

November 27, 2024

TO: Potential Proposers

FROM: Michelle Compton

RE: On Call M/E Services for Academic Projects
RFP #91123 MC
Addendum #3 dated 11/27/2024

The following information is made available on the above referenced solicitation and is issued as Addendum #3 dated 11/27/2024.

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. RFP Attachment D Section 31 has been updated as follows:

31. Additional Labor Category Definitions

The following definitions provide descriptions and requirements for Labor Categories that may be assigned on a task order basis over the term of the contract:

Architectural Designer	Professional person responsible to assist in the preparation of architectural plans, drawings, and specifications. Minimum 5 years required <u>preferred</u> in industry.
Mechanical Design Engineer	Professional person responsible to assist in the preparation of mechanical plans, drawings, and specifications. Minimum 5 years required <u>preferred</u> in industry.
Electrical Design Engineer	Professional person responsible to assist in the preparation of electrical plans, drawings, and specifications. Minimum 5 years required <u>preferred</u> in industry.
Lead Plumbing Engineer	Licensed, professional plumbing engineer who is directly responsible for directing plumbing design work, assigning personnel to individual task orders and the electrical design of the project; this is the person who the University would see at the Design Progress meetings. Note: this is the person who will be directly preparing the designs, not only overseeing and directing from an executive level. Minimum 10 years required <u>preferred</u> in industry.
Plumbing Design Engineer	Professional person responsible to assist in the preparation of plumbing plans, drawings, and specifications. Minimum 5 years required <u>preferred</u> in industry.
Lead Civil Engineer	Licensed, professional civil engineer who is directly responsible for the civil design of the project. Note: this is the person who will be directly preparing the designs, not only overseeing and directing from an executive level, though may have a dual role as the Principal Engineer. Minimum 10 years required <u>preferred</u> in industry.
Civil Design Engineer	Professional person responsible to assist in the preparation of civil plans, drawings, and specifications. Minimum 5 years required <u>preferred</u> in industry.

Lead Structural Engineer	Licensed, professional structural engineer who is directly responsible for the structural design of the project. Note: this is the person who will be directly preparing the designs, not only overseeing and directing from an executive level, though may have a dual role as the Principal Engineer. Minimum 10 years required preferred in industry.
Structural Design Engineer	Professional person responsible to assist in the preparation of structural plans, drawings, and specifications. Minimum 5 years required preferred in industry.
Building Envelope A/E	Professional A/E who is responsible for providing design assistance for the exterior walls and envelope to address moisture or condensation infiltration as well as thermal performance. This includes design, specifications and construction administration. Minimum 5 years required preferred in industry.
Programming A/E	Licensed, professional who is responsible for the research and decision-making process that identifies the scope of work to be designed. Minimum 5 years required preferred in industry.
Fire Protection Engineer	Licensed, professional fire protection engineer who is directly responsible for the fire protection design of the project. Note: this is the person who will be directly preparing the designs, not only overseeing and directing from an executive level, though may have a dual role as the Principal Engineer. Minimum 10 years required preferred in industry.
Clerical	Professional person responsible to assist with correspondence, keep records, make appointments, and carry out similar tasks.
Cost Estimator	Professional person who is directly responsible for the cost estimating of the design. Note: This position is to be the person who will be directly preparing the estimate, not the head of the estimating department who will be overseeing and managing the process. Minimum 10 years required preferred in industry.

Questions:

1. This is regarding the resumes, example projects and additional info—should we use the SF330 forms for the information or follow our internal format?
Firms can follow their own internal format for resumes, example projects and additional info. Please refer to Section 3 of the RFP for additional information on when the information should be presented on A3s and when information should be presented on regular 8.5x11 pages. The SF330 format should not be used.
2. RFP Item 3.1.1 II Page 23 Firm History-What is implied by “Specialty studios’ within the firm?
“Specialty Studios” are relevant other design practices that are within your firm that is related to this engagement that would be helpful for UMB to know about.
3. RFP Item 3.1.1 II Page 23 Firm History-Current workload and project type are for all government & provider sector clients or just from university clients?
The current workload should be representative of all projects with a design fee over \$50,000 for the firm office(s) that will be servicing this contract.
4. RFP Item 3.1.2 I Pg. 24 Single A3 Format- Can the Key personnel resumes be in SF30 Format?
Key Personnel resumes should be one page and provided on an 8.5x11 sheet. SF330 Format should not be used.

