



ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER
580 TAYLOR AVENUE
ANNAPOLIS, MARYLAND 21401

Pamela Harris
State Court Administrator
410-260-1295

Questions/Responses No. 4 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: The bid form requests civil engineering..there is no site work in the scenario.
Response: The bid form provided is intended to give offerors an opportunity to submit their proposal based on the same detailed list, however, if there is any section(s) that offerors feel do not apply to their response, there is no obligation to enter data.
2. Question: The scope of the work per Article 2.3 of the RFP does NOT define bidding and construction..therefore are we to assume that those services would be negotiated as a separate task to this scenario?
Response: No, neither the District Court nor AOC would use the architect for bidding or construction management. Architectural services end when the C/Ds are accepted by the DCM.
3. Question: During design..what submissions do you want for review?..concepts, 75%CDs, 100%CDs, Bidding Documents?
Response: These topics will be addressed post award as they may vary for each individual TORFP.

4. Question: Are we to meet with the DGS Project Manager on site to discuss each submission with the tenant?
Response: Please refer to section 2.3.11
5. Question: Is it possible for bids to be submitted Friday January 8, 2016. As it stands now, bids are due immediately after return for the New Year holiday (January 4, 2016)...no one is working the Thursday afternoon and Friday before the New Year break. Proposals due Monday after the break and depending on UPS or the postal service makes it logistically different.
Response: No
6. Question: Page 17, Paragraph 3.4.8.1 Evidence that the Offeror has the financial capacity to provide the goods and/or services, as described in its proposal, via profit and loss statements and balance sheets for the last two years, if applicable. What do you mean by “if applicable”? Is there some other documentation that would suffice or are you required to provide those financial statements for the past two years if a firm has been in business at least that long?
Response: The words “if applicable” will be stricken from the RFP in this sentence. We will accept any financial statement or document that can show the offerors financial position.
7. Question: Section 1.3 Contract Type: the wording “fixed price, time and materials is conflicting. Can you please clarify which it is?
Response: Fixed price and time and materials all apply to this RFP.
8. Question: Section 2.4 Insurance: I see general liability insurance is mentioned but no amount is stipulated. What is the required amount? Also, professional liability or errors & omissions insurance is not mentioned. Is Errors & Omissions insurance required and if so what amounts? Finally the automobile insurance exceeds the state minimum requirements of \$30,000/ \$60,000 for bodily injury per person/ per accident respectively and \$15,000 for property damage. (\$1 million seems excessive) Normally, auto insurance would apply only to “company owned vehicles” by the way. Can you please clarify the insurance requirements?
Response: There is no minimum amount of general liability required. Errors & Omissions insurance is not required. In regards to the auto insurance, the insurance requirements listed in the RFP are standard Maryland Judiciary insurance requirements.

Issued by: Whitney Williams
Procurement Officer
December 23, 2015