



FRANK BROCCOLINA
STATE COURT ADMINISTRATOR
(410) 260-1295 Fax: (410) 974-2066
frank.broccolina@mdcourts.gov

FAYE D. MATTHEWS
DEPUTY STATE COURT
ADMINISTRATOR
(410) 260-1257 Fax: (410) 974-2066
faye.matthews@mdcourts.gov

SHARON SAMPSON BALL, Director
Human Resources
(410) 260-1283 Fax: (410) 974-2849
sharon.ball@mdcourts.gov

GRAY BARTON, Director
Office of Problem-Solving Courts
(410) 260-3617 Fax: (410) 260-3620
gray.barton@mdcourts.gov

MARK BITTNER, Director
Judicial Information Systems
(410) 260-1001 Fax: (410) 974-7170
mark.bittner@mdcourts.gov

ALLEN C. CLARK, III, Director
Budget & Finance
(410) 260-1579 Fax: (410) 260-1290
allen.clark@mdcourts.gov

DAVID R. DURFEE JR., Director
Legal Affairs
(410) 260-1405 Fax: (410) 974-2066
david.durfee@mdcourts.gov

SUSAN HOWELLS, Director
Procurement & Contract Admin.
(410) 260-1410 Fax: (410) 260-2520
susan.howells@mdcourts.gov

CONNIE KRATOVIL-LAVELLE, Director
Family Administration
(410) 260-1296 Fax: (410) 974-5577
connie.kratovil-lavelle@mdcourts.gov

PAMELA C. ORTIZ, Director
Access to Justice Commission
(410) 260-1258 Fax: (410) 260-2504
pamela.ortiz@mdcourts.gov

DIANE S. PAWLOWICZ, Director
Court Operations Department
(410) 260-1725 Fax: (410) 260-2503
diane.pawlowicz@mdcourts.gov

JESSICA PITTS, Director
Emergency Preparedness & Court Security
(410) 260-3515 Fax: (410) 260-2505
jessica.pitts@mdcourts.gov

ROXANNE P. MCKAGAN
Director, Administrative Services
(410) 260-1407 Fax: (410) 974-2066
rocky.mckagan@mdcourts.gov

DEBORAH A. UNITUS
Director, Program Services
(410) 260-1291 Fax: (410) 260-3570
deborah.unitus@mdcourts.gov

**ADMINISTRATIVE OFFICE OF THE COURTS
PROCUREMENT AND CONTRACT ADMINISTRATION
2003 C COMMERCE PARK DRIVE
ANNAPOLIS, MARYLAND 21401**

**Questions/Responses No. 1
RFP Project No. K12-0074-25
Design and Build of AOC Office Space
May 31, 2012**

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 Judiciary unless the RFP is expressly amended. Nothing in the Judiciary's response to these questions is to be construed as agreement to or acceptance by the Judiciary of any statement or interpretation on the part of the Offeror asking the question.

1. Can we get a clarification on the ADA restroom intent of the AOC for this project? With the first floor being a single tenant, you are looking to only provide the ADA required number of accessible restrooms to serve both bays. You are not looking to increase the size of all the restrooms to make them all accessible.

Response: Must meet ADA requirements for code. If one ADA restroom required for number of occupants and space, that is fine.

2. Does the Owner have an approximate start date for the project ?

Response: Once permits are obtained, start project.

3. MBE requirement of 20 % is not a goal, but mandatory?

Response: Correct, mandatory twenty percent.

4. Deadline for questions is May 25th. via email ?

Response: Correct.

5. Existing storefront door 2003 B to have an automatic door opening device attached?

Response: Door does not need automatic door opener but must meet ADA requirements.

6. Apart from adjusting the interior doors to the existing front warehouse space, no other work is required in this space ?

Response: Read autocad drawings (extending office walls, removing corridor walls, reworking conference room walls, kitchenette area, adding drywall to office/workstation area, etc.).

7. 17 Workstations to be relocated into rear warehouse space is done by others, but in this bid we are to include all elect, data and communication requirements for these stations? Can you supply layout of these stations?

Response: Include all electrical/telephone/data for workstations. Drawings are attached.

