

The purpose of this ADDENDUM NO. 1 dated November 7, 2022, is to distribute information provided during the pre-proposal meeting. ***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. **Pre-proposal Meeting:**
  - 1.1 A/E Pre-Proposal Meeting Power Point Presentation: Attached is provided the power point presentation in pdf format from the A/E Pre-Proposal meeting of 11/04/22.
  - 1.2 A/E Pre-Proposal Meeting Sign In Sheet: Attached is provided the sign-in sheet from the A/E Pre-proposal meeting of 11/04/22, which consists of three (3) pages.
2. **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 #1 DATED 11/07/22

Attachments:

- Acknowledgement of Receipt of Addendum
- Pre-proposal Meeting PowerPoint
- Pre-proposal Meeting Sign-in Sheet

This Addendum #1 on A/E Solicitation #BC-21285-M and its attachments are posted on UMBC's ebid Board at <http://procurement.umbc.edu/bid-board/>

**RFP NO.:** BC-21285-M

**RFP FOR:** UMBC A/E SERVICES FOR SPRING GROVE PROJECT

**TECHNICAL PROPOSAL DUE DATE:** Monday, November 21, 2022 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 November 7, 2022

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Signature \_\_\_\_\_

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

Title \_\_\_\_\_

Date \_\_\_\_\_



# UMBC SPRING GROVE PROJECT

A/E SOLICITATION - #BC-21285-M  
PRE-PROPOSAL MEETING  
AND  
SITE VISIT

November 4, 2022



# A/E Solicitation #BC-21285-M

## **SOLICITATION SCHEDULE**





EVENT/ACTIVITY	DAY/DATE	COMMENTS
Deadlines for Questions	Tuesday, 11/08/22 at 5:00 pm	Sent to <a href="mailto:emoss@umbc.edu">emoss@umbc.edu</a>
Responses to Questions	Thursday, 11/10/22	Issued via addendum on UMBC bid board
Technical Proposal	Monday, 11/21/22, by 11:59 p.m.	Submitted to the Box address in solicitation document.
Interview Sessions <i>with shortlisted firms only</i>	Tuesday, 12/13/22, 9 am - 5 pm	Proposers are advised to set this date aside to avoid any conflicts.
Notification of top ranked firm	Wednesday, 12/14/22	Scope clarification items from top ranked firm due by noon on Monday, 12/19/22
A/E Fee Negotiations	1/03/23 – 01/19/23	Fee pre-proposal meeting on Thursday, 12/22/22
BPW Meeting	February 2023	Actual date is dependent on number of negotiation sessions

# A/E Solicitation #BC-21285-M

## REVIEW OF A/E RFP



## Section 2 - Summary and Background

- Sherman Grove project has a limited scope to stabilize the site, address State and Federal environmental regulations, ensure continuity of operations for current users, and prepare the Spring Grove campus for UMBC's future use.
- A/E will be required to provide complete design services for the 7 project phases - Program Verification through Post Construction.
- The University will be using the CMAR delivery method on this project.



## Section 3 - Definitions

- Definitions of terms are provided
- These definitions apply to this A/E procurement.





## Section 4 – A/E Scope of Work

- The A/E will be obligated to design the project to the specified Project Construction Costs [=Design to Dollar (DTD) amount].
- The DTD amount is \$22.4M.



## Section 4 - A/E Scope of Work

- The total project schedule is 38 months with the anticipated durations of the Project phases as follows:

– Design and Bidding:	14 months
– Construction:	24 months



## Section 4 – A/E Scope of Work

- Design time frames include the following:
  - Program Verification: 2 weeks for review, approval, and cost estimate
  - SD: 2 weeks for design review, cost estimate preparation and reconciliation, and VE efforts
  - DD: 2 weeks for design review, cost estimate preparation and reconciliation, and VE efforts
  - 50% CD: 2 weeks for design review, cost estimate preparation and reconciliation, and VE efforts
  - 95% CD: 2 weeks for design review
  - 100% CD: 1 week back check





## Section 5 - Instructions to Proposers

- Issuing Office is UMBC's Department of Procurement & Strategic Sourcing and is the sole point of contact.
- All questions are to be directed to Elizabeth Moss at [emoss@umbc.edu](mailto:emoss@umbc.edu).
- Responses to questions will be provided via addendum and posted on UMBC ebid board: <https://procurement.umbc.edu/bid-board/>.

