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Addendum No. 2

**To Offerors: Request for Proposals
Architectural/Engineering Services
Coppin State University Public Safety Facility**

Date Issued: January 26, 2022

This addendum is hereby made part of the Request for Proposals dated December 29, 2021, on the subject work, as amended, as though originally included therein. The following amendments, additions, and/or corrections shall govern this solicitation.

This addendum incorporates the following items:

1. A copy of Part I of the questions submitted to date, along with their respective answers, is attached hereto.
2. A revised copy of Attachment J, Corporate Profile, is available via the following ShareFile link:
<https://mdstad.sharefile.com/d-sc6d21791coeb48a4b565c094e838b6e4>

Note: All addenda must be acknowledged by the Offeror in the Technical Proposal.

Natasha Speaks
Procurement Officer

End of Addendum 2

Addendum No. 2
Request for Proposals
Architectural/Engineering Services
Coppin State University Public Safety Facility

Questions and Answers - Part I

Action Item

	Question	Answer
1.	Please explain again what the prohibition of "interchangeability" of MBE subcontractors means. I thought I heard that a non-MBE prime cannot subcontract to an MBE firm with whom it is currently working on another project, or with whom it has worked on a past project.	A prime is not limited in which firms (including MBEs) it can subcontract for its projects. However, a prime cannot use an MBE's participation on one project to fulfill the MBE goal of another project.
2.	How many firms will you shortlist?	MSA does not have a set number of firms that it intends to shortlist.
3.	Is this RFP for preliminary design only or for the entire project?	Please see Section 1.1 of the RFP.
4.	Who did the needs assessment/study?	The Baltimore City Police Department and the Baltimore City Fire Department each conducted their own needs assessments in-house.
5.	Do all projects listed by the architectural team need to be by the Prime?	MSA is requesting sample projects to evaluate the experience and qualifications of the prime Offeror. As such, these projects are expected to have been performed by the prime Offeror.
6.	Are the MBE requirements applicable to the entire project or within each phase? Are the percentage requirements applicable to the initial phase of study? Or the entire contract value provided that there is continuation of services?	The MBE participation goals identified on the Key Summary Information sheet are relevant to preliminary design and any continuation of services under this contract award.
7.	Please elaborate on the relationship between Baltimore Police Department and Baltimore Fire Department and Coppin State University, as it relates to the program for this building. The RFP included rough programmatic information provided by these two departments, but makes no mention of the criminal justice program at Coppin State.	The Offeror's response shall consider programmatic information included in the RFP only.

8.	What is the largest number of firms you have shortlisted in any other previous projects?	This number varies based on the responsiveness of Offerors and quality of submissions based on the evaluation criteria established by each individual RFP.
9.	Will the pre-design output deliverables include a Part I and Part II program in accordance with State of MD requirements?	This is not applicable. Programmatic requirements are established via the Needs Assessments.
10.	Can the prime also serve as a subconsultant on a different team?	Yes, an Offeror submitting as a prime may also present as a subconsultant on another prime Offeror's team.
11.	Will a Part I and Part II program in accordance with State of MD requirements be required as part of the deliverables for this project?	Please see Question #9 and its corresponding answer.
12.	Please confirm that a firm can submit as a Prime as well as be included as a sub on other proposals.	Please see Question #10 and its corresponding answer.
13.	Should the entire submission be in the SF 330 format, or only items as specified under tab 1?	Offerors shall only include the items identified under Section 4.3.d of the RFP.
14.	Please confirm that a firm submitting as a prime may also join other submitting teams as a sub-consultant.	Please see Question #10 and its corresponding answer.
15.	On Page 26, item D.1.b. Organizational Chart: the language indicates to include team members that will attend design meetings and serve as day-to-day contacts for the proposed team. Does Coppin State wish to see key personnel from key subcontractors and/or consultants identified in this org chart?	Offerors shall list all key personnel including subcontractors and/or consultants.
16.	On Page 28, item F. Economic Benefits Factor: all bolded sections preceding and following this section are appended with respective tab numbers, but not this section. Is Section F—Economic Benefits Factor meant to have its own tab? If so, are Offerors to assume Section F should be Tab 3 with the following tabs adjusted by one number higher? If not, under which tab would Coppin State prefer this section be placed?	Offerors shall submit this narrative under the Work Plan (Tab 2).

