



**Campus Master Plan
Solicitation No. TU-2515**

TOWSON.EDU

January 17, 2025

Questions and Responses No.: 2

Procurement
8000 York Road
Towson, MD 21252-0001

Question 1: On page 16 of the RFP, under #5 Capacity and Resource Commitment it refers to Exhibit Q, which was not included in the RFP. Please confirm whether this form is required

Response: **Exhibit Q is the financial proposal and is not required with your technical proposal.**

Question 2: 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: **While graphic can be applied, it is recommended to leave form in original format. If reformatted, be sure that the content remains the same. Graphic will not count against your technical response.**

Question 3: On Attachment 1: Personnel Requirements, does "licensed" mean licensed in Maryland specifically, or can an architect or professional be registered in another state?

Response: **Does not require Maryland specifically, can be registered in another state.**

Question 4: Under Attachment 1 "Key Personnel Requirements", The Project Manager and Campus Planner are listed as a "licensed architect or engineer". Given the nature of this study involving campus planning, would procurement allow licensed urban planners (AICP) to also serve in these roles?

Response: **No a licensed architect or professional engineer required , Campus Planner- yes we will accept AICP.**

Question 5: Under "Economic Benefits to Maryland Economy", the prompt asks for subcontract dollars/expenditures. Since the cost proposal would be a next step in the review process, should teams give a general magnitude of dollars/expenditures at this time, or provide percentage of total contract value?

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Response **Economic Benefits to Maryland Economy is the evaluation criteria. Please note that the estimated contract value for this contract is \$900,000 as indicated in questions and response No.:1.**

Question 6: Will services provided via reimbursable expenses count towards the overall MBE requirement of 30%?

Response: **Provided the goal is met/the role of the subcontractor within scope.**

