

January 14, 2025

Questions and Responses No.: 1

Procurement
8000 York Road
Towson, MD 21252-0001

Question 1: The links in the RFP are for the previous campus wide master plan, but we did not see any links to other existing studies such as housing, athletics, university anchor plan for Uptown, transportation studies, etc. Can you provide links to the current studies?

Response: We currently do not have additional links at this time.

Question 2: Are there current ongoing or planned concurrent studies which will need to be incorporated into the master plan which would affect the master plan scope or consultants or the overall master plan schedule?

Response: No.

Question 3: A separately contracted and parallel carbon assessment plan was referenced. Can you share the scope of that study? What specific scope will need to be provided as part of the master plan regarding sustainability and infrastructure including assessment and/or gathering of building-level data and scope 3 emissions data?

Response: No current study to share. TU is committed to achieving carbon neutrality. Team to develop a comprehensive approach to reducing and offsetting emissions to achieve this commitment. While all actions required to achieve neutrality cannot be predicted, master plan team should anticipate: Continuing to invest in strategies that reduce the energy consumption of existing buildings. Continuing to develop high-efficiency new buildings. Sourcing 100% of its electricity from clean, renewable sources. Planning for electrification of campus buildings and fleet vehicles. Exploring strategies to reduce commuting by single occupancy vehicle to reduce Scope 3 emissions including support for electric vehicles, transit incentives, and other opportunities.

Question 4: Is there a separate transportation study? If yes, what scope is that study providing and what should be included in the master plan?

Response: No.

Question 5: Is there data or a study on the geothermal potential and viability on campus? How extensive of a study is needed as part of the master plan?

Response: No current geothermal study. In general, the team will need to identify potential future geothermal fields.

Question 6: Utility mapping is listed as a deliverable. Is the intent to compile existing information into a base map or is site verification and location mapping needed?

Response: The intent is to compile existing base map information.

Question 7: If the price proposal is separate from the technical proposal and the MBE/WBE percentages are based on fee percentages, how should we address documenting compliance with the requirements in the technical proposal?

Response: Only technical response is required. Utilize the budgeted amount of \$900,000 thousand.

Question 8: Can you clarify which documents, affidavits, summary scopes, etc. are required as part of the technical vs the price proposals

Response: Please see RFP/Pre-Proposal minutes for a list of affidavits that are not required with the technical proposal.

Question 9: Can you please share the sign-in list to help with partnering with teams?

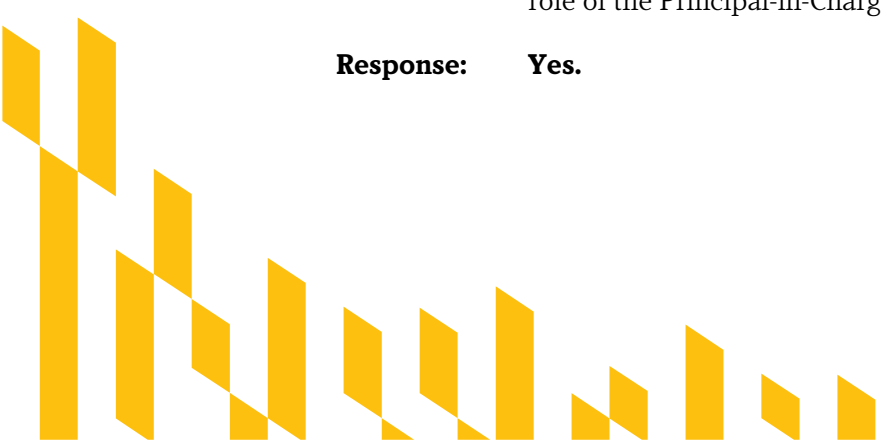
Response: Sign-in list has been uploaded. Please review the bid board page for the list.

Question 10: Is there an anticipated budget for the proposal? Since the cost proposal is not requested at this time, we want to make sure we are addressing the MBE requirements adequately.

Response: Estimated budget is \$900,000.

Question 11: Can a Principal who is a licensed Planner or Landscape Architect fulfill the role of the Principal-in-Charge?

Response: Yes.



Question 12: Please confirm affidavits that are NOT required for the technical proposal.

Response: Please see RFP/Pre-Proposal minutes for a list of affidavits that are not required with the technical proposal.

Question 13: Can one or two firms fulfill all three MBE sub-requirements?

Response: MBE Firms performing as a prime contractor can self-perform up to 50% of any MBE goal and 100% of only 1 subgoal

Question 14: Please share information or reports that are currently in progress and will be completed by the time this process begins such as the Carbon Plan.

Response: None.

Question 15: Will a firm outside of Maryland be acceptable to function as the prime as long as the MBE requirements are met?

Response: The RFP is open to all and provided the Offeror is registered to do Business with the State of Maryland.

Question 16: Would participating in the master planning process and preclude us from subsequently proposing on the final design (construction drawings) for buildings and outdoor spaces?

