DATE: April 10, 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 #3 dated April 10, 2018

The purpose of this ADDENDUM NO. 3 dated April 10, 2018, is to distribute information in response to questions received from proposers. 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: Page 4-2 notes that site work is not part of the RAC Renewal Project. However, section O.1 on page 5-5 lists a Project Civil Engineer as a member of the team. Can you confirm that a civil engineer is not required?

UMBC Response: A civil engineer is not required for this project.

1.2 Question: Page 6-5 lists the resumes of key personnel that are required. This list does not include a Project Structural Engineer, however, section O.1 on page 5-5 lists a Project Structural Engineer. Can you confirm if a resume for a Structural Engineer is required?

UMBC Response: A structural engineer is required for this project but the resume of the structural engineer is not required as the anticipated structural engineering work is minor in nature.

1.3 Question: Section F.1 on page 6-3 lists the required professional liability insurance coverage as $3M. However, the Professional Liability Insurance Form lists $5M. Can you please confirm the required Professional Liability Insurance?

UMBC Response: The required professional liability insurance coverage is $3 million, unless the proposing A/E team is a joint venture (JV). JV, as a legal entity, must have $5 million professional liability or each part of the JV must have $5 million professional liability coverage.
1.4 **Question:** Can you confirm that SF330 Part IIs are not required?

**UMBC Response:** SF330 Part II is *not* required.

1.5 **Question:** The Firm Reference Form for the Prime/Proposing A/E Firm asks for three references based on the three submitted projects. Section L. Proposed Team Example Projects (on page 6-5) indicates that the Prime Architect should submit two programming projects and two design projects. Can you please confirm if the project references should come from the two design projects and one of the programming projects?

**UMBC Response:** The Prime A/E firm should submit four (4) project references. References are to be from the two (2) programming projects and from the two (2) design projects.

1.6 **Question:** The MEP firm is required to submit two mechanical projects and one electrical project. Is it permissible to submit the same project twice, once for mechanical and once for electrical? If so, the firm would only have two reference projects as opposed to three as listed on the Firm Reference form. If this is the case, should the MEP just include one additional reference?

**UMBC Response:** Yes, it is permissible to submit the same project to satisfy the requirement for a mechanical engineering project and an electrical engineering project. There is no need to submit an additional reference; however, the Proposing firm is to submit two (2) reference forms for the project of which one is a mechanical engineering reference and the other is an electrical engineering reference.

1.7 **Question:** Please confirm that the programming effort only includes items typically required in a Part II.

**UMBC Response:** The programming effort is described in the scope of work section in the solicitation document and many of these items are also typically required in a Part II Program. The University expects the selected firm to perform the scope of work as described in the solicitation document to result in a program that will meet UMBC’s needs and enable the selected AE team to design of the project.

1.8 **Question:** If the A/E Project Manager will also serve in the role of Construction Administration Professional, can this individual’s references be combined?

**UMBC Response:** Yes.
1.9 **Question:** Would you allow the MEP to include more than 3 projects to best meet both the required and the desired criteria?

**UMBC Response:** The MEP Engineer is to submit the three (3) projects as indicated (2 mechanical projects and 1 electrical project). Those firms shortlisted on this procurement will have an opportunity to provide additional experience in the Second Phase Technical Proposal under Unique/Special Qualifications.

1.10 **Question:** Will you accept separate projects from the MEP that show experience with high temp hot water and phased-occupied renovation? As opposed to a project that combines those attributes with a higher ed, renovation project.

**UMBC Response:** Yes. The higher consideration factors are based on the extent to which they apply to the submitted projects. This does not mean that these factors have to be in evidence in one project.

1.11 **Question:** Is an E Builder Affidavit required? If so, when should this be submitted? With the initial technical proposal?

**UMBC Response:** An E Builder affidavit is not required.

1.12 **Question:** Is a certification regarding investment activities in Iran required? If so, when should this be submitted? With the initial technical proposal?

**UMBC Response:** The certification regarding investment activities in Iran is incorporated as a section within the Bid/Proposal Affidavit and is not required as a separate certification. The Bid/Proposal Affidavit Form is to be included in the Initial Technical Proposal submission.

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

Attachments: Acknowledgement of Receipt of Addendum
RFP NO.:   #BC-21094-C

RFP FOR:   AE Services for the UMBC RAC Renewal Project

INITIAL TECHNICAL PROPOSAL DUE DATE:   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 3/23/18
Addendum No. ____ 2 ____ dated 4/4/18
Addendum No. ____ 3 ____ dated 4/10/18
Addendum No. __________  dated _______

Signature ______________________
Printed Name ______________________
Title____________________________
Date_____________________

RAC Renewal Project - RFP No. BC-21094-C