**ATTACHMENT A**

**TECHNICAL PROPOSAL FORMS**

**Initial Phase Technical Proposal Only:**

**Transmittal Letter**

**Professional Liability Insurance Form**

**Registration Documentation Form**

**eBuilder Affidavit**

**Bid Proposal/Affidavit**

**Acknowledgement of Receipt of Addenda Form**

**MBE Attachment H-1A Part 2, MBE Utilization and Fair Solicitation Affidavit**

**Second Phase Technical Proposal Only:**

**Current Workload Form**

**Reference Forms**

**TRANSMITTAL LETTER – INITIAL PHASE TECHNICAL PROPOSAL**

RFP AE-23-369-ML 401 Washington Avenue Renovation for Towson University

|  |  |
| --- | --- |
| **Proposer:** |  |
| FEIN/SSN: |  |
| Address: |  |
|  |  |
| Date: |  |

**The undersigned hereby submits the Technical Proposal as set forth in RFP #AE-23-369-ML dated March 14, 2023.** We confirm that this Technical Proposal is based on the Requirements per the RFP and any subsequent addenda.

***If different than the signatory of this Transmittal Letter, we are also attaching to this Transmittal Letter, the name, title, phone number including extension number, and email address of our contact person for our Technical Proposal response.***

|  |  |  |  |
| --- | --- | --- | --- |
| Printed Name: |  | Email address: |  |
| Title: |  | Phone Number: |  |

In accordance with Section 4, Proposal Requirements, Article 2, we are enclosing the following in our Second Phase Technical Proposal:

1. A/E Team Management and Organization
2. Key Personnel
3. Example Firm Experience Projects
4. Key Personnel Participation in Example Projects
5. Additional Information
6. Basis of Selection
7. General Qualifications
8. Professional Liability Coverage
9. Registration Documentation Form
10. eBuilder Affidavit Form
11. Bid/Proposal Affidavit (completed)
12. Acknowledgement of Receipt of Addenda form (completed, as applicable)
13. MBE Attachment H-1A Part 2 Affidavit and Signature Page

|  |  |
| --- | --- |
| Printed Name: |  |
| Signature: |  |
| Title: |  |
| Date: |  |

**PROFESSIONAL LIABILITY INSURANCE FORM – INITIAL PHASE TECHNICAL PROPOSAL**

RFP AE-23-369-ML – 401 Washington Avenue Renovation for Towson University

|  |  |
| --- | --- |
| **Proposer:** |  |

Firm's statement of professional liability insurance coverage including current and/or proposed additional coverage to be guaranteed if awarded the project must be inserted below. The firm recommended for award will be required to submit evidence of $2M professional liability insurance coverage prior to execution of the contract. Failure to complete the insurance information may result in your firm being disqualified from further consideration for this project.

|  |  |
| --- | --- |
| Dollar Value: | $ |
| Expiration Date: |  |
| Insurance Company: |  |
| Comments (if any): |  |

Note: Please include information on current and/or proposed additional coverage to be guaranteed if awarded the contract. Should a proposing firm not provide confirmation of the required professional liability insurance coverage during the technical phase of this procurement, it will be disqualified from further consideration.

**REGISTRATION DOCUMENTATION FORM – INITIAL PHASE TECHNICAL PROPOSAL**

RFP AE-23-369-ML – 401 Washington Renovation for Towson University

|  |  |
| --- | --- |
| **Proposer:** | Click or tap here to enter text. |

All individuals practicing occupations requiring registration or licensure must be currently registered with the appropriate State of Maryland Registration Board. It is, therefore, important that the Architect/Engineer address himself/herself to the disciplines of registration required for this project. Such individuals will be stamping and sealing the drawings for their respective firm. These individuals may or may not be one of the proposed key personnel on the proposing A/E team. It is, therefore, important that the proposing Architect/Engineer provide information to confirm these licensures.

