

# UMBC

**AN HONORS UNIVERSITY IN MARYLAND**

DATE: February 19, 2019

TO: All Prospective Proposers

FROM: Terry Cook  
Senior Associate Vice President for Administrative Services

RE: UMBC Campus Utilities Upgrade Project  
A/E Solicitation #BC-21129-C  
ADDENDUM # 2 dated 2/19/19

The following amends the above referenced solicitation documents. Receipt of this addendum must be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda" Form and submitting it along with the Initial Technical Proposal you submit to the University.

- A. **A/E Pre-Proposal Meeting Power Point Presentation:** Attached is provided the power point presentation in pdf format from the A/E Pre-Proposal meeting of 2/19/19.
  
- B. **A/E Pre-Proposal Meeting Sign In Sheet:** Attached is provided the sign-in sheet from the A/E Pre-proposal meeting of 2/19/19 which consists of four (4) pages.

END OF ADDENDUM #1 DATED 2/19/19

**A/E SOLICITATION NO.:** BC-21129-C

**INITIAL TECHNICAL PROPOSALS**

**DUE DATE:** Tuesday, 3/12/19, on or before 11:59 pm to the following box site: [Technic.9cqdsnwunfb1dt3x@u.box.com](mailto:Technic.9cqdsnwunfb1dt3x@u.box.com)

**A/E SOLICITATION FOR:** UMBC CAMPUS UTILITIES UPGRADE PROJECT

**NAME OF PROPOSER:** \_\_\_\_\_

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1	dated 02/18/19
Addendum No. 2	dated 02/19/19
Addendum No. ____	dated _____
Addendum No. ____	dated _____
Addendum No. ____	dated _____

As stated in this Addendum, this form is to be returned within your Initial Technical Proposal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

END OF FORM

# UMBC CAMPUS UTILITIES UPGRADE PROJECT

A/E SOLICITATION #BC-21129-C

PRE-PROPOSAL MEETING  
AND  
SITE VISIT

19 FEBRUARY 2019

# A/E Solicitation #BC-21129-C

## REVIEW OF A/E SOLICITATION



# A/E Solicitation #BC-21129-C

## A/E SOLICITATION SCHEDULE



# Section 1 – A/E Solicitation Schedule

EVENT/ACTIVITY	DAY/DATE	COMMENTS
Deadlines for Questions	Monday, 3/4/19, noon	Sent to <a href="mailto:tcook@umbc.edu">tcook@umbc.edu</a>
Responses to Questions	Wednesday, 3/6/19	Issued via addendum.
Initial Technical Proposal Due Date/Time	Tuesday, 3/12/19, on or before 11:59 p.m.	Submitted to the Issuing Office via Box site at <a href="mailto:Technic.9cqdsnwunfb1dt3x@u.box.com">Technic.9cqdsnwunfb1dt3x@u.box.com</a>
Second Phase Technical Proposals	Monday, 4/8/19, on or before 11:59 p.m.	Short listed A/E firms only to Issuing Office via Box site at <a href="mailto:2nd_Tec.xhxeopefmyyr0oy5@u.box.com">2nd_Tec.xhxeopefmyyr0oy5@u.box.com</a>
Interview Sessions	Thursday, 4/11/19, 9-5 pm and Friday, 4/12/19, 9-12	Proposers are advised to set this date aside to avoid any conflicts
Notification on top ranked firm	Monday, 4/15/19	Scope clarification items from top rated A/E due at noon on Monday, 4/22/19
A/E Fee Negotiations	05/01/19- 06/04/19	Fee pre-proposal meeting on 4/24/19
BPW Meeting	July 2019	Actual date is dependent on number of negotiation sessions

# Section 2- Summary and Background

- Campus Utility Upgrades Project will be design and constructed in two (2) phases with two (2) bid packages and two (2) awarded Prime Contractors
- **Phase 1:** Includes the following:
  - Replace high temperature hot water (HTHW) generator.
  - Replace transformers and switchgear.
  - Replace medium voltage electrical feeders.

# Section 2- Summary and Background

- **Phase 2:** Includes the following:
  - Upgrade emergency generator system.
  - Repair deterioration in utility tunnels, including structural, mechanical, and electrical issues.
  - Refurbish domestic water system.
  - Replace pedestrian and vehicular lighting.
  - Storm Water management improvements including ecological restoration of riparian corridor, landscape conversion, and accessible route with pedestrian lighting to stadium complex.



