

November 17, 2022

TO: All Prospective Proposers  
FROM: Michael Lacey  
Construction and Facilities Strategic Acquisitions

RE: RESIDENCE HALL AT COPPIN STATE UNIVERSITY  
Solicitation #AE 23-322-ML  
Addendum #1 dated 11/17/2022

The following information is made available on the above referenced solicitation and is issued as Addendum #1 dated 11/17/2022. The due date and time for the Initial Technical Proposal Submittals remains Tuesday, November 22, 2022 on or before 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 within your Portfolio Technical Proposal.

1. Page 27, Section 4, Article 2: Phase 2 Technical Proposal Requirement, Item 4.2.3.B.2. Mechanical/Electrical Engineering Firm – **Delete**, "The one (1) submitted projects from the mechanical engineer must include a HTHW heating system."
2. Page 24, Section 4, Article 2: Phase 2 Technical Proposal Requirement, Item 4.2.3.A.2. Other Key Personnel –  
**Delete: "Other Key Personnel:** In a separate section of the Phase 2 Technical proposal, following the same requirements for Key Personnel employment, project experience, and commitment above, the proposing A/E firm is to submit resumes and project experience for all other key design team members inclusive of the Construction Administration Professional (MEP), Fire Protection Engineer, Telecom/Data/IT Specialist, AV Specialist, Security Consultant, and Design LEED Consultant, and other key design support personnel and indicate his/her role and area of expertise."  
**Replace With: "Other Key Personnel: Personnel:** In a separate section of the Phase 2 Technical proposal, following the same requirements for Key Personnel employment, project experience, and commitment above, the proposing A/E firm is to submit resumes and project experience for all other key design team members including, but not limited to, the Construction Administration Professional (MEP), Fire Protection Engineer, Telecom/Data/IT Specialist, AV Specialist, Security Consultant, and Design LEED Consultant, and other key design support personnel and indicate his/her role and area of expertise."
3. Page 26, Section 4, Article 2: Phase 2 Technical Proposal Requirement, Item 4.2.3.B.1. Prime A/E Firm Experience – **Delete**, "Two (2) of the three (3) submitted projects must be a CM at Risk (with GMP) project."

4. Question – Does the Coppin campus use a High-temperature hot-water (HTHW) system to serve the various buildings? I am looking at the 2015 – 2025 campus master plan and I do not see this type of system listed in there, so I wanted to double check that this type of system is a necessity. Or was this a typo in the RFP?  
**Answer: See #1 above. Coppin State University does not use a HTHW system and the mechanical project type requirement to submit a project with a HTHW has been deleted.**
5. Question – Is there is a list of CM at risk firms that can be provided?  
**Answer: No, a list will not be provided. The Construction Management at Risk RFP has not been advertised to date and the University anticipates awarding both the CM and AE at the same Maryland Board of Public Works (BPW) meeting in June.**
6. Question – Team roles listed on page 12, section 3.2.2.C includes a Geotechnical Engineer. This role is not included among the roles listed as required on page 21, section 4.2.3.A. Is a geotechnical engineer required for this project?  
**Answer: See #2 above. A Geotechnical Engineer is required for this project.**
7. Question – Page 26, Section 4.2.3.B (1) states that “three projects are to be submitted by the prime A/E firm in which the proposing/prime A/E firm was the Architect of Record.” There is a caveat provided for firms teaming with an associate architect, who may provide two of the three projects: “The University will allow projects from the associated architect where the associated architect is not the Architect of Record but performed duties similar to those proposed for renovations of this type.” If not teaming with an associate architect, can a single prime firm likewise provide up to two projects where they were not Architect of Record but performed duties similar to those proposed for this project?  
**Answer: No, as per the RFP, the prime A/E firm that is not proposing with an associated architectural firm should be providing three (3) projects in which the prime A/E firm was the Architect of Record.**
8. Question – If the firm serving as the Lead Design Architect (section 4.1.1) is the same as the firm serving as the Prime Architectural Design Firm (section 4.1.2) should only 3 representative projects be provided? Also, should responses to items 4.1.1.A & B be provided in addition to the items listed in 4.1.2?  
**Answer: Proposers can submit the same three (3) projects for the Lead Design Architect and the Prime Architectural Design firm; the decision of how to respond to the RFP is left up to the proposer. Responses should be provided for Items 4.1.1.A and 4.1.1.B as well as 4.1.2.**
9. Question – How many firms do you anticipate short-listing from the Phase 1 Portfolio Submittal stage?  
**Answer: The University does not stipulate an expected number of shortlisted proposers nor provide any expectation of the number of shortlisted proposers for the Portfolio Phase.**
10. Question – On Page 26 under “Contract Method” the RFP states that two of the three submitted projects for the Prime A/E “must have been done using the CM at Risk (with GMP) or Design-Build (with GMP) contract method”; whereas, under “Project Type” the RFP states that two of the three submitted projects “must be a

CM at Risk (with GMP) project”, with no mention of Design-Build. Is this correct or should the “Project Type” bullet read “CM at Risk (with GMP) *or Design-Build (with GMP)*”?

**Answer: See #3 above. Two of the three submitted A/E projects can be Design-Build (with GMP).**

11. Question – Can you explain the thinking behind the 16-month duration for design?

**Answer: The University has determined that 16 months is an ample time frame to complete the design of the Residence Hall. Proposers can make clear in the Additional Information section of the Phase 2 Technical Proposal submission if they feel the time frame is not adequate.**

12. Question – Are you open to a shorter design timeline to accomplish the work?

**Answer: The University desires to improve upon the schedule wherever possible within the limits of funding availability. If a proposer believes they can complete the design in a shorter schedule duration, then the proposer can provide that duration as well as an explanation of how that would be accomplished in the Additional Information section of the Phase 2 Technical Proposal submission.**

END OF ADENDUM #1

Attachments: Acknowledgement of Receipt of Addenda

**RFP NO.:** AE 23-322-ML

**RFP FOR:** Residence Hall at Coppin State University

**DUE DATE/TIME:** Tuesday, November 22, 2022 at 2:00 P.M.

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

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

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

Addendum No.   1   dated 11/17/22

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Signature \_\_\_\_\_

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

Title \_\_\_\_\_

Date \_\_\_\_\_