DATE: April 4, 2018

TO: All Potential Proposers

FROM: Elizabeth Moss
Executive Director, Procurement & Strategic Sourcing

RE: AE Solicitation for the UMBC Retriever Activities Center (RAC) Renewal Project
#BC-21094-C
Addendum #2 dated April 4, 2018

The purpose of this ADDENDUM NO. 2 dated April 4, 2018, is to distribute information in response to questions received from proposers, provide copies of the Pre-proposal Meeting power point presentation and sign-in sheet as well as other revisions to the solicitation documents. **All other specifications, terms and conditions of this solicitation not expressly amended in this ADDENDUM remain as originally stated. The completed attached Addendum Acknowledgement Form is to be included in the Initial Technical Proposal submittal.**

1. **Proposer Questions:**

1.1 **Question:** Should a Risk Manager consultant be included on the AE team due to the risk assessment effort?

**UMBC Response:** No, the risk assessment will be conducted by the selected AE team and the University. There is no need for a separate specialty consultant for this assessment.

1.2 **Question:** If we as the prime are planning to work with subcontractors, are MEP and Cost Estimators the only subcontractors that require references and projects? All other subdisciplines are only required to submit the rest of the 330 form excluding Section F, correct?

**UMBC Response:** Yes and yes.

1.3 **Question:** Are certificates of insurance required from both the prime and the subcontractors?

**UMBC Response:** No, the certificates of insurance are required from the prime A/E only.
1.4 **Question:** The proposal lists five (5) criteria for programming and design projects but only seems to ask for four (4) projects, 2 of each. How many projects should the prime submit for Section F?

**UMBC Response:** The prime A/E is to submit four (4) projects as follows:

a. **Two Programming Projects for Prime A/E:** Submit two projects on which the prime A/E provided programming services inclusive of program verification and the provision of a final project program for the owner. One project must be a renovation and one project must be a sports related project. That being said, this criteria can be met in either one project (a sports related, renovation project) or two projects. If this criteria is met in one project than the Prime A/E is to submit a second relevant project.

Higher Consideration given based on the extent to which the following applies:

- The proposed key people were involved in the project, particularly in the proposed role; and,
- Higher education setting.

b. **Two Design Projects for Prime A/E:** Submit two design projects performed in which the proposing/prime A/E firm was the Architect of Record. One project must be a renovation project, one project must be complete and occupied for at least six months and one project must have been delivered using the CM at Risk (with GMP) contract method. This criteria is to be met within the two submitted projects. For example, one project may be a renovation project that is completed and occupied for at least six months and the other project is one in which the CMAR delivery method was used.

Higher Consideration given based on the extent to which the following applies:

- The proposed key people were involved in the project, particularly in the proposed role.
- Higher education setting.
- Occupied setting.
- Projects which are closer to the size to the University's project based on the construction cost and plus identified escalation factor noted above.

2. **Solicitation Revisions/Additions:**

2.1 **Solicitation Schedule:** Change the deadline date for questions for the Initial Technical Proposal to Monday, 4/9/18, on or before 12:00 noon.
2.2 Page 4-2, B. RAC Renewal Program: As noted at the Pre-proposal meeting on 3/29/18, the scope of services for the programming of the RAC Renewal Project is to include a risk assessment and during the design and construction of the project. The following is added to the solicitation on page 4-2, B regarding this risk assessment:

A risk assessment is to be conducted by the selected team with the University during the programming phase of this project. Attached please find the University’s risk assessment tool which has been completed during the planning of a prior renovation project. This tool will be used to conduct the risk assessment during the programming of this project. The results of this assessment will be incorporated into the program, as appropriate, and will be used relative to the project budget.

In addition, a risk assessment will be conducted by the entire project team (including the CMAR firm) at the commencement of design and prior to the commencement of construction. The results of this assessment will be monitored throughout the design and construction of the project.

