



Addendum No. 2

Reference: RFP No. BC-21495-M
Facilities Master Plan

Dear Vendors:

This addendum is being issued to provide responses to questions noted for follow-up during the Pre-Proposal meeting on May 8, 2026 and received by the deadline for questions on May 15, 2026. All information contained herein is binding on all Offerors who respond to this RFP.

<i>The following questions were noted for follow up from the Pre-Proposal meeting on Friday, May 8, 2026</i>		
Q1	Please confirm whether the project is a twelve month or an eighteen month schedule for all deliverables.	This is expected to be an 18-month planning effort and the 18 months will begin after contract approval.
Q2	Address coordination with campus transit master plan	The Facilities Master Plan will not include a detailed comprehensive transit study but a broad, high-level vision of how transit can respond to and support the physical planning framework articulated in the plan. Accordingly, the FMP should engage the UMBC and broader community on transit as it integrates with overarching themes of the plan. A separate Transit Master Plan that will respond to themes and goals developed in the FMP is expected to be undertaken in the future to focus in detail on long-term operational sustainability, fleet transition planning, strategic partnership opportunities, regional mobility coordination, and the development of a modernized transit operations and maintenance facility that supports the university's future growth.
Q3	Clarify whether 3 or 5 references are required and please clarify whether we are to use form exhibit G reference checks to answer this requirement.	We're asking for 5 references. Please use Exhibit G to provide references.

Q4	Timing of documents available for informational awareness (RFP page 19)	Documents listed as completed will be made available to the awarded contractor after contract award as per §I E 6.5.
Q5	Extent of assessment expected at the Spring Grove facility	UMBC has documentation from the hospital (SGHC) that will be made available and added via addendum to §I E 6.5. The FMP consultant team is not expected to conduct facility condition assessments. <u>Documents to be made available are summarized below:</u> 1) 2019 FCA - <i>focused on the buildings housing principal ongoing hospital operations Dayhoff, White, Tawes, Noyes, and the four dormitory buildings collectively referred to as the "Red Bricks." That report also includes an equipment matrix identifying major HVAC, controls, and electrical equipment campus wide inclusive of start up and warranty dates.</i> 2) 2021 MDH Facilities Master Plan - <i>includes data for the Spring Grove Hospital Campus.</i> 3) 2022 Phase I Environmental Site Assessment - <i>prepared for UMBC (partially addressed in the present site remediation project)</i> 4) 2022 Building Inventory 5) Plan "As-Built" and various project documentation
Q6	Will there be an additional availability for questions?	Addendum #1 provided a second deadline for questions: June 11, 2026 at 2:00pm ET
Q7	Will there be an added self-guided tour availability?	No.
<i>The following questions were submitted by suppliers before the May 15, 2026 2pm deadline.</i>		
Q8	How does the University envision using the master plan internally to guide day-to-day or near-term development decisions?	The FMP is expected to be the touchstone for: 1) formulating priorities for our 10-year capital plan requests to the University System and State (as mandated); 2) serves as a roadmap for physical planning support of our Strategic Plan, and alignment with statewide initiatives; 3) identifying needs for more detailed studies such as precinct plans, studies of campus wide systems, interior space analyses; 4) facilitating clear communication with campus constituents and external stakeholders; and 5) providing UMBC leadership with a compelling, informative document to facilitate conversations with USM leadership, elected officials, and potential strategic partners; and to cultivate funding opportunities.

