

# ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER

580 TAYLOR AVENUE

ANNAPOLIS, MARYLAND 21401



**Pamela Harris**

State Court Administrator  
410-260-1295

## **Amendment #1**

### **Request for Proposals**

**K16-0043-25**

#### **Architectural Services for the Maryland Judiciary**

This Amendment 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 RFP Section 1.9 Proposal Closing Date**

One hard unbound copy (technical and financial) must be received by the Procurement Officer, **no later than ~~December 29, 2015~~ January 4, 2016 at 2:00PM** in order to be considered.

#### **2. Revise RFP Section 2.3.8, TORFP Scope of Work**

2.3.8.1 Individual TORFP jobs will dictate the actual quantity (not to exceed 5 sets) of paper drawings and/or CD or disc. Some jobs may lend themselves to paper drawings and thus they will be required. Format will be determined at time of specific job reward.

#### **3. Revise RFP Section 3.4.5, Offeror Technical Response to RFP Requirements**

3.4.5.3 Offeror shall submit a pricing plan to propose a solution in the most effective manner for sample scenario as provided in Attachment G

**4. Revise RFP Attachment D – Price Proposal Form**

**K16-0043-25**

**Architectural Services for the Maryland Judiciary**

**1. Hourly rates quoted will be used as a ceiling rate for TORFP.**

Submit fully loaded\* hourly rates for all anticipated labor categories in accordance with the percentage of work required for a typical job/project the sample scenario.

**2. Submit hourly rates for labor categories in accordance with the percentage of work required for the sample scenario as provided in Attachment G.**

**3. The below hourly rate schedule may be of 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 and % of Work**

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

**Civil Engineering:**

**Principal Team Members Hourly Rate and % of Work**

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

**Structural Engineering:**

**Principal Team Members Hourly Rate and % of Work**

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

**Mechanical Engineering:**

**Principal Team Members Hourly Rate and % of Work**

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

**Electrical Engineering:**

**Principal Team Members Hourly Rate and % of Work**

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

**Plumbing Engineering:**

**Principal Team Members Hourly Rate and % of Work**

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

**Cost Estimating:**

**Principal Team Members Hourly Rate and % of Work**

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

**4. Hourly rates and Total Price for labor categories in accordance with the percentage of work required for sample scenario provided in Attachment G.**

**Sample Scenario Total \$ \_\_\_\_\_**

**5. Sample scenario is for evaluation purposes only.**

\*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. There is no provision for additional travel reimbursement.

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

## **5. Addition- RFP Attachment G – Sample Scenario**

Convert 3500 square feet of currently occupied leased space in Annapolis into 3 private offices (120-150 square feet) and maximize the remaining area with open space workstations to include one receptionist/secretarial support person and remainder cubicles.

Issued by: Whitney Williams  
Procurement Officer  
December 21, 2015