



**RFP 26P-002: Facilities Master Plan Consultant  
ADDENDUM 2  
January 20, 2026**

**QUESTIONS:**

- 1. The project scope deliverable seems to exceed the MHEC requirements for a Facilities Master Plan. Is it the intent to base an award on a standard MHEC scope?*

**Answer:** The award will be based on the full scope defined in the RFP. While the Facilities Master Plan will support MHEC space and capital planning requirements, the RFP intentionally includes additional facility condition, infrastructure, sustainability, and cost-planning elements to support institutional capital planning, budgeting, and risk management.

- 2. Please clarify: Detailed Scope of Work, item A2 requires a "Full facilities conditions assessment...", and Deliverables, B2 requires an "Existing Conditions Report...". Please confirm if the facilities condition assessment is limited to a visual observation of the building systems listed (Arch, Struc, MEP, and code compliance) and that high-level recommendations will be provided based on age and function. Please confirm if a more detailed assessment is required, similar to a facilities cost index analysis, which would require cost estimating for each individual building system and a more detailed life cycle analysis.*

**Answer:** The Base Facilities Condition Assessment (FCA) shall follow standard FCA practice. This includes visual, non-intrusive field observations by licensed professionals of architectural, structural, mechanical, electrical, plumbing, and life-safety systems; documentation of system age, type, observed condition, and apparent code issues; assignment of condition and remaining-useful-life ratings; and development of order-of-magnitude repair and replacement cost ranges suitable for 5- to 10-year capital planning. Design-grade analysis, detailed system cost indexing, lifecycle modeling, testing, or intrusive investigation is not included in the base scope and is addressed only through Optional / Separately Priced Services.

- 3. Please clarify: Detailed Scope of Work, item A3 requires "review" of existing infrastructure. Please confirm that HCC will provide drawings showing the location and size/capacity of existing campus utilities and infrastructure. If the A/E shall include any utility location services in our scope of work, please define the scope and extent of the required mapping.*

**Answer:** Consistent with Addendum 1 – HCC Information, Existing Drawings, and Data Reliance, available utility information will be provided as-is and without warranty. The base scope includes review of available records and visual observation of accessible infrastructure only. Any utility locating, subsurface investigation, field verification beyond visual observation, or enhanced mapping is not included in the base scope and is addressed only through Optional / Separately Priced Services.

4. *Please clarify: Detailed Scope of Work, item A4 requires a sustainability assessment. Please confirm if this assessment can be limited to general observations. If a more detailed analysis is required, please confirm which specific analysis is required.*

**Answer:** Yes. The base sustainability assessment is limited to general, planning-level observations identifying opportunities, constraints, and risks related to energy use, sustainability, and campus operations. Quantified analysis, modeling, or scenario evaluation is not included in the base scope and is addressed only through Optional / Separately Priced Services.

5. *Please clarify: Detailed Scope of Work, item A4 requires a sustainability assessment that includes tree canopy impact. Are there specific canopy coverage targets or mitigation requirements?*

**Answer:** No. The Base FCA shall document existing tree canopy conditions and qualitatively identify areas where canopy loss or constraint may affect heat-island conditions, stormwater performance, or site planning. No specific canopy coverage targets, mitigation requirements, or canopy modeling are included in the base scope.

6. *Please clarify: Detailed Scope of Work, item A4 includes carbon reduction strategies. Please confirm if any carbon audits for Scope 1, 2, and 3 Carbon emissions are required or if this should be considered an optional service. Are there specific sustainability frameworks or policies in place that the assessment should align with?*

**Answer:** The base scope includes planning-level carbon reduction strategies only. Carbon audits or quantified greenhouse gas emissions inventories (Scope 1, Scope 2, or Scope 3) are not required in the base scope and are included only under Optional / Separately Priced Services. No specific sustainability framework or certification (e.g., LEED or WELL) is required; the assessment shall be framework-neutral.

7. *Please confirm: Under Optional Services, what additional investigation should be considered under "Intrusive MEP Investigations". Please confirm the base project scope is limited to visual inspections only.*

**Answer:** The base scope includes standard FCA MEP assessment consisting of visual, non-intrusive review of systems, documentation of age and condition, identification of apparent deficiencies, and order-of-magnitude cost planning. Intrusive MEP Investigations, if authorized, include physical access, testing, or verification beyond visual observation (e.g., opening ceilings or panels, tracing piping or conduits, equipment testing, or controls diagnostics) to validate conditions or risks identified during the Base FCA and are Optional / Separately Priced.

8. *Please confirm: Under Optional Services, what services are required under expanded sustainability and Carbon Modeling. Are there specific sustainability goals / frameworks the expanded sustainability measures should consider? i.e. LEED?*

**Answer:** If authorized, Expanded Sustainability and Carbon Modeling includes quantified campus-wide and building-level analysis of energy use and greenhouse gas emissions (Scope 1 and Scope 2, and Scope 3 where data is available) and modeling of decarbonization, electrification, renewable energy, and efficiency scenarios tied to capital planning and phasing. This service is framework-neutral and does not require LEED, WELL, or certification-based documentation.

9. *Please clarify: In Addendum 1, item 3, both "... weekly or bi-weekly project meetings..." are referenced. Based on the stated 270-day (nine-month) schedule for completion, please clarify if the A/E shall include either 19 or 38 meetings in our scope of services, and whether HCC prefers for the meetings to be in-person or virtual. Also, please clarify if stakeholder interviews to gather specific information for the planning process will be held during these regular project meetings, or if required stakeholder interviews will be in addition to the regular project meetings.*

**Answer:** HCC Response: Meetings shall follow the phase-based schedule outlined below. Stakeholder interviews required to support the planning process may occur within these meetings or as separate interviews, as appropriate to meet the project schedule and deliverables.