17.	Will the Construction Manager be brought in as part of this design contract or later?	Per Section 1.1 of the RFP, this solicitation is for Preliminary Design only. Construction Management services will be solicited if it is decided that the project will be constructed.
18.	Does the MSA have an idea of the approximate time frame they are envisioning for Offerors to consider when composing proposed scheduling?	The anticipated NTP for Preliminary Design is late Spring/early Summer.
19.	<p>What Baltimore City approvals and input does the MSA envision for this design contract? We assume that coordination with DPW and DOT at a minimum will be required and that, under the oversight of the MSA, Coppin State, BCPD, and BCFD will be considered user groups/ stakeholders which will have input. Further:</p> <ul style="list-style-type: none"> a. Will UDAAP submissions and Planning Department/SPRC coordination be required? b. Will community meetings or charrettes be part of the process? c. Will compliance with City zoning or other regulations be required? 	<p>Please be advised that MSA is not subject to local permitting but rather State and federal agencies (MDE, etc). There will be coordination with local agencies as necessary.</p> <ul style="list-style-type: none"> a. No b. Yes, at Phases beyond Preliminary Design. c. We will coordinate with local agencies as necessary.
20.	Do all the subconsultants, including MBEs, for the entire project need to be finalized in the Preliminary Design Phase?	No, only those associated with the Preliminary Design Phase.
21.	The RFP program outline includes entry-level training space, continuing education training, firearms training, and crisis response. Can the MSA offer further detail on the programming and areas associated with the facility, such as a summary presentation of program area with net and gross square footages? Is the Baltimore City Fire Department program summary on Page 52 part of the same Baltimore City Police Training Academy program?	Please be advised that the Baltimore City Police Department and Baltimore City Fire Department requirements are separate from one another and should be considered independently (no shared training).

22.	<p>Please confirm the parking requirements for the project: The program summary of the parking requirement for the Baltimore City Police Training Academy includes 438 parking spaces. The program also state that “Additional Parking considerations that are not factored into this estimate include... (7) additional parking requirements that would have a significant impact on the total parking requirements and site selection. The program summarizes the parking requirement for the Baltimore City Fire Department at 260 parking spaces. The Program also states that Parking is needed for “apparatus Parking”, 10 spaces at 60’x14’.</p>	<p>Each Needs Assessment document indicates a minimum requirement for each department (Police and Fire/EMS) respectively. Please evaluate the combined total number of spaces required and associated impact for the site selection.</p>
23.	<p>Page 22 of the RFP indicates that there will be cost estimating and “reconciliation” required at the SD, DD and CD phases. Please confirm that the construction manager will join the team before the conclusion of the SD phase.</p>	<p>If it is decided that the project will be constructed, the Construction Manager at Risk will be procured upon establishment of the GMP.</p>
24.	<p>Can the MSA share the overall budget for the project?</p>	<p>\$450,000 is provided through a grant in the State Capital Budget (SB 191).</p>
25.	<p>Does the MSA/Coppin State University have a schedule for each of the phases and/or the overall project that we can use as the basis for our proposed CPM schedule?</p>	<p>Please see Question #24 and its corresponding answer.</p>
26.	<p>Does the MSA/Coppin State University have to meet any specific milestones for design, budget, or funding approvals?</p>	<p>There are no specific milestones relative to the Preliminary Design effort but as we move forward to subsequent phases, various milestones will be established.</p>
27.	<p>Can MSA/Coppin State University confirm if the scope of work is for Preliminary Design only or all three phases – preliminary design, study design, and project design and construction administration?</p>	<p>Please see Question #3 and its corresponding answer.</p>
28.	<p>Is MSA/Coppin State University aware of any special zoning or permitting considerations regarding the potential to accommodate a firing range on either or both sites?</p>	<p>Not at this time. This information is not part of the due diligence process associated with this RFP.</p>
29.	<p>Will MSA/Coppin State University please confirm the overall project budget?</p>	<p>Please see Question #30 and its corresponding answer.</p>

30.	Will MSA/Coppin State University please confirm the total number of project examples required for New Construction on page 27 of the RFP?	Ten (10) total with the breakdown as provided in the RFP.
31.	May firms include branded project profile pages or resumes in Attachment H. Additional Information on the SF330?	Yes
32.	Please confirm that 14 total projects are requested, not the standard 10 listed in the SF330.	Correct. The intent is to exhibit four (4) projects representing experience with Preliminary Design and ten (10) projects representing experience with Design & Construction.
33.	Attachment J has a “Confidential” watermark. Is there a non-watermarked version of this form?	See Addendum 2, item #2. The Offeror may remove the watermark from the document.
34.	Regarding the MBE D-1A - finalization of fee is necessary to provide an accurate MBE percentage. May percentages be adjusted once fee is developed or are percentages final at the time of D-1A submission?	Offerors are expected to provide their best estimate. MSA understands that there may be a slight variation in the commitment percentages presented on an Offeror’s D-1A form and actual commitment percentages as determined by an Offeror’s price submission, if the Offeror is short-listed to participate in the financial phase of the procurement. At all times the Offeror shall meet or exceed the established overall MBE goal and relative subgoals. Please carefully review the instructions of the D1-A form.
35.	Does the \$1 million of professional liability coverage per \$10 million of construction cost apply during the initial study phase, or only once the project moves forward?	Insurance requirements are for this preliminary design RFP.
36.	The comprehensive liability insurance requires \$4 million of coverage, our consultant has \$1 million currently, and the umbrella coverage requires \$5 million, they carry \$10 million. Would the excess in umbrella be allowed to make up the difference in the liability?	Yes. The Offeror is allowed to use the umbrella coverage to cover the deficit in general liability coverage.
37.	Confirming that in Section 11.3, page 130 of the RFP that consultants are required to carry the same coverages and amounts as required of the architect in 11.1 on page 129.	Yes, unless the consultant is covered as an additional insured under the Prime Offeror’s insurance policy.