



Addendum No. 4

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

Dear Vendors:

This addendum is being issued to provide responses to questions submitted before the second deadline for questions on June 11, 2026. All information contained herein is binding on all Offerors who respond to this RFP.

1. In reference to the benchmarking analysis discussed in Question 30 of Addendum 2, please provide a list of what UMBC considers peer institutions.

UMBC Response: <https://irads.umbc.edu/university-data/comparative-and-peer-data/>

2. Please clarify the response to Question 33 – does high level scenario planning include looking at the interior of the building or just the exterior site planning issues?

UMBC Response: UMBC / bwtech will furnish the consultant team with basic building plans, information about present building uses and leases, and Gordian condition assessments. Present use, qualitative and quantitative aspects of the campus and facilities including interior space using existing documentation should all be taken into consideration in scenario planning for the campus. The consultant team will not be expected to provide condition assessments or document existing conditions.

3. Please clarify the response to Question 42 regarding the scoring of qualifications. Specifically, can UMBC provide examples showing how scores would differ among qualifications categorized as:
 - a. Completed and approved
 - b. Completed (pending approval)
 - c. In-Progress

UMBC Response: UMBC does not propose a set point-weighting for each status. Instead, it may be most helpful to think of two planning projects equal on merits from a planning and documentation standpoint, of which only one of the two is an approved plan. In this case the evaluators would be advised to consider that approval is one additional indicator of a successful outcome. It is not our intention to discourage offerors from submitting projects that they believe strongly align with UMBC's institutional profile and/or with the scope of our planning needs.

4. Regarding the response to Question 48, please confirm whether the sustainability scope is limited to aligning the consultant's recommendations with the ongoing studies referenced in the response and that no new assessment will be done.

UMBC Response: This is correct.

5. Is there a time that is being targeted for interviews and for reference checks? Given the summer break, we want to ensure availability of all participants and references.

UMBC Response: If oral presentations are requested from the short-listed firms, the tentative target range, at the latest, will be mid-August. This applies, as well, to the reference checks.

6. Can you please further clarify that there is no page limit for the Work Plan section in specific.

UMBC Response: While there are no page limits, for the Phase I Proposal, one 11x17 should be sufficient to describe the project plan approach.

7. On page 3 of Exhibit N: Non-Disclosure Agreement, under the section R-2 Non-Disclosure Agreement, it asks for the "list of contractor's employees and agents who will be given access to the confidential information. Please clarify who needs to sign this form. Would it be just 1 Key Team member from the Submitting Firm, or all 5 of the Submitting Firm's Key Team members? What about Consultants?

UMBC Response: Any of the firm's key members, including third-party personnel, assigned to this project should complete a Non-Disclosure Agreement. Please note that it is the firm's responsibility to send over signed NDAs for any members added after the submission of the technical proposal.

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 #4 DATED 06/22/2026

Acknowledgement of Addendum Form

This Addendum No. 4 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

Addendum No. 3 dated: 06/08/2026

Addendum No. 4 dated: 06/22/2026

Signature _____

Printed Name _____

Title _____

Date _____