Below are answers to questions posed to Harford County Public Schools as of September 15, 2022.

**Questions and Answers**

1. What, if any LEED requirement is there for this project?
   A. LEED is not a requirement for this project.

2. If LEED Silver or above is desired, should the A/E Team include a Commissioning Agent, or would HCPS contract directly with a Commissioning Agent?
   A. LEED is not a requirement for this project.

3. Page 7 of the RFQ lists References as an Evaluation Criteria. How many references are required to be provided? Where in the proposal should the references be located?
   A. The number of references and location within the proposal is up to the submitting firm. It is suggested that a minimum of three recent project references are provided.

4. Given the potential for the A/E Team to include additional engineering and/or consulting disciplines, could the due date be extended?
   A. As of September 15, 2022; there is no intention to extend the due date of submissions.

5. The RFQ indicates a scope of services comprised on only Architectural and Mechanical, Electrical, and Plumbing Engineering. It would be reasonable to assume there may be a need for other engineering or Consulting Disciplines based upon the identified project scope, such as (limited Structural Engineering, Food Service Design Consultation, Civil Engineering, Hazardous Materials Identification Consultation, Life Safety/Fire Protection Engineering, Telecommunications/IT/Data/Security Consultation, and Professional Cost Estimating Services). For each of these listed potential additional disciplines, can you please confirm whether HCPS would like such services to be included within the scope of services to be provided by the A/E Team?
   A. The responding firm should review the RFQ and decide what potential disciplines they require for design services of the indicated scope.

6. If HCPS desires any such services to be included, are qualifications of the corresponding firms to be included within the Proposal response?
   A. The responding firm should include any information they feel is relevant to the RFQ.

7. How many cost estimates and at which Design Phases will they be required?
   A. This scope will be confirmed with the selected firm during fee negotiation.

8. Can you provide the square footage of the existing Print Shop and the square footage proposed for the relocated space?
   A. The existing Print Shop is approximately 3,120SF. The relocated space needs to generally conform to the conceptual Print Shop layout in the RFQ.
9. How many employees will be working in the relocated Print Shop? How many employees currently occupy the building?
   A. Please see the breakdown by department below.
      - Food Services – 13
      - Warehouse – 7
      - Print Shop – 4
      - Science – 2
      - Media Processing - TBD

10. Will the building be occupied during construction? Does HCPS have a phasing plan to relocate occupants during portions of construction?
    A. The building will be occupied during construction. Working with the selected firm and the various building entities, we will develop a phasing plan based upon the design and anticipated timelines of material deliveries and construction.

11. Will providing a new fire suppression sprinkler system be a part of this scope of work?
    A. Only what may be required by the AHJ.

12. Are all existing departments to remain at the Forest Hill Annex Building or will some departments be permanently relocated to other locations?
    A. All existing departments will remain at the Annex per the RFQ.

13. Is there a construction budget for this project?
    A. Yes, a budget has been developed for this project and will be provided to the selected firm.

14. Is there a project schedule? Design NTP and Construction NTP?
    A. The design NTP is anticipated to be after the December 5, 2022, Board of Education approval. The construction NTP/schedule will be vetted with the A&E during the design process.

15. Are there MBE requirements for the Design Phase?
    A. No

16. Will this project be reviewed by DGS/IAC? If so, at which design phases?
    A. No, this project is locally funded and not a school building.

17. We were unable to attend the site visit, is there any possibility of visiting the building?
    A. If you were unable to attend the previously scheduled site visit and would like to visit the location, please contact Karen Redding (Karen.Redding@HCPS.org) to coordinate a site visit.

18. Do you anticipate an addition will need to be put onto the existing building to accommodate the project’s space requirements? Namely, moving the print shop into the annex building.
    A. No, we do not anticipate an addition as part of the project.
19. Does the project scope include hazardous materials inspection and testing (lead and asbestos) by the consultant, due to the age of the building?
   A. No

20. Is there a need for a Hazardous Materials/Industrial Hygienist for this project?
   A. Not by respondent

21. If so, do they need to be included on the design team or will you hold the contract for that consultant?
   A. N/A

22. Is there any MBE/DBE/Small Business set aside in this project?
   A. There are no requirements for MBE/DBE set aside for professional services.

23. If there is no MBE/DBE set aside, what is your plan to encourage small firms to be part of this project.
   A. There are no requirements for MBE/DBE set aside for professional services.

24. Do you anticipate the scope requiring civil engineering?
   A. Please refer to the scope of work as defined in the RFQ. The responding firm should include any information they feel is relevant.

25. Is independent cost estimating services required?
   A. Accurate cost estimating is required.

26. Should we assume, that existing panelboards can remain unless they need to be relocated due to the new building layout?
   A. That will be determined through the design process.

27. Should we assume that some amount of storage will be relocated during construction to allow for staging and swing space during the construction period?
   A. That will be determined during the design process.