

January 10, 2024

TO: All Prospective Proposers

FROM: Wesley Gordon  
Lead Contracting Specialist  
University of Maryland Baltimore, Construction and Facilities Strategic Acquisitions

RE: **ADDENDUM #2**  
**NAME OF PROJECT: ON-CALL ELECTRICAL SERVICES**  
**RFP: 91099 WG**

The following amends the above referenced solicitation documents and is issued as Addendum #2 dated 1/10/2024. The due date and time for the **Initial Technical Proposal** remains **Tuesday, January 30, 2024 on or before 5:00 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 Technical Proposal.

**Modification to the Solicitation:**

1. Table of Contents **ADD: “Attachment D - UMB Standard Request for Outage Form”**

2. Table of Contents **ADD: “Attachment E - UMB Energized Electrical Work Permit and instructions for completing an Energized Work Permit”**

3. Section 00100 Scope of Services

1.19 Safety **ADD: 3<sup>rd</sup> paragraph**  
**“CUTTING, WELDING, BURNING**

**A. Before the contractor and/or any sub-contractor commences any cutting, welding, burning or other type of hot work at UMB, the contractor shall contact the UMB Fire Marshal’s Office on the First Floor of the Pine Street Station located @ 214 N. Pine Street, or by phone @ 1-410-706-3494 to obtain a hot work permit. Office Hours are Monday – Friday.**

**B. The hot work permit copy shall remain on the job site at the hot work location until such work is completed at which time the permit shall be returned to Environmental Health and Safety.”**

4. Section 00100 Scope of Services

1.19 Safety **ADD: 4<sup>th</sup> paragraph**

**“Weblink <https://www.umaryland.edu/designandconstruction/design-and-construction-documents/umb-standard-project-forms---current-editions/> for Attachment D - UMB Standard Request for Outage Form.”**

5. Section 00100 Scope of Services

**1.19 Safety ADD: 5<sup>th</sup> Paragraph**

**Attachment E - UMB Energized Electrical Work Permit and instructions for completing an Energized Work Permit**

END OF ADDENDUM #2 DATED 1/10/2024

Enclosed:     Addenda Acknowledgment Form  
                 Attachment D - UMB Standard Request for Outage Form  
                 Attachment E - UMB Energized Electrical Work Permit and instructions for completing  
                 an Energized Work Permit

**RFP NO.: 19-312 WG**

**RFP FOR: ON-CALL ELECTRICAL SERVICES**

**TECHNICAL PROPOSAL DUE DATE/TIME: Tuesday, January 30, 2024 on or before 5:00 p.m.**

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

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

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

Addendum No. 1 dated 1/09/2024

Addendum No. 2 dated 1/10/2024

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

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

Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

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

**ATTACHMENT D**  
**UMB Standard Request for Outage Form**

**UNIVERSITY of MARYLAND, BALTIMORE  
REQUEST FOR OUTAGE FORM (RFO)**

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**Project Name:**

**Project Number:**

**Request for Outage (RFO) No.:**

**Today's Date:**

**Contractor Name:**

**Subcontractor (if applicable):**

**Outage Requested By:**

**Name:**

**Cell Phone:**

**Email:**

**UMB Project Manager:**

**Building:**

**Type of System Outage:**

**Description of Work, including Building Systems and Building Areas  
Impacted:**

**Proposed Outage Date and Time:**

- ☐ Confirm UMB Fire Marshall has approved the work as applicable.
- ☐ Check if Outage is outside normal working hours [M-F 7:30AM – 4:00PM]

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**Submit To:** Office of Facilities Management – UMB Project Manager

**For UMB PM Use:**

**Project Number:**

**Chartstring:**

**ATTACHMENT E**  
**UMB Energized Electrical Work Permit and**  
**Instructions for completing an Energized Work Permit**

## ENERGIZED ELECTRICAL WORK PERMIT

<b>Employee Information</b>	Name:				<b>Project Information</b>	Project No.		
	Company					Project Name		
	Address					Building		
						University PM		
	Phone							
	Add'l Employees					Valid From		
				Valid To				

  

<b>Description of Work</b>	Circuit Description including equipment type(s), manufacturer(s) and model(s)				
	Description of work to be performed				
	Justification why circuit/equipment can not be deenergized or work deferred until next scheduled outage				

  

<b>Safety Measures</b>	Description of safe work practices to be employed				
	Shock Protection	Voltage	Approach Boundaries		
		Phase to Phase	Limited	Restricted	Prohibited
	Flash Protection	Flash Protection Boundary	Flash Protection Determination Method		Hazard Risk Category
			<input type="checkbox"/> Label <input type="checkbox"/> Calculated <input type="checkbox"/> Assumed		
	Describe Personal Protective Equipment (PPE) to be used to perform the assigned task				
	Describe means employed to restrict access to work area by unqualified persons				

  

<b>Job Briefing</b>	Briefing Date, Time and Location	
	Briefing Attendees	

  

<b>Certifications and Authorizations</b>	<b>ALL CERTIFICATIONS AND AUTHORIZATIONS MUST BE COMPLETED PRIOR TO STARTING WORK</b>			
	Applicant/Electrical Worker		Applicant Supervisor/Master Electrician	
	I certify that the information contained on this form is accurate and that the work described can be completed safely		I certify that the information contained on this form is accurate and that the work described can be completed safely	
	Signature	Date	Signature	Date
	UM Project Manager		Client/End User	
	I believe that the justification for not deenergizing outweighs the risk to life and safety and request that the work be performed energized.		I believe that the justification for not deenergizing outweighs the risk to life and safety and request that the work be performed energized.	
	Signature	Date	Signature	Date
	Operations and Maintenance Authorization			
	The energized electrical work as described herein is authorized			
	Signature – Assistant Director of Electrical Trades		Date	Signature – Manager of Electric Shop