Disciplines required for this project are listed below. For each marked discipline, insert name of the individual, and where required, date of Maryland registration, and Maryland registration number.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Discipline Required | Name of Firm | Name of Individual | Expiration Date of Md. Registration | Md. Reg. Number |
| Prime Architect | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Mechanical Engineer | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Electrical Engineer | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Structural Engineer | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Civil Engineer | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Landscape Architect | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Other: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Other: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |

**Optional: If any of the other proposed Key Personnel have an A/E Registration, it should be noted here.**

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| --- | --- | --- | --- | --- |
| Discipline | Name of Firm | Name of Individual | Expiration Date of Md. Registration | Md. Reg. Number |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
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**Note: Failure to complete the requested information on this form may result in being**

**considered not susceptible of the award and therefore removed from further consideration for this project.**

The foregoing is a statement of facts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signature: |  | |  | |  |
| Typed Name & Title: |  | |  | |  |
| Date: |  | Name of Firm: | |  | |

**E BUILDER AFFIDAVIT – INITIAL PHASE TECHNICAL PROPOSAL**

**If the Bidder or Offeror fails to complete and submit this form with the bid or offer as required, the procurement officer may determine that the offer is not reasonably susceptible of being selected for award.**

In conjunction with the bid or offer submitted in response to Project Name: **401 Washington Avenue Renovation for Towson University** No. **AE-23-369-ML**, I affirm the following:

I acknowledge and intend to obtain an annual license for E Builder, and will submit all project documentation through eBuilder as instructed by UMB.

The University of Maryland, Baltimore Design and Construction (UMB D&C) has an eBuilder unlimited licensing plan. This means that the Consultant team will be required to register for use of the eBuilder system through UMB D&C and there is no purchase price for an annual license for each staff under this contract.

I solemnly affirm under the penalties of perjury that the contents of this Affidavit are true to the best of my knowledge, information, and belief.

|  |  |  |  |  |  |  |
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Click or tap here to enter text.

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| --- | --- |
|  |  |
| Bidder/Offeror Firm Name | Signature of Affiant |
|  |  |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Address | Name, Title |
| Click or tap here to enter text. | Click or tap here to enter text. |
| City, State, Zip | Phone |
|  | Click or tap here to enter text. |
|  | Fax |
|  |  |
|  | E-Mail |
|  |  |
|  | Date |

**BID/PROPOSAL AFFIDAVIT – July, 2020**

A. Authority

I HEREBY AFFIRM THAT:

I (print name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ possess the legal authority to make this Affidavit.

B. CERTIFICATION REGARDING COMMERCIAL NONDISCRIMINATION

The undersigned bidder hereby certifies and agrees that the following information is correct: In preparing its bid on this project, the bidder has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in “discrimination” as defined in §19-103 of the State Finance and Procurement Article of the Annotated Code of Maryland. “Discrimination” means any disadvantage, difference, distinction, or preference in the solicitation, selection, hiring, or commercial treatment of a vendor, subcontractor, or commercial customer on the basis of race, color, religion, ancestry, or national origin, sex, age, marital status, sexual orientation, sexual identity, genetic information or an individual’s refusal to submit to a genetic test or make available the results of a genetic test, disability, or any otherwise unlawful use of characteristics regarding the vendor’s, supplier’s, or commercial customer’s employees or owners. “Discrimination” also includes retaliating against any person or other entity for reporting any incident of “discrimination”. Without limiting any other provision of the solicitation on this project, it is understood that, if the certification is false, such false certification constitutes grounds for the State to reject the bid submitted by the bidder on this project, and terminate any contract awarded based on the bid. As part of its bid or proposal, the bidder herewith submits a list of all instances within the past 4 years where there has been a final adjudicated determination in a legal or administrative proceeding in the State of Maryland that the bidder discriminated against subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of that determination, including any remedial action taken. Bidder agrees to comply in all respects with the State’s Commercial Nondiscrimination Policy as described under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland.

B-1. Certification Regarding Minority Business Enterprises.

The undersigned bidder hereby certifies and agrees that it has fully complied with the State Minority Business Enterprise Law, State Finance and Procurement Article, §14-308(a)(2), Annotated Code of Maryland, which provides that, except as otherwise provided by law, a contractor may not identify a certified minority business enterprise in a bid or proposal and:

(1) Fail to request, receive, or otherwise obtain authorization from the certified minority business enterprise to identify the certified minority proposal;

(2) Fail to notify the certified minority business enterprise before execution of the contract of its inclusion in the bid or proposal;

(3) Fail to use the certified minority business enterprise in the performance of the contract; or

(4) Pay the certified minority business enterprise solely for the use of its name in the bid or proposal.