3. Pre-proposal Meeting:

3.1 PPT: The power point presentation from this meeting is attached herein.

3.2 Sign-in Sheet: The scanned sign-in sheets are attached herein.

4. Acknowledgement of Addendum Form: The attached Acknowledgement of Receipt of Addendum form is to be completed/signed and included with the Technical Proposal.

Attachments: Risk Assessment Tool
Pre-proposal power point presentation
Pre-proposal Sign-in Sheets
Acknowledgement of Receipt of Addendum
**Project Risk Assessment -Third Floor Renovation Project:** Risks are associated with any construction project and they must be analyzed during the planning of the project as well as throughout the life of the project. Program and project activities are evaluated to determine if there is a potential for risk in the project. Risk factors are scope, schedule, and/or cost.

<table>
<thead>
<tr>
<th>#</th>
<th>Risk Identification</th>
<th>Risk Factor</th>
<th>Risk Response (reduce/ mitigate, accept, avoid or transfer)</th>
<th>Mitigation &amp; Handling Strategies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hazardous materials such as asbestos in the existing building</td>
<td>Cost and Schedule</td>
<td>Avoid</td>
<td>Not necessary as the building was constructed in 1984 which was well after such materials could be used; this was confirmed with University’s Office of Environmental Safety &amp; Health.</td>
</tr>
<tr>
<td>2</td>
<td>Design changes during design phase</td>
<td>Cost</td>
<td>Reduce/ Mitigate</td>
<td>Any changes in the design, defined as outside of the project program, will require the recommendation by the University Design Committee and the approval of the University Project Oversight Committee (POC).</td>
</tr>
<tr>
<td>3</td>
<td>Design Changes during construction</td>
<td>Cost &amp; schedule</td>
<td>Reduce/ mitigate</td>
<td>“Design changes” during construction are defined as requested changes outside of the approved construction documents. Any such change requests will include the cost and schedule implications of the design change. Such requests will be reviewed with the POC for final action.</td>
</tr>
<tr>
<td>4</td>
<td>Occupancy on the third floor of the building</td>
<td>Cost and schedule</td>
<td>Avoid</td>
<td>The University has elected to relocate the current occupants with the associated costs being borne by the University. The floor will be unoccupied during construction.</td>
</tr>
<tr>
<td>5</td>
<td>Occupancy in the building other than the 3rd floor</td>
<td>Cost and schedule</td>
<td>Accept/ Transfer</td>
<td>The building occupancy on the other floors was considered in the development of the project budget and schedule. The University will include the applicable schedule and planning requirements due to this occupancy in the Construction Manager’s (CM) contract.</td>
</tr>
<tr>
<td>6</td>
<td>Escalation</td>
<td>Cost</td>
<td>Accept</td>
<td>During the design phase, the cost estimates developed by the AE and CM will include an escalation rate of 3.5% designated by the Maryland Department of Management &amp; Budget for 2010.</td>
</tr>
<tr>
<td>7</td>
<td>Differing site and/or unforeseen conditions</td>
<td>Cost and schedule</td>
<td>Reduce/Mitigate</td>
<td>To minimize the unknown and/or differing site conditions, the University engaged a vendor to take photographs providing the “exact built” condition of the entire third floor; these photographs (335) were taken of all aspects of the floor inclusive of ceilings, walls, mechanical shafts and interior spaces. In addition, the University included a contingency in the project budget to cover such conditions should they occur.</td>
</tr>
<tr>
<td>#</td>
<td>Risk Identification</td>
<td>Risk Factor</td>
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<tr>
<td>8</td>
<td>Project Team (AE, Contractor and University) Resource availability</td>
<td>Schedule</td>
<td>Accept</td>
<td>-The University will be contracting separately with an AE team and a CM; given the current market conditions, there is no concern regarding resource availability for the design and construction teams to meet project milestones and the overall schedule. -Given the current market conditions, there are no concerns with the availability of materials or qualified subcontractors.</td>
</tr>
<tr>
<td>9</td>
<td>Contractor performance and payment</td>
<td>Cost and schedule</td>
<td>Reduce/ Mitigate</td>
<td>-The contract between the University and the CM will require the CM to provide a 100% performance and payment bond. -In addition, the University will consider the CM’s financial capacity, bonding capacity and references in the CM selection process. -The CM will be required to pre-qualify all trade/subcontractors to minimize the risks of performance and payment associated with them.</td>
</tr>
<tr>
<td>10</td>
<td>Pending change in Department Chair for Biology; selection is expected after this project begins</td>
<td>Scope, schedule cost</td>
<td>Accept</td>
<td>Since the new chair will not be hired until after the project begins, no specific mitigation strategies can be identified as the specifics are unknown. One handling strategy would be to make the finalists for this position aware of this project during the selection/recruitment process.</td>
</tr>
<tr>
<td>11</td>
<td>Long lead equipment</td>
<td>Schedule</td>
<td>Reduce/ mitigate</td>
<td>The Project Team will identify the long lead equipment (such as the mechanical equipment, etc.) during the schematic design phase. The CM will pre-purchase this equipment to ensure its on-time delivery and identify a location to store the equipment, if necessary. The CM will also expedite this equipment at the source and, if necessary, make a site visit to the factory and include the Owner’s PM.</td>
</tr>
</tbody>
</table>
UMBC RETRIEVER ACTIVITIES CENTER (RAC) RENEWAL PROJECT