Phase	Days	On-Site	Virtual
Kickoff & Data Collection	0-30	1	2
Existing Conditions	31-90	2	4
Preliminary Findings	91-150	2	4
Draft FMP	151-210	2	4
Final FMP	211-270	2	3

*10. Can you expand on the different requirements / expectation between intrusive MEP investigations and those performed as part of the facilities condition assessment?*

**Answer:** Facilities Condition Assessment activities are limited to visual, non-intrusive observations, documentation, and planning-level cost development consistent with standard FCA practice. Intrusive MEP Investigations involve physical access or testing to confirm conditions or capacities and are Optional / Separately Priced services that are not required for completion of the Base Facilities Master Plan.

*11. Given that this project is to identify facility needs and to develop recommendations to meet those needs, and does not involve any design or construction, can the insurance requirements (Section 19 I-N on pages 13 and 14) be waived for subcontractors? The insurance required in this RFP is more representative of that required for design and construction contracts and not for non-design planning services such as this Facilities Master Plan will be.*

**Answer:** Any subcontractor coming onto College property must have a COI that names Harford Community College as an additional insured without qualification, with the same coverages and policy limits as listed in the RFP for Workers' Compensation, General Liability, Business Automobile Liability, and Umbrella Excess Liability. Subcontractors will not need Professional Liability, Cyber Liability, or Valuable Papers Liability; these shall be required of the Consultant.

*12. Please provide a copy of the preproposal meeting sign in sheet.*

**Answer:** The preproposal meeting sign in sheet is included in this addendum as an attachment.

## **End of Questions**

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### **Clarification:**

#### **Optional / Separately Priced Services – Pricing and Scope Clarification**

This section is issued in clarification of the Optional / Separately Priced Services referenced in RFP (Price Proposal and Scope of Services). These services are not included in the Base Lump-Sum Proposal and may be authorized only by written amendment or change order. Authorization of any Optional Service shall not delay, suspend, or modify the Base Facilities Master Plan schedule or deliverables.

## **Standard FCA Practice – Basis of Interpretation (Reference §23.A.2. Detailed scope of Work)**

For clarity, in facilities-planning work, “standard FCA practice” for MEP means the following:

- A licensed mechanical and electrical engineer performs visual, non-intrusive field observations of all buildings
- Reviews major systems including boilers, chillers, AHUs, RTUs, pumps, electrical switchgear, panels, generators, lighting, fire alarm, and plumbing
- Documents system age, type, observed condition, apparent code-related issues, and assigns condition and remaining-useful-life ratings
- Develops order-of-magnitude repair and replacement costs suitable for a 5–10 year capital plan

Standard FCA practice does not include opening ceilings or walls, load calculations, commissioning, performance testing, infrared scanning, or controls diagnostics. These activities constitute intrusive or design-grade services and are excluded from the Base Scope.

## **Optional / Separately Priced Services Defined**

### **1 Enhanced ADA Field Verification (All Buildings) – Lump Sum**

Detailed, room-by-room and door-by-door field verification of ADA compliance beyond the planning-level review included in the Base Scope. Includes field measurements and documentation of deficiencies suitable for remediation scoping and budgeting. Design drawings, compliance certification, and construction services are excluded.

### **2 Intrusive MEP Investigations – Unit Price (Per System)**

Physical access, testing, or verification of mechanical, electrical, plumbing, or controls systems beyond standard visual FCA review. May include opening ceilings or panels, tracing piping or conduits, equipment testing, or controls diagnostics to validate conditions or risks identified during the **Base FCA.**

A system is defined as a discrete major asset including boiler plants, chiller plants, AHUs or RTUs, electrical services/switchgear, generators, fire alarm systems, and building automation systems (BAS). Unit pricing shall include labor, access, limited removal and patching, testing or tracing, and documentation. Commissioning, TAB, design engineering, and construction are excluded.

### **3 Expanded Sustainability / Carbon Modeling – Lump Sum**

Quantified campus-wide and building-level analysis of energy use and greenhouse gas emissions (Scope 1 and Scope 2, and Scope 3 where data is available), including modeling of decarbonization, electrification, renewable energy, and efficiency scenarios tied to capital planning and phasing. This service is framework-neutral and does not require LEED, WELL, or certification-based documentation.

#### 4 Additional Stakeholder Workshops – Unit Price (Per Workshop)

Facilitated stakeholder workshops beyond those included in the Base Scope. Each workshop includes preparation, facilitation, and documentation of outcomes. Additional planning scope is excluded unless separately authorized.

#### 5 Additional Board or Executive Presentations – Unit Price (Per Presentation)

Formal presentations beyond those included in the Base Scope to the Board of Trustees or executive leadership. Includes preparation of materials and live presentation support.

#### 6 GIS Enhancements Beyond Base Mapping – Unit Price or Lump Sum

Additional GIS layers or analytical features beyond base campus mapping, including utilities, infrastructure, sustainability, canopy, or capital phasing layers. Enterprise GIS development is excluded unless separately scoped.

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REMINDER: The receipt of posted addenda must be acknowledged in the Technical Proposal (see §22.A.1.i) and in the appropriate area of the Price Proposal Form. Failure to acknowledge receipt of addenda may deem the proposal submittal to be non-responsive.

HARFORD COMMUNITY COLLEGE  
 RFP 26P-002 Facilities Master Plan Consultant  
 Pre-Proposal Meeting: Jan 7, 2026, 2:00 PM  
 Conowingo Bldg, Conference Room

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