Q9	Are there existing studies or ongoing efforts related to Spring Grove or bwtech that should be integrated into the Phase I assessment?	There are no Spring Grove studies that postdate the acquisition of the property by UMBC. There is design documentation for the ongoing site remediation and stabilization project that will be made available as indicated in §I E 6.5. With respect to bwtech North and South, see Q40 response.
Q10	Can you clarify the page size for the whole proposal document? Some sections mention responding on A3 page sizes, while the exhibits/forms are 8.5" x 11". Can you also clarify whether you want single- or double-sided pages? Is there a page limit?	All elements of the proposals should be submitted on 11x17 paper, double-sided. There is no page limit.
Q11	The Technical Proposal Section D Technical Proposal Requirements subsection 6 Offeror Experience on Similar or Relevant Projects asks to complete Exhibit F, which lists the same content required in the Company Profile section, but only asks for firm/company information and has no questions regarding relevant projects. Where should we respond to this part of the question: "Complete the Firm Experience Form (Exhibit F), providing not less than three comparable projects previously undertaken by the offeror. Identify the similarities and differences between projects recently completed and the proposed project. Documented success with strategic planning, higher education, research enterprise planning, and organizational and programmatic restricting to advance work culture including diversity, equity and inclusion is preferred."	Exhibit F should be completed in reference to requirement in Section 3 Information Required in All proposals, Subsection: Technical Proposal Content (4). Exhibit G should be completed in reference to requirement in Section 3 Information Required in All proposals, Subsection: Technical Proposal Content (6).
Q12	The Technical Proposal Section E Proposal Requirements, subsection 3 Key Team Member Resumes section under Technical Proposal asks for resumes for five key personnel. Under the Key Personnel Section, the RFP asks to list all staff and provide their resumes, in addition to completing Exhibit H for all staff. Do we need to provide the key team member resumes provided in the Key Team Member Resumes section as well?	Yes, resumes should be provided in answer to both sections.

Q13	The Technical Proposal Section E Proposal Requirements, subsection 4 (a) ii Previous Facilities Master Plan Asks to include a "summary of each received brief and examples of work product". Can you clarify what is meant by "summary each received brief"? And for the work examples, do you require an excerpt of a master plan report or a full document report? Is a link to a download the report acceptable?	This means a summary of the scope of each sample project to give us some context during our evaluation. Each project should be presented on one 11x17 page. That may include a link, but a link cannot be substituted for a summary presentation sheet.
Q14	Regarding submitting our proposal by email, is it acceptable to email you a secured link that will enable you to download our proposal file?	No please use the link provided in the RFP.
Q15	Is it acceptable to recreate the Exhibit Forms in our own format, as long as we keep all questions on the form in the exact same order?	No.
Q16	Please confirm whether the Exhibit H Key Personnel form should be completed ONLY for the 5 roles listed on page 23 (under E. Proposal Requirements, Item #3, Key Team	Correct. The evaluation team will only be asked to score resumes of the listed Key Personnel. Offerors are welcome and encouraged to include as supplemental information, names and proposed roles of other personnel deemed integral to your proposed team structure and planning approach.
Q17	Understanding we do not need to provide the Price Proposal Form at this stage, can the university clarify if/how we should incorporate the roles listed?	It is the offeror's responsibility to use their best professional judgment about the composition of their consultant team based on the RFP scope of work and requirements.
Q18	During the preproposal, the university noted it was up to the proposer's discretion to add key personnel beyond the roles identified in the RFP. Please confirm how additional roles will be evaluated.	See also Q16 response -- any roles and associated personnel represented beyond the required Key Personnel will not be individually scored but will help the evaluators to understand proposed team structure and planning approach as a response to the RFP.
Q19	Can you please clarify the extent of the Facilities Condition Scope?	UMBC engaged Gordian to complete FCA for Main Campus and bwtech South facilities. These assessments were completed in 2025. Additionally, more detailed FCAs for facilities in the capital request queue will also be made available. These should be used in combination with the consultant team's observations, interactions with UMBC Facilities Management staff, findings of studies referenced in §I E 6.5, and professional discernment to weigh conditional factors in the planning.

