

January 13, 2025

TO: Potential Proposers

FROM: Michelle Compton

RE: On Call A/E Design Services for Small Projects
RFP #91151-SBR MC
Addendum #2 dated 1/13/2025

The following information is made available on the above referenced solicitation and is issued as Addendum #2 dated 1/13/2025.

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 Phase 1 Technical submission.

Clarifications:

1. The Professional Liability Insurance Form has been updated as follows:
Firm's statement of professional liability insurance coverage including current and/or proposed additional coverage to be guaranteed if awarded the project must be inserted below. The firm recommended for appointment will be required to submit evidence of ~~\$1M~~ **\$500,000** professional liability insurance coverage prior to execution of the contract. Failure to complete the insurance information may result in your firm being disqualified from further consideration for this project.

The updated Professional Liability Insurance Form has been incorporated via this Addendum #2.

2. RFP Section 3.1.3 has been updated as follows:
...The proposing A/E must have been the ~~architect~~ **designer** of record for each of the projects...

Questions:

1. Was the pre-proposal conference mandatory in order to submit a proposal?
Attendance at the pre-proposal conference is not mandatory to submit a proposal.
2. Can you confirm that there are no specific forms required for submission, such as the standard Form 330?
Please refer to RFP Section III Article 1 for Phase 1 Technical Proposal Requirements.
3. Please clarify the required Professional Liability Insurance as Section II 2.A.3 (pdf page 14 and 22) requires "professional liability insurance in an amount not less than \$500,000", while Attachment A requires "evidence of \$1M professional liability insurance".
Please refer to Clarification 1.
4. Section III 3.1.1 III Current Workload and Project Type: Are design fees beyond \$50,000 for the Prime Contractor only? Or for the entire design team?
The \$50,000 threshold should be for the total design fee.

5. Section III 3.1.1 III Current Workload and Project Type: is “project size in dollars” asking for the construction cost of the project? Or is this design fee?

This is the total cost of the project, inclusive of design and construction costs.

6. The UMB Small Projects On Call RFP calls for the Technical Proposal to be in an A3 Format(11.7 in x 16.5 in). Is it acceptable to use a standard 11x17 size for this proposal?

Yes

7. Please clarify what is the difference here between “A/E of record” and “Architect of record” as far as this solicitation is concerned. We have been Prime MEP firm and A/E of record on small and large UMCP and UMB projects in the past 20 years, where we as Prime Firm provided MEP services and Architectural services (for Academic Buildings), MBE consultants on our Design Team provided architectural services, we provided MEP services, and we were Prime Firm for design and CA services. Does this meet UMB requirement for this solicitation?

Please refer to Clarification #2.

8. Should we include all active projects where the design phase has been completed but the projects are still in the bidding or construction administration phase?

Yes

9. Should we include all staff, both licensed/registered professionals and those without licensure/registration, categorized by discipline?

Yes

10. As we are the prime architect and will be engaging external consultants for MEP and Structural services, should we include their contact information as part of the submission? Or is the contact information limited to the prime architect only?

The contact information should be provided for the prime architect only.

11. Should we include the current workload and project type, as well as the firm history, for all consultants (MEP and Structural) in addition to the Prime Architect? Or can we limit this information to the Prime Architect only?

Information in the proposal should be limited to the Proposing firm only/

12. How many references are required in total? Can we submit five references from a combination of the five highlighted projects and additional different projects that best represent our team’s capabilities? Can we include Past Performance Questionnaires (PPQs) completed and signed by clients? If yes, can we include the names, contact information, and related project summaries for each reference outside the 5-page limitation, while attaching the actual signed PPQs as an appendix?

A reference should be provided for each proposed Key Personnel and each Project that is being submitted.

13. Since multiple team members in a given role are permitted, can we include additional key team members, such as additional project architects and a quality control manager, beyond those specifically listed?

Proposers should only provide information on the requested Key Personnel in the RFP.

14. Should we include resumes for key team members from each consultant discipline (mechanical, electrical, plumbing, and structural engineering)? If yes, would including one team member from each discipline be sufficient?

No, proposers should not include resumes for members from subconsultant firms.

