

February 5, 2024

TO: Potential Proposers

FROM: Michelle Compton

RE: On Call Structural/Civil Engineering Services
RFP #91101 MC
Addendum #1 dated 02/05/2024

The following information is made available on the above referenced solicitation and is issued as Addendum #1 dated 2/5/2024

The due date and time for the Technical proposal is Tuesday, February 13, 2024 at or before 2:00 pm. Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda" form and including it within your Portfolio submission.

Clarifications:

1. RFP Section 3.1.3 has been updated as follows:

3.1.3 FIRM EXPERIENCE (ONE summary A3, along with a single page summary for each project) 10 PAGES TOTAL / 1 PROJECT PER PAGE

Please Identify ten (10) engagements your team has completed* or is in construction from the ~~past 5 years~~ **past 6 years. The University prefers projects less than five years old.** Each project should be on one page, including images and identified as projects numbered 1-10. Also complete a single table on an A3 with the same information. Projects should be representative of the anticipated task orders, not the largest or most complex within your firm. Higher preference will be given to firms who submit projects where the proposed Key Personnel were involved in the roles for which they are proposed.

- Project Name and Location**;
- Project Owner, Contact Person and Telephone Number (Note that the University reserves the right to check these references or others with experience working with team members and firm);
- Design Start Date, Construction Start and Project Completion Date**;
- Construction Cost±**;
- Indicate whether project was solicited as a stand-alone request or was it issued as a task order off of an On Call Contract.
- Indicate whether firm acted as the Prime or as a subconsulting firm
- Brief Description including similarities of the submitted project to the University's proposed task orders as described in Section II Scope of Work.
- Names of Proposed Key Personnel who were involved in the project and the assigned role for each key person. The University prefers key people who were involved in the submitted projects and, particularly in the proposed role. **
- Project Setting (i.e., university, urban setting, open or constrained site, addition, occupied, etc.) **;
- Other Subconsultants who participated on the Design Team for the proposed project.**

***- “Completed” for the purposes of this section means construction is substantially completed. Firms may submit projects where design is complete and construction is not complete however the University prefers projects where construction has been completed and occupied.**

**** - Please include this information on the A3 Summary page.**

2. RFP Section 3.1.3.1.5 has been updated as follows:

One (1) project must be a stream **OR** storm drain repair project which incorporates hydrology calculations in which the prime Firm is the Civil/Structural Engineer of record.

3. RFP Section 3.1.1.III has been updated as follows:

Current workload and Project Type Identify all active projects with **project name, project location**, a design fee over \$50,000 currently underway, indicating the project size in dollars and the status of each. This may be on a separate table from the A3.

4. RFP Section 3.1.3.1 has been updated as follows:

1. One project must be a Structural Condition Assessment and Evaluation that required non-destructive testing and report in which the ~~prime~~ firm is the Structural Engineer of Record. Firms should demonstrate ability in assessment and evaluation of variety of structures and materials. **Higher consideration will be given to projects in which the Structural Engineer of record acted as the Prime.**

5. The following sentence has been removed from RFP Section 3.1.3.1:

~~All projects must be complete and/or occupied for at least six (6) months;~~

6. RFP Section 3.1.3.1 References has been updated as follows:

Such references are to be from different projects; that is, only one reference per project is allowed. ~~Only one (1) reference may be from the University of Maryland, Baltimore.~~

Questions:

1. What is the name of the current vendor(s) providing these services?

The following firms provided services on the previous contract:

- A. Morton Thomas and Associates, Inc.
- Rummel, Klepper & Kahl, LLP
- RMF Engineering, Inc.
- Whitney, Bailey Cox & Magnani, LLC
- Whitman, Requardt & Associates, LLP

2. For RFP item “III. Current workload and Project Type”, are you looking for us to provide this information for the four personnel we are including resumes for, the firm, or the branch office submitting?
Proposers should provide information for the branch office submitting.
3. In the RFP and the article link provided, A3 is described as a proposal format with the page size being either A3 or 11x17. Does the University have a preferred page size A3 vs 11x17?
UMB does not have a preference.
4. The top of page 27 of the RFP states, “Reference Notes (applicable to Firm References and Key Personnel References above).” Are we to include references for each personnel? If so, where?
Yes you are to include references for each proposed Key Personnel- references should be included on the Key Personnel’s resume.
5. Construction cost at the bottom of page 25 is asterisked but there’s no accompanying footnote. Is there a caveat with this?
Please refer to Clarification #1 – the asterisk has been removed.
6. In RFP Section 3.1.1 GENERAL INFORMATION, Item III, Current Workload and Project Type, the requirement is to identify all active projects with a design fee over \$50,000 currently underway, indicating the project size in dollars and the status of each. Our firm has 90+ locations and works on projects nationwide. Is it acceptable to provide the requested information from our local teams only versus the entire firm?
It is acceptable to list the local branch office only. By doing so, the offeror is committing to performing all task orders from that office.
7. We understand that one reference is required for each project example submitted and that only one reference can be from UMB. Is one reference required on each Key Personnel’s resume also?
Yes – one reference is required on each Key Personnel’s resume.
8. Will you be issuing a list of attendees and are you able to provide the names of incumbents.
Please refer to the attached “Pre-Proposal Sign-In Sheet” and the response to Question #1.
9. Is the RFP open for any individual Structural or Civil Engineering firm? Or is it exclusive to firms that provide both Structural and Civil Engineering services?
The expectation is that the awarded firm (Firms in the case of a partnership) will provide both structural and civil engineering services.
10. Must the shortlisted/selected firm have a physical presence in Maryland? Our firm is in the Metro Philadelphia area, but it is a registered business with the state of Maryland and is also licensed with the Maryland Engineering Board.
The shortlisted/selected firms do not need to have a physical presence in Maryland, however, the expectation is that all awarded firms will be available for on site meetings/ inspections/ site walks/ etc. as required for each specific project a firm may be assigned.
11. Would UMB consider increasing the age requirement of example projects to 6-7 years given the impact from COVID-19 in the last 5 years?
Please refer to Clarification #1.
12. Regarding the stream/storm drain project on page 26 of the RFP, can the University please clarify that this project is to include both stream *and* storm drain work, not one or the other?