Without limiting any other provision of the solicitation on this project, it is understood that if the certification is false, such false certification constitutes grounds for the State to reject the bid submitted by the bidder on this project, and terminate any contract awarded based on the bid.

B-2. Certification Regarding Veteran-Owned Small Business Enterprises. The undersigned bidder hereby certifies and agrees that it has fully complied with the State veteran-owned small business enterprise law, State Finance and Procurement Article, §14-605, Annotated Code of Maryland, which provides that a person may not:

(1) Knowingly and with intent to defraud, fraudulently obtain, attempt to obtain, or aid another person in fraudulently obtaining or attempting to obtain public money, procurement contracts, or funds expended under a procurement contract to which the person is not entitled under this title;

(2) Knowingly and with intent to defraud, fraudulently represent participation of a veteran–owned small business enterprise in order to obtain or retain a bid preference or a procurement contract;

(3) Willfully and knowingly make or subscribe to any statement, declaration, or other document that is fraudulent or false as to any material matter, whether or not that falsity or fraud is committed with the knowledge or consent of the person authorized or required to present the declaration, statement, or document;

(4) Willfully and knowingly aid, assist in, procure, counsel, or advise the preparation or presentation of a declaration, statement, or other document that is fraudulent or false as to any material matter, regardless of whether that falsity or fraud is committed with the knowledge or consent of the person authorized or required to present the declaration, statement, or document;

(5) Willfully and knowingly fail to file any declaration or notice with the unit that is required by COMAR 21.11.12; or

(6) Establish, knowingly aid in the establishment of, or exercise control over a business found to have violated a provision of §B-2(1)-(5) of this regulation.

C. AFFIRMATION REGARDING BRIBERY CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business (as is defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies has been convicted of, or has had probation before judgment imposed pursuant to Criminal Procedure Article, §6-220, Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

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D. AFFIRMATION REGARDING OTHER CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies, has:

(1) Been convicted under state or federal statute of:

(a) A criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; or

(b) Fraud, embezzlement, theft, forgery, falsification or destruction of records or receiving stolen property;

(2) Been convicted of any criminal violation of a state or federal antitrust statute;

(3) Been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C. §1961 et seq., or the Mail Fraud Act, 18 U.S.C. §1341 et seq., for acts in connection with the submission of bids or proposals for a public or private contract;

(4) Been convicted of a violation of the State Minority Business Enterprise Law, §14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;

(5) Been convicted of a violation of §11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland;

(6) Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsections (1)-(5) above;

(7) Been found civilly liable under a state or federal antitrust statute for acts or omissions in connection with the submission of bids or proposals for a public or private contract;

(8) Been found in a final adjudicated decision to have violated the Commercial Nondiscrimination Policy under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland with regard to a public or private contract;

(9) Been convicted of a violation of one or more of the following provisions of the Internal Revenue Code:

(a) §7201, Attempt to Evade or Defeat Tax;

(b) §7203, Willful Failure to File Return, Supply Information, or Pay Tax,

(c) §7205, Fraudulent Withholding Exemption Certificate or Failure to Supply Information,

(d) §7206, Fraud and False Statements, or

(e) §7207 Fraudulent Returns, Statements, or Other Documents;

(10) Been convicted of a violation of 18 U.S.C. §286 Conspiracy to Defraud the Government with Respect to Claims, 18 U.S.C. §287, False, Fictitious, or Fraudulent Claims, or 18 U.S.C. §371, Conspiracy to Defraud the United States;

(11) Been convicted of a violation of the Tax-General Article, Title 13, Subtitle 7 or Subtitle 10, Annotated Code of Maryland;

(12) Been found to have willfully or knowingly violated State Prevailing Wage Laws as provided in the State Finance and Procurement Article, Title 17, Subtitle 2, Annotated Code of Maryland, if:

(a) A court:

(i) Made the finding; and

(ii) Decision became final; or

(b) The finding was:

(i) Made in a contested case under the Maryland Administrative Procedure Act; and

(ii) Not overturned on judicial review;

(13) Been found to have willfully or knowingly violated State Living Wage Laws as provided in the State Finance and Procurement Article, Title 18, Annotated Code of Maryland, if:

(a) A court:

