

August 15, 2025

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

RE: NEW STUDENT SERVICES BUILDING AT UNIVERSITY OF  
MARYLAND, BALTIMORE COUNTY  
Solicitation #26-310 AE-ML  
Addendum #1 dated 8/15/2025

The following information is made available on the above referenced solicitation and is issued as Addendum #1 dated 8/15/2025. The due date and time for the Phase 1 Technical Proposal Submittals has been amended to Friday, September 5, 2025 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 Phase 1 Technical Proposal.

1. Page 17, Section 4, Article 1: Phase 1 Technical Proposal Requirements, Item 4.1.1. General Information –  
**Delete:**  
"C. Current Workload and Project Type: Identify all active projects over \$75M currently underway, indicating the size in dollars and status of each. This may be on a separate table from the A3.  
D. Professional Staff at Firm"  
**And Replace With:**  
"C. Current Workload and Project Type: Identify all active projects over \$75M currently underway, indicating the size in dollars and status of each. Provide the current workload and project type for both the overall firm and the local/responding office that will develop the project. This may be on a separate table from the A3.  
D. Professional Staff at Firm – provide the staff for both the overall firm and the local/responding office that will develop the project."
2. Page 18, Section 4, Article 1: Phase 1 Technical Proposal Requirements, Item 4.1.2. A/E Project Team & Organization –  
**Delete:**  
"C. Identify how the proposed team was engaged in each of the projects identified in Section (provide a matrix or graphic). If they have not contributed to these projects identify their experience on similar projects."  
**And Replace With:**  
"C. Identify how the proposed team was engaged in each of the projects identified in Section 4.1.4 Relevant Student Services Building Type Firm Experience"

(provide a matrix or graphic). If they have not contributed to these projects identify their experience on similar projects.”

3. Page 20, Section 4, Article 1: Phase 1 Technical Proposal Requirements, Item 4.1.4. Relevant Student Services Building Type Firm Experience –

**Delete:**

**“RELEVANT STUDENT SERVICES BUILDING TYPE FIRM EXPERIENCE (ONE summary A3 with each project listed, along with a single page summary for each project) 6 PROJECT PAGES TOTAL AND 1 SUMMARY PAGE / 1 PROJECT PER PAGE**

Project Experience: Submit six (6) projects which are similar or relevant to the New Student Services Building as indicated below. The University prefers that all projects submitted under this category be a maximum of ten (10) years old based on the project completion date with a further preference for projects less than five (5) years old. Each project should be on one page including images and identified as projects numbered 1-6. The project submission shall include the following:”

**And Replace With:**

**“RELEVANT STUDENT SERVICES BUILDING TYPE FIRM EXPERIENCE (Provide ONE (1) A3 form for each project) 6 PROJECT PAGES TOTAL**

Project Experience: Submit six (6) projects which are similar or relevant to the New Student Services Building as indicated below. The University prefers that all projects submitted under this category be a maximum of ten (10) years old based on the project completion date with a preference for more recently completed projects. Projects in design or under construction may also be submitted, although the University prefers completed projects. Each project should be on one page including images and identified as projects numbered 1-6. The project submission shall include the following:”

4. Page 21, Section 4, Article 1: Phase 1 Technical Proposal Requirements, Item 4.1.4. Relevant Student Services Building Type Firm Experience –

**Delete:**

“• Projects located in a higher education setting; (Note: For evaluation purposes, higher education is defined as a four year or more degree awarding institution.);”

**And Replace With:**

“• Projects located in a higher education setting; (Note: Higher education can include comparable academic programs in Community College.);”

5. Page 21, Section 4, Article 1: Phase 1 Technical Proposal Requirements, Item 4.1.4. Relevant Student Services Building Type Firm Experience –

**Delete:**

**“KEY PERSONNEL PARTICIPATION IN FIRM EXPERIENCE EXAMPLE PROJECTS (Provide on ONE A3): Provide matrix depicting key personnel identified in firm experience projects, provide role on the example projects, and proposed roles in this contract”**

6. Question – Do the key personnel have to be licensed in the State of Maryland?

**Answer: See the Notes of Section 4.1.7 Registration Documentation. It is preferred that the proposed key people are licensed in the State of Maryland, but not a requirement. If key people are not registered in the State of**

**Maryland, you must list the name of the person who is registered in the State of Maryland and will be able to sign documents.**

7. Question – If the submitting team is an Association (Architect of Record with an Associated Design Architect), is it permissible for the six project examples (per section 4.1.4 of the RFP) to be from the Associated Design Architect?

