP were received by e-mail and are answered and posted for all prospective Offerors who received the RFP. The statements and interpretations contained in the following responses to questions are not binding on the Maryland Judiciary unless the RFP is expressly amended. Nothing in the Maryland Judiciary's response to these questions is to be construed as agreement to or acceptance by the Maryland Judiciary of any statement or interpretation on the part of the offeror asking the question.

1. Question: Please define "work plan" as mentioned in the RFP. Could you please clarify exactly what you are requesting?

**Response:** The "work plan" is stated in Section 2 of the solicitation. The work plan was intentionally stated in general terms so that the respondents could provide their "best solutions" or best way to proceed with the project.

2. Question: A construction budget of \$60,000 was mentioned. This is exclusive of the professional services of architecture and consultants. Are you seeking that the respondents submit a cost estimate for the concept proposal information to be submitted in Volume 1 - Technical Proposal?

**Response:** No, the Contractor is not responsible for submitting a cost estimate for the construction project.

3. Question: Are there any LEED requirements for this project?

**Response:** No.

4. Question: Will construction administration be required from the selected firm or will that be under a separate contract per hourly labor rates?

**Response:** Construction administration services are not the responsibility of the Contractor under this Contract. If construction administration services are required they will be purchased under a separate Contract using hourly rates.

5. Question: Does an existing site plan or site survey exist for the property? (building location on site, parking lot layout, utility location, etc.). If an existing and possible current site survey does not exist, one would have to be executed for this project, within the budget for professional services. Is it correct to assume that?

**Response:** Unknown at this time, we are trying to obtain any other pertinent

documents and information from the building management company. Any available site surveys, drawings and other information will be distributed as soon as possible.

6. Question: During construction, how does the facility plan to locate existing parking; staffing, etc. or would that be per the architectural process, design and concept?

**Response:** These issues are not the Contractor's responsibility.

9. Question: Would you please provide the approximate total square footage of the building. This will aid in pricing of the code analysis portion of the above referenced project.

**Response:** Respondents are responsible for making their own calculations from drawings which will be forthcoming. ( *But the state presently leases about 8,000 nusf* )

Date Issued: November 3, 2011  
Karen Hoang, Procurement Specialist