# Section 2 – Summary and Background



- The following information is available to proposers:
  - Solicitation document #BC-21129-C, any addenda and responses to questions.
  - The UMBC Utilities Upgrade Part I and Part II Facility Program dated June 2018 on the identified Box site.
  - *Addendum #1 was issued on 2/18/19* with clarifications to the Facility Program documents.
  - The University's Procedure Manual for A/E Services – 2009 Edition with 2015 Updates is available at UMB FM website.
  - Additional UMBC documents are provided on the identified Box site for proposers' information and use.

## Section 3- Definitions

- Definitions of terms are provided.
- These definitions apply to this A/E procurement

## Section 4 - A/E Scope of Work

- The A/E will be obligated to design the project to the specified Project Construction Costs [=Design to Dollar (DTD) amount].
- The DTD amount is \$14M.



# Section 4 - A/E Scope of Work – Two Phases

- **Phase 1:** Includes HTHW generator replacement, building transformer replacements, electrical feeder replacements, secondary electrical switchgear replacement and emergency power system upgrades.
- **Phase 2:** Storm Water Management improvements inclusive of an accessible route from Hilltop Circle to Stadium Complex, Exterior Lighting Replacements, Domestic Water system refurbishment and Utility Tunnel Repairs



# Section 4 - A/E Scope of Work

## Design Time Frames – Phase 1

- **Design Phase** (SD through CDs): Twenty-six (26) weeks to include the following (University will also contract with a Construction professional for cost estimating and VE services):
  - 3 weeks at 100% DD for design review, cost estimate preparation and reconciliation and VE session;
  - 2 weeks at 50% CD for design review, cost estimate preparation and reconciliation
  - 1 week at 95% CD for design review.
  - 1 week at 100% CD for back-check by the University



# Section 4 - A/E Scope of Work

## Design Time Frames – Phase 1

- **Bidding Phase:** Thirteen (13) weeks inclusive of BPW approval (and during this phase, A/E is to provide a conforming set of the Construction Documents inclusive of all addendum).
- **Construction Phase:** Fifty-two (52) weeks from issuance of the Notice to Proceed for construction



# Section 4 - A/E Scope of Work

## Design Time Frames – Phase 2

- **Design Phase** (SD through CDs): Fifty-six (56) weeks to include the following (University will also contract with a Construction professional for cost estimating and VE services):
  - 3 weeks at 100% SD for design review
  - 3 weeks at 100% DD for design review, cost estimate preparation and reconciliation and VE session;
  - 3 weeks at 50% CD for design review, cost estimate preparation and reconciliation, and VE session
  - 2 weeks at 95% CD for design review.
  - 2 week at 100% CD for design review



# Section 4 - A/E Scope of Work

## Design Time Frames – Phase 2

- **Bidding Phase:** Thirteen (13) weeks inclusive of BPW approval (and during this phase, A/E is to provide a conforming set of the Construction Documents inclusive of all addendum).
- **Construction Phase:** Sixty (60) weeks from issuance of the Notice to Proceed for construction





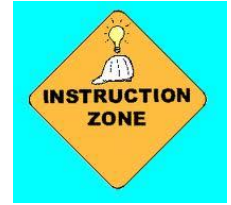
# Section 5- Instructions to Proposers



- The A/E team is to include:
  - Prime A/E (Design Team Lead)
  - Civil Engineer
  - Mechanical Engineer
  - Electrical Engineer
  - Structural Engineer
  - Landscape Architect
  - Hydrologist/Water Resources Engineer
  - Cost Estimator

Note: Given the nature of this project, the University prefers that the prime A/E (Design Team Lead) is an engineering firm.

# Section 5-Instructions to Proposers



- A/E will be required to provide complete design services for the 6 project phases – Schematic Design through Post Construction Phases.
- The University will be using the Design-Bid-Build (D-B-B) delivery method on this project.

# Section 5-Instructions to Proposers



- Issuing Office is UMBC Office of Procurement & Strategic Sourcing.
- All questions are to be directed to Terry Cook at [tcook@umbc.edu](mailto:tcook@umbc.edu) by date/time indicated in schedule.
- Responses to questions will be posted on UMBC's ebid board at <https://procurement.umbc.edu/bid-board/>  
Proposers are advised to check this location periodically.

