

# UMBC

**AN HONORS UNIVERSITY IN MARYLAND**

DATE: March 5, 2019

TO: All Prospective Proposers

FROM: Terry Cook  
Senior Associate Vice President for Administrative Services

RE: UMBC Campus Utilities Upgrade Project  
A/E Solicitation #BC-21129-C  
ADDENDUM #4 dated 3/5/19

The following amends the above referenced solicitation documents. Receipt of this addendum must be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda" Form and submitting it along with the Initial Technical Proposal you submit to the University.

A. **Proposer Questions:**

1. **Question:** Please confirm the project construction budget, as there are conflicting numbers. \$14M was discussed in the February 19 Pre-Proposal Meeting. The Environmental Assessment Form (EAF) in the Facility Program lists a Projected Cost of \$17,274,000.

**Response:** Section 4 – Scope of Work in the A/E solicitation document, paragraph A states, in part, as follows:

The Prime Consultant shall evaluate the program for the work, together with associated cost estimates for each area of work, to tailor the project scope within the University's budget limitations of \$14M Design-to-Dollar (DTD) amount.

The projected costs listed in the Environmental Assessment Form is intended to include all project costs including design, CM pre-construction services, construction, contingencies and administrative fees and expenses.

2. **Question:** Is there any backup information or breakdown of the total project budget cost available?

**Response:** The breakdown of the total project budget will be shared with the successful firm during fee negotiations.

3. **Question:** Are there any professional license or certifications required to be submitted for the position of A/E Project Manager? None are indicated in the Personnel Description on page 5-5, or in the License Documentation – Key Personnel form.

**Response:** No professional license or certifications are required for the position of A/E Project Manager.

4. **Question:** Are any of the streams to be restored classified as Waters of the U.S.? Is U.S. Army Corps of Engineers involvement or review anticipated?

**Response:** The stream in question is protected under the Clean Water Act and is considered Waters of the United States. Both federal and state regulations will apply. The design professional is expected to follow the application and permitting procedures for alteration of floodplain, waterway, and wetlands, as appropriate.

5. **Question:** In setting the Phase 2 schedule, have all of the Civil and Environmental permitting processes/lead times been factored in? Is there any flexibility in the schedule should this process take longer than expected?

**Response:** The design phase schedule for Phase 2 does take into considering the civil and environmental permitting process. If, through no fault of the design professional, review action by outside agencies causes delays which could not have been reasonably anticipated, the design professional can request a time extension in accordance with section #3.11, Delays and Extensions in the A/E Standard Form of Agreement.

6. **Question:** Do examples and references of completed projects include “design complete” or “construction complete” examples?

**Response:** A completed project is defined to mean a project in which the construction is complete.

7. **Question:** May Offerors submit the same projects in the SF330 Part II and in the Firm References section?

**Response:** Per Section 6, page 6-8, the firm references are to be based on the projects submitted by each firm with one exception; that is, the cost estimating firm is to submit one reference based on the submitted project and a second reference based on another similar project (as the cost estimating firm only submits one project).

In addition, for each of the firms is to provide two additional references to be used only in the event the University is unable to contact one or more of the initial references provided. For each of these references, provide a list of applicable projects with a brief description of each inclusive of dollar size and date completed.

8. **Question:** May Offerors pursue this contract as a prime and sub?

**Response:** Firms participating in this A/E procurement may elect to submit as the Prime Consultant (Design Lead) or choose to be a subconsultant on a proposing team.

9. **Question:** Section B.6.g. requests one project example for Hydrology/Water Resources. May this example be provided by the prime firm?

**Response:** The Hydrology/Water Resources project can be submitted by the Prime Consultant but ONLY if the Prime Consultant is also serving as the Hydrology/Water Resources engineering firm for UMBC's project.

10. **Question:** In Section B.5 of the RFP, it states that "If g and h are members of the design team..." Should this be "h and i" as noted by the asterisk?

**Response:** Yes, on page 6-2, the asterisk applies to "h" and "i" which are the two (2) Construction Administration Professional positions.

11. **Question:** Are Offerors required to submit two (2) or three (3) examples for the Prime AE Reference Form?

**Response:** Per Section 6, page 6-8, each firm is to submit two (2) references with the exception of the Hydrologist/Water Resources firm who is to submit one reference.