Q20	Given the recent plans related to parking, what level of assessment or additional planning is required for the FMP?	The consultant team will be asked to integrate findings of the 2018 and 2024 Parking studies as part of the physical planning framework articulated in the plan. This includes discerning elements and recommendations from prior studies that should be updated or reexamined subsequent to completion of the FMP.
Q21	Please confirm the required forms and exhibits can be included in an appendix in lieu of the body of the proposal. If they must be included in the body of the proposal, please confirm how they will count towards page limits.	The offeror can submit exhibits in the body or as an appendix. There is no page count.
Q22	How would the university like proposers to address Section D. Minimum Qualifications? Would the university like proposers to provide audited financial statements or Dun & Bradstreet reports in the submission?	The RFP states that audited financial statements and D&B reports may be provided as evidence of financial stability. Either is acceptable.
Q23	Can you share the makeup of the selection committee?	No.
Q24	Phase 1 - Data Gathering and Needs Analysis: What is the extent of facility conditions assessment? Can you clarify what you mean by "Major" buildings? Does that include only Main Campus building conditions or does it include bwtech@UMBC North/South and Spring Grove Campuses?	See also Q19 response. -- The scope of Gordian and the supplemental FCAs is fairly comprehensive but may not include certain accessory ("minor") structures. -- The FMP consultant team is not tasked with conducting any new condition assessments, but is expected to integrate the findings of existing FCAs, weighed with other factors such as functional obsolescence, growth drivers, land use, programmatic adjacencies, etc. as part of the physical planning framework articulated in the plan.
Q25	Phase 1 - Data Gathering and Needs Analysis: Can you clarify the extents of campus wayfinding assessment? Does it include creating signage standards? Does it include interior building wayfinding?	The FMP will not include a detailed wayfinding study or development/update of signage standards but may identify the need for future studies that would be supportive of the themes and goals of the plan. There is a newly formed Campus Signage Committee that should be engaged as part of the planning effort.
Q26	Phase 1 - Data Gathering and Needs Analysis: Does the consultant need to conduct a parking utilization study?	No.
Q27	Space Assessment: Does the consultant need to gather on-field data such as furniture type / classroom set-up?	No. A classroom inventory will be made available.
Q28	Space Assessment: Does the University have good office / workplace space use data?	UMBC does not employ any type of active monitoring that tracks room utilization aside from Classrooms and centrally scheduled Meeting Rooms. The campus is establishing an Alternative Work Arrangements (AWA) policy that will be at least partially implemented during Phase I of the FMP effort -- those agreements will be relevant to understanding space utilization on campus.

Q29	Space Assessment: Does the University have a comprehensive list of office assignments inclusive of faculty/staff, department, size and location?	Space Inventory is accurate at a departmental level and partial at the granular level of room occupant. The inventory records room location, size, and use (FICM). The consultants will also have access to UMBC's annual Space Guidelines Application Program (SGAP) report mandated by MHEC and USM and the most recent voluntary NSF survey characterizing research uses on campus.
Q30	Benchmarking: Is the expectation to assemble data beyond publicly available sources such as IPEDS?	Yes, the consultant team will be asked to leverage previous experience with other universities and access to proprietary data sources beyond IPEDS to conduct comparative analysis that will inform the FMP.
Q31	Utilities Infrastructure Needs Assessment: Can you clarify the extent of what would be expected from the Utilities Infrastructure Needs Assessment?	The consultants will rely on interactions with UMBC Facilities Management staff, findings of studies referenced in §I E 6.5, Gordian site FCA, documentation of planned and completed infrastructure projects, and professional discernment to weigh conditional factors in the planning.
Q32	Engagement: Can you clarify the role of the FMP Advisory Committee in relation to the FMP Executive Committee, which is stated as being the "Final on-campus approval body"?	The Advisory Committee (constituted of the President's cabinet) will provide strategic context, validate or modify goals and objectives, make recommendations regarding priorities and resource allocation, and promote and champion the process. This is the body the consultant team will regularly interact with in a steering capacity. The committee will operate on a consensus model to recommend approval of deliverables at each milestone. The Executive Committee will also have final decision-making authority in cases of an impasse at the Advisory level.
Q33	Scope Events: On bwtech - Page 11 says that "the Offeror will undertake its own parallel master planning effort for its campuses. But with respect to the FMP, bwtech's role as a stakeholder is not unlike that of UMBC's Auxiliary Student Affairs and Athletics Divisions." Can you clarify what services are expected for bwtech campuses?	The first bullet on pg. 11 erroneously inserts "the Offeror." Additionally, through this addendum it is clarified that bwtech's North and South separate master planning efforts will <u>follow</u> the FMP rather than run concurrently. The consultant team will be expected to engage with bwtech leadership and staff as with other UMBC stakeholders. Bwtech manages and operates two properties as part of bwtech@UMBC Research & Technology Park. Both need to be evaluated at a high-level by the FMP consultant team for the purpose of presenting a unified Institutional Vision. The team will <u>not</u> be expected to develop a comprehensive plan for any of the facilities managed and operated by bwtech, however the proximity of these properties should be considered for improved connectivity. bwtech South is a separate campus located 2 miles from UMBC's main campus, as described in §I E 3.3 (pg 12). The FMP consultant team will be expected to evaluate scenario planning and long term land use strategies for this 30 acre campus in the