## Section 5 – Instructions to Proposers

- The link to the A/E standard contract form is provided in the solicitation document
- The initial contract will be executed from Program Verification through Post Construction.
- UMBC Procurement will handle and be solely responsible for the contract administration and management of the executed A/E contract.



## Section 5 - Instructions to Proposers

- MBE participation level for this solicitation is 10% for subconsultants.
- There are no MBE subgoals.
- Only MDOT MBE certification is accepted.
- By submitting a proposal, proposing firms are committing to the 10% MBE participation level.
- MBE Attachment 1-1A, Part 2 Affidavit and Part 4 Signature MUST be submitted with the Technical Proposal. MBE -1A, Part 3 MBE Participation Schedule must be submitted with the Proposals.
- If these forms are not included, the proposing firm will be deemed “non-responsive and not susceptible for the award” – this is not curable.

## Section 5 - Instructions to Proposers

- Confidential/Proprietary Information – Proposers are to identify those portions of their proposal which they deem confidential, proprietary, or trade secrets.
- It is not sufficient to preface the entire proposal with a proprietary statement.

# Solicitation #BC-21285-M

## TECHNICAL PROPOSAL SUBMITTAL







## Section 6 – Initial Technical Proposal

### SF 330 – Part I

Section A – Contract Information

Section B – A/E Point of Contact: Name and contact information

Section C – Proposed Team: Listing of all of the firms on the A/E team by name, address, and role

## SF-330 – Part I *(continued)*

### Section D - Organizational Chart

1. Chart: To include the following:
  - Each of the Firm's name, discipline or specialty
  - Each key person's name, role, discipline or specialty, and office location *(city/state)*
  - Managerial relationships among the persons and firms
2. Written description of proposed contractual relationships among the firms *(see specific information about JV firms in the solicitation document)*
3. Summary or matrix of prior working relationships among the proposed firms

## SF 330 – Part I *(continued)*

### Section E – Resumes of Proposed Key Personnel:

- Resumes to be submitted for the requested Key Personnel (9) based on the definitions provided; must be direct employees of the applicable firms.

### Notes regarding CA Professionals (Civil and Hydrologist):

- Preference that these positions be people involved during the design with higher consideration if this is the case.
- If the CA Professionals are members of the team in another role, Proposers are to submit an additional resume for the CA role to demonstrate project experience in this role versus the design role.

## SF 330 – Part I *(continued)*

### Section E – Proposed Key Personnel *(continued)*:

- Resumes shall include all required information on SF330 form: (1) project name and location; (2) description; (3) delivery method; (4) construction cost; (5) project start and completion date; and (6) specific role of the individual and the dates of the individual's involvement

Note: By submitting these names for the University's consideration, the proposer is committing these people to the University for the project's duration. No changes are permitted without written authorization via an amendment to the A/E contract.



## SF 330 – Part I *(continued)*

### Section F – Project Experience for A/E team firms

A total of (6) projects are to be submitted as follows:

Team Member	# of projects
Prime A/E firm (civil engineering or civil/structural engineering)	3
Electrical Engineer	1
Hydrologist	2



## SF 330 – Part I *(continued)*

### Section F – Project Experience for A/E team firms

- The project submission is to include all information noted in the solicitation
- Submitted projects must be similar or relevant to UMBC's Spring Grove Project
- See higher consideration factors for each firm's projects
- For project construction costs, an escalation chart has been included to determine the project size in today's dollars.