**Answer: Yes, it is permissible to submit six (6) projects from the associated design architect. The RFP does not stipulate how many projects should be presented from each firm in an association. The Proposer will need to determine the most similar and relevant projects that reflect the qualifications of the entire proposed team while recognizing that the design architect and architect of record both play important roles in a project.**

8. Question – A project of a similar program (centralized student services building), size, and scope, but completed on a Campus of a 2-year degree awarding institution in Maryland, in lieu of a 4-year degree awarding institution, would receive less consideration in the evaluation, or be disqualified all together? Given the quality (design and construction) and scope of the building projects built on these 2-year degree awarding Campuses in the State of Maryland in the last 10 plus years, why is this a consideration?

**Answer: See #4 above. Proposers may submit Community College projects, and the University will evaluate each project for similarity and relevance to the UMBC New Student Services Building and the student experience.**

9. Question – Are you able to share the weighting of the different sections in the evaluation process?

**Answer: No, the University does not provide scoring and evaluation information.**

10. Question – Could you please confirm that UMB is only looking for the architect's team plus MEP, Structural, Civil, and Cost Estimator right now, not a full team with all the specialties listed in 3.2.1C?

**Answer: Confirmed, the University is only requiring key team members and firms.**

11. Question – Is FF&E part of this scope? More particularly, will the project team be expected to work with MCE?

**Answer: Working with Maryland Correctional Enterprises (MCE), including putting together & coordinating orders, delivery & punch walks should be a part of the AE scope.**

12. Question – Acknowledging the RFP requires resumes for key team members including key consultant disciplines, do we assume that the full consultant team showing all required disciplines is not required at this phase?

**Answer: Yes, that is correct. The University is only requiring key team members and firms for the Phase 1 proposal.**

13. Question – Are we permitted to include resumes for additional roles per our firm's project leadership structure?

**Answer: No, please do not include resumes for additional roles beyond the key personnel. Proposers are welcome to tailor that information into other responses of the proposal as they determine it relevant and appropriate.**

14. Question – Can cover pages and section dividers be included?

**Answer: Yes, cover pages and sections dividers are acceptable. The University would prefer it if proposers provided bookmarked PDFs with their submission.**

15. Question – Are individual resumes required to be on A3 forms?

**Answer: No, individual resumes are to be provided on a single page that is 8.5” x 11”.**

16. Question – Should individual project pages also be in A3 format?

**Answer: See #3 above. Yes, individual project pages should be in the A3 format.**

17. Question – Can all the required forms be organized into an appendix for clarity?

**Answer: Yes, proposers may provide an appendix for clarity. The University would prefer it if proposers also provided bookmarked PDFs with their submission.**

18. Question – Reference forms are stated to be required *only* for Phase 2 Technical Proposal? Should references be provided in Technical Proposal 1 as emphasized for accurate references during the pre-proposal meeting?

**Answer: Yes, reference forms are only required in Phase 2. No, please do not provide reference forms as part of the Phase 1 technical proposal.**

19. Question – Does the people-project matrix need to include consultants as well as the lead design team?

**Answer: See #2 above. Yes, the matrix should include consultants key team members and firms.**

20. Question – “Landscape Architect” is listed on the Registration Documentation Form but not included on the list of Key Team Members to be included in the Technical Submission? If we anticipate including a landscape architect on our consultant team, should registration information for the landscape architect be submitted later in the selection and award process, or should the landscape architect be included in the Phase 1 Technical Submission? If the latter, should they be included as a Key Team Member or included in the Registration Documentation Form only?

**Answer: The Landscape Architect is not a key team member required in Phase 1. Registration information does not need to be provided for the Landscape Architect in Phase 1.**

21. Question – RFP Section 4.1.4: For teams that include both an Architect of Record and Associate Architect, please confirm that the projects submitted as Relevant Experience may be a mix of experience from both firms, in order to document the capabilities of each team.

**Answer: Confirmed. The RFP does not stipulate how many projects should be presented from each firm in an association. The Proposer will need to determine the most similar and relevant projects that reflect the qualifications of the entire proposed team while recognizing that the design architect and architect of record both play important roles in a project.**

22. Question – Under Section 4.1.1 there are requests under C and D for current workload and project type, and professional staff at firm (discipline by matrix). For firms with multiple locations, should this information be provided at the level of the local/responding office, or at the firmwide level?

