UMBC
On Call Underground Mechanical Utilities
RFP #BC-21098-K

Pre-Proposal Meeting
November 27, 2018

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Pre-Proposal Meeting Agenda

- Procurement Process
- RFP Highlights
- Question/Answer Period
RFP Sections and Attachments

- Procurement Schedule
- Section 00100: Scope of Work (4 Articles)
- Section 00200: Instruction to Proposers
- Section 00300: Proposals, Evaluation and Forms (4 Articles)
- Attachment A: Forms to be included in Proposer’s Technical Proposals.
- Attachment B: Price Proposal Form
RFP Sections and Attachments

- Attachment C: Underground Mechanical Utilities Contract & Contract Affidavit; (only the successful firms will be required to complete these forms)

- Attachment D: UMBC Scope of Work Template; Notice to Proceed Form; Change Order Notice to Proceed Form; and On Call Task Order Price Proposal Form (only the successful firms will be required to complete these forms)
Procurement Process

- Technical Proposals submittal.
- Technical Proposals will be evaluated before Price Proposals are requested.
- Technical evaluation resulting in a short-list of proposers
- Only the short-listed firms from the Initial Technical Evaluation will be invited to participate in an Interview Session
- Second Technical Evaluation
- Only the short-listed firms following the Second Technical Evaluation will be requested to submit a Price Proposal.
- Price Evaluation
- Final ranking for each proposer.
Procurement Schedule

• **Deadline for Questions** is Friday, December 7, 2018 by 4:00 p.m. (To be submitted in writing to jkenny@umbc.edu)

• **Technical Proposals**: Due on Tuesday, December 18, 2018, at or before 4:00 p.m. by EMAIL to RFP_Sub.c50eyve5ebpw64sq@u.box.com

• **Interview Sessions only with the short-listed firms**: Anticipated on Wednesday, January 30, 2019 and Thursday, January 31, 2019 (times to be determined)

• **Price Proposal**: Anticipated on Wednesday, February 13, 2019 (opened privately).

• **Contract Award**: Anticipated on or about Wednesday, February 20, 2019.

• **Contract Start Date**: March 1, 2019
RFP Section 00100
SCOPE OF WORK
Article 1

- UMBC intends to establish “Master” Contracts with multiple commercial and institutional Underground Mechanical Utilities firms that will be the prime contractors for UMBC.

- Initial term of the contract will be two (2) years with six (6) one year renewal options at the University’s sole discretion.

- Estimated dollar volume is $75,000 annually.
RFP Section 00100
SCOPE OF WORK
Article 1

• Under $25,000:
  • University will generally rotate amongst the On Call Contractors for this category; however, reserves the right to competitively bid from amongst all of the On Call Contractors.

  • OFM will (i) prepare a written scope of work inclusive of timeframe/schedule, applicable specifications, and drawings and (ii) conduct a site visit.

  • The rotational contractor will provide a price proposal to the OFM Project Manager within a reasonable timeframe.
RFP Section 00100
SCOPE OF WORK
Article 1

• $25,000 and greater:
  • These task orders shall be awarded through a competitively bid process led by P&SS among all of the On-Call Underground Mechanical Utilities Maintenance Contractors.

• In these instances, OFM will (i) prepare a written scope for the contractors (which may include specifications and/or drawings, as applicable) of work on each task order inclusive of time frame/schedule; and (ii) conduct a site visit with all available On-Call Underground Mechanical Utilities Maintenance Contractors.
RFP Section 00100
SCOPE OF WORK
Article 1

• OFM will select the Contractor from among the On-Call Underground Mechanical Utilities Maintenance Contractors whose price and time frame best serves the University's interest and meets all University requirements. After selection, a Notice to Proceed will be sent by the University (OFM Project Manager or Procurement Officer, as applicable) to the awarded Contractor for signature; this form will confirm the scope of work, commencement and completion dates, time frame, and price.