In addition, for each of the firms is to provide two (2) additional references to be used only in the event the University is unable to contact one or more of the initial references provided. For each of these references, provide a list of applicable projects with a brief description of each inclusive of dollar size and date completed.

12. **Question:** The RFP requests a set of files in Word format. What if the Offeror uses software other than Word (i.e. InDesign, PowerPoint, etc.)? May Offerors submit files in other formats other than Word?

**Response:** Per Section 5, page 5-2, the Proposing firm is to submit technical proposals (initial and second phase) as follows:

- One set in Microsoft Word format (for documents created in word processing format).
- One set in PDF format.

The set in Microsoft Word format is **ONLY** for the documents in the proposal that were created in word processing format.

13. **Question:** Section E.4.d of the RFP references more than one (1) “architecture firm”. For the purposes of this RFP, should we reference “engineering firms”?

**Response:** Section 6, #4, D, Organization Chart of Proposed Team is deleted and replaced with the following (with changes highlighted in **bold**):

Include the following information:

- a. Each firm’s name and discipline or specialty.
  - b. Each key person’s name, role, discipline or specialty, and office location.
  - c. The managerial relationship among the persons and firms.
  - d. A written description of the proposed contractual relationships among the firms. If the proposal includes more than one **Prime Consulting** firm or a joint venture, identify the proposed general scope of work of each **Prime Consulting** firm.
  - e. A summary or matrix of prior working relationships among proposed team members.
14. **Question:** Do Offerors have to submit resumes for Plumbing Design Engineer and Structural Engineer for the initial proposal submittal?

**Response:** Per Addendum #3, the Proposing A/E firm is to include a structural engineering firm on its team and include information on this firm in its proposal, as applicable. However, the University is not requesting a resume on the structural engineer.

The same is true for the plumbing engineer. That is, the Proposing A/E firm is to include a plumbing engineering firm on its team and include information on this firm in its proposal, as applicable. However, the University is not requesting a resume on the plumbing engineer.

15. **Question:** On the License Documentation for Firms form, there’s a line item for Project Architect. How should Offeror’s respond to this item if the project is being led by a Civil Engineer?

**Response:** The License Documentation Form for Firms includes Civil Engineering firm. So if the Prime Consultant is the Civil Engineering firm, please indicate on the Prime Architect row to “see Civil Engineer below.”

16. **Question:** Is it acceptable for a single firm to pursue this contract as a SUB-CONSULTANT on one or more teams?

**Response:** Yes

17. **Question:** Is it acceptable for a single firm to pursue this contract separately as both a PRIME A/E and a SUB-CONSULTANT on one or more teams?

**Response:** Yes

18. **Question:** In reference to RFP Section 4 – Scope of Work, Part A (Page 4-1): SOW 4.A specifies a design to dollar (DTD) amount of \$14M. In the event that meeting minimal design criteria for all Phase 1 and Phase 2 scope items exceeds the \$14M DTD budget, What scope items should be considered lower priority? And would any scope items be deferred to a separate project?

**Response:** As noted in the response to question #1 above, Section 4 – Scope of Work in the A/E solicitation document, paragraph A states, in part, as follows:

The Prime Consultant shall evaluate the program for the work, together with associated cost estimates for each area of work, to tailor the project scope within the University’s budget limitations of \$14M Design-to-Dollar (DTD) amount.

So any decisions about (i) what scope items are considered a lower priority and (ii) what scope items would be deferred would be made by the University in conjunction with the Project Team (A/E and CMAR) inclusive of the Prime Consultant’s evaluation.

END OF ADDENDUM #4 DATED 3/5/19

**A/E SOLICITATION NO.:** BC-21129-C

**INITIAL TECHNICAL PROPOSALS**

**DUE DATE:** Tuesday, 3/12/19, on or before 11:59 pm to the following box site: [Technic.9cqdsnwunfb1dt3x@u.box.com](mailto:Technic.9cqdsnwunfb1dt3x@u.box.com)

**A/E SOLICITATION FOR:** UMBC CAMPUS UTILITIES UPGRADE PROJECT

**NAME OF PROPOSER:** \_\_\_\_\_

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

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

Addendum No. 1	dated 02/18/19
Addendum No. 2	dated 02/19/19
Addendum No. 3	dated 02/26/19
Addendum No. 4	dated 03/05/19
Addendum No. ____	dated _____

As stated in this Addendum, this form is to be returned within your Initial Technical Proposal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

END OF FORM