5. RFP Item 3.1.2 II Pg. 24 Key Team Member Resumes How many projects to be listed on Resumes?
There is no set number of projects required on the resume, Firms should include relevant information that fits within the confines of a one 8.5x11 page.
6. RFP Item 3.1.2 II Pg. 24 Key Team Member Resumes Should resume's only include all University Projects?
Firms should include projects that they deem important to demonstrate the proposed Team Members relevant experience.
7. RFP Item 3.1.2 II Pg. 24 Key Team Member Resumes Do Projects have to be completed & constructed within 5 Years, or we can include projects that are older than 5 years?
Firms should include projects that they deem important to demonstrate the proposed Team Members relevant experience.
8. Do we need a Cover Page, Table of Contents and Page number for the entire proposal?
No.
9. RFP Item 3.1.3 Firm Experience-Can the (5) Projects be presented in SF330 Format?
No – firms should provide requested project information in accordance with the requirements of the RFP - **3.1.3 RFP 3.1.3 FIRM EXPERIENCE (provide a single page summary for each project) 5 PAGES TOTAL / 1 PROJECT PER PAGE.**
The SF330 Format should not be used.
10. RFP Item 3.1.3 Firm Experience-Confirm that UMB only wants 5 University projects experience in the last 5 years. Other government client project experiences will not set a high preference.
Please refer to project requirements in RFP Section 3.1.3. Firms should provide 5 projects that are representative of the anticipated task orders that would be issued with this contract as well as the additional requirements in RFP Section 3.1.3.(1). Preferences as well as indications of the types of projects that will receive higher consideration are spelled out through Section RFP 3.1.3.
11. RFP Item 3.1.1 IV, Page 24 – Do we put names of current personnel or numbers in each category of staff.
Firms should put numbers in each category for staff.
12. Page 24 III. – Current workload and Project Type Identify all active projects with 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. Is this just for the selected professional staff from the office doing the work? Or is this total for the U.S. company? Can you clarify?
Firms should provide information on ALL active projects with a design fee over \$50,000 – firms should provide information for the offices that are likely to service this contract.
13. Can you clarify which section are 8 ½ x 11 and which are 11 x 17 (A-3) for the Technical Response?
 - 3.1.1 General Information – A-3 - **Confirmed**
 - 3.1.2 Project Team – A-3 – **Confirmed**
Resumes 8 ½ x 11 – **Confirmed**
 - 3.1.3 Firm Experience – 5 - 8 ½ x 11 Sheets - **Confirmed**
 - 3.1.4 Success with task order assignments – A-3 - **Confirmed**
 - 3.1.5 MBE & DEI – A-3- **Confirmed**
14. Can all pages be 2 sided?
Pages should be one sided.
15. Do you have specific MBE types or subconsultant goals desired or required? (Architect, Civil, Structural etc.?)
MBE Goals will be set at a Task Order level and will be project specific.
16. Is it permissible for a firm to submit a response to this RFP as a prime contractor, and also serve as a subcontractor on another team?
Yes.

