



RFP 26P-002: Facilities Master Plan Consultant
ADDENDUM 1
Jan 7, 2026

CLARIFICATIONS:

Information Management, Communication, and Reporting Requirements

This information is issued to clarify and strengthen requirements related to information exchange, project management, documentation standards, and reporting. These requirements shall be incorporated into RFP 26P-002 and the resulting contract. In the event of a conflict, this Addendum shall govern.

1. PROJECT ACTIVITY SCHEDULE

Within two (2) weeks after Notice of Award, the Consultant shall submit a detailed Project Activity Schedule for HCC review and acceptance. The schedule shall be updated throughout the project and submitted in native (Excel or MSProject) and PDF formats. The schedule shall identify tasks, milestones, dependencies, HCC review durations, meetings, and interim deliverables.

2. ELECTRONIC DOCUMENT MANAGEMENT

The Consultant shall establish and maintain a secure FTP or equivalent cloud-based platform for all project files. The system shall provide version control, organized folders by discipline and phase, and remain accessible to HCC for three (3) years following final acceptance.

3. MEETINGS AND COMMUNICATION

The Consultant shall participate in weekly or bi-weekly project meetings as directed by HCC. Written meeting minutes shall be provided within three (3) business days following each meeting.

4. INVOICING AND STATUS REPORTING

Each invoice shall include a Progress Status Summary describing work completed, percent complete by task, and upcoming work. Invoices without a status summary may be returned as incomplete.

5. CAD AND PDF STANDARDS

All AutoCAD files shall include embedded reference files and be purged and audited. Corresponding reduced-size, searchable PDF files shall be submitted with each CAD deliverable.

6. PROJECT CONTACT DIRECTORY

At the kick-off agenda, the Consultant shall submit and maintain a Project Contact Directory including all key personnel and subconsultants with email addresses and phone numbers.

7. ADDITIONAL REQUIREMENTS

The Consultant shall provide the following:

- A. A Kickoff Agenda; due within 5 business days after Notice of Award
- B. Maintain a Decision Log; Initial version due at the kick-off meeting and updated continuously and submitted with each status report
- C. Risk Identification Schedule/Scope/Data; first identification due within 30 days after award and updated with each invoice/status report.

8. REQUIRED ACTIVITY SCHEDULE FORMAT

The Consultant's Project Activity Schedule shall, at a minimum, be presented in the following format (or an HCC-approved equivalent).

Activity	Level of Completion	Duration (Calendar Days)	Dependency	HCC Review Duration	Deliverable
Project Kickoff	N/A	X	Award	N/A	Kickoff Agenda & Minutes
Existing Conditions Assessment	0–100%	X	Kickoff	N/A	Assessment Memorandum
Schematic Phase	35%	X	Assessment	14	35% Submission
Design Development Phase	65%	X	35% Approval	14	65% Submission
Draft Facilities Master Plan	90%	X	65% Approval	14	Draft FMP
Final Facilities Master Plan	100%	X	Draft Approval	14	Final FMP

Note: The final schedule shall include all project-specific tasks, workshops, draft deliverables, review cycles, and decision points, and shall be updated and reissued with each status report.

9. REQUIRED ACTIVITY SCHEDULE FORMAT – Enhanced (Period of Performance Based)

For purposes of proposal evaluation and contract administration, the Consultant shall assume a Notice of Award date of March 10, 2026. The Project Activity Schedule shall be structured as calendar days from award (Day 0) through Final Facilities Master Plan submission. The total period of performance shall extend from award through HCC acceptance of the Final FMP. The schedule shall clearly define what deliverables constitute completion at each level of progress and demonstrate a logical, progressive development of the Facilities Master Plan.