A/E SOLICITATION #BC-21094-C

PRE-PROPOSAL MEETING AND SITE VISIT

29MARCH18
RAC PROJECT BACKGROUND

• Built in 3 phases with original wing completed in 1972

• Approximately 95,200 net assignable square feet

• Many systems are obsolete or beyond their service life

• In March 2018, all intercollegiate athletics except for aquatics relocated to the new Event Center.

• Aquatics, physical education and recreational sports along with associated staffs will remain in the RAC (so building will be occupied during construction)
RAC RENEWAL PROJECT SCOPE

- Project Goals:
  - Enhance student experience in this building and promote health and wellness
  - Replace failing building systems
  - Improve accessibility
  - Provide code compliant facilities
  - Expand fitness space
  - Relocate University Health Services (UHS), Health Promotions, Retriever Essentials (food pantry), and the Counseling Center into the RAC
RAC RENEWAL PROJECT SCOPE

• Specific project components identified by UMBC include:
  – Replace the roof
  – Replace and upgrade mechanical system components
  – Upgrade electrical service
  – Upgrade security/surveillance system
  – Limited interior modifications and finish upgrades to convert athletic areas into suitable spaces to support other campus programs
RAC RENEWAL PROJECT
OTHER INFORMATION


• UMBC Supplement to UMB Procedure Manual for Professional Architectural/Engineering Services available at the following website: [https://umbc.box.com/v/RAC-Renewal-Project](https://umbc.box.com/v/RAC-Renewal-Project)
AE SCOPE OF SERVICES

• Project Programming Services:
  – Provide services resulting in a program document that meets UMBC’s needs and on which the project can be designed
  – Highlights the number and size of all programmed spaces with the technical criteria for each with space sheets for each type of space.
  – Identifies facility components requiring modification or replacement to include (a) building envelope, (b) interiors, (c) elevator, (d) plumbing, (f) HVAC, (g) electrical power and lighting, (h) life safety system, (i) communications & IT system and (j) safety & security system.

• Project Design Services: Provide complete design services for the 6 project phases – Schematic Design through Post Construction Phases.

• Project Construction Costs: $18.4M
AE SCOPE OF SERVICES - SCHEDULE

• **Project Programming Services**: Total time frame is not more than 12 weeks from Notice to Proceed.

• **Project Design Services**:
  - **SD through CDs**: Completed within 10.5 months from Notice to Proceed
  - **Bidding**: Completed within 4 months (inclusive of BPW approval). Also, AE is to prepare a consolidated CD set during the bidding phase.
  - **Construction**: Completed within 18 months (occupied setting)
PROCUREMENT NOTES

• Issuing Office is UMBC Procurement and Strategic Sourcing – Elizabeth Moss – emoss@umbc.edu

• All questions are to be submitted in writing to E. Moss

• MBE Participation is encouraged on the Programming Contract.