• At the University’s discretion in unusual circumstances, task orders above $25,000 may be awarded on rotation or direct selection when it is in the best interest of the University.
RFP Section 00100
SCOPE OF WORK
Article 1

• BONDS AND INSURANCE
  • Payment and Performance Bonds – required on all task order $100,000 and greater.
  • Builders Risk – required on each awarded task order $100,000 and greater.
RFP Section 00100
SCOPE OF WORK
Article 1

- Each on-call contractor will provide Procurement & Strategic Sourcing (P&SS) with an On-Call Underground Mechanical Utilities Task Order Price Proposal form (Attachment D) inclusive of the following:
  - Total costs for self-performed work with a breakdown of the total material cost, and total labor cost;
  - Subcontractor quotes with quoted mark-up percentage;
  - Time frame/schedule; and,
  - The name of the Field Superintendent to be assigned. (As required by the contract, the Superintendent shall be one (1) of the two (2) individuals submitted in the Contractor’s Technical Proposal)
RFP Section 00100
SCOPE OF WORK
Article 1

• OFM will select the Contractor from among the On-Call Underground Mechanical Utilities Maintenance Contractors whose price and time frame best serves the University's interest and meets all University requirements. After selection, a Notice to Proceed will be sent by the University (OFM Project Manager or Procurement Officer, as applicable) to the awarded Contractor for signature; this form will confirm the scope of work, commencement and completion dates, time frame, and price.

• At the University’s discretion in unusual circumstances, task orders above $25,000 may be awarded on rotation or direct selection when it is in the best interest of the University.
RFP Section 00100
SCOPE OF WORK
Article 1

• All communications on awarded task orders are to be directed to the OFM Project Manager only.

• All Change Order work shall not proceed until P&SS issues a purchase change order or a letter of authorization.

• Any proposed staff changes must be reviewed and approved by P&SS. Upon approval, a contract amendment will be issued.
RFP Section 00100
SCOPE OF WORK
Article 1

• If during the term of the contract, the Contractor is awarded other task orders outside of this contract, it is expected that the Contractor will assign separate work crews and supervisory teams to all concurrent task orders to ensure that no job schedule is affected by inadequate manpower levels.

• The University reserves the right to terminate the contract if the Contractor fails to respond to multiple rotational task orders or to submit Price Proposals on task orders over $25,000.
RFP Section 00100
SCOPE OF WORK
Article 2

SCOPE

• The Contractor is to furnish all labor and material necessary to comply with scope of work, drawings, and specifications furnished by authorized personnel of the University for work on the UMBC Campus, University-owned property, and State of Maryland agencies.

• The majority of the maintenance contracting work will include, but is not limited to water supply and drainage pipe installation; storm drain and sanitary inlet installations and maintenance; fire hydrant, potable and non-potable installation, replacement and maintenance; water lines, chilled water and hot water 180 degree water lines and back flow devices.
RFP Section 00100
SCOPe OF WORK
Article 2

• Emergency services will be coordinated with the University’s representative and the Contractor shall be available on a twenty-four (24) hour, seven (7) days per week basis. The Contractor shall respond within two (2) hours after receiving notification for emergency service, by providing a qualified service mechanic at the job site to assess the emergency. The Contractor must provide one telephone number where a designated representative can be contacted in case of emergency, with a second telephone number as backup.

• Note: Emergency services will be requested on a rotation basis to ensure adequate distribution of work to all selected contractors.
RFP Section 00100
SCOPE OF WORK
Article 2

• All work performed under this contract shall be in accordance with UMBC’s Standard Maintenance General Conditions dated 1/4/10.

MAINTENANCE WORK
The general maintenance and repair work included under the On-Call Underground Mechanical Utilities Maintenance Contract are anticipated to include the following:

• Locate, identify, mark existing underground utility systems including; electric, voice, data, water supply, natural gas, storm water, duct-banks & sanitary.

