

October 3, 2025

TO: All Shortlisted 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 #3 dated 10/3/2025

The following information is made available on the above referenced solicitation and is issued as Addendum #3 dated 10/3/2025. The due date and time for the Phase 2 Technical Proposal Submittals has been revised to Tuesday, October 21, 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 2 Technical Proposal.

1. Page 4, Section 1, Solicitation Schedule –

Delete:

<u>Issue Date:</u>	July 18, 2025
Pre-Proposal Conference Date:	Tuesday, July 29, 2025 at 10:00 a.m. Virtual Meeting (See Link Below)
Pre-Proposal Conference Location:	Microsoft Teams Need help? Join the meeting now Meeting ID: 269 132 743 866 0 Passcode: 6mn6fB9y Dial in by phone +1 443-409-5274,,911523252# United States, Edgewood Find a local number Phone conference ID: 911 523 252# For organizers: Meeting options Reset dial-in PIN
Deadline for questions (See Attachment J, Item 7)	Tuesday, August 5, 2025 on or before 5:00 p.m.
Technical Proposal Submittal Due Date:	Friday, September 5, 2025 on or before 2:00 p.m.

Submit Initial Technical:
(See further instructions detailed in
Section 2, Item 2.1.10 and required
contents detailed in Section 4, Article
1)

proc-oncallbids@umaryland.edu

The subject line of your email: 9/5/25 RFP 26-310
AE-ML [Your Company Name]

File to be labeled: “26-310 AE-ML UMBC New
Student Services – Your Company Name”

Anticipated Date of Notification
following the Initial Technical
Evaluation regarding shortlist:

Wednesday, September 24, 2025

Phase 2 Technical Proposal Due Date
for Shortlisted Firms:

Tuesday, October 14, 2025 on or before 2:00 p.m.

Interview/Oral Presentation Sessions
for Shortlisted Firms:

These are optional and may be held at the University’s
sole discretion.
Wednesday, October 29, 2025 and Thursday, October
30, 2025

Anticipated Date of Notification
following the Phase 2 Evaluation
regarding Final Shortlisted Firm:

Friday, October 31, 2025

Deadline for Scope Clarification
Questions for Fee Proposal:

Thursday, November 6, 2025 on or before
5:00 p.m.

Fee Pre-proposal Meeting:

Thursday, November 13, 2025

Initial Fee Proposal Due
Initial Fee Proposal Negotiation
Session

Friday, November 21, 2025
Tuesday, December 2, 2025

Second Fee Proposal Due
Second Fee Proposal Negotiation
Session

Tuesday, December 9, 2025
Tuesday, December 16, 2025

Third Fee Proposal Due
Third Fee Proposal Negotiation
Session

Tuesday, December 23, 2025
Monday, January 5, 2026

Fourth Fee Proposal Due
Fourth Fee Proposal Negotiation
Session

Wednesday, January 7, 2026
Friday, January 9, 2026

Anticipated Contract Award:

Early February 2026 (Projected)

Board of Public Works Approval:	Early February 2026 (Projected)
And Replace With:	
<u>Issue Date:</u>	July 18, 2025
Pre-Proposal Conference Date:	Tuesday, July 29, 2025 at 10:00 a.m. Virtual Meeting (See Link Below)
Pre-Proposal Conference Location:	Microsoft Teams Need help? Join the meeting now Meeting ID: 269 132 743 866 0 Passcode: 6mn6fB9y Dial in by phone +1 443-409-5274,,911523252# United States, Edgewood Find a local number Phone conference ID: 911 523 252# For organizers: Meeting options Reset dial-in PIN
Deadline for questions (See Attachment J, Item 7)	Tuesday, August 5, 2025 on or before 5:00 p.m.
Technical Proposal Submittal Due Date:	Friday, September 5, 2025 on or before 2:00 p.m.
Submit Initial Technical: (See further instructions detailed in Section 2, Item 2.1.10 and required contents detailed in Section 4, Article 1)	proc-oncallbids@umaryland.edu The subject line of your email: 9/5/25 RFP 26-310 AE-ML [Your Company Name] File to be labeled: “26-310 AE-ML UMBC New Student Services – Your Company Name”
Anticipated Date of Notification following the Initial Technical Evaluation regarding shortlist:	Wednesday, October 1, 2025
Phase 2 Technical Proposal Due Date for Shortlisted Firms:	Tuesday, October 21, 2025 on or before 2:00 p.m.
Interview/Oral Presentation Sessions for Shortlisted Firms:	These are optional and may be held at the University’s sole discretion. Wednesday, October 29, 2025 and Thursday, October 30, 2025

Anticipated Date of Notification following the Phase 2 Evaluation regarding Final Shortlisted Firm:	Friday, October 31, 2025
Deadline for Scope Clarification Questions for Fee Proposal:	Thursday, November 6, 2025 on or before 5:00 p.m.
Fee Pre-proposal Meeting:	Thursday, November 13, 2025
Initial Fee Proposal Due	Friday, November 21, 2025
Initial Fee Proposal Negotiation Session	Tuesday, December 2, 2025
Second Fee Proposal Due	Tuesday, December 9, 2025
Second Fee Proposal Negotiation Session	Tuesday, December 16, 2025
Third Fee Proposal Due	Tuesday, December 23, 2025
Third Fee Proposal Negotiation Session	Monday, January 5, 2026
Fourth Fee Proposal Due	Wednesday, January 7, 2026
Fourth Fee Proposal Negotiation Session	Friday, January 9, 2026
Anticipated Contract Award:	Early February 2026 (Projected)
Board of Public Works Approval:	Early February 2026 (Projected)

