



ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER
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State Court Administrator
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Questions/Responses No. 1 to the Request for Proposals (RFP) K16-0043-25 Architectural Services

Ladies and Gentlemen:

The following questions for the above referenced RFP were received by e-mail and are answered and posted for all prospective Offerors. The statements and interpretations contained in the following responses to questions are not binding on the Maryland Judiciary unless the RFP is expressly amended. Nothing in the Maryland Judiciary's response to these questions is to be construed as agreement to or acceptance by the Maryland Judiciary of any statement or interpretation on the part of the Offeror asking the question.

- 1. Question:** Section 1.1, Summary Statement. This section mentions "multiple awards". How many awards does the Maryland Judiciary anticipate?

Response: This would be dependent on the number of respondents but we would like to have a "short list" of available firms so that we have more than one option in the event a particular firm is not available or able to respond in a tight timeframe or in a remote location. Ultimately, we would say no more than three firms should be awarded contracts.

- 2. Question:** Section 1.1, Summary Statement. Is the need for a civil engineer anticipated?

Response: Generally, yes – much of this work is interior renovation and can be handled by a civil engineer and architect. Any firm(s) awarded contracts may use sub-consultants.

- 3. Question:** Section 3.4.5.2, Offeror Technical Response. This section requires that the Offeror submit a response to each item listed under section 2.2 through 2.3. Can you clarify this requirement, especially in regards to Section 2.3? For instance, how do we respond to Section 2.3.11 that discusses the need for meetings with the Project Manager? What is there to say to this and other items within Section 2.3?

Response: Offerors need to indicate that they have read, understood and will comply with each of these requirements. Specifically, in regards to meeting, the consultant should include that they will meet at each stage of the design development as proposed in their WORFP.

4. **Question:** Section 3.4.7, References, fourth bullet. What is required in regards to the “number of employees serviced”? Are you asking for the number of employees working in the renovated spaces?

Response: Yes, renovated space originally accommodated X employees; increased/decreased/renovated to accommodate Y employees.”

5. **Question:** Attachment D, Price Proposal Form. In regards to the hourly rates, can we propose to use lower rates than those in Attachment D at the task order level?

Response: Yes

Issued by: Whitney Williams
Procurement Officer
December 10, 2015