• MBE participation for the Design Services contract is 13%

• Proposers should identify those portions of their proposals they deem to be confidential, proprietary information or trade secrets.

• The CMAR delivery method will be used on this project
PROCUREMENT PROCESS

• Initial Technical Proposal Submittal

• Initial Technical Evaluation (firms shortlisted to advance)

• Second Phase Technical Proposal Submittal

• Interview Sessions

• Second Phase Technical Evaluation (will include information from both proposals and the interview session with final ranking of firms)

• AE Fee Proposal and Negotiations (with highest ranked firm)
RAC RENEWAL PROJECT

AE SOLICITATION SCHEDULE
**AE SOLICITATION SCHEDULE**

<table>
<thead>
<tr>
<th>EVENT/ACTIVITY</th>
<th>DAY/DATE</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadlines for Questions</td>
<td>Monday, 4/9/18</td>
<td>Sent to <a href="mailto:emoss@umbc.edu">emoss@umbc.edu</a></td>
</tr>
<tr>
<td>Initial Technical Proposal Submittal</td>
<td>Thursday, 4/19/18 on or before 12:00 noon</td>
<td>Submitted to the Issuing Office via UMBC Box at <a href="mailto:Technic.mzdq8nj8cdkiqa2l@u.box.com">Technic.mzdq8nj8cdkiqa2l@u.box.com</a></td>
</tr>
<tr>
<td>Second Phase Technical Proposal Submittal</td>
<td>Monday, 5/14/18, on or before 12:00 noon</td>
<td>Short listed AE firms only to Issuing Office via UMBC Box <a href="mailto:2nd_Tec.0nhu8gkkuq56jc6y@u.box.com">2nd_Tec.0nhu8gkkuq56jc6y@u.box.com</a></td>
</tr>
<tr>
<td>Interview Sessions</td>
<td>Thursday, 5/17/18, and Friday, 5/18/18</td>
<td>Proposers are advised to set this date aside to avoid any conflicts</td>
</tr>
<tr>
<td>Notification on top ranked firm</td>
<td>Monday, 5/21/18</td>
<td>Scope clarification items from top rated AE due by 1:00 p.m. on Wednesday, 5/23/18</td>
</tr>
<tr>
<td>AE Fee Negotiations</td>
<td>Monday, 6/4/18, - Thursday, 6/21/18</td>
<td>Fee proposals to be submitted to UMBC Box at <a href="mailto:Fee_Pro.ts4hgce5mpvmvo6o@u.box.com">Fee_Pro.ts4hgce5mpvmvo6o@u.box.com</a></td>
</tr>
<tr>
<td>Contract Award for Programming Services</td>
<td>Friday, 6/29/18</td>
<td>Notice to Proceed to be issued on or about Monday, 7/2/18.</td>
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</tbody>
</table>
INITIAL TECHNICAL PROPOSAL

1. Transmittal Letter

2. SF 330 Part I only:
   - Contract Information/AE Point of Contact (A&B)
   - Proposed Team and Organization Chart with the specific requested information (C&D)
   - Resumes of Key Personnel (13): (E) – “Commitment”
     - MEP Engineer: Project Mechanical Engineer, Plumbing Engineer, Electrical Engineer and CA professional
     - Other Consultants: Code compliance, cost estimator, communications/security and audio/visual
INITIAL TECHNICAL PROPOSAL

2. *SF 330 Part I only: Example Projects* (F)-include specifically requested information and all projects must be completed in last 10 years.