## SF 330 – Part I *(continued)*

### Section F – Example Projects – Prime A/E Firm

# of Projects	Requirements	Higher Consideration Factors
3	<p>1 – Include Storm Water Management (SWM) and Forest Conservation</p> <p>1 – Include stream restoration</p> <p>1 – in State of Maryland and required direct coordination with MDE</p> <p>Both projects must be complete</p>	<p>Proposed key people were involved in submitted project, particularly in the proposed role</p> <p>Projects include stream restoration or a roadway bridge</p> <p>Occupied campus setting</p> <p>CMAR delivery method</p> <p>Firm served in role of Prime A/E</p> <p>Projects similar in scope</p> <p>Projects included review and approval by MDE</p>

## SF 330 – Part I *(continued)*

### Section F – Example Projects – Electrical Engineering Firm

# of Projects	Requirements	Higher Consideration Factors
1	Includes electrical equipment replacements	Proposed key people were involved in submitted project, particularly in the proposed role  Occupied campus setting  CMAR method



## SF 330 – Part I *(continued)*

### Section F – Example Projects – Hydrologist/Water Resources Engineer

# of Projects	Requirements	Higher Consideration Factors
2	Ecological restoration similar in scope and complexity to UMBC's project	Occupied campus setting

## Section F – Example Project Notes

- Include all requested project information on each project per the A/E solicitation documents
- Limit each project to one page (excluding project photos).
- Best consideration will be given to projects with the characteristics identified in the solicitation document.
- Failure to follow the outlined instructions in the solicitation may result in a lower evaluation.



## SF 330 – Part I *(continued)*

### Section G: Key Personnel Participation in Example Projects

- Provide matrix depicting proposed key personnel on the example projects and their role
- Higher consideration will be given if the key personnel's role is the same for both this UMBC project and the example projects



## SF 330 – Part I *(continued)*

### Section H: Additional Information – Summary of Qualifications

- A summary of qualifications
- A written description of why the Proposer is most qualified and skilled to design this project.

This information should be objective and limited to not more than 2 typewritten pages with a font size no smaller than 11



# Basis for Selection

- Provide a brief explanation as to why each firm was selected for the proposed A/E team by the Proposing firm.
- Limit the response to 3 pages



# Program Verification Approach

- Clear, concise thoughts on phasing of the project based on project components/elements, early bid packages, and overlap of design and construction



# Special/Unique Qualifications

- Elaborate on special/unique qualifications and experience of proposed A/E team
- Special firm or individual expertise to be included

This information should be objective and limited to not more than 2 typewritten pages with a font size no smaller than 12





# Documentation and Forms

- Complete the License Documentation form
- Professional Liability Insurance form (\$5M coverage)
- MBE Attachment A-1A – parts 2 and 3 must be included – this can not be cured
- Bid/Proposal Affidavit form
- Acknowledgement of Receipt of Addendum

Note: Technical proposals are to be compiled in the order listed in the solicitation. It is preferable that tabs separating each section/aspect of the response be utilized.





# References

- Firm References:
  - Prime/Proposing A/E firm (3)
  - Electrical Engineering Firm (1)
  - Hydrologist/Water Resources Firm (2)
- Key Personnel References:
  - A/E Project Manager
  - Civil Design Engineer
  - Hydrologist/Water Resources Engineer
  - Environmental Consultant





# References

## Firm References:

- Complete the Firm Reference Form for each identified firm.
- References are to be based on the submitted projects.
- Provide two additional references for each firm.

## Key Personnel References:

- Complete the Key Personnel Reference form on each of the identified key people
- Provide three (3) references for each person based on the submitted project experience.



## References Notes

- References are to be from different projects; that is, only one reference per project.
- Only one reference per firm or person from UMBC and one reference from UMB.
- References are to be submitted in the Technical Proposal, however the University will be conducting reference checking on short-listed firms only.
- References are to be able to speak to the firm or key person's performance.

