



**ADMINISTRATIVE OFFICE OF THE COURTS  
PROCUREMENT AND CONTRACT ADMINISTRATION  
2003 C COMMERCE PARK DRIVE  
ANNAPOLIS, MARYLAND 21401**

**Questions/Responses No. 1  
RFP Project No. K14-0022-25L  
Architectural Services for the Maryland Judiciary  
October 18, 2013**

**PAMELA HARRIS**  
STATE COURT ADMINISTRATOR  
(410) 260-1295 Fax: (410) 974-2066  
[pamela.harris@mdcourts.gov](mailto:pamela.harris@mdcourts.gov)

**FAYE D. MATTHEWS**  
DEPUTY STATE COURT  
ADMINISTRATOR  
(410) 260-1257 Fax: (410) 974-2066  
[faye.matthews@mdcourts.gov](mailto:faye.matthews@mdcourts.gov)

**SHARON SAMPSON BALL**, Director  
Human Resources  
(410) 260-1283 Fax: (410) 974-2849  
[sharon.ball@mdcourts.gov](mailto:sharon.ball@mdcourts.gov)

**GRAY BARTON**, Director  
Office of Problem-Solving Courts  
(410) 260-3617 Fax: (410) 260-3620  
[gray.barton@mdcourts.gov](mailto:gray.barton@mdcourts.gov)

**MARK BITTNER**, Director  
Judicial Information Systems  
(410) 260-1001 Fax: (410) 974-7170  
[mark.bittner@mdcourts.gov](mailto:mark.bittner@mdcourts.gov)

**GISELA BLADES**, Director  
Procurement & Contract Admin.  
(410) 260-1594 Fax: (410) 260-2520  
[gisela.blades@mdcourts.gov](mailto:gisela.blades@mdcourts.gov)

**ALLEN C. CLARK, III**, Director  
Budget & Finance  
(410) 260-1579 Fax: (410) 260-1290  
[allen.clark@mdcourts.gov](mailto:allen.clark@mdcourts.gov)

**DAVID R. DURFEE JR.**, Director  
Legal Affairs  
(410) 260-1405 Fax: (410) 260-3505  
[david.durfee@mdcourts.gov](mailto:david.durfee@mdcourts.gov)

**CONNIE KRATOVIL-LAVELLE**, Director  
Family Administration  
(410) 260-1296 Fax: (410) 974-5577  
[connie.kratovil-lavelle@mdcourts.gov](mailto:connie.kratovil-lavelle@mdcourts.gov)

**ROXANNE P. MCKAGAN**, Director  
Facilities Administration  
(410) 260-1407 Fax: (410) 974-2066  
[rocky.mckagan@mdcourts.gov](mailto:rocky.mckagan@mdcourts.gov)

**PAMELA C. ORTIZ**, Director  
Access to Justice Commission  
(410) 260-1258 Fax: (410) 260-2504  
[pamela.ortiz@mdcourts.gov](mailto:pamela.ortiz@mdcourts.gov)

**DIANE S. PAWLOWICZ**, Director  
Court Operations Department  
(410) 260-1725 Fax: (410) 260-2503  
[diane.pawlowicz@mdcourts.gov](mailto:diane.pawlowicz@mdcourts.gov)

**DEBORAH A. UNITUS**  
Director, Program Services  
(410) 260-1256 Fax: (410) 260-3570  
[deborah.unitus@mdcourts.gov](mailto:deborah.unitus@mdcourts.gov)

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 who received the RFP. The statements and interpretations contained in the following responses to questions are not binding on the Judiciary unless the RFP is expressly amended. Nothing in the Judiciary's response to these questions is to be construed as agreement to or acceptance by the Judiciary of any statement or interpretation on the part of the Offeror asking the question.

Question 1. Section 2.5 discusses insurance but no mention of professional liability or Errors & Omissions insurance. Are there requirements for this?

Response: The Contractor shall purchase and maintain Professional Liability insurance equal to or greater than \$1,000,000.

Question 2. Section 4.1.2 is unclear or incomplete. It seems to refer to a section ("specifications outlined in this RFP") which I was unable to identify for find. Please clarify.

Response: Specifications outlined in this RFP refers to Section 2 – Statement of Work, more specifically Sections 2.1 through 2.5.

Question 3. Section 4.3 Financial selection criteria is not clear. What value (%) is the fee in the final selection criteria?

Response: There is no value (%). Financial Proposals are ranked from lowest to the highest price based on their total price. 1, 2, 3, etc.

Question 4. Attachment D – Proposal Form: Item A is difficult to answer as no particular project was identified to base this upon. Therefore if your intent is to compare this with other firms pricing, I don't think this will effectively do that. We could submit pricing for a specific, identifiable task. Please clarify.

Response: An addendum will be issued to include 2 different project scenarios and labor categories. The closing date has been extended to Tuesday, October 29, 2013.

