

November 13, 2024

TO: Potential Proposers

FROM: Michelle Compton

RE: On Call M/E Services for Academic Projects  
RFP #91123 MC  
Addendum #1 dated 11/13/2024

The following information is made available on the above referenced solicitation and is issued as Addendum #1 dated 11/13/2024.

**The due date and time for the Technical proposal is Tuesday, December 17, 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. The Pre-Proposal Sign In Sheet has been incorporated via this Addendum #1.
2. The Pre-Proposal Presentation has been incorporated via this Addendum #1.
3. Attachment A – Form H-1A Part 2 – for Master Agreement has been corrected and incorporated via this Addendum #1. The form must be submitted with Phase 1 Technical Proposal.
4. The link for the UMB Design A/E Procedure Manual is here:  
<https://www.umb.edu/designandconstruction/design-and-construction-documents/umb-design-ae-procedure-manual/>
5. RFP Section 1.1 has been updated as follows:

The M/E team is to include, at a minimum, the following:

- Principal In Charge;
- M/E Project Manager;
- ~~Principal~~ **Lead** Mechanical Design Engineer;
- ~~Principal~~ **Lead** Electrical Design Engineer;

**Questions:**

1. Do you want each A3 submitted as a separate PDF file... so for example, each submission would include the following files:
  - General Information (A3)
  - Project Team (A3)
  - Resumes (8.5 x 11)
  - Firm Experience (8.5 x 11)
  - Success with Task Order Assignments (A3)
  - MBE & DEI (A3)
  - Requested forms: [Sections 3.1.6, 3.1.7, 3.1.8, 3.1.9, and 3.1.10 combined into one file]

Or do you want just the two PDF files to be submitted as follows:

- General Information; Project Team; Firm Experience; Success with Task Order Assignments; MBE & DEI; Requested forms [to include Sections 3.1.6, 3.1.7, 3.1.8, 3.1.9, and 3.1.10]
- Resumes

**Answer:** Firms should submit 2 PDF files:

- PDF 1 - General Information; Project Team; Firm Experience; Success with Task Order Assignments; MBE & DEI; Requested forms [to include Sections 3.1.6, 3.1.7, 3.1.8, 3.1.9, and 3.1.10]
  - PSF 2 - Resumes
2. It is understood that each task will have a MBE participation goal, but why did UMB not establish a MBE goal for the overall Contract?
- Answer:** Specific scopes of work will be provided to Master Contractors at a task order level – MBE goals are project specific and will be established for each project rather than have a blanket goal apply to the overall contract.
3. Why did UMB require an A3 format?

**Answer:** The A3 format streamlines the RFP submission process.

**END OF ADDENDUM #1 DATED 11/13/2024**

**Enclosed: Addenda Acknowledgment Form; Pre-Proposal Sign In Sheet; Pre-Proposal Presentation**

**RFP NO.:** 91123-MC

**TORP FOR:** On Call M/E Services for Academic Projects

**DUE DATE:** Tuesday, December 17, 2024, at or before 2:00 PM.

**NAME OF PROPOSER:**

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**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

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

Addendum No. 1 dated 11/13/2024

Addendum No. dated \_

Addendum No. dated \_

Addendum No. dated \_

Addendum No. dated \_

Addendum No. dated \_

Signature \_\_\_\_\_

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

Title \_\_\_\_\_

Date \_\_\_\_\_

**H-1A PART 2 – for Master Agreement**  
**MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT FOR THE MASTER**  
**CONTRACT 91123- MC**

**This MBE Utilization and Fair Solicitation Affidavit must be completed and included with the bid/proposal. If the bidder/offeror fails to accurately complete and submit this Affidavit with the Technical Proposal as required, the Procurement Officer shall deem the bid non-responsive or shall determine that the proposal is not reasonably susceptible of being selected for award unless the inaccuracy is determined to be the result of a minor irregularity that is waived or cured in accordance with COMAR 21.06.02.04.**

In connection with the bid/proposal submitted in response to Solicitation No. 91123-MC, I affirm the following:

**1. MBE Participation**

☐– I understand that UMB may establish an MBE Goal and/or subgoals for those projects over \$50,000 and reserves the right to set an MBE goal for any design projects \$200,000 or less under the resulting Master Consulting Agreements. If I am awarded a Master Consulting Agreement I acknowledge and intend to meet IN FULL both the overall certified Minority Business Enterprise (MBE) participation goal and all of the subgoals that may be established.