• Various types of excavation.
RFP Section 00100
SCOPE OF WORK
Article 2

• Comply with MOSHA/OSHA and all other applicable codes for below grade shoring and other safety requirements.
• Repair/replace underground water supply valves.
• Repair/replace underground water supply piping.
• Repair/replace underground storm water management systems.
• Repair/replace underground natural gas systems.
• Repair/replace underground sanitary systems.
• Repair/replace/maintain storm water management ponds, spillways, culverts, outfalls, etc.
• Repair/replace hardscape surfaces unearthed as part of the underground repair.
RFP Section 00100
SCOPE OF WORK
Article 2

• Repair/replace softscape surfaces damaged as part of the underground repair.
• Maintain proper back-fill materials & compaction rates as conditions required.
• Replace/repair/install duct-banks, conduits, raceways, wire-ways, etc.
• Replace/repair/install man-holes, drains, catch basins, etc.
RFP Section 00100
SCOPE OF WORK
Article 2

- **EMPLOYEE IDENTIFICATION**
  - Due to the nature of routine on-call work and required security, the Contractors shall obtain identification for all of their employees, equipment and Subcontractors that will be utilized at UMBC.
  
  **EMPLOYEE IDENTIFICATION OF WORKMEN ASSIGNED TO THE UNIVERSITY TASK ORDERS SHALL BE VISIBLE AT ALL TIMES**

- All vehicles and mobile equipment used the selected firm or their subcontractors shall be identified with the firm name displayed in a highly visible manner. This also includes subcontractor’s vehicles. This requirement extends to any personal vehicles used in the performance of work at the University.
RFP Section 00100
SCOPE OF WORK
Article 2

• PARKING REQUIREMENTS
  • The University has recently implemented visual license plate recognition. Awarded firms must complete the Contractor/Vendor Permit Application form. Parking policies are enforced year round, between the following hours:
  • Monday through Thursday: 7:00 AM to 9:00 PM.
  • Friday: 7:00 AM to 3:30 PM.
RFP Section 00100
SCOPE OF WORK
Article 2

• Parking in unauthorized locations may result in issuance of a citation. A parking violation issued against a vehicle without a permit will be charged to the registered owner of the vehicle.

• Confine parked vehicles to designated parking spaces unless otherwise approved in writing.
RFP Section 00100
SCOPE OF WORK
Article 3

• SPECIAL CONDITIONS:
  • The Contractor must be able to deliver all said labor and standard items of material and equipment within the timeframe confirmed in the Notice to Proceed for each task order. Purchase of equipment and material not usually carried in stock by local distributors shall be accomplished competitively within the shortest time possible while maintaining the job schedule.
The Contractor shall maintain a local office with telephone available for receiving and making calls throughout the working day and shall have available locally sufficient storage space for materials and equipment if their office and principal place of business is not located within 50 miles of the University.
RFP Section 00100  
SCOPE OF WORK  
Article 3

• The Contractor shall provide one person designated as the Project Manager and have one (1) 100% on-site Field Superintendent. The Project Manager shall be the Contractor's agent for reviewing the project in the field when required with the University's representatives and shall be the channel for all inquiries concerning work in progress or work to be started under this Contract. The Field Superintendent shall manage the job on-site and supervise all on-site personnel. All supervisory personnel for the On-Call Contractor must be direct employees of said Contractor.
RFP Section 00100
SCOPE OF WORK
Article 3

- The Project Manager should be readily available to review all phases of the project when requested by the University. The Project Manager should have a cell phone/beeper to facilitate accessibility to the University.
- The timeframe of work hours for the Contractor shall be 7:30 a.m., through 4:00 p.m., Monday through Friday. The work shall be carried forward during normal work hours unless the Contractor elects on his own volition to extend operations beyond regular hours and such extensions are approved by the University. If overtime is needed, the associated costs are the responsibility of the On Call Underground Mechanical Utilities Maintenance Contractor.
The Contractor shall perform the work under this Contract on the job site in the presence of University employees, other University Contractors and/or Subcontractors, whether union or non-union and shall complete the work assigned in the time required. If off-site work such as shop fabrication, the University reserves the right to inspect such off-site work at any time.
RFP Section 00100
SCOPE OF WORK
Article 4