7. Please confirm that Solicitation K12-0060-25 is a fully designed bid that is located in the same area as the Design/Building AOC project.

Response: Yes.

8. Would the Owner include an allowance figure on their bid form for the building permit cost? At this stage that fee is unknown to the GC Bidding.

Response: Yes.

9. Spec requirements for the new carpet, do you have any min requirements?

Response: Patcraft 26 oz. minimum.

10. Will there be autocad drawings available to the contractor who will perform this work?

Response: Attached drawings were made in autocad but not supplied by landlord. Measurements need to be verified.

11. What is the requirement for submission of drawings by the A/E? 100% only or others?

Response: 100%.

12. Please verify that there is no HVAC, Plumbing or Sprinkler work in this project? If so, please provide scope.

Response: Contractor is to determine if HVAC is sufficient for space, plumbing required for the kitchenette/conference area; replace toilets/sinks with new in restrooms; sprinkler work for any area must meet county code.

13. Please verify that the owner will get and pay for the building permit.

Response: A/E to acquire building permit. Place separate line item for cost in financial proposal.

14. What is meant by moving the kitchenette?

Response: Kitchenette is to be moved to other side of conference wall in hallway as opposed to outside the restrooms.

15. Is this a wage scale/prevaling wage project?

Response: No.

16. There are two projects (MDC0031002468-Construction, MDC0031002465-Design/Build) for the AOC now listed at eMaryland. Is this the same project listed twice or are you looking for two proposals?

Response: These are different projects; the Maryland Judiciary is looking for two proposals.

17. The construction set of plans showed no sprinkler work being performed. We think that a major reconfiguration of the space will most likely require modifications to the sprinkler system. Also in that regard, might the design/build RFP require sprinkler modifications?

Response: Sprinkler work required to meet county building code. Contractor is to determine requirements.

18. The subject RFP has an Attachment F – Contractor Guidelines that lists two requirements that I am not familiar with: Contractor must have current Commercial Class A license for minimum of (3) years and all contractors must be approved regional Construction Manager. There are no license classes for construction contractors in the State of Maryland. Who is the “regional Construction Manager”?

Response: The General contractor’s license provided by the state of MD is sufficient.

19. The existing walls which have the insulation in full view, do you require them to have a drywall finish?

Response: Yes.

20. Can you provide a budget range?

Response: No.

21. The storefront entrances must be replaced for ADA and for the automatic function on 2003B. Please confirm this in your scope requirements.

Response: Yes, must be replaced to meet ADA requirements and no does not require the automatic function.

22. Section 4.2.2 of the RFP states the proposal must be submitted on a CD in Word or Excel format. Does this include the attachments included with the RFP and if so, can you please provide in Word/Excel format?

Response: Will post in Word format.

23. Section 4.5.1 of the RFP states the financial proposal must also be submitted on CD in Word/Excel format. Would you consider allowing Attachment E and the cost proposal to be in PDF format, as to not allow changes to be made to the forms?

Response: This is acceptable.

24. Section 4.2.2. Please define "Unbound". Given the amount of information to be included in the proposal, is it permissible to submit the Technical and Financial proposals in 3 ring binders?

Response: This is acceptable.

25. Does the project require the "Contractor" to provide the following items:

- a. Masonry – patch / point-up existing cracks?
- b. Automatic Entry Doors?
- c. Fire Extinguishers?
- d. Residential Kitchen Appliances?
- e. Window Treatments?
- f. Access Control / Card Readers?

