

The purpose of this ADDENDUM NO. 2 dated November 15, 2022, is to distribute information in response to questions received from proposers. ***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: RFP stipulates for the I-d Organization Chart "Provide a summary or matrix of prior working relationships among proposed team firm members." Does this need to be executed on the organization chart page and if so, can that page be 11 x 17? And if not, may we add an additional 8.5 x 11 page?

UMBC Response: This information should follow the organization chart. Additional pages are allowed, though firms are advised to be succinct in their responses.

- 1.2 Question: Please confirm: the submission "box site" for submission upload is an email link and the submission will not be uploaded to a website. The "box" website sign up requires a payment so we would prefer only to email.

UMBC Response: Correct. Sending the email will upload the attachment into the University's Box folder. There is no need to obtain a subscription for Box.

- 1.3 Question: What type of architectural services will be part of the scope? Architectural services is listed and mentioned a couple times in the RFP.

UMBC Response: The University does not anticipate that architectural services will be part of the scope unless the proposing firm determines that a Landscape Architect would be necessary. Any references to "architectural services" in the solicitation document refer to the design scope for the project, whether it is under the engineering discipline or the architecture discipline.

- 1.4 Question: We do not understand why an architect is included in the list of disciplines required by the RFP. Can you please expound on project goals behind this requirement?

UMBC Response: The only architect that has been listed is the Landscape Architect. As stated at the pre-proposal conference, there may be one needed on the team to be involved in work that is performed relating to storm water management.

- 1.5 Question: For the insurance form, it stipulates - Please include information on current and proposed additional coverage to be guaranteed if awarded the contract. What type of additional coverage should be included on the form?

UMBC Response: If your firm does not currently have the required coverage, we need the information for the proposed additional guaranty for coverage.

- 1.6 Question: Can we provide additional roles (ex. Geotechnical, Topo survey) other than the rolls UMBC has called out to include?

UMBC Response: Yes. These roles would be comprised in the project team and should appear in the organizational chart. The disciplines and specialties that have been specified are just those required to be on the team.

- 1.7 Question: Please clarify which font size should be used? Section H mentions font size 11 and the unique specifications section mentions font size 12.

UMBC Response: Either Calibri or Arial 11 or Times New Roman 12 is acceptable. The intent of these font requirements is to guide firms as to the appropriate approximate length of the response.

- 1.8 Question: Please clarify the scope of services to be included for environmental site assessment and remediation. Will the work include a Phase 2 Environmental Site Assessment? Have hazardous materials already been found/identified throughout the site, and if so can associated documentation be provided for our review to support the content of our technical proposal?

UMBC Response: A Phase I Environmental Site Assessment was completed for the Spring Grove campus. Based upon the current and former use of the site, there is a high risk of contamination. The Phase I Environmental Site Assessment will be provided to the highest ranked firm as part of the Fee proposal process. A Phase 2 Environmental Site Assessment will be completed as part of this project and shall be included in the scope of services.

- 1.9 Question: The Key Staff listed on page 2-3 does not match the list given on page 6-2 and the role definitions on 6-3. Can you clarify:

- a. How many resumes are requested?
- b. The list of positions to include in the A/E Team?

UMBC Response: As provided in section C.2 on page 2-3, the list of positions provided are the minimum positions on the team. Additional positions may be included. However, we do not want the resume for each team member. The only resumes requested are those for the listed on page 6-2.

- 1.10 Question: On page 6-6 Section 1.8 and 1.9 are very similar (“basis for selection” = “why each firm was selected”). Could you please clarify?

UMBC Response: Section 1.8 requests information about the Proposing firm and why the Proposing firm is the most qualified. Section 1.9 requests information about the team and why the Proposing firm selected each firm to be part of the team.

- 1.11 Question: For Section 1.10 Project Verification Approach, on page 6-6, please confirm whether there is a page limit to this section.

UMBC Response: There is not a page limit, but the University advises firms to be clear and concise.

- 1.12 Question: Is a transmittal cover letter permitted?

UMBC Response: Yes.

- 1.13 Question: Please confirm that we do not need to include an SF 330, Part II form as part of this submission for the Prime and subconsultants.

UMBC Response: Correct.

1.14 Question: Page 6-7 section 4.1 subsection “A” states the required projects references to be 6 projects:

- i. A/E Prime – 3 projects
- ii. Electrical Engineer – 1 project
- iii. Hydrologist/water resources – 2 projects

but in sub-section “B” it asks for an additional 2 projects for each firm noted above, bringing the total to 12 projects references (if 3 firms are used). Can you confirm?

UMBC Response: Correct. As provided in the document, these additional firm project references are to be used if the project references are non-responsive or unavailable.

1.15 Question: The “Facility Program Submission” document indicates 34.5kV, 13.8kV, and 4kV electrical distribution. From what we gathered from the site visit, BGE provides two 34.5kV services to an outdoor substation yard, with four transformers and two pad mounted switchgears. Please clarify the anticipated scope with respect to the electrical service and distribution system.

UMBC Response: The Project Team (AE, CM and Owner) is to verify the condition of existing equipment and further define the scope of work during the program verification phase.

1.16 Question: Are the two switchgear and four transformers in the substation yard privately owned, or utility owned? Please confirm the location of BGE primary meters (the line of demarcation between UMBC and BGE equipment).

UMBC Response: The Project Team is to verify the line of demarcation between UMBC and BGE equipment during the program verification phase. The substation and distribution downstream of the substation are privately owned.

1.17 Question: Does all of the campus distribution occur downstream of these two switchgears? If so, at what voltage level?

