

The purpose of this ADDENDUM NO. 2 dated September 21, 2021, 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 initial technical proposal.***

1. **Questions from Proposers:**

- 1.1 Question: On page 6-5, the RFP stipulates that you can escalate the costs of a project to bring it in alignment with today's costs. Can you please further explain how we should calculate these costs. Meaning you state that we should calculate the costs from the mid-point of construction and is cumulative. Does this mean to take the costs from the midpoint of the construction phase of the submitted project to the mid-point of the Sherman Hall Renewal Project Construction Phase or to today's date?

UMBC Response: The costs should be calculated from the midpoint of the construction phase of the submitted project to today's date.

- 1.2 Question: RFP Section 1.6, page 6-5: Please confirm how to calculate escalated project value given that the escalation percentages are described as "cumulative". For a \$10,000,000 project, and the midpoint of construction occurred in 2016 - $\$10,000,000 * 1.035 (2017) * 1.04 (2018) * 1.04 (2019) * 1.04 (2020) = \$11,642,342$. If this method is not correct please provide a sample calculation.

UMBC Response: Confirmed. This is the correct way to calculate the escalation.

- 1.3 Question: On page 6-5, the RFP stipulates that one architecture project must exceed \$50M and one must exceed \$35M. On page 6-6 it states that higher consideration will be given to projects that are closer to the size of the University's project based on the construction cost. So as an example, if a project costs when escalated is less than \$35M will this project be disqualified or will it just not be scored as high as a project that is over \$35M?

UMBC Response: If a project costs less than \$35M, the project will be disqualified. Projects will receive higher consideration if they are closer to the DTD value of the project, which is higher than the \$35M project value requirement.

- 1.4 Question: On page 6-7, the Cost Estimating firm is required to submit two projects, on page 6-9 it requires the Cost Estimating firm to submit one reference based on one project. Can you please confirm if it is one or two projects that are required?

UMBC Response: Two projects are required. Please see Section 2 of this addendum for clarified language.

- 1.5 Question: The MBE Attachment 1A - MBE Utilization and Fair Solicitation Affidavit & MBE Participation Schedule form provided in the Attachment A MS Word document specifies that the MBE goal is 15%, which differs from the 5% goal indicated in the solicitation and in Addendum 1. Please clarify.

UMBC Response: The MBE percentage for this solicitation is 5%. A corrected Part 2 of the MBE Participation Schedule is attached to this Addendum.

1.6 Question: Attachment A is referenced throughout the solicitation, and it mentions including the Acknowledgement of Receipt of Addenda form (found in Addendum 1 only) and the MBE 1B/1C forms (found in Attachment C). These are not contained in the Attachment A MS Word document that is linked on page 2 of the solicitation. Please confirm that the Attachment A Word Document package linked on page 2 of the solicitation is the only Attachment A that was provided. If not, please furnish full Attachment A.

UMBC Response: Attachment A forms are listed on page 2 of the RFP. These documents are as follows: References form (individual and firms); license documentation form (Firms); Professional Liability Insurance Forms, Acknowledgement of Receipt of Addenda Form, MBE forms, and the Bid/Proposal Affidavit. All of these documents are included as a word file labeled "BC-21243-M AE Procurement – Attachments" in the box folder available from the link in the solicitation document.

1.7 Question: Confirm if PDF format (with tabs, as requested in Section 6 of the Solicitation and in Addendum 1) is acceptable for full digital submission of the Initial Technical Proposal, or if an MS Word document is still required for parts of the submission. If an MS Word document is required, please confirm that the Attachment A forms provided in the MS word document linked on page 2 of the solicitation are the only forms required to be in MS word format (i.e., excluding the Acknowledgement of Receipt of Addenda, which is not included in Attachment A).

UMBC Response: It is acceptable to submit only a PDF document if the PDF is in searchable format.

1.8 Question: Reference 1.5 Section E – Resumes of Key Personnel Proposed for this Contract: If a key person has been with its current firm for less than 5 years, the instructions say to provide all prior employment history for this key person, which will necessitate supplemental pages. Does this requirement need to be fulfilled through an additional Section E for this same key person? Or may any separate document with a summary of this information be included (i.e., formatted professional resume)?