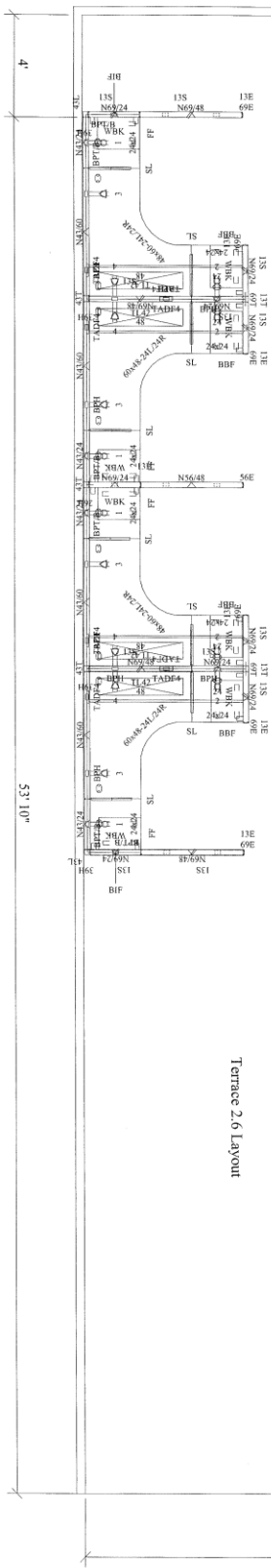
Response: a. Yes, b. No, c. Yes, d. Yes, e. No, f. No.

26. Provide cut sheets of workstations and accessories (including power poles) provided by Owner. Confirm ceiling height proposed (to be maintained) is conducive to proposed workstation layout.

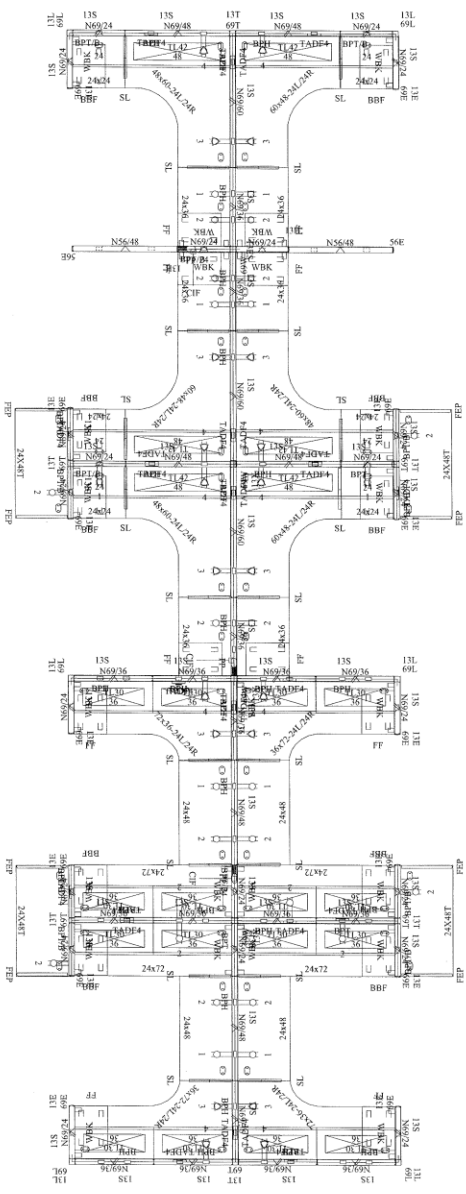
Response: Yes.

27. Do you require the use of the gate (Suite B)?

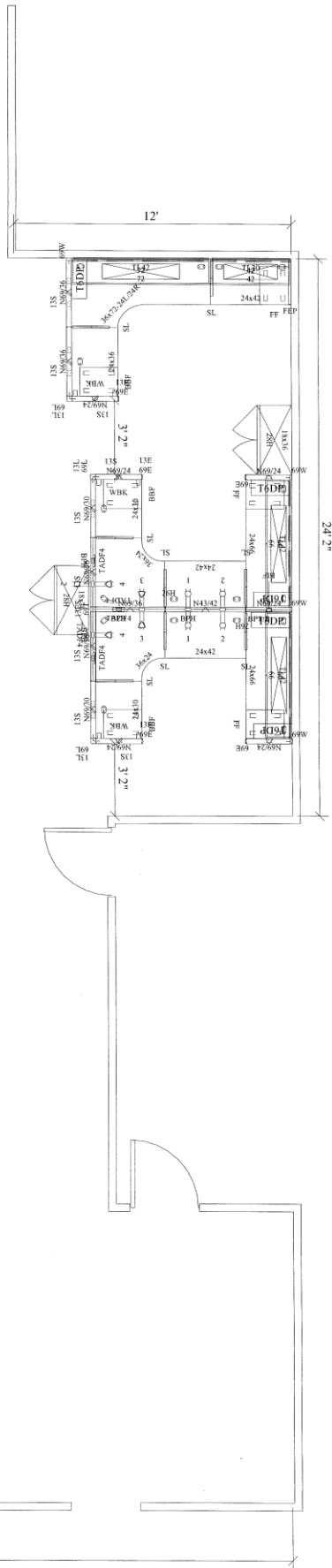
Response: No.