# Instructions for Completing an Energized Work Permit

The energized electrical work permit is intended to ensure that the increased risk (and increased possibility of injuries) associated with exposure to an exposed energized electrical conductor receives adequate consideration. The energized electrical work permit ensures that all affected personnel understand that exposure to an electrical hazard is increased when the equipment must remain energized while the work task is performed. Items in the permit are as prescribed in NFPA 70E standard for electrical safety in the workplace, 2012 edition. Including these items in the work permit provides evidence that the items have been addressed and that consideration of electrical hazards is of primary importance. There are sections of the form which should be completed by the Qualified Person doing the work; the U.M. Project Manager; the U.M. end use department; and, the U.M. Operations and Maintenance Electrical department.

- Information regarding the persons and company who are performing the energized work. This should be completed by the electrical contractor.
- The circuit description should list the panel number, the panel voltage, the current rating of the panel, the circuit number, and circuit amperage. This should be completed by the qualified person doing the work
- The description of work to be performed should include all major activities which need to occur. Some examples are cut hole for conduit; pull and terminate conductors; install circuit breaker; remove circuit breaker; etc. This should be completed by the qualified person doing the work
- The description of safe work practices should detail what the person(s) doing the work will do differently because the circuit is energized. This should be completed by the qualified person doing the work.
- List the phase to phase voltage of the equipment to be worked energized. This should be completed by the qualified person doing the work.
- List the flash protection boundary per article 130.5 of NFPA 70E and the method of determining the value. This should be completed by the qualified person doing the work. *(For systems rated at <600V, with fault clearing times of less than 5000 amp-seconds, NFPA allows the assumption of a default FPB of 4 feet)*
- After approval and prior to beginning work a briefing shall be held. Date, time, location and attendees must be noted here. This should be completed by the qualified person doing the work
- The qualified person doing the work and a qualified master electrician from their organization must attest to the data.
- The U.M. project manager must sign to authorize the work

UNIVERSITY of MARYLAND THE FOUNDING CAMPUS		ENERGIZED ELECTRICAL WORK PERMIT				
Employee Information	Name:		Project Information	Project No.		
	Company			Project Name		
	Address			Building		
	Phone			University PM		
	Add'l Employees			Valid From		
				Valid To		
Description of Work	Circuit Description including equipment type(s), manufacturer(s) and model(s)					
	Description of work to be performed					
	Justification why circuit/equipment can not be deenergized or work deferred until next scheduled outage					
Safety Measures	Description of safe work practices to be employed					
	Shock Protection	Voltage	Approach Boundaries			
		Phase to Phase	Limited	Restricted	Prohibited	
	Flash Protection	Flash Protection Boundary	Flash Protection Determination Method		Hazard Risk Category	
			<input type="checkbox"/> Label <input type="checkbox"/> Calculated <input type="checkbox"/> Assumed			
	Describe Personal Protective Equipment (PPE) to be used to perform the assigned task					
	Describe means employed to restrict access to work area by unqualified persons					
	Job Briefing	Briefing Date, Time and Location				
		Briefing Attendees				
	Certifications and Authorizations	ALL CERTIFICATIONS AND AUTHORIZATIONS MUST BE COMPLETED PRIOR TO STARTING WORK				
Applicant/Electrical Worker		Applicant Supervisor/Master Electrician				
I certify that the information contained on this form is accurate and that the work described can be completed safely		I certify that the information contained on this form is accurate and that the work described can be completed safely				
Signature		Date	Signature	Date		
UM Project Manager		Client/End User				
I believe that the justification for not deenergizing outweighs the risk to life and safety and request that the work be performed energized.		I believe that the justification for not deenergizing outweighs the risk to life and safety and request that the work be performed energized.				
Signature		Date	Signature	Date		
Operations and Maintenance Authorization						
I hereby authorize the energized electrical work as described herein to be performed						
Signature - Assistant Director of Electrical Trades		Date	Signature - Manager of Electric Shop		Date	
Completed Energized Electrical Work Permit: Must Be Available At The Work Site						

- Information regarding the University of Maryland project. This should be completed by the U.M. project manager.
- Permit dates will be provided by UM O&M Electrical Services once the permit is approved and the work scheduled.
- Justification for performing the work energized must be specific. In accordance with NFPA and OSHA standards some acceptable justifications could be where de-energizing would introduce additional hazards or increased risk such as interruption of life support systems, deactivation of emergency alarm systems, and shutdown of hazardous location ventilation systems; or for infeasibility where it is physically impossible to perform the required task with the circuit energized. This information should be completed by the U.M. project manager in consultation with the end user.
- List the approach boundaries as defined in NFPA 70E article 130.4. This should be completed by the qualified person doing the work.
- List the hazard risk category based on the task and equipment per NFPA 70E article 130.7. This should be completed by the qualified person doing the work.
- List the personal protective equipment to be employed based on the hazard risk category per NFPA table 130.7(C)(16) This should be completed by the qualified person doing the work.
- List the means to be employed to limit access to the work area. This could be closed room, barricades, caution tape, etc. This should be completed by the qualified person doing the work.
- The U.M. end user must sign to authenticate the justification for doing the work energized.
- Two signatures are required from Operations and Maintenance to authorize the work.