**Answer: See #1 above. Please provide information for C and D on both the firmwide level and local/responding office.**

23. Question – For the future Phase 2 submission, section 4.2.1.A.2 refers to “what was discerned from the site visit.” Will firms shortlisted for Phase 2 activities be allowed to visit the site and meet with key stakeholders in advance of their submissions?

**Answer: A site visit will be scheduled for short-listed proposers as part of Phase 2. There will not be any key stakeholder meetings. Firms are welcome to visit the site on their own as UMBC is a public institution. The best view of the site can be accessed on different floors of the adjacent library building.**

24. Question – Item C under Section 4.2.1 A/E Project Team & Organization asks for a matrix or graphic illustrating how the proposed team was engaged in the example projects. Section 4.1.4 also asks for a matrix illustrating the key personnel’s experience on the example projects. Is it permissible to only include one matrix under Section 4.1.4 to not duplicate information?

**Answer: See #2 and 5 above. Please include one matrix as part of the response to 4.1.2 A/E Project Team & Organization.**

25. Question – The RFP requests consultants for survey and geotechnical. Typically, these are contracted directly with the owner and coordinated by the design team. Please confirm.

**Answer: Confirmed. The A/E will contract directly with the Land Surveyor and Geotechnical Engineer.**

26. Question – RFP Section 4.1.2.A: Organizational Chart: should we limit our Organizational Chart to only show the key team members defined in Section 4.1.3? Or may we show additional team members/roles to better demonstrate the depth of our team and capabilities?

**Answer: Yes, please limit your organizational chart to key team members and their firms. Proposers are welcome to tailor that information into other responses of the proposal as they determine it relevant and appropriate.**

27. Question – RFP Section 4.1.3: Key Team Member Resumes: the RFP provides definitions and qualification requirements for eight key team members (Principal-in-Charge, A/E Project Manager, A/E Project Architect, Mechanical Design Engineer, Electrical Design Engineer, Structural Design Engineer, Site Civil Engineer, and Cost Estimator); does this mean that only those eight key team members should be presented in the proposal? Or may we include additional resumes to better demonstrate the depth of our team and capabilities?

**Answer: Yes, that is correct. The University is only requiring key team members and firms for the Phase 1 proposal. No, please do not include resumes for additional roles beyond the key personnel. Proposers are welcome to tailor that information into other responses of the proposal as they determine it relevant and appropriate.**

28. Question – RFP Section 4.1.4: For teams that include both an Architect of Record and Associate Architect, please confirm that the projects submitted as Relevant Experience may be a mix of experience from both firms, in order to document the capabilities of each firm.

**Answer: Confirmed. The RFP does not stipulate how many projects should be presented from each firm in an association. The Proposer will need to determine the most similar and relevant projects that reflect the qualifications of the entire proposed team while recognizing that the design architect and architect of record both play important roles in a project.**

29. Question – In Phase 1 Technical Proposal, is it acceptable to include team members and resumes beyond the key team members identified in 4.1.3.A?

**Answer: No, please do not include resumes for additional roles beyond the key personnel. Proposers are welcome to tailor that information into other responses of the proposal as they determine it relevant and appropriate.**

30. Question – For Relevant Student Service Building Type Firm Experience (4.1.4), will projects completed by a major subconsultants, such as a supporting architecture firm, be given the same consideration as those completed by the prime?

**Answer: The Proposer will need to determine the most similar and relevant projects that reflect the qualifications of the entire proposed team while recognizing that the design architect, architect of record, and other subconsultants all play important roles in a project.**

31. Question – On page 12, “Exhibit Designer” is listed as a required discipline to help implement the goals of the project. Could you clarify what types of exhibits you anticipate?