UMBC Response: A separate document to supplement the information is acceptable.

1.9 Question: Reference 1.4 Section D – Organization Chart of Proposed Team: In addition to the organization chart, a written description of the proposed contractual relationships among the firms is requested, and a summary or matrix of prior working relationships among proposed team firm members is requested. Is there a page limit for the additional attachments to provide this information?

UMBC Response: There is no page limit; however, firms are requested to observe instruction section K – Economy of Preparation on page 5 -3.

1.10 Question: Should the Architect-of-Record decide to include an Associate Architect on their team, how would UMBC like for the Associate Architect's project experience to be presented?

UMBC Response: The information for the Associate Architect should be presented in a similar manner to the information for any other team member that is not the ME Firm and the Cost Estimating Firm, both of which have specific project information requirements.

1.11 Question: The MEP requirements for at least one mechanical engineering project to exceed \$25M in mechanical costs and one electrical engineering project to exceed \$15M in electrical costs seem high for this project. I would expect a project with these costs would be associated with a larger project than the Sherman Hall Renewal project. Would you consider lowering these or perhaps just revise these to total construction costs similar to what is required for the architecture projects.

UMBC Response: The project value requirements have been revised to total construction costs as provided in Section 2 of this Addendum.

1.12 Question: Can the two mechanical engineering projects be the same as the electrical engineering projects?

UMBC Response: Yes, if the mechanical engineering components and the electrical engineering components are of sufficient size to meet the project example requirements.

1.13 Question: Please confirm we send our Initial Technical Proposal to the UMBC Box provided (Initial.cb462uavkqta1kpu@u.box.com) as an email. The link does not work as a URL to upload to a website if that is the intention.

UMBC Response: Confirmed. This is the email address to be used to submit the Initial Technical Proposal.

1.14 Question: The RFP lists 15 Key Personnel Roles in total. Please confirm if you require resumes for all personnel listed below, or only select roles:

- a. Principal in Charge
- b. A/E Project Manager
- c. Project Architect
- d. Mechanical Engineer
- e. Electrical Engineer
- f. Construction Administration Professional (Architectural)
- g. Construction Administration Professional (M/E/P)
- h. Cost Estimator
- i. Sustainability Professional
- j. Landscape Architect
- k. FP Engineer
- l. Structural Engineer
- m. Civil Engineer
- n. IT System Designer
- o. Telecomm System Designer

UMBC Response: Please see Section 1.5.1 on page 6-2 for the list of Key Personnel resumes that are requested.

1.15 Question: Please confirm it is acceptable if the Construction Administration Professional (Architectural) is also serving in another role, such as Project Architect.

UMBC Response: As provided in the definitions on page 3 for CA Professional (Architectural), higher consideration is provided if a design team member also serves in this role. Additionally, as indicated in Addendum 1, in this circumstance, Proposers are to submit an additional resume for the CA role to demonstrate project experience in the CA role versus the design role.

- 1.16 Question: Please confirm it is acceptable if the Construction Administration Professional (M/E/P) is also serving in another role, such as Mechanical or Electrical Engineer.

UMBC Response: As provided in the definitions on page 3 for CA Professional (MEP), higher consideration is provided if a design team member also serves in this role. Additionally, as indicated in Addendum 1, in this instance, Proposers are to submit an additional resume for the CA role to demonstrate project experience in this role versus the design role.

- 1.17 Question: RFP page 28 states we are to “submit eight (8) projects,” but then goes on to list 10 projects broken down as the following:

Prime A/E Firm: 2 projects
A/E of Record: 2 projects
Mechanical/Electrical: 4 projects
Cost Estimating: 2 projects

Please confirm if we should submit 8 or 10 projects.

UMBC Response: The Prime A/E Firm is to submit 2 projects. For these 2 projects, the Prime A/E (Proposing Firm) must be the A/E of record for the projects. The A/E of Record paragraph establishes a requirement for the Prime A/E Firm project submission; it does not create additional project submission requirements.