• CONTRACTOR LABOR RATES
  It is understood and agreed that the Quoted Hourly Billing Rates will include the following:
  • Salary cost inclusive of all associated overhead and profit.
  • Premiums for Workmen’s Compensation and Unemployment Insurance, Contractor’s share of Social Security Payment, and other such expenses based on payrolls of labor performed in connection with the work under the Contract.
RFP Section 00100
SCOPE OF WORK
Article 4

- Premiums for insurance for this Contract as required by the Specification or by the law to carry including Contractor’s Liability, Property Damage, Vehicle Insurance on tools and equipment a stipulated in the Specifications.

- Fringe benefits for health and welfare, Workman’s Compensation insurance, vacations, holidays and pensions shall be furnished by the Contractor.

- Tools and construction equipment of all types including maintenance, loss and breakage as required to complete the work.
RFP Section 00100
SCOPE OF WORK
Article 4

• Incentive pay, if any.

• Travel costs for Contractor’s business operation or employee’s residence to job site of University of Maryland, Baltimore County.

• Welfare funds such as vacation allowance or other fringe benefits which are included in the local prevailing wage rates by written agreement between Contractors and Labor Unions.

• Equipment and material owned by the contractor.
RFP Section 00100
SCOPE OF WORK
Article 4

• “JOB COSTS” WHICH CONTRACTOR WILL BE REIMBURSED:
  • All payments made for subcontractors and suppliers cost of material and equipment plus quoted percentage mark-up.

• RECORDS OF PROJECT COSTS TO BE PROVIDED BY THE CONTRACTOR:
  • Records: The Contractor shall retain records in accordance with UMBC Standard Maintenance General Conditions dated 1/4/10.
• Billing Format: Contractor to provide applicable paid invoices for equipment rental, material and subcontractor invoices as the work is completed.
RFP Section 00200
Instructions to Proposers

• All questions on this procurement are to be directed via e-mail to John Kenny at jkenny@umbc.edu

• Questions and responses will be sent to all proposers via an addendum posted to UMBC P&SS Bid Board.

• Technical Proposals are to be submitted to UMBC’s P&SS Office via electronic upload by email to:
  • RFP_Sub.c50eyve5ebpw64sq@u.box.com
  • File names for the documents are to include the RFP number and the Proposer’s name.
  • Submit two (2) sets of the technical proposal for ease of use by UMBC as follows:
    • One set in Microsoft Word format.
    • One set in PDF format.
RFP Section 00200
Instructions to Proposers

• Proposers shall allow sufficient time in submitting responses to the RFP to insure timely receipt by the Issuing Office via the Box site. Proposers should receive an automatically generated verification from Box when the file has successfully uploaded. Proposers that do not receive verification should immediately contact the Issuing Office (P&SS) to confirm that their response has been received. Proposals or unsolicited amendments to proposals arriving after the due date and time will not be considered.
Proposers must clearly indicate each and every section of their Technical Proposal which they deem to be confidential, proprietary or a trade secret.

Late proposals cannot be accepted.

By submitting a proposal, a firm agrees that if awarded the Contract, they will be bound under the Contract to all the terms and conditions contained in the RFP documents.

MBE subcontractor participation is strongly encouraged. There will be an MBE goal on Task Orders $100,000 and greater. The University expects each of On Call Contractors to make a good faith effort to use MBE subcontractors and suppliers for materials & equipment.
ARTICLE 1

- Proposal must provide a transmittal letter
- Proposal must be signed by an authorized individual of the company submitting the Proposal.
RFP Section 00300
PROPOSALS, EVALUATION AND FORMS
Article 2

**Forms**: In addition to responses to the technical Submittal, the proposal also includes:

- Transmittal Letter
- Detailed responses to Article 2, Item B. Submittal (forms found in Attachment A)
- State of Maryland Contractor’s license
- Bid/Proposal Affidavit
- Acknowledgement of Receipt of Addenda Form