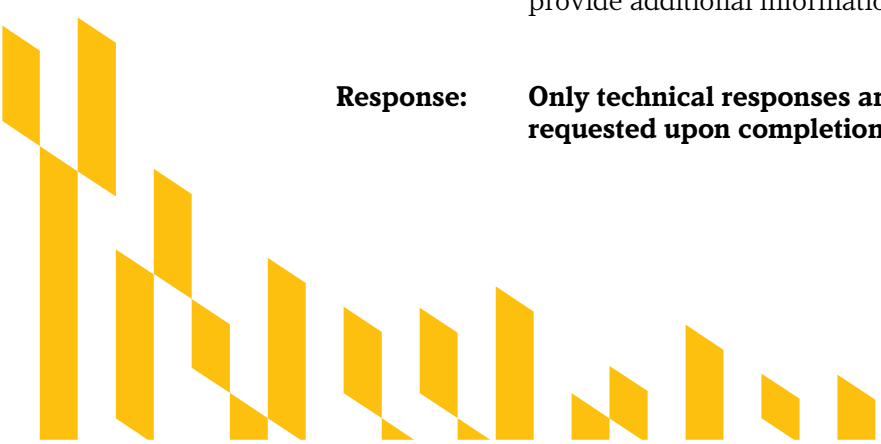
Response: Offeror participating in the Master Plan is not precluded from participating on future design projects.

Question 17: Section IV. D. Technical Proposal Contents, 4. Experience and References, d. Key Personnel: Should resumes be provided in the format specified in Exhibit L: Key Personnel Form? The RFP only states: *Key Personnel: Provide resumes on key Offeror personnel proposed for the University's project, emphasizing specific experience on contracts similar in scope to the requirements of this RFP. Note: Submit resumes only for personnel reasonably expected to be committed to the University for the duration of the project. Explain each person's role and level of commitment to the Towson University project.*

Response: Resume can be submitted in the format specified in Exhibit L.

Question 18: Section IV. E. Price Proposal: Per the RFP, we understand that the submission due on 1/30/2025 is only the TECHNICAL proposal. Can you provide additional information on when the PRICE proposal will be due?

Response: Only technical responses are required. Price proposal will be requested upon completion of the technical evaluation.



Question 19: Section IV. H. Performance Bond: This appears to be intended for a construction contractor. As design professionals, we don't bond our services. Please confirm that a Performance Bond will not be required for this project.

Response: Not applicable.

Question 20: Exhibit A – Required Contract Provisions: Can we assume that the following Provisions that are not applicable to master planning services nor to design professionals will be deleted or excluded for this contract?
Contractor's On-Site Representative
EPA Compliance – Second paragraph
Local Conditions Covering Work

Response: Not applicable.

Question 21: Exhibit A-1 Environmental Health & Safety Requirements: Can this exhibit be removed from the contract? It does not appear to be applicable to master planning consulting services.

Response: Not applicable.

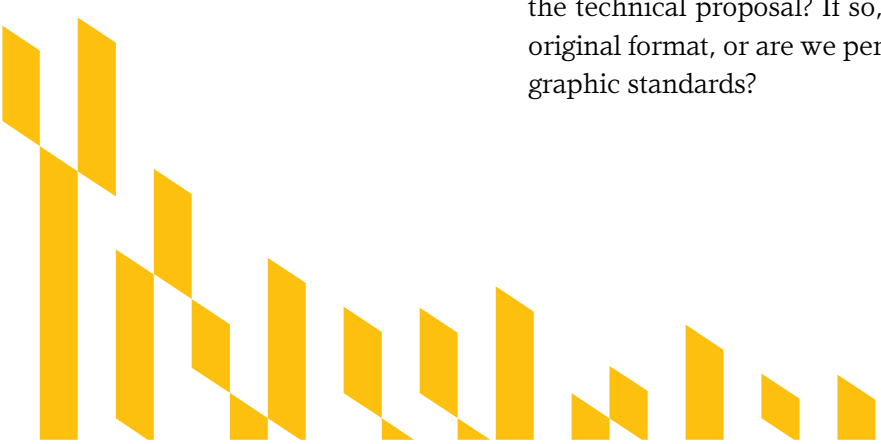
Question 22: Exhibit M: Current Workload Form: Does this need to be included in our proposal and if so, where should we include it?

Response: Not applicable.

Question 23: Various Exhibits: Since this is not a construction project, can we assume that the following Exhibits do not apply to this project and will be deleted from the RFP?
Exhibit I – Performance Bond
Exhibit J – Payment Bond
Exhibit O – OFM Supplemental Conditions for Construction

Response: The referenced exhibits are not applicable.

Question 24: Please confirm if we need to complete and include Exhibits L, M, and N in the technical proposal? If so, are we required to submit the forms in their original format, or are we permitted to reformat them to align with our own graphic standards?



Response: Exhibit M and N are not applicable. Exhibit L is applicable with your technical proposal.

Question 25: Please confirm whether Exhibit Q should be included.

Response: Exhibit A is the price proposal and is not applicable with your technical proposal submission.

