

May 7, 2018

TO: All Prospective Proposers
UMB Utility Service Study
IFB # 17-381 PS

FROM: Putu Sayeh
University of Maryland Baltimore, Construction Procurement

RE: **NAME OF PROJECT:** UMB Utility Service Study
UMB PROJECT NUMBER: 17-381 PS

The following amends the above referenced solicitation documents and is issued as Addendum #2 dated 5/4/2018. The due date and time for the **Request for Multi-Step Bid** has been amended to **May 18, 2018 at 2:00 p.m.** Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda" form and including it with your proposal.

1. **Request for Multi-Step Bid**
 - a. **Delete: Technical/Price Offer Due: May 11, 2018**
 - b. **Add: Technical/Price Offer Due: May 18, 2018**
2. **Instructions to Bidders for the Construction Contract**
 - a. **Delete: Section G - Due Date and Time: Friday May 11, 2018 (page 00100/2)**
 - b. **Add: Section G – Due Date and Time: Friday May 18, 2018 (page 00100/2)**
3. **Attachment G**
 - a. **Delete: Bid Price Forms**
 - b. **Add: Bid Price Forms**
4. **Attachment H**
 - a. **Delete: MBE Attachment H-1A page 2 – remove subgoals**
 - b. **Add: MBE Attachment H-1A page 2**
 - c. **Delete: MBE Utilization and Fair Solicitation Affidavit & MBE Participation Schedule – remove subgoals on page 1**
 - d. **Add: MBE Utilization and Fair Solicitation Affidavit & MBE Participation Schedule**
5. **Section 00400 Scope of Work**
 - a. **Add: B. Objectives #5 – Add onto the last sentence, "Compare the long-term costs/benefits of in-house chilled water production vs district provider for buildings isolated from the campus chilled water loops and consider district chilled water service during cold and winter months to buildings not on the campus chilled water loops."**

END OF ADDENDUM #2 DATED 5/4/2018

Enclosed: Addenda Acknowledgement Form
Bid Price Forms
MBE Attachment H-1A page 2
MBE Utilization and Fair Solicitation Affidavit & MBE Participation Schedule page 1

IFB NO.: 17-381 PS

IFB FOR: UMB Utility Service Study

BID DUE DATE/TIME: May 18, 2018 at or before 2:00 p.m.

NAME OF BIDDER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

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

Addendum No. 1 dated 4/20/2018

Addendum No. 2 dated 5/7/2018

Addendum No. _____ dated _____

Addendum No. _____ dated _____

Signature _____

Printed Name _____

Title _____

Date _____

ATTACHMENT G

BID PRICE FORMS

BID NO: **17-381 PS**
BID PRICE DUE: **Friday May 18, 2018 at 2:00 p.m.**
BID FOR: **UMB Utility Services Study**
NAME OF BIDDER: _____
FID NUMBER: _____

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BID PRICE FORMS

DATE _____

Putu Sayeh
Department of Strategic Sourcing and Acquisition Services
University of Maryland, Baltimore
The Saratoga Building
220 Arch Street, Office Level 02, Rm. 02-100
Baltimore, MD 21201

Dear Ms. Sayeh:

The undersigned, hereby submits a Bid Price to provide all labor, material, equipment, supervision, subcontracting and other necessary resources as required for the scope of work for the UMB Utility Services Study project as set forth in Bid documents IFB 17-381 PS, dated, April 13, 2018.

Having received clarification on all matters upon which any doubt arose, the undersigned Bidders are to complete the work for the guaranteed pricing listed below. The lowest responsive and responsible bid for the contract will receive award. **BIDDERS ARE NOT TO ALTER, ADD TO, OR DELETE ANYTHING FROM THIS BID PRICE FORM.**

BASIS OF AWARD- Awarded to the lowest responsible and responsive bidder whose offer was determined to be technically acceptable under the criteria set forth in the solicitation and who submitted the lowest total bid price.

BID NO: 17-381 PS

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BID PRICE DUE: Friday, May 18, 2018 at 2:00 p.m.

BID FOR: UMB Utility Services Study
Breakout Pricing

1. Engineering Report

_____/
Dollars

\$ _____
(Words and Figures)

Concept Design

_____/
Dollars

\$ _____
(Words and Figures)

Feasibility Study

_____/
Dollars

\$ _____
(Words and Figures)

Additional Financial Services Studies

_____/ Dollars

\$ _____
(Words and Figures)

BASIS OF AWARD – Award will be based on the lowest total price from the most responsive and responsible vendor who meets all the requirements set forth in the Solicitation.

1. Engineering Report \$ _____

2. Concept Design \$ _____

3. Feasibility Study \$ _____

4. Additional Financial Services Studies \$ _____

Total (1+2+3+4) \$ _____

(Figures)

Initials of Signer to Identify Page _____

LUMP SUM BASE BID PRICE – UMB UTILITY SERVICES STUDY

_____ / Dollars

\$ _____

(Words and Figures)

MBE Dollars:\$_____ MBE Percentage: _____%

Initials of Signer to Identify Page _____

BID NO: **17-381 PS**
BID PRICE DUE: **Friday May 18, 2018 at 2:00 p.m.**
BID FOR: **UMB Utility Services Study**

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The bidder shall state all contract pricing in dollars and cents, in both words and figures where indicated. If there is any question or difference between the written words and figures, the written words shall govern.

We understand that this Bid Price can be rejected if it is not received with the necessary 5% Bid Bond. We further understand that the Bid Price will remain in effect for a minimum of 120 days from the due date of the Bid Price.