**I solemnly affirm under the penalties of perjury that: (i) I have reviewed the instructions for the MBE Utilization & Fair Solicitation Affidavit and MBE Schedule and understand that these will apply to any task order under the resulting Master Consulting Contract, when a MBE goal and/or subgoals are established by UMB, and (ii) the information contained in the MBE Utilization & Fair Solicitation Affidavit is true to the best of my knowledge, information and belief.**

\_\_\_\_\_  
Bidder/Offeror Name  
(PLEASE PRINT OR TYPE)

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Date

**SUBMIT THIS AFFIDAVIT WITH PHASE 1 TECHNICAL PROPOSAL FOR ON CALL M/E DESIGN  
SERVICES FOR ACADEMIC PROJECTS FOR UMB**



**PRE-PROPOSAL MEETING  
ON CALL MECHANICAL/ELECTRICAL  
DESIGN SERVICES FOR ACADEMIC  
PROJECTS AT UNIVERSITY OF MARYLAND,  
BALTIMORE**

***RFP# 91123 MC***

**NOVEMBER 12, 2024**

# INFORMATION AVAILABLE TO PROPOSERS

- Contract documents are available via eBid Board at <http://www.umaryland.edu/procurement/ebid-board/>.
- Documents include:
  - RFP

# SECTION 1: SOLICITATION SCHEDULE

Issue Date	November 6, 2024
Pre-proposal Meeting	November 12, 2024
Deadline for Questions	November 26, 2024
Phase 1 Technical Proposal	December 17, 2024
Phase 2 Technical Proposal	January 28, 2025
Oral Presentation	January 30, 2025
Price Proposals:	February 18, 2025
BPW Approval	April 2, 2025(projected)
Contract Commencement	April 23, 2025(projected)

# **SECTION 1: GENERAL INFORMATION**

## **Solicitation Purpose**

The University of Maryland, Baltimore (herein referred to as the University or UMB) is seeking proposals for on call full-service mechanical / electrical engineering services for academic projects for the University of Maryland.



# SECTION 1: GENERAL INFORMATION

## Response to this RFP

- Phase 1 Technical Proposal: all potential Proposers
- Phase 2 Technical Proposal, Interview/Oral Presentation (each at the University's discretion, by shortlisted firms only),
- Price Proposal (shortlisted firms only)

# ATTACHMENT D: SOLICITATION TERMS AND CONDITIONS AND ADDITIONAL LABOR CATEGORY DEFINITIONS

**Issuing Office:**

UMB Office of Construction & Facilities Strategic Acquisitions

**Contact:**

**Michelle Compton**

**at**

**[mcompton@umaryland.edu](mailto:mcompton@umaryland.edu)**

## **ATTACHMENT D: SOLICITATION TERMS AND CONDITIONS INCLUDING DEFINITIONS**

- MBE Participation will be set at the Task Order level
- Joint Venture
- Electronic Funds Transfer
- eMaryland Marketplace Advantage
- Contract Documents
- Additional Labor Categories

# SECTION 2: SCOPE OF WORK/REQUIREMENTS

## 1. General Information

- Institutional Profiles for Institutions anticipated to utilize this Contract
  - University of Maryland, Baltimore
  - Coppin State University
  - Towson University
  - University of Baltimore
  - University of Maryland, Baltimore County
- Contract Term
  - Initial contract term of three (3) years with the University retaining the sole option to renew these contracts for one (1) additional two-year renewal option
- Contract Amount
  - It is UMB's intent that all awarded M/E Firm receive a reasonable level of the available design work, however, there is no guarantee of a minimum dollar amount or number of projects to any M/E Firm. There will be no limit on the scope of each contract, however, UMB's CFSA will monitor the spend associated with each M/E Firm.
- Use of Master Contracts
  - Rotational basis

## SECTION 2: SCOPE OF WORK/REQUIREMENTS

### 2. Scope of Work

- General Provisions
- On Call M/E Firms Obligations
- Project Type/Specifications

## SECTION 2: SCOPE OF WORK/REQUIREMENTS

### 3. Firm Performance

- The University reserves the right to evaluate a firm (Prime M/E and all subcontractors/subconsultants) on their performance on individual task orders, and/or wholistically against the Master Contract for performance issues.

