



# 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. 3 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: Explanation of the bidding process from selection of firms from this RFP and the subsequent purchase order (PO) selection process.

Response: [Please refer to section 4.1- Evaluation Criteria](#)

2. Question: Relocation and move services – required or not required.

Response: [Not required](#)

3. Question: FF&E selection/specification and procurement – who performs?

Response: [Furniture, fixtures and equipment are spec'd by the architect inasmuch as they are a permanent fixture of the building and in keeping with standards within the industry and currently in place in the building itself. For instance, architect is expected to spec toilets, sinks, etc. Owner reserves the right to accept or not as appropriate. Furniture and equipment will be specified by the owner and are outside of the scope of this work.](#)

4. Question: Who will be responsible for permitting services?

Response: [A/E is responsible for providing construction documents such that a general contractor can obtain necessary permits from the local jurisdiction in leased spaces.](#)

5. Question: Reason(s) why MBE goals are not required for this submission.  
Response: The Judiciary does not require MBE goals for procurements that do not exceed \$50,000. While it is possible that a TORFP associated with this RFP may exceed \$50,000, the likelihood is improbable.
6. Question: Please explain the differences in services to be offered based on whether the spaces are within State owned buildings verses leased spaces.  
Response: In leased spaces, the contractor must obtain all necessary permits for renovation work so that a CoO can be issued. In State owned spaces, the A/E is supplying documents/drawings and the State does not pull its own permits.
7. Question: Please explain the Judiciary's view of the role of interior designers within this RFP?  
Response: No interior design required beyond the scope of "laying out" standard size modular furniture and ensuring same could fit within proposed spaces – makes recommendations in some instances. Generally, District court and the AOC does not use the services of an interior designer.
8. Question: Issuance of a hypothetical project for bidders can produce a hypothetical fee for services. At the meeting it was said that this would be forthcoming.  
Response: Refer to Amendment No. 1

Issued by: Whitney Williams  
Procurement Officer  
December 21, 2015