<table>
<thead>
<tr>
<th>AE Team Member</th>
<th># of Projects</th>
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<tbody>
<tr>
<td>Prime AE (Programming Projects)</td>
<td>2</td>
</tr>
<tr>
<td>Prime AE (Design Projects)</td>
<td>2</td>
</tr>
<tr>
<td>(One project can be from Associate Architect, if applicable, see document for further details)</td>
<td></td>
</tr>
<tr>
<td>Mechanical Engineering Firm (may duplicate Prime Architect Design Project)</td>
<td>2</td>
</tr>
<tr>
<td>Electrical Engineering Firm (may duplicate Prime Architect Design Project)</td>
<td>1</td>
</tr>
<tr>
<td>Cost Estimating Firm (may duplicate Prime Architect design project)</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>8</td>
</tr>
</tbody>
</table>
## INITIAL TECHNICAL PROPOSAL

### 2. SF 330 Part I only: Prime AE Example Projects (F)

<table>
<thead>
<tr>
<th>Team Member</th>
<th>Criteria and Higher Consideration Factors</th>
</tr>
</thead>
</table>
| Prime AE – Programming – 2 projects | - 1 project must be renovation  
- 1 project must be sports-related  
- Higher consideration if proposed personnel are involved, particularly in proposed role, and/or if higher education setting |
INITIAL TECHNICAL PROPOSAL

2. **SF 330 Part I only**: MEP Engineer/Cost Estimator Example Projects (F)

<table>
<thead>
<tr>
<th>Team Member</th>
<th>Criteria and Higher Consideration Factors</th>
</tr>
</thead>
</table>
| Mechanical Engineering Firm      | - 1 project must be renovation  
| – 2 projects                    |   - Higher consideration if proposed personnel are involved, particularly in proposed role, occupied setting with phased construction, and/or project includes high temperature hot water system with distribution from central utility plant |
| Electrical Engineering Firm      | - Project must be renovation  
| – 1 project                     |   - Higher consideration if proposed personnel are involved, particularly in proposed role, and/or occupied setting with phased construction |
| Cost Estimator                   | - Project must be renovation and substantially complete (available for its intended use)  
| - 1 project                     |   - Delivered with the CMAR method  
|                                  |   - Same higher consideration factors as Electrical Engineering firm project |
INITIAL TECHNICAL PROPOSAL

2. *SF 330 Part I only:* (continued)
   - *Key Personnel Participation in Example Projects (G):* Provide matrix depicting proposed key personnel on the example projects and their role.
   - *Summary of Qualifications (H) –* limited to not more than 2 pages

3. *Basis for Selection:*Brief explanation of why Prime AE selected each firm for its team (limit 2 pages)

4. *Economic Benefit:* Provide a detailed but concise overall description of how an award to your team will benefit the economy of Maryland
5. **Forms**: Include the following completed forms:

- *License Documentation Form*
- *Professional Liability Coverage Form*
- *MBE Utilization & Fair Solicitation Affidavit & MBE Participation Schedule (MBE Attachment C-1A) (must be submitted with Initial Technical Proposal)*
- *Bid/Proposal Affidavit Form*
5. **Forms**: (continued)

- **Acknowledgement of Receipt of Addendum Form**

- **Firm Reference** Forms (Prime AE, MEP Engineer(s) and Cost Estimating)

- **Key Personnel Reference** Forms [AE Project Manager, AE Programmer, AE Project Architect, Project Mechanical, Plumbing and Electrical Engineers, CA Professionals (Architect and MEP), and Cost Estimator]
SECOND PHASE TECHNICAL PROPOSAL

1. Transmittal Letter

2. Proposed Programming Scope of Work

- Describe the services to be provided resulting in a program document that meets UMBC’s needs and on which the project can be designed

- Scope description is to include verification efforts, risk assessment and proposed time frame (not to exceed 12 weeks) (see solicitation document for further details on scope)
SECOND PHASE TECHNICAL PROPOSAL

3. Special/Unique Qualifications:

- Provide a narrative to elaborate on the qualifications and experiences of the proposed AE team which make it uniquely capable to provide the requested AE services

- Special firm and individual expertise and experience are to be included

- Limited to 2 pages (per the solicitation)
4. **Key Personnel Workload:** Complete the applicable form for the following key personnel:

- AE Project Manager
- AE Project Architect
- Mechanical Engineer
- Electrical Engineer
- CA Professional - Architect
INTERVIEW SESSION

• Only shortlisted firms will participate in an Interview Session

• Purposes:
  • Allow University to meet Proposer’s key personnel
  • Review/discuss Proposer’s scope of services for programming
  • Review/discuss Proposer’s special/unique qualifications
  • Allow Proposer to respond to other University’s inquiries

• Informal session – round table discussions with the shortlisted AE teams
INTERVIEW SESSION - PARTICIPANTS

- AE Principal-in-Charge
- AE Project Manager
- AE Programmer
- AE Project Architect
- Mechanical Engineer
- CA Professionals – Prime Architect and MEP
FINAL SELECTION

• Upon completion of the second phase technical evaluation and approval of the Committee’s ranking report, all shortlisted firms will be notified.

• A University Negotiation Committee will be designated.

• A Fee Pre-proposal meeting will be scheduled with the highest ranked firm
Negotiation Process

• Scope Clarifications are to be submitted by the selected firm per the schedule

• Selected firm will be requested to submit two Fee Proposals – (1) fee proposal for programming services and (2) a preliminary fee proposal for design services

• UMBC will provide the selected firm with the forms and format for these fee proposals
Negotiation Process

• Negotiations will be conducted per the schedule

• Should fee negotiations not be successfully concluded, UMBC will have the option to either commence negotiations with the candidate firm ranked #2 or re-advertise the procurement.
Contract Award

• Upon approval of the final fee proposal for programming services, the selected AE firm will be required to sign the University’s consulting agreement

• Upon UMBC’s approval of the final project program and the approval of the project by the USM Board of Regents, the University and the selected AE firm will finalize the fee proposal for design services
Contract Award

- The AE firm will be required to sign the University’s Standard Form of Agreement with Architects and Engineers prior to the Board of Public Works (BPW) meeting.

- Upon approval by BPW, the University will fully execute the contract for design services.
RAC Project – AE Solicitation

SUMMARY

• Contract with the selected AE team to prepare the project program

• Contract with this same AE team to design the project
RAC Project – AE Solicitation

QUESTIONS
RAC Renewal Project
AE Solicitation

PROJECT SITE VISIT

Larry Hennessey
Associate Director, Design & Construction
University of Maryland, Baltimore County
UMBC RETRIEVER ACTIVITIES CENTER (RAC) RENEWAL PROJECT