(i) Made the finding; and

(ii) Decision became final; or

(b) The finding was:

(i) Made in a contested case under the Maryland Administrative Procedure Act; and

(ii) Not overturned on judicial review;

(14) Been found to have willfully or knowingly violated the Labor and Employment Article, Title 3, Subtitles 3, 4, or 5, or Title 5, Annotated Code of Maryland, if:

(a) A court:

(i) Made the finding; and

(ii) Decision became final; or

(b) The finding was:

(i) Made in a contested case under the Maryland Administrative Procedure Act; and

(ii) Not overturned on judicial review; or

(15) Admitted in writing or under oath, during the course of an official investigation or other proceedings, acts or omissions that would constitute grounds for conviction or liability under any law or statute described in §§B and C and subsections D(1)-(14) of this regulation, except as follows (indicate reasons why the affirmations cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved and their current positions and responsibilities with the business, and the status of any debarment):

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E. AFFIRMATION REGARDING DEBARMENT

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities, including obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows (list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds of the debarment or suspension).

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F. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES

I FURTHER AFFIRM THAT:

(1) The business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and

(2) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows (you must indicate the reasons why the affirmations cannot be given without qualification):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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G. SUB-CONTRACT AFFIRMATION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

H. AFFIRMATION REGARDING COLLUSION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business has:

(1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or offer that is being submitted;

(2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the bidder or offeror or of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying bid or offer is submitted.

I. CERTIFICATION OF TAX PAYMENT

I FURTHER AFFIRM THAT: Except as validly contested, the business has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Maryland Department of Labor, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

J. CONTINGENT FEES

I FURTHER AFFIRM THAT:

The business has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency working for the business, to solicit or secure the Contract, and that the business has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency, any fee or any other consideration contingent on the making of the Contract.

K. CERTIFICATION REGARDING INVESTMENTS IN IRAN

(1) The undersigned certifies that, in accordance with State Finance and Procurement Article, §17-705, Annotated Code of Maryland:

(a) It is not identified on the list created by the Board of Public Works as a person engaging in investment activities in Iran as described in State Finance and Procurement Article, §17-702, Annotated Code of Maryland; and

(b) It is not engaging in investment activities in Iran as described in State Finance and Procurement Article, §17-702, Annotated Code of Maryland.

2. The undersigned is unable to make the above certification regarding its investment activities in Iran due to the following activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

L. CONFLICT MINERALS ORIGINATED IN THE DEMOCRATIC REPUBLIC OF CONGO (FOR SUPPLIES AND SERVICES CONTRACTS)

I FURTHER AFFIRM THAT:

The business has complied with the provisions of State Finance and Procurement Article, §14-413, Annotated Code of Maryland governing proper disclosure of certain information regarding conflict minerals originating in the Democratic Republic of Congo or its neighboring countries as required by federal law.

M. I FURTHER AFFIRM THAT:

Any claims of environmental attributes made relating to a product or service included in the bid or proposal are consistent with the Federal Trade Commission’s Guides for the Use of Environmental Marketing Claims as provided in 16 CFR §260, that apply to claims about the environmental attributes of a product, package, or service in connection with the marketing, offering for sale, or sale of such item or service.

N. ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer and may be distributed to units of: (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of this bid or proposal shall be construed to supersede, amend, modify or waive, on behalf of the State of Maryland, or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print name of Authorized Representative and Affiant)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature of Authorized Representative and Affiant)

FEIN#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM**

**RFP NO.**: RFP AE-23-369-ML

**INIITAL PHASE SUBMITTAL DUE DATE**: Thursday, April 13, 2023 at 2:00 p.m.

**RFP FOR**: 401 Washington Avenue Renovation for Towson University

**NAME OF PROPOSER:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Addendum No. |  | Dated: |  |
| Addendum No. |  | Dated: |  |
| Addendum No. |  | Dated: |  |
| Addendum No. |  | Dated: |  |
| Addendum No. |  | Dated: |  |
| Addendum No. |  | Dated: |  |

As stated in the Solicitation documents, this form is included in our Portfolio and/or Technical Proposal(s) as may be applicable as the procurement progresses.

|  |  |
| --- | --- |
| Signature: |  |
| Name Printed: |  |
| Title: |  |
| Date: |  |