Note: All references will be held in the strictest of confidence and the University reserves the right to verify all information and check any other sources available.

# Solicitation #BC-21285-M

## **INTERVIEW SESSION**





## Second Phase Interview Sessions

- Interview Sessions *with shortlisted firms only*
- To be held on Tuesday, 12/13/22 between 9:00 am – 5:00 pm
- Proposers are advised to set this date aside to avoid a conflict





## Interview Session-Purpose

- Allow the University to meet the A/E Proposer's key personnel.
- Review the Proposer's Project Verification Approach as submitted in its Technical Proposal
- Discuss the Proposer's special/unique qualifications.
- Allow the Proposer to respond to other inquiries from the University during the course of the session.



# Interview Session

- Key personnel ***required*** to attend:
  1. Principal in Charge
  2. A/E Project Manager
  3. Electrical Engineer
  4. Civil Engineer
  5. Hydrologist/Water Resources Engineer
  6. CA Hydrologist/Water Resources Engineer (if not same person)

Other personnel are at the discretion of the A/E firm but must be participants in the session

- Sessions will be 1-hour in duration and UMBC will confirm specifics of these sessions in writing.
- Forum will be informal. The University is not interested in a marketing presentation.
- Requesting round table discussions with short listed A/E firms.

## Section 8 - Evaluation

- University Qualifications Committee
- Initial Technical Proposals evaluation conducted
- Resulting in a short list of firms
- All proposers will be notified



## Section 8 - Evaluation

- Short listed firms will be invited to conduct an interview session.
- Second phase technical evaluation will be conducted after the interviews inclusive of the results from the reference checking as indicated in the solicitation
- Qualifications Committee will submit a final ranking of the short listed firms.
- Upon approval of the Committee's ranking report, all shortlisted firms will be notified
- A University Negotiation Committee will be designated.

Solicitation #BC-21285-M

## **NEGOTIATION PROCESS**

## Negotiation Process

- A/E proposer ranked #1 will be requested to submit a Fee Proposal
- Scope Clarifications due on Monday, 12/19/22 by 12:00 noon sent electronically
- Fee pre-proposal meeting to be held on Thursday, 12/22/22, time to be determined

## Negotiation Process

- First Fee Proposal is due on Tuesday, 1/03/23 by 5:00 pm sent electronically
- Fee proposal to include MBE Attachments (A-3A – MBE Subcontractor Project Participation Certification and Attachment A-3B MBE Prime Project Participation Certification)
- Fee Negotiation Meetings scheduled for 1/6/23, 1/13/23, and 1/19/23



## Contract Award

- Upon successful conclusion of negotiations, the recommended award will be reviewed for approval by the University Review Group (URG).
- Upon approval by URG, the University will submit the contract for BPW approval at February meeting.
- The successful A/E firm will be required to sign the University's A/E contract prior to the BPW meeting.
- Upon approval by the Board of Public Works, the University will fully execute the contract.

## Available Project Information



- University of Maryland Baltimore's 2019 edition of the Procedure Manual for Professional A/E services, available through link in solicitation document
- UMBC Documents available in Box site included in solicitation document:
  - Spring Grove Campus Utility Upgrades, Site Improvements, Environmental Remediation Facility Program Part I and Part II – Project Justification, Scope, and Detailed Description dated July 2022
  - UMBC Supplement to UMB Procedure Manual for Professional Architectural/Engineering Services dated 8/25/21, including attachments