Question 5. Attachment D – Proposal Form: Item B, as noted above, there was not specific or typical project identified. We can provide hourly rates for specific labor categories if desired. Example categories would be; Principal Architect, Project Manager, Cad Drafter, Mechanical Engineer, etc. Can you identify the categories you wish pricing on?

Response: An addendum will be issued to include 2 different project scenarios and labor categories. The closing date has been extended to Tuesday, October 29, 2013.

Question 6. Will there be a short-list of firms then interviews?

Response: No.

Question 7. How long is the contract period?

Response: An addendum will be issued to change the contract period to – The Contract resulting from this RFP shall be for a base period of 1 year, with four, one-year renewal options.

Question 8. Do you have a list on projects in mind?

Response: No.

Question 9. Is the proposal format open to us or do you require Standard Forms SF 255/254 or SF 330?

Response: Standard Forms SF 255/254 or SF 330 are not required.

Question 10. Regarding the MBE requirement, one of the discussions at the pre-proposal meeting this morning centered on the fact that the Prime offeror is required to be MdDOT Certified MBE and whether a non-architectural firm (i.e., MEP) could be the Prime. However, to my knowledge, other than the individual who used the opportunity to advertise his own Service Disabled Veteran Owned status as he asked a question, there was no discussion as to whether or not the specialty sub-consultants on the MBE-Prime led team were required to be MdDOT Certified MBE as well. Can you please clarify? this Prime/Sub-consultant relationship, specifically with regard to the sub-consultant's MBE status? Thank you in advance.

Response: The only MBE requirement for this solicitation is that the Prime must be a certified MDOT firm.

Question 11. For the sample projects, can you provide a project square foot size so that we are all providing pricing for the same module? Courtrooms can vary greatly in size and so can the office space.

Response: An addendum will be issued to include 2 different project scenarios and labor categories. The closing date has been extended to Tuesday, October 29, 2013.

Question 12. Who is the incumbent? Are they still eligible as an MBE?

Response: This is the first time the Judiciary has requested "as needed" Architectural Services statewide.

Question 13. What is the average yearly dollar value of the Task Order contract?

**Response:** This is an indefinite quantity/indefinite delivery contract, however the Judiciary anticipates the average yearly dollar value to be approximately, between \$20,000. - \$35,000.

Question 14. Item 3.4.5.2 requires the offeror to “submit a response to each item listed under section 2.2 through 2.5”. Could we make a general statement that we will comply with the requirements under section 2.2 through 2.5 or do we need to address each item separately?

**Response:** See Section 3.4.5.1 of the RFP.

Question 15. In item 3.4.7, last bullet point, could you clarify “number of employees serviced”? Is it number of employees who worked on the project?

**Response:** Number of employees who work for the Client’s Organization.

Question 16. Item 3.4.8.1 requires “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.” Could you clarify “if applicable?” When would it be applicable versus not applicable?

**Response:** Profit and loss statements and balance sheets for the last two years are required.

Question 17. Item 3.4.10, second bullet point requires “certified true copies of any and all of the policies of insurance to AOC.” How is this document different from Certificate of Insurance required in item 3.4.8.2?

**Response:** It is not intended to be different.

Question 18. Also, it states that “By submitting a proposal in response to this solicitation, the offeror warrants that it is able to provide evidence of insurance required by RFP Section 2.” Thus, is it necessary to submit this document with the proposal if we are warranting that we are able to provide the evidence of insurance with the submittal?

**Response:** See Section 3.4.8.2.

Question 19. In the Pre-Proposal Conference for Architectural Services for the Maryland Judiciary, there was a question regarding whether the Procurement and Contract Administration will determine specific subconsultants to be included (such as Civil Engineer and Mechanical and Electrical Engineer) so the proposals can be compared equally.

I was wondering if an Addendum is to be expected to address this, or if we should instead complete our proposal with our best judgment understanding that the Procurement and Contract Administration will not address this?

**Response:** An addendum will be issued to include 2 different project scenarios and labor categories.

Question 20. I see that the RFP specifies that the original proposal submissions (technical and fee) be unbound. Should the copies also be unbound? Is there a preference?

Response: The copies should be bound.

Question 21. Is the subject RFP an MBE set-aside or can all firms that wish to do so submit a response?

Response: This is designated as a MBE only solicitation. The Prime must be a certified MDOT firm.

Question 22. Does the MBE prime need to encompass all disciplines in-house that may come into play on any given task order? (Mechanical/Electrical/Plumbing, Structural Engineering, A/V Telecom, IT/Data, Lighting, Fire Protection, Security, etc.). If not, is the team to be comprised of MBE-only firms?

Response: The only MBE requirement for this solicitation is that the Prime must be a certified MDOT firm.

Question 23. I am hopeful that you can provide clarification on the above referenced project. The RFP is asking for an electronic version In MS word, would a PDF be acceptable.

Response: An electronic version in PDF format is acceptable.

Question 24. In addition the financial volume is asking for Financial statements if applicable. Would the proof of insurance coverage be all that is necessary since this is not a construction project where bonding would be required.

Response: Profit and loss statements and balance sheets for the last two years are required.