Activity	Days from Award	Level of Completion	Included Deliverables	HCC Review Duration	Formal Submission
Project Kickoff & Data Collection	Day 0 – Day 30	10%	Kickoff agenda and minutes; data request log; review of existing plans, studies, and drawings; site reconnaissance; stakeholder interview framework	N/A	Kickoff Summary Memorandum
Existing Conditions & Needs Assessment	Day 31 – Day 90	30%	Facility condition assessments; infrastructure capacity review; space utilization analysis; code and regulatory baseline review; sustainability and energy benchmarking	14 days	Existing Conditions Technical Memorandum
Preliminary Findings & Alternatives	Day 91 – Day 150	50%	Program validation; identification of deficiencies; development of planning alternatives; order-of-magnitude cost modeling; initial prioritization framework	14 days	Preliminary Findings Report
Draft Facilities Master Plan	Day 151 - Day 210	75%	Recommended planning strategy; phased capital improvement plan; space, infrastructure, and site recommendations; draft implementation timeline	14 days	Draft Facilities Master Plan
Final Facilities Master Plan	Day 211 - Day 270	100%	Final narrative report; executive summary; graphics and maps; 10-year capital improvement program; cost estimates; implementation roadmap	14 days	Final Facilities Master Plan

Note: The Consultant shall refine task durations and sequencing in the final Project Activity Schedule submitted within two (2) weeks of award; however, the total duration to Final Facilities Master Plan submission shall not exceed the period of performance defined herein without written approval from HCC.

10. ACADEMIC PLAN DEPENDENCY

The RFP identifies an anticipated availability date of May 1, 2026 for the College’s Academic Plan. The Consultant’s Project Activity Schedule shall explicitly account for this dependency.

The Consultant shall structure early-phase activities to advance data collection, existing conditions analysis, and baseline assessments prior to May 1, 2026. Program validation, space recommendations, enrollment-driven assumptions, and final prioritization shall be informed by, and adjusted to align with, the Academic Plan once issued.

No later than ten (10) business days following receipt of the Academic Plan, the Consultant shall submit a written impact memorandum describing required adjustments to assumptions, space needs, phasing, or capital priorities.

11. GANTT-STYLE SCHEDULE: Including Academic Plan Milestone

Gantt-style schedule incorporates the anticipated availability of the Academic Plan (May 1, 2026) as a formal milestone influencing downstream Facilities Master Plan deliverables.

Task	Days								
	0–30	31–60	61–90	91–120	121–150	151–180	181–210	211–240	241–270
Project Kickoff & Data Collection	■								
Existing Conditions & Needs Assessment		■	■						
Academic Plan Issued (Milestone – 5/1/2026)			■						
Program Validation & Space Alignment				■	■				
Preliminary Findings & Alternatives					■				
Draft Facilities Master Plan						■	■		
Final Facilities Master Plan								■	■
HCC Review & Approvals		■		■		■		■	

Legend: ■ = Primary activity period. The Academic Plan milestone is a prerequisite for program validation, space recommendations, and final prioritization activities.

12. HCC INFORMATION, EXISTING DRAWINGS, and DATA RELIANCE

Harford Community College will make available to the Consultant certain existing information, including electronic files, reports, and hard-copy record drawings, to the extent such materials are readily accessible. However, the Consultant is expressly advised that a significant portion of existing documentation is maintained in paper format, may not be complete, may not be organized, and may not accurately reflect existing conditions.

HCC shall not be responsible for researching, validating, cataloging, or reconciling existing record drawings or legacy documentation on behalf of the Consultant. The Consultant shall not rely exclusively on HCC-provided drawings, files, or data for purposes of analysis, planning, or recommendations.

The Consultant shall be responsible for conducting independent verification of existing conditions through field observations, interviews, and other reasonable means consistent with professional standards of care. Any assumptions made due to missing, conflicting, or incomplete information shall be clearly documented in submitted deliverables.

HCC's provision of existing information shall not be construed as a representation or warranty as to accuracy or completeness. The Consultant shall identify data gaps early in the project and shall not delay progress awaiting organization or validation of legacy documentation.

REMINDER:

The receipt of posted addenda must be acknowledged in your technical proposal (see RFP § 22.A.1.i) and in the appropriate area of the proposal price form. Failure to acknowledge receipt of posted addenda may deem your submittal to be non-responsive.