# Questions on the Procurement Process?





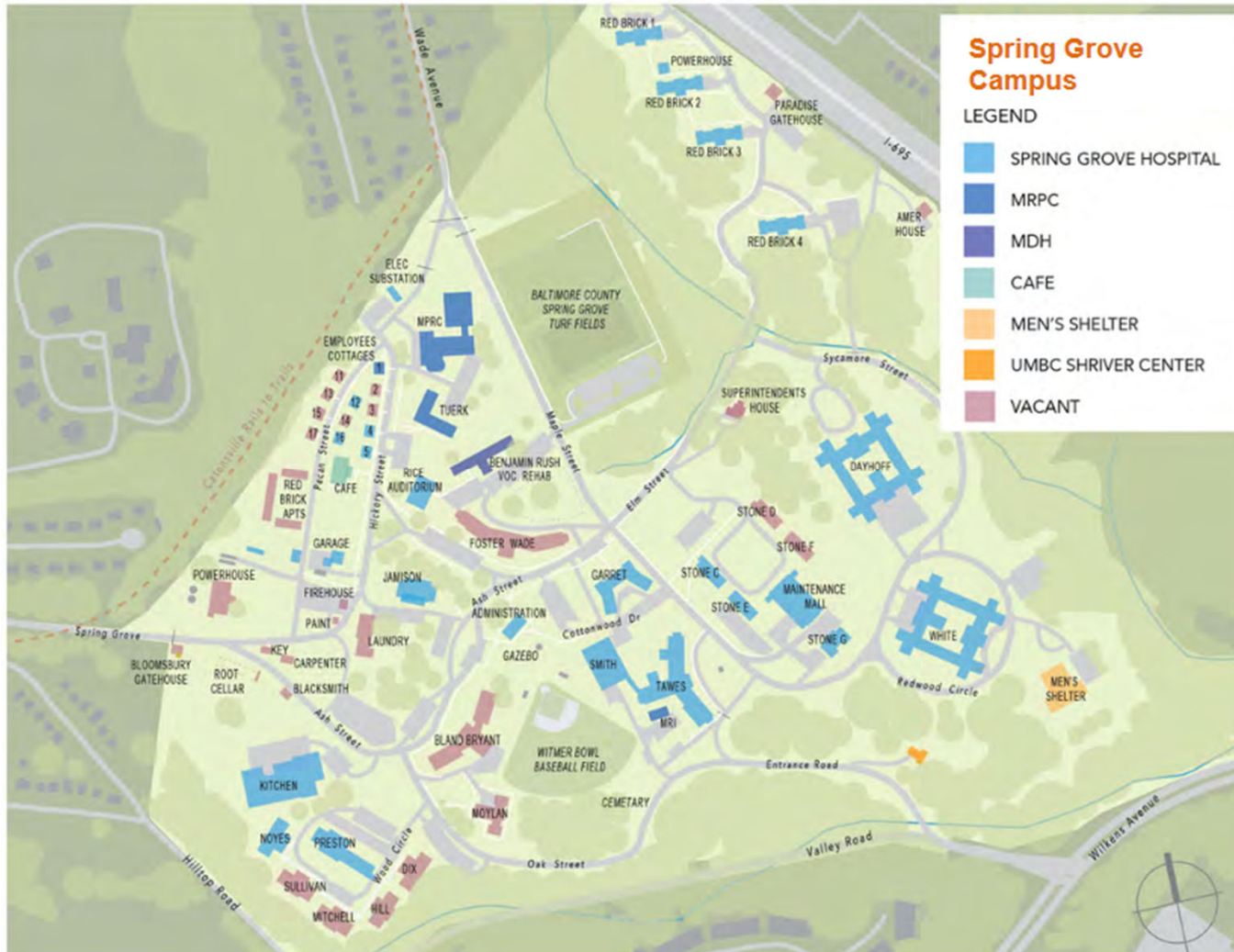
# **Solicitation – RFP #BC-21285-M**

## **PROJECT OVERVIEW**



# A/E Solicitation – RFP #BC-21285-M

## PROJECT OVERVIEW



## **SPRING GROVE BACKGROUND**

- The 175-acre Spring Grove property was transferred from the Maryland Department of Health (MDH) to UMBC in May 2022.
- UMBC has leased the property back to MDH for their continued occupancy until completion of their Facilities Master Plan for Spring Grove.
- Under the lease, UMBC has the ability to do work on the property to make improvements to ensure continued operations and prepare the property for future use.
- The UMBC Spring Grove Project is our first project on this property.