- 1.18 Question: If the Prime A/E Firm and the A/E of Record are the same firm, should we submit 2 or 4 projects in total?

UMBC Response: The University expects that the Prime A/E Firm and the A/E of Record are the same firm. Only 2 projects total should be submitted.

- 1.19 Question: RFP page 33 states “Please provide two (2) additional project references for each firm noted above (#6.4.1A)...” Please confirm if that is meant to reference #5.4.1A that outlines Prime/Proposing A/E Firm, Mechanical/Electrical Engineering Firm, and Estimating Firm.

UMBC Response: Confirmed.

- 1.20 Question: Addendum 1 states in Section F we should “Limit each project to one page (excluding project photos).” Please confirm if that means you want us to omit photos from Section F; or if we should omit photos from the 1 page SF330 Section F form, but are allowed to add additional pages in Section F for photos.

UMBC Response: The project information should be limited to one page, excluding project photos. Photos for each project are requested but are not included when calculating the page restriction.

- 1.21 Question: Please confirm the timing of elevator work listed in the Scope of Work as “Elevator project(s) to be completed by start of construction.”

UMBC Response: It is anticipated that the elevators in Sherman Hall will be replaced as part of a separate elevator project prior to the start of construction on the Sherman Hall Renewal project.

- 1.22 Question: Please confirm if the fee will be submitted for full services, but approved in phases.

UMBC Response: Confirmed.

- 1.23 Question: The Facilities Assessment recommends that restrooms be renovated to maximize accessibility, however, during the pre-proposal tour of Sherman there was mention that the restrooms had been renovated and would generally remain untouched. Please clarify.

UMBC Response: 8 of the 16 restrooms were renovated and accessibility addressed and maximized in a prior project. However, all restrooms should be reviewed by the A/E team and upgrades to restrooms should be designed to meet stated program. It is anticipated that the scope in the renovated restrooms will be less significant.

- 1.24 Question: We understand that previous studies have identified hazardous materials in the building and abatement will be part of the scope. Will our team's work include developing documentation for the abatement?

UMBC Response: Known materials to abate are primarily mastic in floor tile and piping insulation. The A/E will need to document floor tile to be abated and illustrate known abatement scope on contract documents. The A/E is not expected to survey all piping but the documents should indicate how the CM is to address all hazardous materials when discovered.

- 1.25 Question: Fire Protection Engineer: Can you please confirm that the University will accept a licensed mechanical/plumbing engineer to fulfill the role of "Fire Protection Engineer" for this project?

UMBC Response: The role of "Fire Protection Engineer" should be filled by a licensed PE that is trained and experienced in fire protection design.

- 1.26 Question: Firm References: We understand that firm references are to be from different projects and that only one reference per project is allowed. Can you please confirm that it is acceptable to submit the same reference for if the work was performed for two separate projects for the same university?

UMBC Response: Confirmed.

- 1.27 Question: Key Personnel References: Please confirm that it is acceptable for the Key Personnel to list the same reference for any shared work experience.

UMBC Response: Confirmed.

- 1.28 Question: For Section H, can you please confirm that the page limitations given are double-sided? In other words, two (2) typewritten pages equals four page surfaces?

UMBC Response: This understanding is incorrect. The document is to be submitted electronically. Each page is only equal to one page.

- 1.29 Question: Would you please clarify if the professional liability insurance (\$5 million in coverage) pertains to the prime contractor holder only or all team members, including subconsultants? On most recent projects, key team members have had to meet the insurance liability requirements.

UMBC Response: The professional liability insurance pertains only to the Prime A/E firm.

1.30 Question: RFP Section 1.6, page 6-7: The “Notes on Submitted Projects” allow consultant projects to duplicate the A/E’s projects, but with UMBC’s scoring system, will a proposal be scored higher, lower, or the same if projects are duplicated? Put another way, is there a priority for showing high-performing joint work together on the same project, or a wider breadth of projects by submitting eight different projects?

UMBC Response: Projects that are similar to the University’s project that were completed using the same team as the proposed team will receive higher consideration.