**Note**: All of the University forms are to be used in Proposers’ Technical Proposals are available on the UMBC P&SS Bid Board in MS Word format.
1. **KEY PERSONNEL**: Complete the Key Personnel Form - University form found in Attachment A):

- **Project Manager** - Person designated by the Contractor who will be involved on a continual basis from commencement of the contract until construction completion. This person will be responsible for the overall management of the Contractor’s team assigned to a particular project and the completion of the project.
Field Superintendent/Foreman - Contractor personnel who will be on-site 100% once construction commences on a project and will be responsible for the direct supervision of the trade contractors, daily coordination of the work on site to maintain the schedule, on-site management such as material deliveries, outages, etc.

KEY PERSONNEL REFERENCES:
- UMBC will contact the key personnel references listed on this form of the short-listed Proposers only. The University reserves the right to check other sources.
By submitting the names of the Key Personnel (one Project Manager and two Field Superintendents) for consideration under this Key Personnel Section, the Proposer is committing these persons to UMBC for this contract’s duration if awarded the project. No personnel changes will be permitted without written authorization from the University via a contract amendment issued by UMBC's P&SS Office.
2. **FIRM EXPERIENCE:**
   - Complete the Firm Experience Form on a total of three (3) similar projects/contracts.
   - Submitted projects/contracts should reflect the size, complexity, and services required under this RFP.

**FIRM REFERENCES:**
- UMBC will contact the firm references listed on these forms of the shortlisted firms only. The University reserves the right to check other sources.
3. COMPANY (PROPOSER) PROFILE:

- Complete the Company Profile Form in its entirety found in Attachment A.
RFP Section 00300
PROPOSALS, EVALUATION AND FORMS
Interview Sessions

• Interview Sessions will be held only with the Short-listed Firms
• Required Attendees: Proposed Project Manager and Field Superintendent/Foreman.
• Purpose:
  1. To allow the University to meet the Proposer’s key personnel and provide them an opportunity to convey their background and expertise as it applies to the University’s project;
  2. To discuss selected categories of the Proposer's Technical Proposal;
  3. To provide an opportunity to clarify and discuss the scope of services for this Contract; and,
  4. To review the Price Proposal form.
Price Proposals will only be requested from the Proposers who remain short-listed following the Second Technical Evaluation.

Price Proposals for On Call Underground Mechanical Utilities will consist of:
- Hourly Rates for Key Personnel/Additional Staff positions;
- Percent (%) Mark-up for:
  - Materials
  - Equipment Rental
  - Subcontractors (maximum of 10%)
Technical Proposals will be evaluated by a University Evaluation Committee.

Only the Proposers that are short-listed after the initial technical phase will advance to the Interview Session phase.

Only those Proposers that are short-listed after the Interview Sessions will advance/continue in the procurement process.
RFP Section 00300
PROPOSALS, EVALUATION AND FORMS
Article 4

• Second Phase Technical Evaluation will be conducted following the Interview Sessions.

• Order of Importance of Technical Submittal remains the same.

• All technical Submittal will be re-evaluated based on the Interviews.

• Key Personnel and Firm References will be included.

• Proposers short-listed after the Second Phase Technical will advance/continue in the procurement process.
Price Proposals will be evaluated based on:

- Sample projects
- Price proposals are not opened publicly.
- The University may elect to request Best & Final Price Proposals.
Final Evaluation

- Ranking of the Price Proposal for each category will be combined with the corresponding total technical ranking for each category to determine a final rating for each proposal.

- Technical merit will have a greater weight than price.

- The University will choose from among the highest rated proposals those proposals which will best serve the interests of the University in accordance with USM procurement policies and procedures.
RFP Questions

• Questions from this Pre-Proposal meeting as well as questions submitted subsequently will be included in an issued addendum.

• All questions must be sent to John Kenny as indicated in the RFP. Proposers are not to contact anyone else outside of UMBC Procurement about this solicitation.

• Firms must provide their contact information to Procurement so that any addenda are provided to them.
Question/Answer Period

Any questions?
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