2. Page 25, Section 4, Article 2: Phase 2 Technical Proposal Requirements and Oral Presentations –

Delete:

4.2.1 PHASE 2 TECHNICAL QUALIFICATION CRITERIA (listed in order of importance) (**Provide ONE A3 for each Section A-D**):

The following items that must be included in this Phase 2 Technical Proposal are as follows:

- A. **Understanding of the Project Program:** The A/E firm shall state, in a clear, concise manner, its understanding of the project and the program by its proposed design team inclusive of the following:
 - (1) Its interpretation and understanding of the project and the program;
 - (2) Its vision for the design of New Student Services Building as described in the Program; at a minimum, the team shall describe what was discerned from the site visit, its expected design approach, and its interaction with the University's faculty, staff and students during the design and construction process;

- (3) Its expression of how its qualifications can best be applied to solving the program challenges;
- (4) Its ability to control the design schedule, respond to project cost estimating, and respond to Team Value Engineering efforts if the project is outside the “design to” amount.

B. Special/Unique Qualifications: Provide a narrative to elaborate on the special/unique qualifications and/or experiences of the proposed A/E team, which make it uniquely capable to provide A/E services on the University’s project. Special firm and/or individual expertise is to be included.

C. Project Challenge: Select one (1) aspect of this project which the Proposing A/E team finds to be the most challenging and provide the following:

- (1) A description of this one (1) aspect and why your A/E Team finds it to be the most challenging; and,
- (2) a description of how your firm would address this issue and what your recommendations might be.

D. Design Approach / Quality Control: Provide a narrative of your team’s background and approach inclusive of how these items will be addressed/utilized by your team on the New Student Services Building:

- (1) Provide information on your process for ensuring quality contract documents and minimizing Errors and Omissions.
- (2) Provide information regarding projects that have used Building Information Modeling (BIM), Bluebeam, PlanGrid or other software during the design, construction and post construction phases, and,
- (3) Provide information regarding projects that were completed with multiple design packages, with particular emphasis on coordination and minimizing omissions and providing construction administration efficiently.

E. COST ESTIMATE SAMPLE: Provide a sample of a Design Development Cost Estimate prepared by the proposed cost estimating firm within the last three (3) years for a similar project type.

And Replace With:

4.2.1 PHASE 2 TECHNICAL QUALIFICATION CRITERIA (listed in order of importance) (**Provide ONE A3 for each Section A, B & C**):

The following items that must be included in this Phase 2 Technical Proposal are as follows:

A. Building Key Issues: What are the key issues in siting and massing of this building? Please lead a discussion on considerations to balance creating a sense of place for students, a building uniquely fitting the UMBC campus, achieving net zero, building logistics, and other considerations you believe are relevant.

B. Utilities and Net Zero: Provide recommendations for equipment and utility systems you envision implementing to achieve a net zero building. Discuss UMBC's current utilities and how they will be incorporated into your plan to meet the net zero goal for this project. Please review Section 5 Building Performance and Energy Approach of the Part II Facilities Program and the brief Campus Utilities Overview attached to this correspondence to inform your response. Additional information on UMBC campus utilities can be found in the following reports – Utilities Infrastructure Assessment dated April 2017, HTHW System Study dated November 2024, and the Solar Installation Study dated July 2025.

C. Project Plan: Provide a project plan, which should align with the University's schedule. Include decision making time for the University and assess if the schedule is realistic.

(1) Include estimated hours by phase for each consultant. Also include the level of effort as a percentage of full-time for each key team member. Feel free to add members not required in the RFP. Please use the attached Excel worksheet and provide in Excel format with your Phase 2 Proposal submission.

(2) Identify the key decision points for the owner, and what information is needed to keep on schedule.

D. Intentionally Omitted

E. Intentionally Omitted

3. **Add: Estimated Hours and Level of Effort Excel Worksheet**
4. **Add: Campus Utilities Overview**
5. **Add: Utility Infrastructure Assessment – Volume I April 2017**
6. **Add: Utility Infrastructure Assessment – Volume II April 2017**
7. **Add: Utility Infrastructure Assessment – Additional Assessment March 2018**

END OF ADENDUM #3

Attachments: Acknowledgement of Receipt of Addenda
Estimated Hours and Level of Effort Excel Worksheet (sent via email)
Campus Utilities Overview (sent via email)
Utility Infrastructure Assessment – Volume I April 2017 (sent via email)
Utility Infrastructure Assessment – Volume II April 2017 (sent via email)
Utility Infrastructure Assessment – Additional Assessment March 2018
(sent via email)

RFP NO.: 26-310 - AE-ML

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

DUE DATE/TIME: Tuesday, October 21, 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. 2 dated 8/22/25

Addendum No. 3 dated 10/3/25

Addendum No. _____ dated _____

Signature _____

Printed Name _____

Title _____

Date _____