17. Is attendance at the pre-proposal meeting mandatory to submit a proposal?
Attendance at the pre-proposal meeting is NOT mandatory to submit a proposal.
18. Section III, 3.1.3 FIRM EXPERIENCE and 3.1.3(1) Prime M/E Experience: 3.1.3 requests submission of 5 pages showing the Firm's Experience on 5 engagements over the past 5 years. 3.1.3 (1) requests submission of 5 pages showing the Prime M/E Firm Experience on 5 projects.
- Please confirm whether we should be submitting only 5 total projects for consideration, or if the intent is for each firm to submit 10 total projects for consideration.
Firms should only be submitting 5 total projects.
 - What size page is required for the Firm Experience and/or the Prime M/E Firm Experience project descriptions?
Firm Experience should be provided on 8.5x11 page paper – there should be a total of 5 pages, one page for each project.
19. Section III, 3.1.2 II Key Team Member Resumes: What size page is required for Key Team Member resumes?
Resumes should be provided on 8.5x11 paper.
20. Attachment D, 31. Additional Labor Category Definitions: The Additional Labor Category Definitions contained in Attachment D do not include categories for professional and staff with less than 5 years' experience. Will professionals with less than 5 years' experience be excluded from participation on University task orders?
Please refer to Clarification #1.
21. Following the pre-proposal meeting, we understood that as the prime contractor, sub-consultant information does not need to be included in the Phase I submission. Could you please confirm if that's correct?
Proposing firms do not need to provide project information for subconsultants under RFP Section 3.1.3. Please note that per RFP 3.1.5: Describe your past success engaging MBE firms. Include MBE firms you regularly partner with, work scopes that provide opportunities, and innovative approaches.
22. Do we need to include a cover letter?
No.
23. Technical Proposal A3 Form: Can you please send a link to the template for an A3 form? The link to the ENR article within the RFP does not show unless you pay and subscribe to ENR.
There is no template for the A3 submission – the A3 is a paper size. The expectation is that firms will provide the requested information on an A3 size paper in their chosen format.
24. Technical Proposal 3.1.2 Resumes: Is there a particular format required for resumes? If not, will an SF 330 format be accepted if all required information is provided?
Resumes should be provided on an 8.5x11 page. Resumes should be limited to 1 page per proposed team members. The SF 330 Format should not be used.
25. Technical Proposal 3.1.3 Firm Experience: Is there a particular format required for the (5) projects? If not, will an SF 330 format be accepted if all required information is provided?
Firm experience should be provided on an 8.5x11 page. The SF 330 format should not be used.
26. Technical Proposal 3.1.2 Project Team: Is there a requirement to show team members beyond the Principal-in-Charge, M/E Project Manager, Lead Mechanical Engineer, and Lead Electrical Engineer roles? (i.e. Structural Engineer, Cost Estimator, Architect, etc. as these roles may be required for task orders)
No.
27. Technical Proposal 3.1.4 Success with Task Order Assignments (Page 27): Are these examples required to be different than the (5) projects submitted for 3.1.3? This request seems redundant.
Responses to RFP Section 3.1.4 should provide information that addresses the prompt – not a simple list of task order projects.

28. Technical Proposal Reference Notes (Page 27): Are references required for each Key Personnel or just for the project example submitted for 3.1.3?
References should be provided for both Key Personnel (to be included on the resume) and project examples.
29. Do we need to provide resumes for plumbing, civil, structural, and cost estimators, or are company names sufficient?
Proposers do not need to provide resumes for plumbing, civil, structural or cost estimators. Proposers should only provide resumes for the Key Personnel positions.
30. For the four key personnel (PIC, PM, Principal Mech Design Engineer, Principal Elec Design Engineer), can one person fulfill multiple roles? For example, can the Project Manager also serve as the Principal Mech Design Engineer, provided they meet the requirements?
Yes – in the example above, the proposing firm should submit a resume for each of the proposed positions that demonstrates the proposed candidates experience in each of the roles.
31. The Scope of Services on page 12 indicates “Architectural/Engineering services.” What Architectural services are anticipated with the contemplated task orders? There is no requirement for the Key Personnel to include a Registered Architect. Should these be included in our resume submission?
As projects arise, there are likely to be additional disciplines that are required for the full design. Under this contract, the expectation is that the ME Firm acts as the Prime and would subcontract out those disciplines that they need to complete the project.
- Proposing firms do not need to submit resumes for non-Key Personnel (as described in RFP Section 3.1.2). The Owner reserves the right to request resumes for additional labor categories (as described in RFP Attachment D Section 31) on an individual task order basis.
32. Page 15, Scope of Services indicates “Civil, structural and any required specialty design”. What civil, structural and specialty design services are anticipated with the contemplated task orders? There is no requirement for these individuals in the Key Personnel list. Should these be included in our resume submission?
As projects arise, there are likely to be additional disciplines that are required for the full design. Under this contract, the expectation is that the ME Firm acts as the Prime and would subcontract out those disciplines that they need to complete the project.
- Proposing firms do not need to submit resumes for non-Key Personnel (as described in RFP Section 3.1.2). The Owner reserves the right to request resumes for additional labor categories (as described in RFP Attachment D Section 31) on an individual task order basis.

END OF ADDENDUM #3 DATED 11/27/2024

Enclosed: Addenda Acknowledgment Form;

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: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

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

Addendum No. <u>1</u>	dated <u>11/13/2024</u>
Addendum No. 2	dated <u>11/22/2024</u>
Addendum No.3	dated <u>11/27/2024</u>
Addendum No.	dated _
Addendum No.	dated _
Addendum No.	dated _

Signature _____

Printed Name_____

Title_____

Date_____