DATE: February 5, 2015

TO: All Prospective Bidders

FROM: Mallela Ralliford

RE: UMBC Long Range Facilities Planning Consultant Contract, Bid # BC-20952-R, ADDENDUM # 1

The following amends the above referenced Bid documents. Receipt of this addendum must be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda" form and submitting it along with the Bid Price Sheet you return to the University.

The due date and time for the Technical Proposal to be submitted to the University remains as TUESDAY, FEBRUARY 24, 2015 by 2:00 p.m. to the issuing office.

A Pre-Proposal Meeting was held on Wednesday, February 4th, 2015. The deadline for questions remains as Tuesday, February 10th, 2015 by 4:00 p.m. Email questions to Mallela Ralliford at MRalliford@umbc.edu.

A. The following questions were asked at the Pre-Proposal Meeting for a response:

1. QUESTION: As it relates to the project approach, is the project geared towards any particular discipline to lead, or is it open

   ANSWER: The Prime Consultant will be the University’s primary point of contact on a day-to-day basis and is expected to coordinate the activities of the consultant team. The Prime Firm may provide the services for Campus Planner/Architect, Landscape Architect or Civil Engineer/Hydrologist/Environmental Engineer.
2. QUESTION: Based on the schedule, a draft of the building and open space guidelines will be due prior to stormwater management. Is there a reason for this preference?

ANSWER: The University notes that the Planning and Aesthetic Guidelines will inform the development of the Stormwater and Open Space plan. In addition, the university acknowledges that the approach to storm water management can inform open space guidelines. The university anticipates that the guidelines can be completed on a faster timeline than the negotiations and reviews with state agencies. It is expected that the submission of the Agency/Institutional Management Plan will be near the culmination of this effort, followed by minor edits to complete the open space guidelines.

3. QUESTION: Which software is to be used to track the stormwater management tool? Is there a preference?

ANSWER: Currently the university does not have a tool to track ongoing storm water improvements. The university is expecting the consultant to propose and develop such a tool for future tracking. The university is developing a general campus database in GIS. Integration of storm water into such a tool was an option that was discussed.

4. QUESTION: Can the University make an electronic/CAD-based map available?

ANSWER: Yes. A BOX file with various maps, reports and plans is available. It can be accessed through this link: https://umbc.box.com/s/9jcptfgh8kdgj1rkkxj706h0sgsbitdv

5. QUESTION: As it relates to campus growth, what do you envision for the future?

ANSWER: The University invites proposers to review the 2009 UMBC Facilities Master Plan, which developed a short-range plan (10 year) and a longer range plan (30-50 year). During the early months of this process the university will illustrate an appropriate level of campus growth that will be used by the consultant in the analysis of stormwater and open space. The website for the master plan can be found at http://www.umbc.edu/masterplan/
6. QUESTION: Regarding the required report, what is expected? Is it a simple 8.5 x 11 report?

ANSWER: UMBC is expecting a list of deliverables for this project as identified below. It has not necessarily been envisioned that the final Planning and Aesthetic Guidelines is a stand-alone document, though it could be. The format for either report has not been specified, but we imagine that maps and diagrams representing the campus will not be less than 11x17 in size.

A. Share all topic-specific analyses and other draft material with facilities management staff in ways that allow for review and comment on the findings.

B. A draft report documenting the Planning and Aesthetic Guidelines for development.

C. A draft report documenting the Stormwater Management elements of the tasks above, that at minimum:

- Summarizes findings resulting from performance of the tasks listed above.
- Provides graphic representations of the data or analysis.
- Provides site drawings including the location and relative size of recommended infrastructure improvements.
- Identifies the projected costs of recommended physical plans and program options. For new and renovated facilities, provide cost estimates in an approved format, escalated to correlate with the implementation strategy.
- Identifies recommended timetables for the implementation of proposed physical plans and program options.
- Includes detailed narratives in support of findings and recommendations and outlines factors used to determine priority rankings of recommended options.
- Develops guides that communicate the university’s commitment to enhance the campus environment, including rules and regulations that address topics such as streetscapes, pedestrian and vehicular paths, building massing, building materials, landscaping, and other design elements. These guides should reinforce existing university standards.
D. A **final report with integrated executive summary and introductory narrative** that outlines the results of this study. This report shall be supplied to the Client in an editable format, ready for printing.

E. An **Agency/Institutional Management Plan** as specified by MDE.

Enclosures:  Acknowledgement of Receipt of Addenda Form

END OF ADDENDUM #1, DATED 2/05/15
This addendum was posted on eMaryland, UMBC eBid Board & e-mailed to the Bidders on 2/05/15)
(Original with enclosures were not mailed)
BID NO.: BC-20952-R

BID DUE DATE: TUESDAY, FEBRUARY 24, 2015 AT 2:00 P.M.

BID FOR: UMBC LONG RANGE FACILITIES PLANNING CONSULTANT CONTRACT

NAME OF BIDDER: ________________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1 dated 02/05/15
Addendum No. ___ dated ________
Addendum No. ___ dated ________
Addendum No. ___ dated ________
Addendum No. ___ dated ________

As stated in this Addendum, this form is to be returned with your Bid Price Sheet.

________________________________________
Signature

________________________________________
Printed Name

________________________________________
Title

________________________________________
Date

END OF FORM