**Answer: The consolidation of student services and visitor orientation in the SSB will partly rely on clear, welcoming, and engaging media that help to articulate and support the physical planning of the building. Beyond traditional wayfinding, this is intended to draw on immersive exhibit design concepts strategically located within SSB.**

**This will augment the mission of the facility by providing interactive information about student opportunities, current programs, academic majors, and “up-to-the-minute” achievements of our faculty, students, and alumni. In this way, it can be leveraged to engage students and visitors alike by “telling the UMBC story” and immersing them in the Return-on-Investment that culminates the UMBC student experience.**

**UMBC expects that an effective way to achieve this will be through a combination of traditional static Environmental Signage and Graphics (ESG) and dynamic and interactive digital media deployed in student and visitor areas throughout the building.**

**In addition to implementing an innovative and effective “Day One” solution, UMBC seeks one that prioritizes the longevity and serviceability of the equipment and the content platform. Stakeholder involvement will be needed to ensure the design solution is also one that can be properly operationalized by UMBC.**

**Bidders should reference the following Part II Program sections for additional information:**

**4.06 Welcome Wing: Creating a Welcoming Place; 4.10 Additional Facilities; and Space Sheet 620.01 Exhibits**

32. Question – Regarding the resume format, please confirm whether you would like a single-sided 8.5” x 11” page per team member, or a single-sided 11x17 per team member.

**Answer: Please provide a single-sided 8.5” x 11” page for the team member resume format.**

33. Question – Would it be acceptable to include resumes for additional key personnel beyond the eight currently specified, to better showcase the depth and breadth of our team’s relevant experience?

**Answer: No, please do not include resumes for additional roles beyond the key personnel. Proposers are welcome to tailor that information into other responses of the proposal as they determine it relevant and appropriate.**

34. Question – Page 7: Section 2.1.10 – Can you please confirm that the University would prefer a single submission, combining all of the requested information into one single file (A3 and non-A3 sections)?

**Answer: Confirmed. The University would prefer a single submission combining all the requested information in one single file. If proposers need to submit multiple files, then the University would prefer to have the resumes under one separate file. The number of files submitted is not a part of the evaluation criteria. The University would also prefer it if proposers provided bookmarked PDFs with their submission.**

35. Question – Page 7: Section 2.1.10 – Can you please confirm if there is a specific file naming convention that the University would like for us to follow if we have to submit multiple files?

**Answer: There is no specific file naming convention.**

36. Question – Page 7: Section 4: - For the ease of formatting and packaging proposals, will the University accept one 11”x17” as the equivalent of one A3 sheet (11.7” X 16.5”)?

**Answer: Yes, that is acceptable.**

37. Question – Page 7: Section 4: Where the RFP requests “one A3” or “one page,” can you please confirm if you are defining that as one single surface or a physical page (two surfaces)?

**Answer: The A3s and single page resumes should be single sided. Please do NOT submit responses on both sides of the A3 and single page, 8.5” x 11”, resumes.**

38. Question – Page 18: Section 4.1.3: If the proposed A/E project team includes a design architect, partnered with an associate architect, or architect-of-record, can we include additional key team members for each firm? We understand that the RFP states that the Principal-in-Charge and Project Manager must be from the proposing/prime firm. We would appreciate the ability to share our team’s counterparts and combined experience working together on similar projects.

**Answer: No, please do not include resumes for additional roles beyond the key personnel. Proposers are welcome to tailor that information into other responses of the proposal as they determine it relevant and appropriate.**

39. Question – In reference to section 4.1.1 General Information, when partnering in an association with another architectural firm, should each firm provide a separate A3 to address the information requested?

**Answer: Proposers may provide the 4.1.1 General Information requested for the associated architectural firm; however, it must be presented on the same A3 with the prime architectural firm. Proposers are only to provide one (1) A3 form for the 4.1.1. General Information response.**

40. Question – In reference to section 4.1.4 Relevant Student Services Building Type Firm Experience, when partnering in association with another architecture firm, how should the Architect of Record and Design Architect Project divide project experience among the six projects requested?

**Answer: The RFP does not stipulate how many projects should be presented from each firm in an association. The Proposer will need to determine the most similar and relevant projects that reflect the qualifications of the entire proposed team while recognizing that the design architect and architect of record both play important roles in a project.**

41. Question – Please confirm we can use unbuilt work for Relevant Projects.

**Answer: See #3 above. Proposers may submit projects that are in design and under construction.**

42. Question – Matrices indicating team member project participation are requested in section 4.1.2 and section 4.1.4. Is it acceptable to provide only in section 4.1.4 and cross-reference elsewhere?

**Answer: See #2 and 5 above. Yes, please include one matrix as part of the response to 4.1.2 A/E Project Team & Organization.**

43. Question – Is the Interior Designer role listed on page 12 meant to be the architecture interior design or the interior design procurement (FF&E, etc.)?

**Answer: The proposer should determine how the Interior Designer best fits into the team to provide architectural interior design services. See answer to question #11 regarding FF&E design services.**

44. Question – In reference to section 4.1.3, please confirm if resumes are intended to be on one A3 per personnel, or if multiple resumes can be shown on a page.