UMBC Response: The Project Team is to verify the electrical distribution downstream of the switchgear during the program verification phase.

1.18 Question: Is any underground cable replacement anticipated

UMBC Response: The Project Team should investigate and identify any underground cable in need of replacement during the program verification phase. Damaged or compromised underground cable is to be replaced.

1.19 Question: Please confirm the underground electrical distribution system is privately owned, not utility owned.

UMBC Response: The substation and distribution downstream of the substation are privately owned.

1.20 Question: How many switchgear replacements are anticipated?

UMBC Response: The Project Team is to verify the condition of existing switchgear and determine if any switchgear should be replaced during the program verification phase.

- 1.21 Question: Are there other downstream substations, or only pad mounted transformers at each building?

UMBC Response: The Project Team is to verify the electrical distribution downstream of the switchgear during the program verification phase.

- 1.22 Question: Is any scope anticipated associated with the generators?

UMBC Response: No

- 1.23 Question: The “Facility Program Submission” document indicates “Backflow prevention fittings are at the end of their service life in some buildings. Reduced pressure backflow prevention valves located in the basements of buildings pose the risk of catastrophic flooding and property damage when they are not equipped with flood control valves.” Please clarify the scope of work associated with this statement. Are we to evaluate the condition of the backflow prevention devices on a per building basis to determine the need for replacement? Or are we to provide new backflow prevention devices at each building because the existing ones are at the end of their service life? If we provide replacement RPZ type backflow preventers, are we to provide flood control valves as well? If there are existing-to-remain RPZ type back flow preventers without existing flood control valves, are we to provide them as part of this scope of work?

UMBC Response: The Project Team is to evaluate the risk of catastrophic flooding associated with the domestic water distribution and define the scope of work to eliminate or minimize flooding risk during the program verification phase.

- 1.24 Question: Please define the stream restoration locations and lengths.

UMBC Response: The Project Team is to define the stream restoration locations and lengths and further define the scope of work during the program verification phase.

- 1.25 Question: Can the Principal-in-Charge also serve as the A/E Project Manager?

UMBC Response: Yes

- 1.26 Question: Besides replacing sanitary sewer manholes; is there goal to replace any of the onsite sanitary sewer piping?

UMBC Response: The Project Team is to evaluate the sanitary sewer piping and define the scope of work during the program verification phase. Failing sanitary sewer piping is to be repaired or replaced.

- 1.27 Question: Besides the Bland Bryan building which of the existing onsite buildings experienced flooding and/or damage from the May 2018 extreme rainfall event?

UMBC Response: There has been localized flooding and water infiltration into multiple Spring Grove buildings. The project team is to evaluate storm water management systems and define a scope of work to prevent and mitigate future flooding due to rain events.

- 1.28 Question: In Attachment A, License Documentation For Firms, it is requested that the prime be an architect. Please confirm that a civil engineering firm can prime.

UMBC Response: Confirmed. The Prime Architect discipline was inadvertently left on the form. This row may be left blank.

- 1.29 Question: Is there a font-size and spacing requirement for the Basis for Selection and Project Verification Approach section?

UMBC Response: No. But firms are advised to be concise.

- 1.30 Question: SF 330 Section H – Additional Information and Special Unique Qualifications, seem to be asking for the same information. Please clarify what you are expecting in these sections and verify that a 12-point should be used.

UMBC Response: The Special/Unique Qualifications section is an opportunity for firms to provide any additional information that has not been requested by the University that the Proposer would like to submit that is relevant to the project. It should not reiterate anything else that has been said before.

- 1.31 Question: In Section 1.5.1 Key Personnel, Structural Design Engineer is not listed in in the list of personnel to submit resumes and experience for. However, Structural Design Engineer is listed on the following page in the Key Personnel Definitions/Qualifications Section. Please clarify if Structural Design Engineer is required to have a Section E resume.

UMBC Response: A resume is not required for this position, although this position is requested.

- 1.32 Question: In regards to the hazardous material remediation, is the expectation that the A/E Team would self-perform any component of the hazardous material remediation (such as disposal of asbestos bags) or is the A/E team to develop specifications/plans which direct the CMAR team in the remediation?

UMBC Response: The A/E is just to develop the specifications for the CMAR team. The A/E team will not be self-performing any remediation.

- 1.33 Question: The Part I and Part II – Project Justification, Scope, and Detailed Description document identifies 21 buildings on campus as being on the Maryland Register of Historic Buildings as well as the potential for grave sites on the campus. Will the scope of this project include services for historical and/or archaeological resources?

UMBC Response: No.

- 1.34 Question: Please confirm if the Basis of Selection, Project Verification Approach and Special/Unique Qualifications are all included under Section H, or are they to be distinct separate sections?

UMBC Response: These should be distinct sections as each section is requesting different information.

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 #2 DATED 11/15/22

**Attachments:**

- Acknowledgement of Receipt of Addendum

This Addendum #2 on A/E Solicitation #BC-21285-M and its attachments are posted on UMBC's ebid Board at <http://procurement.umbc.edu/bid-board/>

**A/E SOLICITATION NO.:** BC-21285-M

**RFP FOR:** UMBC 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. <u>1</u>	dated <u>November 7, 2022</u>
Addendum No. <u>2</u>	dated <u>November 15, 2022</u>
Addendum No. _____	dated _____
Addendum No. _____	dated _____
Addendum No. _____	dated _____
Addendum No. _____	dated _____

Signature \_\_\_\_\_

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

Title \_\_\_\_\_

Date \_\_\_\_\_