END OF ADDENDA FORM

**MBE ATTACHMENT H-1A PART 2, MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT WITH SIGNATURE PAGE**

**PART 2 - MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT**

**This MBE Utilization and Fair Solicitation Affidavit must be completed in its entirety and included with the Technical Proposal. If the bidder/offeror fails to accurately complete and submit this Affidavit and Schedule with the Technical 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. AE-23-369-ML 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 **5 percent** and no subgoals

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 PART 3 - MBE Participation Schedule and Part 4 Signature Page in order to be considered for award at the time of the Fee Proposal submission. I acknowledge that by checking this box intending to meet the stated goal and the stated subgoal(s) if any, I must complete Part 2 Signature Page in order to be considered for award.

**OR**

☐After making good faith outreach efforts prior to making this submission, I conclude that I am unable to achieve the MBE participation goal and/or subgoals. I acknowledge that by checking this box and requesting a full waiver of the stated goal and the stated subgoal(s) if any, I must provide supporting documentation for this waiver request, and complete Part 2 Signature Page in order to be considered for award.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 Part 3, the MBE Participation Schedule and Part 4 Signature Page 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 at the time of the Fee Proposal submission. I acknowledge that by checking this box and requesting a full waiver of the stated goal and the stated subgoal(s) if any, I must complete Part 2 Signature Page in order to be considered for award.

**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 (per COMAR 21.11.03.10), whichever is earlier:

1. Good Faith Efforts Documentation to Support Waiver Request (Attachment H-1C)
2. Outreach Efforts Compliance Statement (Attachment H-2);
3. MBE Subcontractor/MBE Prime Project Participation Statement (Attachments H-3A and 3B) – at the time of Fee Proposal submission only;
4. 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.

**Information Provided to MBE firms**

In the solicitation of subcontract quotations or offers, MBE firms were provided not less than the same information and amount of time to respond as were non-MBE firms.

**PART 2 – MBE UTILIZATION AND FAIR SOLICITATION**

**AFFIDAVIT SIGNATURE PAGE**

**To complete Affidavit committing to MBE(s) or requesting waiver, Bidder/Offeror must sign below:**

**I solemnly affirm under the penalties of perjury that: (i) I have reviewed the instructions for the MBE Utilization & Fair Solicitation Affidavit and MBE Schedule, and (ii) the information contained in the MBE Utilization & Fair Solicitation Affidavit is true to the best of my knowledge, information and belief.**

Bidder/Offeror Name Signature of Authorized Representative

*(PLEASE PRINT OR TYPE)*

Address Printed Name and Title

City, State and Zip Code Date

**SUBMIT THIS AFFIDAVIT WITH TECHNICAL PROPOSAL**

**KEY PERSONNEL WORKLOAD FORM**

401 Washington Renovation at Towson University

RFP #AE-23-369-ML

**Second Phase Technical Proposal**

|  |  |
| --- | --- |
| **Proposing Prime A/E:** |  |

Below please provide the current workload for each of the Key Personnel; that is, identify what other jobs, if any, on which the person will be working during the University project inclusive of the following:

1. Person’s role on the project (s);
2. Percentage (%) time commitment to the project(s); and,
3. anticipated completion date for the person’s work assignment for the project(s).

|  |  |  |
| --- | --- | --- |
| **Position** | **% Available to UMB’s Project** | **Other Projects Assigned during the UMB Project Schedule; person’s role on the project, % of time commitment to the project, and anticipated completion date of the person’s work assignment** |
| Principal in Charge |  |  |
| A/E Project Manager |  |  |
| A/E Project Architect |  |  |
| Mechanical Design Engineer |  |  |
| Electrical Design Engineer |  |  |
| Structural Design Engineer |  |  |
| Interior Designer |  |  |
| Cost Estimator |  |  |
| Building Envelope Specialist |  |  |
| Construction Administration Professional |  |  |