**Answer: Please provide a single-sided 8.5" x 11" page for the team member resume format. Provide one key team member per page.**

45. Question – Please confirm that each individual item, A, B, C, and D, referenced in section 4.1.5 Additional Information is meant to be addressed on its own individual A3 sheet.

**Answer: Confirmed. Each individual item (A, B, C & D) in Section 4.1.5 Additional Information should be on one single-sided A3.**

46. Question – If two architectural firms are teaming to pursue, not in a joint venture but one firm being prime, is it acceptable to provide a resume for a Principal in Charge from both firms?

**Answer: No, please do not include resumes for additional roles beyond the key personnel. Proposers are welcome to tailor that information into other responses of the proposal as they determine it relevant and appropriate.**

47. Question – Please clarify if the Attachment B for Standard Agreements is open for negotiations on selected terms, or if the University will not entertain any requests for negotiation of terms by the Design Team.

**Answer: The Standard Form of Agreement with Architects and Engineers in Attachment B is not open for negotiations.**



48. Question – Please extend the due date for 14 days after all RFI's are submitted and responded to provide adequate time for response and coordination.  
**Answer: The due date and time for the Phase 1 Technical Proposal Submittals has been amended to Friday, September 5, 2025 on or before 2:00 p.m.**
49. Question – Can personal dual hat for key team members requirements? For example, can a person be principal in charge and A/AE project manager? If yes, please confirm that this will not be scored less favorably?  
**Answer: Yes, key team members may serve dual roles on the project. A key team member serving a dual role will not necessitate a lower evaluation score. The team member serving dual roles will have their resume evaluated for each position they are presented to fill.**
50. Question – Please confirm that the A/E will be required to provide complete design services for seven (7) project phases: Program Verification, Schematic Design, Design Development, Construction Document Phase, Bidding, Construction Administration and Post Construction as well as any other identified special services (see Section 3 of this solicitation and the Project Program for further details).  
**Answer: Confirmed.**
51. Question – In the A/AE team, no cost estimator is listed to be needed, however, in the RFP- 3.2.5 it says that the A/E shall engage a professional cost estimator. Please verify if a cost estimator is needed on the A/AE team?  
**Answer: Confirmed. The A/E team includes a Cost Estimator as part of the key team members.**
52. Question – List all team members needed for in order to provide design services.  
**Answer: The list of design services and disciplines necessary is listed in Section 3.2.1 Project Overview on page 12 of the RFP. The key team members are listed in Section 4.1.3 Key Team Member Resumes on page 18 and 19 of the RFP.**
53. Question – Please confirm that the A3 format will be used for technical phase #1 and technical phase #2.  
**Answer: Confirmed. The A3 format will be used for parts of the Phase 1 and Phase 2 submissions. The RFP identifies the responses that should be submitted in the A3 format.**
54. Question – How many past experiences should be listed for project references?  
**Answer: The Proposer will need to determine the number of past experiences/projects to best represent the individual's expertise while recognizing that the resume for each key personnel is limited to one (1) single-sided 8.5" x 11" page.**
55. Question – Please confirm that in section 4.1.3 key team members resumes should not be in A3 format.  
**Answer: Confirmed. Please provide a single-sided 8.5" x 11" page for the team member resume format. Provide one key team member per page.**
56. Question – Please confirm that in section 4.1.4, all 6 reference projects should be included in 1 summary, 1 project per page in the A3 format.

**Answer: See #2, 3 and 5 above. Yes, individual project pages should be in the A3 format. The matrix or graphic provided for 4.1.2.C. should include the firm experience projects.**

57. Question – Can additional disciplines be added during this phase to demonstrate the breath of our team? For example, landscape and sustainability consultants.

**Answer: No, please do not include resumes for additional roles beyond the key personnel. Proposers are welcome to tailor that information into other responses of the proposal as they determine it relevant and appropriate.**

END OF ADENDUM #1

Attachments: Acknowledgement of Receipt of Addenda

**RFP NO.:** 26-310 - AE-ML

**RFP FOR:** New Student Services Building at the University of Maryland, Baltimore  
County

**DUE DATE/TIME:** Friday, September 5, 2025 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 8/15/25

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

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

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

Signature \_\_\_\_\_

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

Title \_\_\_\_\_

Date \_\_\_\_\_