		context of the plan's overarching goals, bwtech@UMBC's operating model, and stakeholder engagement. bwtech North, as described in §I E 3.2 (pg 11), while a different operating model from bwtech South, should similarly be evaluated for scenario planning and long term land use strategies.
Q34	Price Proposals: To confirm, price proposals will be requested beyond this stage of procurement, and requests will only be sent out to short-listed firms?	Yes.
Q35	Selection Timeline: Can you provide an estimated timeframe for short-listing firms and eventual selection of a final firm?	Unable to confirm an estimated timeline at this time.
Q36	Selection Timeline: Would UMBC consider extending the proposal deadline given that there are lot of scope clarifications that may change offeror's teaming strategy? If so, can you please clarify a new date in the addendum.	The Technical Proposal due date was extended to Friday, June 26, 2026 at 2:00pm ET per Addendum #1
Q37	MBE: Please confirm that the 22% MBE component of the fee is a 'Goal' and not a 'requirement'.	Yes, it is a goal.
Q38	MBE: Section III E G requires the inclusion of the Exhibit D – MBE Utilization Affidavit. Exhibit D Part 3 includes the proposed percentages of the overall contract value assigned to each MBE sub-contractor. Since fee proposals are not due concurrent with the MBE forms and final fees are not known, how should percentages be shown on Part 3? Would a range of potential percentages be acceptable? Or should this be addressed during the price proposal stage?	For clarification purpose, offerors shall submit Attachment D-1A (MBE Utilization and Fair Solicitation Affidavit and MBE Participation Schedule) or, if requesting a waiver, Offerors shall submit Attachment D-1B (Waiver Compliance) and Attachment D-1C (Good Faith Efforts Documentation to Support Waiver Request).
Q39	Technical Proposal Format & Outline: Are we permitted to include a cover page, table of contents, and/or divider tabs within our submission?	Yes.
Q40	Technical Proposal Format & Outline: On page 22, under SECTION III. C. Technical Proposal, we are referred to Section I for the Technical Proposal sequence. Can you please clarify if that was in error, and that we should be	For clarification purposes, Section III.C. Technical Proposal describes the substantive information and responses that Offerors must provide to demonstrate compliance with the requirements set forth in Section I, Specifications/Scope of Work.

