



Bruce Miller, Director

**CALVERT COUNTY  
DEPARTMENT OF FINANCE & BUDGET  
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December 13, 2024

**ITB 2025-001  
CALVERT PINES SENOR CENTER RENOVATION**

**QUESTIONS AND ANSWERS/CLARIFICATION NO. 1**

Following are questions and answers/clarification for the above-referenced Invitation to Bid. Acknowledge receipt of this document by executing the signature block provided on each page. **This completed and signed document should be included with your bid.** Failure to do so may subject bidder to disqualification.

1. Safety operating procedures (safety manual) are required to be submitted with bids. Our corporate safety manual is over 100 pages long. Would it be acceptable to submit only the cover sheet and table of contents? **Calvert County Government shall allow the Contractor's safety operating procedures (safety manual) to be submitted via a link provided by Calvert County Government. The Contractor shall contact [Charlotte.DeStephano@calvertcountymd.us](mailto:Charlotte.DeStephano@calvertcountymd.us) for the link. ONLY the safety manual shall be uploaded to the link by the due date/time.**
2. Copies of OSHA-10 certificates are required to be submitted with bids. Please clarify for whom these certificates need to be submitted for. **Superintendent**
3. Copies of OSHA-10 certificates are required to be submitted with bids. In lieu of OSHA-10, please confirm that higher level certificates such as OSHA-30 or NAVFAC/USACOE 40-hour safety training are acceptable. **Higher level shall be acceptable.**
4. Bid form, phase I includes two items, I-1 and I-2. Both item descriptions say to include site work per the civil drawings. Please clarify which line item is to include site work. **See Addendum No. 1.**

CONTRACTOR'S LEGAL BUSINESS NAME: \_\_\_\_\_

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Mailing Address: 175 Main Street, Prince Frederick, Maryland 20678  
Maryland Relay for Impaired Hearing or Speech: 1-800-735-2258

5. Supplemental General Provisions of Bid and Contract, Item 2B states that the work will be completed in a single phase. Is this accurate, considering the bid form and drawings show three distinct phases of work? **A single phase or multiple phases may be awarded. All awarded phases must be completed as a single phase.**
6. Supplemental General Provisions of Bid and Contract, Item 2B states that onsite work shall not exceed 180 calendar days. Please confirm this is accurate, despite the overall duration being 290 days. **Correct. 180 days from start of construction to substantial Completion (U&O)**
7. Supplemental General Provisions of Bid and Contract, Item 2D states that Attachment C is informational only and that contractors are responsible for obtaining the proper wage determination at notice to proceed. Contractors cannot forecast wage increases and therefore cannot accurately bid the work in this manner. Please confirm contractors are to use Attachment C at time of bid and will be eligible for a change order if rates increase prior to contract award. **The Contractor shall be responsible for paying current wage scale at time of employee wage payment.**
8. Please confirm the owner will furnish the building permit at no cost to the contractor. **Calvert County Government will obtain the Building Permit #2426374. All other permits shall be the responsibility of the Contractor.**
9. Supplemental General Provisions of Bid and Contract, Item 2F states that daily indoor air quality reports are required. Please clarify what daily monitoring and/or testing is required as this item could be expensive. **The Contractor shall provide and log daily testing to verify conformance to OSHA Indoor Air Quality in Commercial and Institutional Buildings.**
10. Documents Required Upon Submission (page 1.4) lists item 7. Subcontractor and Supplier Form. Bid Requirements (page 4.6) does not list this item. Please clarify. **See Addendum No. 1.**
11. Please clarify what Attachment B represents. Is this work required by the contract and if so, is it reflected on the contract drawings? Also, the page is blurry, please provide a clearer version. **The original version has been posted separately on eMMA.**
12. What is the expected start date for project? **Approximate Notice to Proceed is April 2025.**
13. Section 21.A states that contractors are to perform at least 51% of the work. Most General Contractors perform approximately 20% of the work (Supervision, Quality Control, Safety, Cleanup, etc.) and subcontract 80% to individual trade subcontractors. Please consider revising this requirement. **The Contractor awarded the contract shall be the general contractor and perform at least 51% of the general contracting work.**