We understand that the University reserves the right to award a contract (or contracts) for all items, or any parts thereof, as set forth in detail under the information furnished in the solicitation documents.

All previously submitted forms, including the Bid Price, Bid/Proposal Affidavit, Minority Business Enterprise Schedule, and Acknowledgement of Receipt of Addenda forms remain in full force and effect.

As well, all terms and conditions as set forth in the bid documents, including those documents issued to solicit Bids, all addenda since that issuance, and our Bid Price are a part of any resulting contract.

Initials of Signer to Identify Page _____

The bidder represents, and it is a condition precedent to acceptance of this bid, that the bidder has not been a party to any agreement to submit a fixed or uniform price. Sign where applicable below.

A. INDIVIDUAL PRINCIPAL

In Presence of Witness: _____

FIRM NAME _____
ADDRESS _____

TELEPHONE NO. _____
SIGNED _____

PRINTED NAME _____

TITLE: _____

B. CO-PARTNERSHIP PRINCIPAL

(Name of Co - Partnership)

ADDRESS _____

TELEPHONE NO. _____

In Presence of Witness:

_____ as to

BY _____
(Partner)

Printed Name: _____

_____ as to

BY _____
(Partner)

Printed Name: _____

_____ as to

BY _____
(Partner)

Printed Name: _____

C. CORPORATE PRINCIPAL

(Name of Corporation)

ADDRESS _____

TELEPHONE NO. _____

Attest:

[Printed Name of Corporate (or Assistant Corporate) Secretary]

[Corporate (or Assistant Corporate) Secretary Signature for Identification]

BY: _____
Signature of Officer and Title

Printed Name

Title

- ✓ In order to receive credit for self-performance, an MBE prime must be certified in the appropriate NAICS code to do the work and must list its firm in the MBE Participation Schedule, including the certification category under which the MBE prime is self-performing and include information regarding the work it will self-perform.
 - ✓ For the remaining portion of the overall goal and the remaining subgoals, the MBE prime must also identify on the MBE Participation Schedule the other certified MBE subconsultants used to meet those goals or request a waiver.
 - ✓ These guidelines apply to the work performed by the MBE Prime that can be counted for purposes of meeting the MBE participation goals. These requirements do not affect the MBE Prime's ability to self-perform a greater portion of the work in excess of what is counted for purposes of meeting the MBE participation goals.
 - ✓ Please note that the requirements to meet the MBE participation overall goal and subgoals are distinct and separate. If the contract has subgoals, regardless of MBE Prime's ability to self-perform up to 50% of the overall goal (including up to 100% of any subgoal), the MBE Prime must either commit to other MBEs for each of any remaining subgoals or request a waiver. As set forth in Attachment 1-B Waiver Guidance, the MBE Prime's ability to self-perform certain portions of the work of the Contract will not be deemed a substitute for the good faith efforts to meet any remaining subgoal or the balance of the overall goal.
 - ✓ In certain instances where the percentages allocated to MBE participation subgoals add up to more than 50% of the overall goal, the portion of self-performed work that an MBE Prime may count toward the overall goal may be limited to less than 50%. Please refer to GOMA's website (www.goma.maryland.gov) for the MBE Prime Regulations Q&A for illustrative examples.
8. Subject to items 1 through 5 above, when a certified MBE performs as a participant in a joint venture, a procurement agency may count a portion of the total dollar value of the contract equal to the distinct, clearly-defined portion of the work of the contract that the certified MBE performs with its own forces toward fulfilling the contract goal, and not more than one of the contract subgoals, if any.
9. As set forth in COMAR 21.11.03.12-1, once the Contract work begins, the work performed by a certified MBE firm, including an MBE prime, can only be counted towards the MBE participation goal(s) if the MBE firm is performing a commercially useful function on the Contract. Please refer to COMAR 21.11.03.12-1 for more information regarding these requirements.
10. If you have any questions as to whether a firm is certified to perform the specific services or provide specific products, please contact MDOT's Office of Minority Business Enterprise at 1-800-544-6056 or via email to mbe@mdot.state.md.us sufficiently prior to the submission due date.
11. Worksheet: The percentage of MBE participation, calculated using the percentage amounts for all of the MBE firms listed on the Participation Schedule **MUST** at least equal the MBE participation goal **and** subgoals (if applicable) set forth in the solicitation. If a bidder/offeror is unable to achieve the MBE participation goal and/or any subgoals (if applicable), the bidder/offeror must request a waiver in Item 1 of the MBE Utilization and Fair Solicitation Affidavit (Attachment H-1A) or the bid will be deemed not responsive, or the proposal determined to be not susceptible of being selected for award. You may wish to use the Subgoal summary below to assist in calculating the percentages and confirm that you have met the applicable MBE participation goal and subgoals, if any.

Subgoals (if applicable)

Total African American MBE Participation:	_____ %
Total Asian American MBE Participation:	_____ %
Total Hispanic American MBE Participation:	_____ %
Total Women-Owned MBE Participation:	_____ %

Overall Goal

Total MBE Participation (include all categories):	_____ 30 _____ %
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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. IFB 17-381 PS, 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 **30** percent and all of the following subgoals:

N/A percent for African American-owned MBE firms

N/A percent for Asian American-owned MBE firms

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 the MBE Participation Schedule (Item 4 below) 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 the MBE Participation Schedule (Item 4 below) 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.

2. 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 H-1C)
- (b) Outreach Efforts Compliance Statement (Attachment H-2);
- (c) MBE Subconsultant/MBE Prime Project Participation Statement (Attachments H-3A and H-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.