	following the order outlined within SECTION III. D. Technical Proposal Contents, to prepare our submission?	Section III.D. Technical Proposal Format provides instructions regarding how the Technical Proposal should be organized and submitted. Offerors are expected to address all requirements contained in Section I and present their responses in the order specified in Section III.D.
Q41	Technical Proposal Format & Outline: On page 85 of the RFP an Exhibit N: Non-Disclosure Agreement is provided. This Exhibit is not listed within SECTION III. D. Technical Proposal Contents, however, at the bottom of page 88 it is noted to "submit this affidavit with technical proposal." Can you please confirm if we should be including Exhibit N in our Technical Proposal submission?	Yes.
Q42	Technical Proposal Format & Outline: Section III D 6 requires three comparable projects undertaken by the offeror to be included in Exhibit F, while Section III E 4 requires five previous projects completed in the last year. Please confirm if the requirement is three or five projects and if those projects need to be completed or can be in progress. If completed, please define completed (report completion, board approval, agency approval, etc.). Also, Form F does not include a location for specific project information. Please confirm that Exhibit F is the correct form for project experience.	Provide 5 projects as per §III E 4. Offerors may submit in-progress projects, but note that completed projects will be treated preferentially in scoring. Completed shall mean "completed and approved." If a completed plan is pending approval, it should be so noted.
Q43	Please provide an official release date for the Addendum to RFP as mentioned during Pre-Proposal Conference.	Addenda will be released and posted to the UMBC Bid Board and to eMMA as needed.

Q44	Please confirm the correct sequence of materials, if any, that UMBC prefers the technical proposals to be in (Executive Summary, Key Personnel, Company Profile...).	Please refer to RFP Section III, Subsection D- Technical Proposal Contents.
Q45	In reference to Section III, Sections D and E—Please confirm if proposing teams should provide these sections as one or two separate documents.	Offeror may present required information as they choose using required Exhibit forms where noted in the RFP.

Q46	RFP Section III.D.1 states: <i>“Executive Summary shall also include a statement identifying those portions of the technical proposal considered confidential, or containing proprietary information or trade secrets as detailed in Section V.K.”</i> but the RFP does not contain Section V.K. Please provide missing section for review to inform team’s Executive Summary.	Section V. K. can be found at the top of page 30 of the RFP.
Q47	When were the most recent Space Inventory and Space Plans completed, and are they considered accurate to current conditions for purposes of space use and utilization planning?	UMBC maintains an up to date space inventory that should be suitable for the purposes of the FMP's treatment of space utilization and projections. Clarifications and any supplemental needs that arise will be fulfilled through the Planning Office. The inventory is maintained in an AiM database and will be made available to consultants in MS Excel spreadsheet format. Space plans will be made available in AutoCad (.dwg) format.
Q48	Can UMBC confirm the expected scope and level of detail for sustainability, resiliency, utilities, and campus energy infrastructure analysis and capital improvements recommendations for this project?	With reference to general sustainability efforts, as a President's Climate Action Commitment signatory, UMBC reviews and updates its Sustainability & Climate Action Plan (SCAP) every five years. The State of Maryland has made significant commitments to sustainability through the Climate Solutions Now Act (CSNA) and Building Energy Performance Standards (BEPS). The CSNA and BEPS require significant energy performance improvements including fully decarbonizing large buildings by 2040 and reaching net-zero carbon emissions by 2045. These milestone goals create significant implications for the campus facilities, clean transportation, and energy infrastructure, as outlined in the university SCAP and ongoing Campus Clean Energy Master Plan (CCEMP). UMBC also participates and is certified Gold under the voluntary AASHE Sustainability Tracking, Assessment & Rating System (STARS) program, which has a triennial reporting component. Supportive of the goals identified in our SCAP are studies that will also be made available to the consultant team as listed in §I E 6.5. Link to the SCAP: https://umbc.app.box.com/file/2077929830398?s=o6eil17y7qlc3f4gzvhmdqyyhc3kv8yt

All other specifications, terms, and conditions of this request not expressly amended by the responses in this ADDENDUM remain as originally stated.

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

END OF ADDENDUM #2 DATED 06/03/2026

Acknowledgement of Addendum Form

This Addendum No. 2 for #BC-21495-M is being sent posted to [UMBC Procurement Bid Board](#) and [eMaryland Marketplace Advantage](#).

RFP NO. BC-21495-M: Facilities Master Plan

TECHNICAL PROPOSAL DUE DATE: June 26, 2026, on or before 2:00PM (EST).

NAME OF OFFEROR : _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

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

Addendum No. 1 dated: 05/21/2026

Addendum No. 2 dated: 06/03/2026

Signature _____

Printed Name _____

Title _____

Date _____