**Page 1 of 1**

**KEY PERSONNEL REFERENCES**

401 Washington Renovation at Towson University

**Second Phase Technical Proposal**

|  |  |
| --- | --- |
| **PROPOSING FIRM:** |  |
| **KEY PERSON:** |  |
| **FIRM EMPLOYED BY:** |  |

**APPLICABLE POSITION REFERENCES: (check box)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Principal-in-Charge |  | A/E Project Manager |
|  | A/E Project Architect, Design |  | Mechanical Design Engineer |
|  | Electrical Design Engineer |  | Structural Design Engineer |
|  | Interior Designer |  | Cost Estimator |
|  | Building Envelope Consultant |  | Construction Admin. Professional |

|  |  |
| --- | --- |
| 1. **Key Personnel Project References:**   One (1) project reference and one (1) additional project reference are requested. Such references are to be **project references not employment references;** that is, the University is interested in speaking to an individual representing the project owner who can speak on performance (examples: Owner’s Facilities Project Manager, Consultant contracted as Owner’s Representative, etc). These references are to be from the projects submitted by the applicable firm in the SF330 resume in the technical proposal. Such references are to be from different projects; that is, only one reference per project is allowed. Such references will be held in strictest confidence by the University. Please ensure that the information is accurate and that the reference named can speak to the **person's performance in the role to be assigned on this project.** | |
| * 1. Reference Contact Person: |  |
| Contact Title: |  |
| Contact Company: |  |
| Telephone # (including extension, if applicable): |  |
| Email Address: |  |
| Project Title: |  |
| Project Description (including construction costs, personnel’s role and services, project delivery method, and completion date): |  |
|  | |
| * 1. Additional Reference Contact Person: |  |
| Contact Title: |  |
| Contact Company: |  |
| Telephone # (including extension, if applicable): |  |
| Email Address: |  |
| Project Title: |  |
| Project Description (including construction costs, personnel’s role and services, project delivery method, and completion date): |  |

**PRIME AE FIRM REFERENCES**

401 Washington Renovation at Towson University

RFP #AE-23-369-ML

**Second Phase Technical Proposal**

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| **Proposing Prime A/E:** |  |

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| --- | --- |
| 1. **Prime Proposing A/E Firm Experience Project References:**   Provide three (3) references for the University to check for the purpose of establishing experience on the Projects provided in the Proposers’ Firm Experience section. One for each Firm Experience project. Also provide at least one (1) additional reference. Contacts are to be an individual representing the project owner who can speak on performance (examples: Owner’s Facilities Project Manager, Consultant contracted as Owner’s Representative, etc.). If information is inaccurate, or the reference contact named can’t speak on the firm’s performance it may impact evaluation. See Section 4, Article 3 for details. | |
| * 1. Reference Contact Person: |  |
| Contact Title: |  |
| Contact Company: |  |
| Telephone # (including extension, if applicable): |  |
| Email Address: |  |
| Project Title: |  |
| Project Description (including construction costs, firm’s role and services, project delivery method, and completion date): |  |
|  | |
| * 1. Reference Contact Person: |  |
| Contact Title: |  |
| Contact Company: |  |
| Telephone # (including extension, if applicable): |  |
| Email Address: |  |
| Project Title: |  |
| Project Description (including construction costs, firm’s role and services, project delivery method, and completion date): |  |
|  | |

|  |  |
| --- | --- |
| * 1. Reference Contact Person: |  |
| Contact Title: |  |
| Contact Company: |  |
| Telephone # (including extension, if applicable): |  |
| Email Address: |  |
| Project Title: |  |
| Project Description (including construction costs, firm’s role and services, project delivery method, and completion date): |  |
|  | |
| * 1. Additional Reference Contact Person: |  |
| Contact Title: |  |
| Contact Company: |  |
| Telephone # (including extension, if applicable): |  |
| Email Address: |  |
| Project Title: |  |
| Project Description (including construction costs, firm’s role and services, project delivery method, and completion date): |  |
|  | |

**PROPOSING MECHANICAL/ELECTRICAL FIRM REFERENCES**

401 Washington Renovation at Towson University

RFP #AE-23-369-ML

**Second Phase Technical Proposal**

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| --- | --- |
| **Mechanical/Electrical Firm:** |  |

