

October 8, 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 #4 dated 10/8/2025

The following information is made available on the above referenced solicitation and is issued as Addendum #4 dated 10/8/2025. The due date and time for the Phase 2 Technical Proposal Submittals remains 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. A walkthrough/site visit has been scheduled for Tuesday, October 14, 2025, at 1:00 p.m. Shortlisted proposers are to meet in the lobby of the ILSB, Interdisciplinary Life Sciences Building. It is recommended that proposers park in the Commons Drive Garage next to ILSB.
2. Any questions and/or clarifications regarding the Phase 2 Proposal and Oral Presentations should be submitted in writing via email to Michael Lacey by Friday, October 10, 2025.
3. Question – Please confirm that the Estimated Hours and Level of Effort Excel Worksheet is NOT to be included on the 4.2.1.C. Project Plan A3 and instead, sent as a separate excel document.
Answer: Confirmed. Please submit the Estimated Hours and Level of Effort on the Excel Worksheet as a separate document.
4. Question – Please confirm that the Current Workload Form is still required. If so, please confirm that the lines for "Construction Administration Professional" and "Multi-Media Specialist" should be deleted as they are not listed as key personnel under Section 4.1.3.
Answer: Confirmed, the Current Workload Form is still required, and you can just remove/delete the positions that are not key personnel.
5. Question – We would like to confirm that the rest of the Phase 2 Submission requirements, not specifically replaced in Addendum 3 with new requirements, are still in effect? For example, references for key individuals and firms would still be required for this submission.
Answer: Confirmed, the Phase 2 requirements not addressed in Addendum #3 are still required.

6. Question – May we bring additional individuals to the oral presentations beyond those specifically listed as required?
Answer: Yes, you may bring additional individuals to the oral presentations beyond those specifically listed as required.
7. Question – For the Key Personnel References, are we correct in understanding the (2) project references and (1) additional project references means that two references are to be from the projects provided with that individual's resume and a third can be from a project not included on the resume?
Answer: Yes, that is correct. The additional reference may be from a project that was not included on the key personnel resume page.
8. Page 27, Section 4.2.2 Oral Presentation –
Delete:

B. The Purposes Of The Oral Presentation Are As Follows:

- (1) To allow the University to meet the Proposer's key personnel;
- (2) Discuss those items addressed in the Phase 2 Technical Proposal; and,
- (3) For the Proposer to respond to other inquiries that the University has during the course of the presentation.

The Oral Presentation forum will be informal as the University is not interested in marketing presentations; rather, we are requesting a roundtable discussion with the shortlisted A/E firms.

Upon completion of the Oral Presentations, the University will conduct the Phase 2 Technical Evaluation as described in Section 4, Article 3.

The University also reserves the right to visit Proposer's place of business during the evaluation process.

And Replace With:

B. The Purposes Of The Oral Presentation Are As Follows:

- (1) To allow the University to meet the Proposer's key personnel;
- (2) Discuss those items addressed in the Phase 2 Technical Proposal. The University is specifically interested in **4.2.1.A. Building Key Issues**. Please engage the Committee in a discussion on options, rather than presenting a completed solution; and,
- (3) For the Proposer to respond to other inquiries that the University has during the course of the presentation.

Firms are encouraged to utilize interactive/design charrette formats to convey their approach. Interviews will be for 90 minutes. Please allow 15 minutes for clarification of technical proposal. The University team knows your qualifications. This is an opportunity to engage with the project team and establish a collaborative working approach for the project.

Please also provide copies of any electronic materials used during the charrette on a flash drive at the conclusion of the session. The University will retain sketches or product created during the charrette.

The Oral Presentation forum will be informal as the University is not interested in marketing presentations; rather, we are requesting a roundtable discussion with the shortlisted A/E firms.

Upon completion of the Oral Presentations, the University will conduct the Phase 2 Technical Evaluation as described in Section 4, Article 3.

The University also reserves the right to visit Proposer's place of business during the evaluation process.

END OF ADENDUM #4

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: 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. 4 dated 10/8/25

Signature _____

Printed Name _____

Title _____

Date _____