15. Should we include the potential team on the org chart since you don't want resumes, or should the entire submission come exclusively from the prime?

The entire submission should come from the Prime.

16. Are you expecting any other key personnel aside from Principal, Project Manager and Project Architect?

No.

17. Can you clarify that all of the forms containing the watermark "Sample" are not to be included in our submission and that forms Exhibit C, CONTRACT AFFIDAVIT, ATTACHMENT D: SOLICITATION TERMS AND CONDITIONS & ADDITIONAL LABOR CATEGORY DEFINITIONS?

Please refer to RFP Section III Article I Phase I Technical Proposal Requirements for submission requirements. Please refer to Attachment A for additional required documents for submission.

Confirmed – forms containing the watermark “sample” are not to be included in the Phase 1 Technical submission.

18. Are we to name only anticipated MBE subconsultants at this phase of the proposal response on form Exhibit C and are they the ones that should be used in section 3.1.5?

UMB is only requesting information related to MBE subconsultants to be included in the MBE and DEI section of the Phase 1 Technical Proposal.

19. Can the prime self preform as a MBE/WBE as stated in the COMAR 21.11.03.12-1?

All interested firms are able to submit a Phase 1 Technical Response for this solicitation.

20. If we are not providing subconsultant information at this time, how should we respond to Section 3.1.4?

RFP Section 3.1.4 requests the following information:

Provide examples where your team has succeeded in delivering projects of this scale and in this manner. What are the key issues to make this successful? Include examples from the projects listed and proposed team members where applicable.

Also include a list of subconsultants that you typically partner with to successfully deliver task order assignments.

Proposers should answer the questions indicated in this section and provide the information requested.

21. Construction – are projects to be constructed by on-call GCs or will there be an open/public bidding process?

Construction procurement will vary depending on the type of project.

22. Can we use the CPI for contract escalation throughout the 3-5 years of the contract?
Yes
23. Team Member Resume: What format will this be required in?
Team Member resumes should be provided on an 8.5x11 page.
24. Firm Experience: What format will this be required in?
Each project should be provided on an 8.5x11 page.
25. Firm and Key Personnel References: What format will this be required in? How many references are needed?
A reference should be provided for each proposed Key Personnel and each Project that is being submitted. The information should be on the relevant resume or firm experience narrative page.
26. Is there a page limit for the proposal?
Proposers should follow the page limits detailed in RFP Section III Article I.
27. Does the experience need to be from the Prime only? or do we need to include projects sheets from the major consultants?
Phase I Technical Response should include information from the Prime only.

END OF ADDENDUM #2 DATED 1/13/2025

Enclosed: Addenda Acknowledgment Form; Updated Professional Liability Insurance Form

RFP NO.: 91151-SBR-MC

TORP FOR: On Call A/E Design Services for Small Projects

DUE DATE: Thursday, January 23, 2025, 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. 1 dated 12/17/2024

Addendum No. 2 dated 1/13/2025

Addendum No. _____ dated _

Addendum No. _____ dated _

Addendum No. _____ dated _

Addendum No. _____ dated _

Signature _____

Printed Name _____

Title _____

Date _____

PROFESSIONAL LIABILITY INSURANCE FORM – PHASE 1 TECHNICAL PROPOSAL
RFP# 91151-SBR-MC

ON CALL A/E DESIGN SERVICES
FOR UNIVERSITY OF BALTIMORE, MARYLAND

Proposer: _____

Firm's statement of professional liability insurance coverage including current and/or proposed additional coverage to be guaranteed if awarded the project must be inserted below. The firm recommended for appointment will be required to submit evidence of ~~\$1M~~ **\$500,000** professional liability insurance coverage prior to execution of the contract. Failure to complete the insurance information may result in your firm being disqualified from further consideration for this project.

Dollar Value: \$ _____

Expiration Date: _____

Insurance Company: _____

Comments (if any):

Note: Please include information on current and/or proposed additional coverage to be guaranteed if awarded the contract. Should a A/E firm not provide confirmation of the required professional liability insurance coverage during the technical phase of this procurement, it will be disqualified from further consideration.