



ADMINISTRATIVE OFFICE OF THE COURTS  
PROCUREMENT AND CONTRACT ADMINISTRATION  
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ANNAPOLIS, MARYLAND 21401

Addendum No. 3 to the Request for Proposals No. K14-0022-25L  
Architectural Services for the Maryland Judiciary  
October 21, 2013

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This Addendum is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been underlined and language deleted has been marked with a strikeout (ex. ~~language deleted~~).

1. Revise Section 1.4 – Contract Duration as follows:

The Contract resulting from this RFP shall be for a base period of ~~3 years, with two, one-year~~ 1 year, with four, one-year renewal options.

2. Revise Section 3.4.8.1 – Financial Capability and Insurance as follows:

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~~.

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**ATTACHMENT D — PRICE PROPOSAL FORM**

**K14-0022-25L**

**Architectural Services for the Maryland Judiciary**

- 1. — Actual hourly rates submitted for labor categories will be used in a TORFP.**
- A. — Submit a pricing plan to propose a solution in the most effective manner for a typical job/project.**
  - B. — Submit hourly rates for labor categories in accordance with the percentage of work required for a typical job/project.**

~~\*Fully loaded fixed price that includes all direct and indirect costs and profit for the Contractor to perform. Indirect costs shall include all costs that would normally be considered general and administrative costs and/or travel costs, or which in any way are allocated by the Contractor against direct labor hours as a means of calculating profit or recouping costs which cannot be directly attributable to the Contract.~~

Submitted by Authorized Signature _____
Date
Print Name and Title
Company Name
Company Address
Telephone
Federal Tax Identification #

**K14-0022-25L**

**Architectural Services for the Maryland Judiciary**

- 1. Submit a pricing plan to propose a solution in the most effective manner for the following two typical jobs/projects.**
  
- 2. Submit hourly rates for labor categories in accordance with the percentage of work required for the following two typical jobs/projects.**
  - A.** Buildout 2,500 square feet into: private offices (1 at 200, 1 at 150, 8 at 90), 1 workstation at 70, receptionist area for 4 persons, conference room for 8, copy room, storage, kitchenette with refrigerator and seating for 6, restrooms, hallway wide enough to accommodate lateral files.
  
  - B.** 2500 sq ft area, currently a lobby in a courthouse; need to create three private offices of 150 sq ft ea. Three offices will require HVAC controls, lighting, and data/telephone wiring when completed. Lobby must remain functional as a lobby and must meet all code requirements.
  
- 3. The below hourly rate schedule is a greater level of detail than what the Judiciary requires. It is intended to give Offerors an opportunity to submit their proposal based on the same detailed list.**

**HOURLY RATE SCHEDULE**

**Architecture/Space Planning:**

**Principal Team Members Hourly Rate**

- Principal \_\_\_\_\_
- Project Architect \_\_\_\_\_
- Project Space Planner \_\_\_\_\_
- Senior Draftsman \_\_\_\_\_
- Junior Draftsman \_\_\_\_\_
- Clerical \_\_\_\_\_

**Civil Engineering:**

**Principal Team Members Hourly Rate**

- Principal \_\_\_\_\_
- Project Engineer \_\_\_\_\_
- Senior Draftsman \_\_\_\_\_
- Junior Draftsman \_\_\_\_\_
- Clerical \_\_\_\_\_

**Structural Engineering:**

**Principal Team Members Hourly Rate**

- Principal \_\_\_\_\_
- Project Engineer \_\_\_\_\_
- Survey Team (two person) \_\_\_\_\_
- Senior Draftsman \_\_\_\_\_
- Junior Draftsman \_\_\_\_\_
- Clerical \_\_\_\_\_

**Mechanical Engineering:**

**Principal Team Members Hourly Rate**

- Principal \_\_\_\_\_
- Project Engineer \_\_\_\_\_
- Senior Draftsman \_\_\_\_\_
- Junior Draftsman \_\_\_\_\_
- Clerical \_\_\_\_\_

**Electrical Engineering:**

**Principal Team Members Hourly Rate**

- Principal \_\_\_\_\_
- Project Engineer \_\_\_\_\_
- Senior Draftsman \_\_\_\_\_
- Junior Draftsman \_\_\_\_\_
- Clerical \_\_\_\_\_

**Plumbing Engineering:**

**Principal Team Members Hourly Rate**

- Principal \_\_\_\_\_
- Project Engineer \_\_\_\_\_
- Senior Draftsman \_\_\_\_\_
- Junior Draftsman \_\_\_\_\_
- Clerical \_\_\_\_\_

**Cost Estimating:**

**Principal Team Members Hourly Rate**

- Principal \_\_\_\_\_
- Project Cost Estimator \_\_\_\_\_
- Clerical \_\_\_\_\_

**4. Actual hourly rates submitted for labor categories will be used in a TORFP.**

\*Fully loaded fixed price that includes all direct and indirect costs and profit for the Contractor to perform. Indirect costs shall include all costs that would normally be considered general and administrative costs and/or travel costs, or which in any way are allocated by the Contractor against direct labor hours as a means of calculating profit or recouping costs which cannot be directly attributable to the Contract.

Submitted by Authorized Signature
Date
Print Name and Title
Company Name
Company Address
Telephone
Federal Tax Identification #

Date Issued: October 21, 2013  
By: Kelly Moore, Procurement Specialist