## **PROJECT OVERVIEW**

- UMBC's Spring Grove project consists of the following components:
  - Environmental site remediation work
  - Stormwater management work
  - Stabilization of streams and roadway stream crossings
  - Replacement of aging electrical equipment
  - Replacement of sanitary/sewer manholes

# PROJECT OVERVIEW

## QUESTIONS



# SPRING GROVE SITE VISIT

All those interested in attending the site visit *must* do so via a UMBC Shuttle. Please meet outside of the ILSB to board this vehicle for the tour after which it will return to UMBC.



---

# UMBC SHERMAN HALL RENEWAL PROJECT

SOLICITATION – #BC-21285-M

PRE-PROPOSAL MEETING

4 November 22

UMBC SOLICITATION FOR A/E PROFESSIONAL SERVICES FOR SPRING GROVE UTILITY PROJECT

#BC-21285-M

PRE-PROPOSAL MEETING – 4November22 - LIST OF ATTENDEES

#	Person's Name	Firm/Organization	Email Address	Telephone No.	Prime (P) or Subconsultant (S) (Indicate P or S)
	Joyce Hyx	ATI, INC	joyce@atiinc.com	240-417-6219	SLIB MBP ENVIRONMENTAL
	SUBRA DAS	BENGAL ENGINEERS	SDAS@BENGALENGINEERS.COM	443-320-3044	S
	MATT Thomasson	RKK	mthomasson@rkk.com	410-462-9259	P
	Jennifer Harrington	Site Resources	jharrington@siteresourcesinc.com	410.683.3388	P
	Dana Dixon	Gipe Assoc	ddixon@gipe.net	410 924 7232	S
	Mike Portelli	Gipe Assoc	mportelli@gipe.net	410-341-3949	S
	Carol Holland	Dewberry	cholland@dewberry.com	202 270 1208	P
	Andy Hay	RMF	andrew.hay@rmf.com	410-576-0505	P
	STEPHEN POLLARD	RMF	stephen.pollard@rmf.com	410-576-0505	P
	Nicole Smith	ECS	NWsmith@ecslimited.com	443-995-5309	S
	Kathy Poole	Dewberry	kpoole@dewberry.com	410.645-1412	P



UMBC SOLICITATION FOR A/E PROFESSIONAL SERVICES FOR SPRING GROVE UTILITY PROJECT

#BC-21285-M

PRE-PROPOSAL MEETING – 4November22 - LIST OF ATTENDEES

#	Person's Name	Firm/Organization	Email Address	Telephone No.	Prime (P) or Subconsultant (S) (Indicate P or S)
	Bob Bathurst	Century/Kinfielder	bbathurst@kinfielder.com	413-589-2404	P
	MATT ERNEST	AMT	MERNEST@AMTENGINEERING.COM	301-831-2545	P
	Brett Long	Biohabitats	blong@biohabitats.com	667.401.8476	S
	Robert Thomas	Setty	robert.thomas@setty.com	443-622-5409	S
	Jonathan Gemmell	Flora Tecker <sup>Landscape Architecture</sup>	jgemmell@floratecker.com	203-512-1356	S
	STEVE BUCKNER	RMF	STEVEN.BUCKNER@RMF.COM	410-575-0505	P
	Tony Olsen	WRA	aolsen@wralp.com	443-224-1538 <del>410-215</del>	P
	TOM ARGASINSKI	UMBC			
	Julianne Simpson	UMBC			
	<del>T. D. Arzavala</del> D. Arzavala	WBCN	DDillon@WBCN.COM	443-629-4993	P
	ERIC HADAWAY	DMW, Inc. (WBE)	ehadaway@dmw.com	410-296-3333	S



## PRE-PROPOSAL MEETING – 4November22 - LIST OF ATTENDEES

[illegible]