

December 17, 2024

TO: Potential Proposers

FROM: Michelle Compton

RE: On Call A/E Design Services for Small Projects
RFP #91151-SBR MC
Addendum #1 dated 12/17/2024

The following information is made available on the above referenced solicitation and is issued as Addendum #1 dated 12/17/2024.

The due date and time for the Technical proposal is Thursday, January 23, 2025 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. RFP Section 1.1 has been updated as follows:
 - 1.1 The University of Maryland, Baltimore (herein referred to as the University or UMB) is seeking proposals for on call full-service ~~Engineering~~ Architectural/engineering services for small projects for the University of Maryland, Baltimore.

Questions:

1. Will you accept an Engineering firm as the prime consultant and if so, regarding the project examples: "*The proposing A/E must have been the architect of record for each of the projects*", will you accept projects demonstrating that we were the engineer of record?
The proposing firms should be the architect of record for the projects that are being submitted for consideration.
I would encourage firms to refer to the types of projects that have been described in RFP Section II.2.C.4 as well as the Firm Experience submission requirements in RFP Section 3.1.3.
2. Only the Prime needs to be registered under the SBR program.
Confirmed.
3. Key personnel resumes are only required for the Prime, not the potential subs.
Confirmed.
4. There seem to be four A3s (11 x 17) required- General, Project Team, Task Order Assignments, and MBE & DEI. Can/should the other sheets be 8 1/2" x 11" (Resumes, project sheets, etc.) or do they need to be 11 x 17?
Resumes and Projects should be submitted on 8 1/2 x 11 pages.

5. It is my understanding that 5 total projects are required, with additional preference given to projects including the participation of the key personnel. Do they need to include participation by the proposed subs?
Firms should provide information on the subs that were involved in the presented projects, but references for the subs involved in those projects are not needed.
6. Can you please confirm that in the technical proposal, we are to provide only the key personnel & resumes of the prime and not the subconsultants, correct?
Confirmed.
7. I see several references to “full-service Engineering” services and firms; are you open to architectural firms proposing to prime this on-call (with the ability to sub-contract MEP and structural engineering firms)?
Please refer to clarification #3. I would encourage firms to refer to the types of projects that have been described in RFP Section II.2.C.4 as well as the Firm Experience submission requirements in RFP Section 3.1.3.
8. We provide architectural services only. Summary section 1.1 says the team should include Architectural, Mechanical, Electrical, Plumbing, and Structural. We can assemble this team, but during the conference I also thought I heard it said that we could assemble a team on a per project basis. Will you let us know UMB’s preference: should we file as prime for an A/MEP/S team or just by ourselves?
The proposing firm is expected to be able to assemble the required team on a project by project basis. The expectation is that the proposing firm would be able to manage subconsultants as appropriate, the RFP is requesting information from the Prime firm.
9. If we are a team and submit as prime, can we also be a sub on someone else's team?
Yes
10. We are assuming that the size for 3.1.3 is A3 since that is the size for 3.1.2 and 3.1.4. Is that assumption correct?
Resumes and Projects should be submitted on 8 ½ x 11 pages.
11. On page 22, the section for Professional Liability Coverage starts with the letter I . Is there missing content A through H or is this a formatting issue?
There is no missing content, that is a formatting issue.

END OF ADDENDUM #1 DATED 12/17/2024

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

RFP NO.: 91121-SBR-MC

Date_____

Pre-Proposal Sign in Sheet
RFP# 91151-SBR MC – On-Call Architectural Engineering Design Services for Small Projects
12 December 2024

Company Representative	Company Name	Business Number	E-mail Address
Michelle Compton	UMB- Procurement	410-706-3675	mcompton@umaryland.edu
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Adam Weidenhammer			
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Elizabeth Bisegna	Marshall Craft	667-290-5524	ebisegna@mca.design
Sharon Elliott	Site Resources	443-689-0421	selliott@siteresourcesinc.com
Sylvia McCandless	Curry Architects	410-321-4602	sylvia@curryarchitects.com
Sun Ahn	Min Engineering	410-486-4692	sahn@minengineering.com
Mara Murdoch	Murdoch Architects	410-227-8451	murdoch@maraarchitects.com
Kim Sherman	FSi Engineers	206-622-3321 x 313	kims@fsi-engineers.com
KJ Rodgers	BECS	410-531-3200	kj.rodgers@becsmd.com
Alison Nemec	Colimore Architects	410-752-3720 x 302	ANemec@colimore.com
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Monique Walton	TCT Cost Consultants	202-315-8944 x 309	MWalton@tctcost.com
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Hana Cohn	SWA/Balsley		hcohn@swabalsley.com
Dana Clark	Clark, Azar & Associates, Inc.	410-324-3686	dclark@clarkazar.com
Gordon Ingerson	KPN Architects	443-682-7757	gingerson@kpnarch.com
John Morrel	Marshall Craft	804-554-4063	JMorrel@mca.design
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James Dark	Henry Adams	410-296-6500	dark@henryadams.com
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Pre-Proposal Sign in Sheet
RFP# 91151-SBR MC – On-Call Architectural Engineering Design Services for Small Projects
12 December 2024

Company Representative	Company Name	Business Number	E-mail Address
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PRE-PROPOSAL MEETING
ON CALL ARCHITECTURAL ENGINEERING
DESIGN SERVICE FOR SMALL PROJECTS AT
UNIVERSITY OF MARYLAND, BALTIMORE
RFP# 91151-SBR MC
DECEMBER 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	December 4, 2024
Pre-proposal Meeting	December 12, 2024
Deadline for Questions	January 9, 2025
Phase 1 Technical Proposal	January 23, 2025
Phase 2 Technical Proposal	March 4, 2025
Oral Presentation	March 6, 2025
Price Proposals:	April 3, 2025
BPW Approval	June 11, 2025(projected)
Contract Commencement	June 12, 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 architectural/engineering services for small projects for the University of Maryland, Baltimore.

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)

SECTION 1: GENERAL INFORMATION

Small Business Reserve

- This is a Small Business Reserve Procurement for which award will be limited to certified small business vendors. Only businesses that meet the statutory requirements set forth in State Finance and Procurement Article, §§14-501—14-505, Annotated Code of Maryland, and that are certified by GOSBA Small Business Reserve Program are eligible for award of a contract.

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

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 A/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 A/E Firm. There will be no limit on the scope of each contract, however, UMB's CFSA will monitor the spend associated with each A/E Firm.
- Use of Master Contracts
 - Rotational basis

SECTION 2: SCOPE OF WORK/REQUIREMENTS

2. Scope of Work

- General Provisions
- On Call A/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 A/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: January 23, 2025 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 EVALUTION PROCESS

Oral Presentations

- Oral Presentations: At the sole discretion of the University.
- Anticipated date: March 6, 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 A/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: June 11, 2025.
 - Contract Commencement is anticipated to be June 12, 2025

KEY POINTS TO REMEMBER

- Questions must be submitted in writing via email to 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/.

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