A/E SOLICITATION #BC-21094-C

PRE-PROPOSAL MEETING AND SITE VISIT

29MARCH18
**UMBC SOLICITATION FOR A/E PROFESSIONAL SERVICES FOR RETRIEVER ATHLETIC CENTER (RAC) PROJECT**

**#BC-21094-C**

**PRE-PROPOSAL MEETING – 29MARCH2018**

**LIST OF ATTENDEES**

<table>
<thead>
<tr>
<th>#</th>
<th>Person’s Name</th>
<th>Firm/Organization</th>
<th>E-mail Address</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mark Scott</td>
<td>Henry Adams</td>
<td><a href="mailto:mscott@henryadams.com">mscott@henryadams.com</a></td>
<td>410-296-6500</td>
</tr>
<tr>
<td>2</td>
<td>Phil Jones</td>
<td>Global Engineering</td>
<td><a href="mailto:phillj@thege.com">phillj@thege.com</a></td>
<td>301-216-2871</td>
</tr>
<tr>
<td>3</td>
<td>Steve Bates</td>
<td>MCA Architecture</td>
<td><a href="mailto:sbates@mca-design.com">sbates@mca-design.com</a></td>
<td>410-532-3131</td>
</tr>
<tr>
<td>4</td>
<td>Mitchell Hawkins</td>
<td>HKD Sports</td>
<td><a href="mailto:mhawkins@hkdsports.com">mhawkins@hkdsports.com</a></td>
<td>410-277-2995</td>
</tr>
<tr>
<td>5</td>
<td>Katie Lund</td>
<td>Wiegand Associates Inc</td>
<td><a href="mailto:klund@vainet.net">klund@vainet.net</a></td>
<td>301-340-9000</td>
</tr>
<tr>
<td>6</td>
<td>Kiersen Howe</td>
<td>GWMC Architects</td>
<td><a href="mailto:knhowe@gwinc.com">knhowe@gwinc.com</a></td>
<td>410-332-1009</td>
</tr>
<tr>
<td>7</td>
<td>David Greusel</td>
<td>Convergence</td>
<td><a href="mailto:davide@convergecadesh.com">davide@convergecadesh.com</a></td>
<td>816-255-2123</td>
</tr>
<tr>
<td>8</td>
<td>Sotero Nieves</td>
<td>KPN Architects</td>
<td><a href="mailto:snieves@kparch.com">snieves@kparch.com</a></td>
<td>443-682-7757</td>
</tr>
<tr>
<td>9</td>
<td>June Holmes</td>
<td>MA+Associates</td>
<td><a href="mailto:jholcomb@ma-assoc.net">jholcomb@ma-assoc.net</a></td>
<td>301-257-5818</td>
</tr>
<tr>
<td>10</td>
<td>Constantinos Frantzis</td>
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<td>cdfrantzis@a+f-engineers.com</td>
<td>240-543-6917</td>
</tr>
<tr>
<td>11</td>
<td>Anna Cassella</td>
<td>MIN Engineering</td>
<td><a href="mailto:acassella@minengineering.com">acassella@minengineering.com</a></td>
<td>410-486-4492</td>
</tr>
<tr>
<td>12</td>
<td>Paul Gupta</td>
<td>Paulco Engineering</td>
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<td>301-523-5012</td>
</tr>
<tr>
<td>13</td>
<td>Christa Kerrigan</td>
<td>Waldon Studio Architects</td>
<td><a href="mailto:ckerrigan@waldonstudio.com">ckerrigan@waldonstudio.com</a></td>
<td>410-290-9680</td>
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<tr>
<td>14</td>
<td>Jill Burcky</td>
<td>Grimm &amp; Parker Architects</td>
<td><a href="mailto:jburcky@garch.com">jburcky@garch.com</a></td>
<td>240-905-0922</td>
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<tr>
<td>15</td>
<td>Denise Guillory</td>
<td>Cho Benn Holback</td>
<td><a href="mailto:dguillory@quinnevans.com">dguillory@quinnevans.com</a></td>
<td>410-576-0440</td>
</tr>
<tr>
<td>16</td>
<td>Gavin Myers</td>
<td>HG Architects</td>
<td><a href="mailto:gavin.myers@hgaarch.com">gavin.myers@hgaarch.com</a></td>
<td>301-972-3286</td>
</tr>
</tbody>
</table>
## UMBC SOLICITATION FOR A/E PROFESSIONAL SERVICES FOR RETRIEVER ATHLETIC CENTER (RAC) PROJECT
### #BC-21094-C
### PRE-PROPOSAL MEETING – 29MARCH2018
### LIST OF ATTENDEES

<table>
<thead>
<tr>
<th>#</th>
<th>Person's Name</th>
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<tr>
<td>17</td>
<td>Elizabeth moss</td>
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<td>44</td>
<td>Churchill Banks, Jr.</td>
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RFP NO.: #BC-21094-C

RFP FOR: AE Services for the UMBC RAC Renewal Project

INITIAL TECHNICAL PROPOSAL DUE DATE: Thursday, April 19, 2018, on or before 12:00 pm

NAME OF PROPOSER: ________________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

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

Addendum No. 1 dated 03/23/18
Addendum No. 2 dated 04/04/18
Addendum No. ________ dated ________
Addendum No. ________ dated ________

Signature ________________________
Printed Name_____________________
Title___________________________
Date___________________________