## **SECTION 3: PROCUREMENT PHASES AND EVALUTION PROCESS**

- Technical Submittals
  - Phase 1 Technical Proposal
  - Phase 2 Technical Proposal ( if requested by University)
    - Oral Presentation (if requested by University)
- Price Proposal Submittals

# SECTION 3: PROCUREMENT PHASES AND EVALUTION PROCESS

## Phase 1 Technical Proposal Submittals RFP Section 3.1

- Open to all Proposers:
  - General Information
  - Project Team
  - Firm Experience
  - Success with Task Order Assignments
  - MBE & DEI
  - Attachment A Forms
- Due by: December 17, 2024 no later than 2:00 PM



## SECTION 3: PROCUREMENT PHASES AND EVALUATION PROCESS

### Phase 2 Technical Proposal Submittals

- Required at discretion of the University
- Only requested from Short-Listed proposers:
  - Special/Unique Qualifications (narrative)

## SECTION 3: PROCUREMENT PHASES AND EVALUATION PROCESS

### Oral Presentations

- Oral Presentations: At the sole discretion of the University.
- Anticipated date: January 30, 2025
  - Advised to set aside these dates on calendars of key personnel whose attendance is required.

## SECTION 3: PROCUREMENT PHASES AND EVALUATION PROCESS

### Price Proposal

- Only shortlisted firms following Technical Proposal evaluation will be asked to provide a price proposal.

## SECTION 3: PROCUREMENT PHASES AND EVALUATION PROCESS

### *Award*

- After successful completion of the evaluation, UMB will proceed with the contract awards.
- The successful firms will be required to sign the University's M/E contract prior to Board of Public Works submission.
- After approval by BPW the University shall fully execute the contract with the successful firm. Anticipated: April 2, 2025.
  - Contract Commencement is anticipated to be April 23, 2025

# KEY POINTS TO REMEMBER

- Questions must be submitted in writing via email to [mcompton@umaryland.edu](mailto:mcompton@umaryland.edu)
- Follow directions in the RFP
- Amendments, Q&A, and other documents will only be published on the UMB eBid Board at [www.umaryland.edu/procurement/ebid-board/](http://www.umaryland.edu/procurement/ebid-board/).

# KEY POINTS TO REMEMBER

- Amendments must be acknowledged with your submittal(s)
- Late proposals will not be accepted
- References must be accurate
- Set dates aside for oral presentations



Pre-Proposal Sign in Sheet  
RFP# 91123 MC – On-Call M/E Design Services for Academic Projects  
12 November 2024

Company Representative	Company Name	Business Number	E-mail Address
Michelle Compton	UMB- Procurement	410-706-3675	<a href="mailto:mcompton@umaryland.edu">mcompton@umaryland.edu</a>
Craig Goodwin	UMBC		
Joe Lee	UMB - Procurement		
Jason Goodman	UMB – D&C		
James Dark	Henry Adams, LLC	410-296-6500 x 475	<a href="mailto:dark@henryadams.com">dark@henryadams.com</a>
Sean Waag	Henry Adams	410-296-6500 x 405	<a href="mailto:swaag@henryadams.com">swaag@henryadams.com</a>
Christopher McGahey	Setty	703-691-2115	<a href="mailto:Christopher.McGahey@setty.com">Christopher.McGahey@setty.com</a>
Akia Izaguirre	Loring Consulting Engineers	240-748-1887	<a href="mailto:aizaguirre@loringengineers.com">aizaguirre@loringengineers.com</a>
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Bridget Jones	James Posey Associates	410-265-6100 x 176	<a href="mailto:bridget.jones@jamesposey.com">bridget.jones@jamesposey.com</a>
Sun Ahn	Min Engineering	410-486-4692	<a href="mailto:sahn@minengineering.com">sahn@minengineering.com</a>
James Gleba	Legacy Engineering Group	443-676-6703	<a href="mailto:jim.gleba@legacygroupmep.com">jim.gleba@legacygroupmep.com</a>
Rishey Macker	M S Engineers	410-997-1200	<a href="mailto:rmacker@msengineers.net">rmacker@msengineers.net</a>
Daniela Sins	EBL Engineers, LLC	410-668-800 x 1004	<a href="mailto:dsines@eblengineers.com">dsines@eblengineers.com</a>
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Lee Schultz	Gipe Associates, Inc.		<a href="mailto:LSchultz@gipe.net">LSchultz@gipe.net</a>
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Katherine Cox	BKM	410-323-0600	<a href="mailto:kcox@bkma.com">kcox@bkma.com</a>

Pre-Proposal Sign in Sheet  
RFP# 91123 MC – On-Call M/E Design Services for Academic Projects  
12 November 2024

<b>Company Representative</b>	<b>Company Name</b>	<b>Business Number</b>	<b>E-mail Address</b>
Catherine DeWitt	BKM		<a href="mailto:cdewitt@bkma.com">cdewitt@bkma.com</a>
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Sam Facius	BKM		<a href="mailto:sfacius@bkma.com">sfacius@bkma.com</a>
Steve Gillis	Mueller	410-646-4500 x 106	<a href="mailto:SGillis@muellerassoc.com">SGillis@muellerassoc.com</a>
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