

The purpose of this ADDENDUM NO. 2 is to distribute information in response to questions received from proposers as well as other revisions to the solicitation documents. ***All other specifications, terms and conditions of this solicitation not expressly amended by the responses in this ADDENDUM remain as originally stated. Please include the attached Addendum Acknowledgement Form in your firm's technical proposal.***

1. **Proposer Questions:**

- 1.1 Question: On page 11 of Addendum #, it states "Submit two (2) sets of the Technical Proposal as follows: One set in Microsoft Word format (for documents created in word processing format). One set in PDF Format."

How are we to submit only the documents created in word if the Contract-Project Relevant Experience, Acknowledgement of Addenda, License/Certifications and Bid Proposal Affidavit are in pdf format?

Do you want us to convert these documents into word format or only submit the documents we have in word (etc. Title Page, Profile of Proposer and Key Personnel)?

Then for the pdf copy submit all the documents in pdf format?

UMBC Response: PDF only files are acceptable for the entire submittal sections and they do not need to be reformatted to MS Word.

- 1.2 Question: On page 12 of Addendum #1, it states "Include the firm's Experience Modifier Ratio (EMR) for the last three (3) years (2018, 2019, and 2020)". (We) would like to include an EMR Letter from our agent explaining our EMR ratings. What section should we include the letter in?

UMBC Response: EMR information should be included under section: "Profile of Proposer" which is also listed on page 15 of the RFP (section 2.4).

- 1.3 Question: Are the Key Personnel supposed to be tied to the Contract-Project Relevant Experience? Or can we use any personnel that meet the requirements?

UMBC Response: The University is requesting information on the personnel that will be handling the services required under this contract. These individuals may receive higher consideration in the evaluation process to the extent that these individuals were in the same role on a project/contract that is included under relevant experience.

- 1.4 Question: Do you want the sections to be tabbed or cover page for each section?

UMBC Response: Refer to section 2.2 for the Organization Proposal and requirements.

- 1.5 Question: Do all four (4) relevant experience references have to be in higher education settings? If not, what is the minimum number of higher education references that can be provided? Can references from hospitals, labs and/or research facilities be provided?

UMBC Response: As provided under the contract experience section, firms should demonstrate their experience with on-call hazardous abatement services of similar complexity to the types of services under this contract. Proposers should submit information on projects/contracts that best illustrates the firm's experience.

- 1.6 Question: If you have an on-call contract that services different departments with different contacts, can you provide separate references for the different projects that were completed for each separate contact?

UMBC Response: Refer to section 2.5 in the RFP. Only one reference contact for each of the four (4) contracts/projects is requested.

- 1.7 Question: Page 18, 3.2 Initial Technical Evaluation- Technical Proposals, makes reference to "resources available to successfully complete the services required for the University on-call mechanical projects...". Do we also need to show experience with mechanical projects or was this a typo?

UMBC Response: Refer to section 2.1 of this Addendum.

2. **RFP Revisions:**

- 2.1 Section 3.2 – Initial Technical Evaluation - Technical Proposals, page 18: Delete "University's on-call mechanical projects promptly" and replace with "University's on-call **abatement** projects promptly".

END OF ADDENDUM #2 DATED 3/26/21

Attachment: Acknowledgement of Receipt of Addendum

This Addendum #2 on RFP #BC-21222-E and its attachment are posted on UMBC's ebid Board at <http://procurement.umbc.edu/bid-board/>

RFP NO.: BC-21222-E

RFP FOR: UMBC ON-CALL HAZARDOUS MATERIAL ABATEMENT CONTRACT

TECHNICAL PROPOSAL DUE DATE: Wednesday, March 31, 2021 on or before 11:59 p.m.

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

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

Addendum No. 1	dated	3/10/21
Addendum No. 2	dated	3/26/21
Addendum No. _____	dated	_____
Addendum No. _____	dated	_____
Addendum No. _____	dated	_____
Addendum No. _____	dated	_____

Signature _____

Printed Name _____

Title _____

Date _____