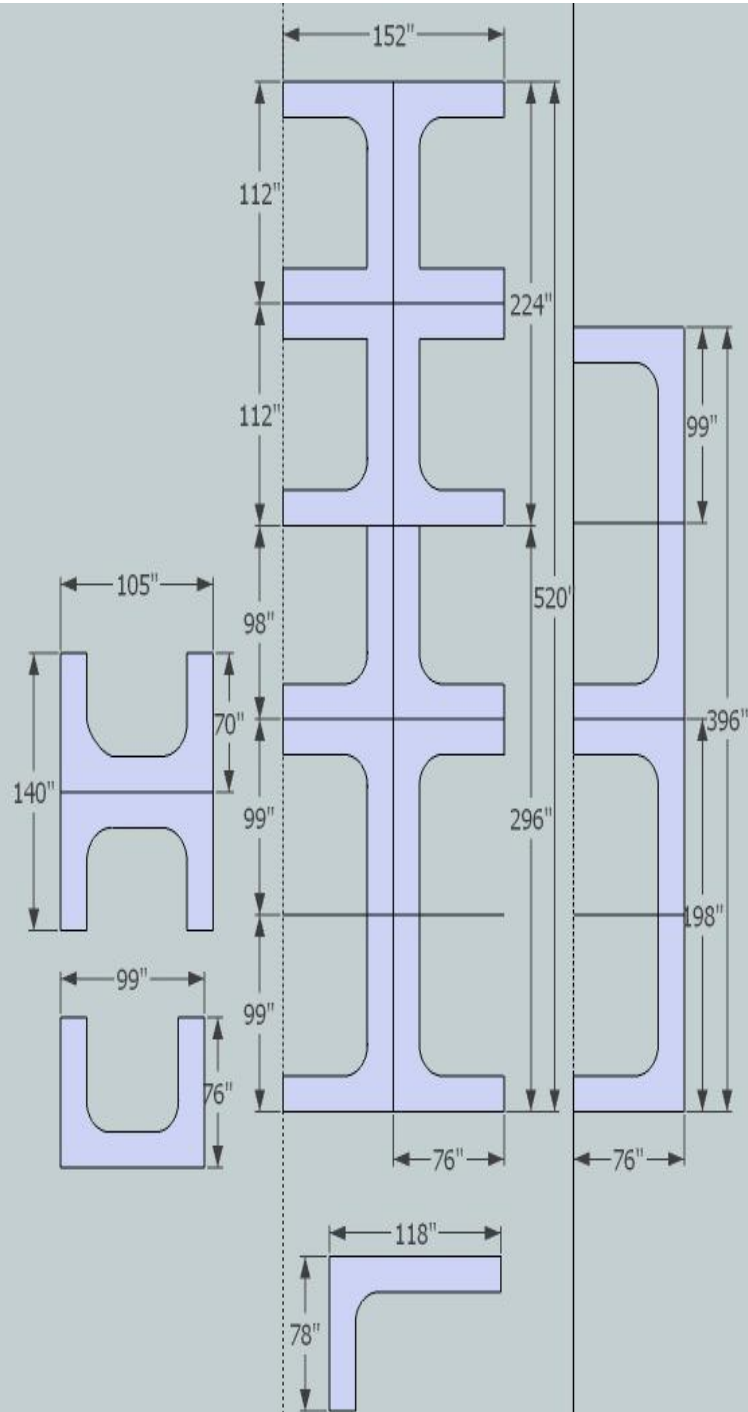


Terrace 2.6 Layout



Capet Ends





Date Issued: May 31, 2012
 Kelly Moore, Procurement Officer