2. **A/E Solicitation Revisions:**

2.1 Page 6-6, B. Mechanical/Electrical Engineering Firm: Revised as noted below:

Project Construction Costs: The value of the ~~mechanical work~~ total construction in one (1) mechanical project must exceed \$25 million and the value of the ~~electrical work~~ total construction in one (1) electrical project must exceed \$15 million.

2.2 Page 6-9, 5.4.1 Firm References: Revised as noted below:

iii. Estimating Firm: Provide ~~one (1)~~ **two (2)** firm references based on the ~~one (1)~~ **two (2)** submitted projects.

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

END OF ADDENDUM #2 DATED 9/21/21

Attachments:

- Acknowledgement of Receipt of Addendum
- Revised Part 2 – MBE Utilization and Fair Solicitation Affidavit & MBE Participation Schedule

This Addendum #2 on A/E Solicitation #BC-21243-M and its attachments are posted on UMBC’s ebid Board at <http://procurement.umbc.edu/bid-board/>

A/E SOLICITATION NO.: BC-21243-M

RFP FOR: UMBC SHERMAN HALL RENEWAL PROJECT

TECHNICAL PROPOSAL DUE DATE: Monday, September 27, 2021 on or before 11:59 pm.

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

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

Addendum No. 1 dated September 13, 2021

Addendum No. 2 dated September 21, 2021

Addendum No. _____ dated _____

Addendum No. _____ dated _____

Addendum No. _____ dated _____

Addendum No. _____ dated _____

Signature _____

Printed Name _____

Title _____

Date _____

**PART 2 - MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT &
MBE PARTICIPATION SCHEDULE**

This MBE Utilization and Fair Solicitation Affidavit and MBE Participation Schedule must be completed in its entirety and included with the bid/proposal. If the bidder/offeror fails to accurately complete and submit this Affidavit and Schedule with the bid or proposal as required, the Procurement Officer shall deem the bid non-responsive or shall determine that the proposal is not reasonably susceptible of being selected for award.

In connection with the bid/proposal submitted in response to Solicitation No. _____, I affirm the following:

1. **MBE Participation (PLEASE CHECK ONLY ONE)**

I acknowledge and intend to meet IN FULL both the overall certified Minority Business Enterprise (MBE) participation goal of 5% percent.

Therefore, I am not seeking a waiver pursuant to COMAR 21.11.03.11. I acknowledge that by checking the above box and agreeing to meet the stated goal and subgoal(s), if any, I **must** complete PART 3 - MBE Participation Schedule in order to be considered for award.

OR

I conclude that I am unable to achieve the MBE participation goal and/or subgoals. I hereby request a waiver, in whole or in part, of the overall goal and/or subgoals I acknowledge that by checking this box and requesting a partial waiver of the stated goal and/or one or more of the stated subgoal(s) if any, I **must** complete PART 3, the MBE Participation Schedule for the portion of the goal and/or subgoal(s) if any, for which I am not seeking a waiver, in order to be considered for award.

Additional MBE Documentation

I understand that if I am notified that I am the apparent awardee or as requested by the Procurement Officer, I must submit the following documentation within 10 working days of receiving notice of the potential award or from the date of conditional award (per COMAR 21.11.03.10), whichever is earlier:

- (a) Good Faith Efforts Documentation to Support Waiver Request (Attachment C-1C)
- (b) Outreach Efforts Compliance Statement (Attachment C-2);
- (c) MBE Subcontractor/MBE Prime Project Participation Statement (Attachments C-3A and 3B);
- (d) Any other documentation, including additional waiver documentation if applicable, required by the Procurement Officer to ascertain bidder or offeror responsibility in connection with the certified MBE participation goal and subgoals, if any.

I understand that if I fail to return each completed document within the required time, the Procurement Officer may determine that I am not responsible and therefore not eligible for contract award. If the contract has already been awarded, the award is voidable.

Information Provided to MBE firms

In the solicitation of subcontract quotations or offers, MBE firms were provided not less than the same information and amount of time to respond as were non-MBE firms.