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| --- | --- |
| 1. **Mechanical/Electrical Firm Experience Project References:**   Provide three (3) references for the University to check for the purpose of establishing experience on the Projects provided in the Proposers’ Firm Experience section. One for each Firm Experience project. Also provide at least one (1) additional reference. Contacts are to be an individual representing the project owner who can speak on performance (examples: Owner’s Facilities Project Manager, Consultant contracted as Owner’s Representative, etc). If information is inaccurate, or the reference contact named can’t speak on the firm’s performance it may impact evaluation. See Section 4, Article 3 for details. | |
| * 1. Reference Contact Person: |  |
| Contact Title: |  |
| Contact Company: |  |
| Telephone # (including extension, if applicable): |  |
| Email Address: |  |
| Project Title: |  |
| Project Description (including construction costs, firm’s role and services, project delivery method, and completion date): |  |
|  | |
| * 1. Reference Contact Person: |  |
| Contact Title: |  |
| Contact Company: |  |
| Telephone # (including extension, if applicable): |  |
| Email Address: |  |
| Project Title: |  |
| Project Description (including construction costs, firm’s role and services, project delivery method, and completion date): |  |
|  | |

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| --- | --- |
| * 1. Additional Reference Contact Person: |  |
| Contact Title: |  |
| Contact Company: |  |
| Telephone # (including extension, if applicable): |  |
| Email Address: |  |
| Project Title: |  |
| Project Description (including construction costs, firm’s role, project delivery method, and completion date): |  |
|  | |
| * 1. Additional Reference Contact Person: |  |
| Contact Title: |  |
| Contact Company: |  |
| Telephone # (including extension, if applicable): |  |
| Email Address: |  |
| Project Title: |  |
| Project Description (including construction costs, firm’s role, project delivery method, and completion date): |  |

**PROPOSING STRUCTURAL ENGINEERING FIRM REFERENCES**

401 Washington Renovation at Towson University

RFP #AE-23-369-ML

**Second Phase Technical Proposal**

|  |  |
| --- | --- |
| **Structural Firm:** |  |

|  |  |
| --- | --- |
| 1. **Structural Firm Experience Project References:**   Provide one (1) reference for the University to check for the purpose of establishing experience on the Projects provided in the Proposers’ Firm Experience section. One for each Firm Experience project. Also provide one (1) additional reference. Contacts are to be an individual representing the project owner who can speak on performance (examples: Owner’s Facilities Project Manager, Consultant contracted as Owner’s Representative, etc). If information is inaccurate, or the reference contact named can’t speak on the firm’s performance it may impact evaluation. See Section 4, Article 3 for details. | |
| * 1. Reference Contact Person: |  |
| Contact Title: |  |
| Contact Company: |  |
| Telephone # (including extension, if applicable): |  |
| Email Address: |  |
| Project Title: |  |
| Project Description (including construction costs, firm’s role and services, project delivery method, and completion date): |  |
|  | |
| * 1. Additional Reference Contact Person: |  |
| Contact Title: |  |
| Contact Company: |  |
| Telephone # (including extension, if applicable): |  |
| Email Address: |  |
| Project Title: |  |
| Project Description (including construction costs, firm’s role and services, project delivery method, and completion date): |  |

**PROPOSING BUILDING ENVELOPE FIRM REFERENCES**

401 Washington Renovation at Towson University

RFP #AE-23-369-ML

**Second Phase Technical Proposal**

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| --- | --- |
| **Building Envelope Consultant:** |  |

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| --- | --- |
| 1. **Building Envelope Consultant Firm Experience Project References:**   Provide one (1) reference for the University to check for the purpose of establishing experience on the Project provided in the Proposers’ Firm Experience section. One for each Firm Experience project. Also provide one (1) additional reference. Contacts are to be an individual representing the project owner who can speak on performance (examples: Owner’s Facilities Project Manager, Consultant contracted as Owner’s Representative, etc.). If information is inaccurate, or the reference contact named can’t speak on the firm’s performance it may impact evaluation. See Section 4, Article 3 for details. | |
| * 1. Reference Contact Person: |  |
| Contact Title: |  |
| Contact Company: |  |
| Telephone # (including extension, if applicable): |  |
| Email Address: |  |
| Project Title: |  |
| Project Description (including construction costs, firm’s role and services, project delivery method, and completion date): |  |
|  | |
| * 1. Additional Reference Contact Person: |  |
| Contact Title: |  |
| Contact Company: |  |
| Telephone # (including extension, if applicable): |  |
| Email Address: |  |
| Project Title: |  |
| Project Description (including construction costs, firm’s role and services, project delivery method, and completion date): |  |
|  | |