The project should include either stream OR storm drain work. Please refer to Clarification #2.

13. For item 3.1.1.III, (page 24), should this list of active projects only be for the firm's site/civil department/division rather than the entire company including out of state offices?

Yes.

14. For item 3.1.1.III, (page 24), it states to "identify all active projects." Can the university please clarify what "identify" means? Is only a project name acceptable to identify the project, or is the University looking for more information such as client, location...etc.?

Provide the project name, location, project size in dollars and status of each project. Please refer to Clarification #3.

15. For Item 3.1.2.I.b (page 24), please confirm that it is acceptable to have multiple resumes for the S/C PM, Lead Structural, and Lead Civil Engineer positions.

Firms should only submit one individual for each of the named Key Personnel positions.

16. Can we submit resumes for any project roles beyond the four listed on page 24 of the RFP (for example, architect, cost estimator, etc.)?

Please only provide resumes for those Key Personnel positions listed.

17. Does the firm experience summary page (single A3) need to include all the information listed in RFP section 3.1.3, or can the summary page simply include project names/photos?

Please refer to Clarification #1.

18. Regarding the "Prime S/C Firm Experience" section on page 26 of the RFP, please confirm if a structural engineering subconsultant could satisfy items 1 and 2 (Structural Condition Assessment/Evaluation and Structural Design in an Institutional Setting) if they were the structural engineer of record for the project.

Please refer to Clarification #4 regarding the Structural Condition Assessment/Evaluation. The requirements for a project for the Structural Design in an Institutional Setting remains unchanged.

19. Page 27 of the RFP states that "only one (1) reference may be from the University of Maryland, Baltimore." Could we use a reference from other University institutions such as Towson University, UMBC, and University of Maryland, College Park?

Yes

20. For Item 3.1.3, Firm Experience, please confirm that the term "completed" in the first paragraph can mean design complete in addition to construction complete.

Please refer to Clarification #1.

21. For item 3.1.3, Firm experience, can the University confirm if construction completed projects will be reviewed more favorably than only design completed projects, or will they both be ranked the same?

Please refer to Clarification #1.

22. For the “Billing Rates” section of the Fee Proposal (RFP Page 54), are we limited to the positions listed in the Billing Rate Table (Attachment B) or can we add more positions that align with our company’s (and subconsultants) variety of staffing positions/categories?

Yes – please only provide billing rates for those positions listed. Please note that no pricing information is to be included in the Technical Proposal.

23. Both of the following statements from the RFP were given as the criteria for example projects: “Please Identify ten (10) engagements your team has completed or is in construction from the past 5 years.” “All projects must be complete and/or occupied for at least six (6) months” – We feel that these statements are contradicting, please clarify what criteria the 10 example projects should meet.

Please refer to Clarification #1.

24. If we’re submitting multiple UMB projects, can we provide multiple references from UMB?

Please refer to Clarification #6.

25. Can the A3 pages double-sided, or should they be one-sided?

One-sided.

26. Page 25, 3.1.3, 4th Bullet Point, Construction Cost*, what is the meaning of the Asterisk?

Please refer to Clarification #1 and Response #5

27. Page 25, 3.1.3. One A3 and Ten engagements, 11 pages total. Is eleven pages correct if the A3 is included in the count?

Per RFP Section 3.1.3 proposers should provide ONE summary A3 along with a single page summary for each of the 10 projects.

28. In RFP Section 3.4.2-IIa, are resumes to be provided in A3 or 8-1/2 x 11 format?

Resumes are to be provided in 8-½ x 11 format.

29. In RFP Section 3.1.3, are engagements to be provided in A3 or 8-1/2 x 11 format with only the one-page summary in A3 format?

Engagements are to be provided in 8-½ x 11 format with one summary page in A3 format.

END OF ADDENDUM #1 DATED 02/05/2024

Enclosed: Addenda Acknowledgment Form ; Pre-Bid Sign In Sheet

RFP NO.: 91101-MC

TORP FOR: On Call Structural/Civil Engineering Services

Date_____

Pre Proposal Sign in Sheet
RFP# 91101 MC – On-Call Structural/Civil Engineering Services
1/25/2024

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Pre Proposal Sign in Sheet
RFP# 91101 MC – On-Call Structural/Civil Engineering Services
1/25/2024

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