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**Questions/Responses No. 1 to the Small Procurement  
Request for Proposal (RFP)  
Warehouse Office Space  
May 25, 2011**

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: Will this project be a public bid [Construction wise] necessitating Bid Specifications, Bid Administration etc.

**Response: Yes.**

2. Question: Are As-Built drawings available for the site , existing floor plans etc.? Are they available in CAD?

**Response: No.**

3. Question: Are there any additional permits/ coordination efforts that we need to be aware of other than the standard permits with the Building department for this particular project?

**Response: Be aware of standard county permits.**

4. Question: Will the design team be required to apply for the Anne Arundel County building permit?

**Response: No. The Construction Contractor will apply.**

5. Question: If so, are the permit fees to be included in our fee?

**Response: N/A.**

6. Question: May we prepare and submit a Standard Form 330 as an attachment to the 5-page Technical Proposal? This form allows the proposer to outline the team's experience through individual resumes and relevant project experience.

**Response: Yes.**

7. Question: What is the schedule/ time frame for this project. Design firm award, Time frame for completion of CD's and Construction completion?

**Response: September 1 is completion of design/drawings. Construction to follow.**

8. Question: Could you clarify the contract terms? Do you mean design completed by September 1st?

**Response: Yes.**

9. Question: The term expressed in the RFP (6-24-11 to 9-1-11) is just 9 weeks following the award to the architect. Does AOC expect/require that both design and completion of construction work is to occur within this timeframe, including Anne Arundel County permitting, and competitive contractor bidding?

**Response: September 1 is completion of design/drawings.**

10. Question: Could you clarify the MEP scope of work in terms of communication and data infrastructure?

**Response: If question is referring to telephone/data, locations to be determined and a ring/string to be provided by Contractor.**

11. Question: We are accustomed to working with this contract type, and assume that our reimbursable expenses such as printing and reproductions, mileage, overnight deliveries are to be included in the Firm "fully loaded" Fixed Price requested, is that correct?

**Response: Fully loaded fixed price that includes all direct and indirect costs and profit for the Contractor to perform. Indirect costs shall include all costs that would normally be considered general and administrative costs and/or travel costs, or which in any way are allocated by the Contractor against direct labor hours as a means of calculating profit or recouping costs which cannot be directly attributable to the Contract. Estimated hours are for evaluation purpose only and not for billing purpose.**

Date Issued: May 25, 2011  
Lisa Lee, Procurement Officer

TTY Users: 1-800-735-2258

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