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14. Drawings indicate Add Alternate #1 (new storefront), Alternate #2 (PLAM-2), and Alternate #5 (LVT). Please provide a revised Bid Form to include these Alternates. **See Addendum No. 1.**
15. Alternates #1, #2, and #5 are shown on the Drawings. Please confirm that these are the only Alternates. **See Addendum No. 1. Confirmed.**
16. Please confirm our understanding that even though the ITB is advertised on EMMA, this will be a paper submission as mentioned on ITB page 4 of the ITB. **Confirmed as sealed bids shall be submitted in accordance with page 1.1.**
17. PDF pages 7 and 63 of the RFP request submission of "Safety operating procedures (safety manual)" and "QA/QC standards and procedures." Our Safety Manual and Quality Control standards are available in our corporate HSEQ manual, which is over 500 pages in length. May this document be submitted electronically as a PDF file on a labelled flash drive accompanying the printed proposal? **See answer to Question #1 of this Questions and Answers/Clarification No. 1.**
18. Please confirm our understanding that the County is requesting a bonding letter attesting to the offeror's ability to obtain Performance and Labor and Materialmen's Bonds, and that these bonds are to be obtained after award. **A Bid Bond which is five percent (5%) of the contract value shall be submitted with the bid. A letter from bonding company guaranteeing Performance and Labor and Materialmen's Bond shall also be submitted. The Performance and Labor and Materialmen's Bonds shall only be required from the Contractor awarded the contract.**
19. The list of deliverables on PDF page 7 includes a "Subcontractor and Supplier Form," while the nearly identical list on page 63 does not. Please clarify whether this form is required. **See Addendum No. 1.**
20. If a Subcontractor and Supplier Form is required for submission, will the County please provide it? **Removed by Addendum No. 1; however, the Contractor shall submit a list of major subcontractors in accordance with pages 1.4 and 4.6 which shall include company name, full address, phone number, and email address.**
21. PDF page 20 of the RFP, General Provisions, indicates that "In the event any work is subcontracted, the Contractor shall be required to perform a meaningful portion of the work (i.e., at least fifty-one percent [51%] or more)." Given the number of disciplines involved in this multi-trade internal renovation project, it may be difficult for any general contractor to achieve this goal. Would the County consider removing this self-performance requirement? **See answer to Question 13 of this Questions and Answers/Clarification No. 1.**

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22. The solicitation says the work will be done in one phase; however, the drawings mention 3-phases of work. Please advise. **See answer to #5 in this Questions and Answers/Clarification No. 1.**
23. In the finishing schedule, many locations are listed with floor finish type VCT-1; however, according to the room finish pan (A-604), the specified finish is LVT-1 for the same locations. Please confirm which finish type should be followed: VCT-1 or LVT-1? **M&D: Finishes shall follow the Finish Plan, indicating LVT-1**
24. Drawing No. A-800 (Furniture Plan) is included in the bidding documents. Could you please confirm if it falls under the contractor's scope to supply the furniture? If so, please provide the furniture schedule for clear clarification. **Furniture plan is provided for reference only. Furniture is not in the scope.**
25. Would a bid bond stating "Five Percent (5%) of the Bid Price" be acceptable to the owner, or does the bond need to state an exact dollar amount? **Stating Five Percent (5%) of the Bid Price is acceptable.**
26. If the bid bond is required to state an exact dollar amount, please confirm any amount greater than 5% of the final bid is acceptable. **If the bond does not state five percent (5%) of the Bid Price a greater amount is acceptable.**
27. The list of required submittals on page 7 includes item 5. "Contractor References"; however, on the list on page 62, item E. is for "Contract References". Please clarify if the County would like a list of owners/organizations for whom the offeror has previously performed, or if a list of contracts is intended. If a list of contracts is required for 5. Contractor References/ E. Contract References, please clarify how those contracts would be different from those required for item 10./I. Contact information for five (5) projects within the last five (5) years. **In accordance with page 1.4 and Page 4.6, Contractor References pertains to the submission of Page 2.4, Contractor References as well as a portfolio of similar projects completed over the last ten (10) years and contract information for five (5) projects within the last five (5) years. There may be an overlap of information for these requirements.**
28. The list of required submittals on page 7 includes item 7. Subcontractor and Supplier Form – This form is not included in the list on page 62. Please confirm if this form is required and if it is required, please provide this form. **See Addendum No. 1.**
29. With regards to the required submittal 13. / L. Safety operating procedures (safety manual) – Our safety manual is more than 700 pages long. Please confirm we may submit a copy of our manual electronically on CD or thumb drive within our hardcopy submission instead of on paper. **See answer to Question #1 of this Questions and Answers/Clarification No. 1.**

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30. Please confirm the location of door P1-2. We cannot find it on the plans or elevations. This door is located at the entrance to the office corridor, it is mis-labelled on the drawings as ETR. **Door material/type shall be wood/D3.**
31. What is the finish required for the storefront doors and frames? **Anodized.**
32. Sections through exterior storefronts (e.g. H2 & S2) show 1/4" thick monolithic glass. Should exterior glass be Low-E insulating glass units? **Yes.**
33. Please provide wage rate for a glazier. Glaziers are not listed in the documents. **Contractor shall be responsible for obtaining wage scale rates from the state.**
34. We note there are three (3) phases. How far apart (time) will the phases be? **See answer to question #5 to this Questions and Answers/Clarification No. 1.**

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