# Section 5-Instructions to Proposers



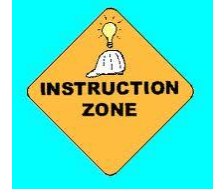
- The link to the A/E standard contract form is provided in the solicitation document.
- The initial contract will be issued through the Schematic Design phase through Bidding for both phases with subsequent amendments for CA and PC phases for each project phase.
- UMBC Procurement will handle and be solely responsible for the contract administration and management of the executed A/E contract.

# Section 5- Instructions to Proposers



- MBE participation level for this solicitation is 15% for subconsultants.
- There are no MBE subgoals.
- Only MDOT MBE certification is accepted.
- Note: MBE guidelines for MBE prime self-performance.
- Note: MBE liquidated damages apply based on recent legislation.

# Section 5- Instructions to Proposers



- By submitting a proposal, proposing firms are committing to this MBE participation level.
- MBE Attachment C1-1 A (Parts 2 and 3 - MBE Utilization and Fair Solicitation Affidavit & MBE Participation Schedule) MUST be submitted with the Initial Technical Proposal or the proposing firm will be deemed “non-responsive and not susceptible for the award” – this is **not curable**.

# Section 5- Instructions to Proposers



- Confidential/Proprietary Information – Proposers are to identify those portions of their proposal which they deem confidential, proprietary, or trade secrets.
- It is not sufficient to preface the entire proposal with a proprietary statement.

# Section 6 – Initial Technical Proposals

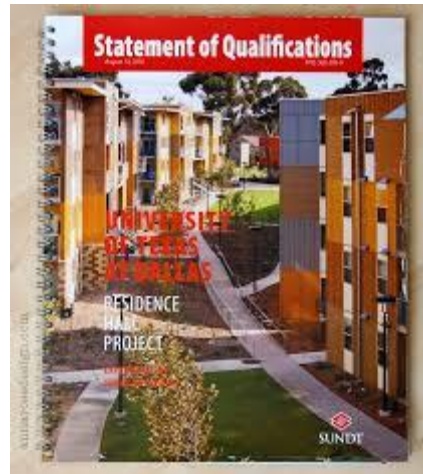
- Due to UMBC's Office of Procurement and Strategic Sourcing on Tuesday, 3/12/19, on or before 11:59 pm via identified Box site.
- One set in Microsoft Word format (for documents created in word processing format); and,
- One set in PDF format.





# A/E Solicitation #BC-21129-C

## INITIAL TECHNICAL PROPOSAL SUBMITTAL



# SF 330 – Part I

ARCHITECT - ENGINEER QUALIFICATIONS		
PART I - CONTRACT SPECIFIC QUALIFICATIONS		
A. CONTRACT INFORMATION		
1. PROJECT LOCATION (City and State)		
2. PUBLIC OFFER DATE	3. DESCRIPTION OF PROJECT NUMBER	
B. ARCHITECT-ENGINEER POINT OF CONTACT		
4. FIRM OR TITLE		
5. NAME OF FIRM		
6. TELEPHONE NUMBER	7. FAX NUMBER	8. EMAIL ADDRESS
C. PROPOSED TEAM		
<small>(Complete this section for the prime contractor and all key subcontractors.)</small>		

- Section A – Contract Information
- Section B – A/E Point of Contact: Name and contact information
- Section C – Proposed Team: Listing of all of the firms on the A/E team by name, address and role.

# SF 330 – Part I (continued)

ARCHITECT - ENGINEER QUALIFICATIONS		
PART I - CONTRACT SPECIFIC QUALIFICATIONS		
A. CONTRACT INFORMATION		
1. FIRM AND CONTACT PERSON NAME AND TITLE		
2. PUBLIC OFFER DATE	3. DESCRIPTION OF PROJECT NUMBER	
B. ARCHITECT-ENGINEER POINT OF CONTACT		
4. FIRM USE ONLY		
5. NAME OF FIRM		
6. TELEPHONE NUMBER	7. FAX NUMBER	8. E-MAIL ADDRESS
C. PROPOSED TEAM <small>(Complete this section for the prime contractor and all key subcontractors.)</small>		

- Section D – Organizational Chart:
  1. **Chart:** To include the following:
    - Each of the Firm’s name, discipline or specialty
    - Each key person’s name, role, discipline or specialty and *office location (city/state)*
    - Managerial relationships among the persons and/or firms
  2. Written description of proposed **contractual relationships among the firms** (see specific information about JV firms in the solicitation document)
  3. Summary or Matrix of **Prior Working Relationships** among the proposed **firms**

# SF 330 – Part I (continued)

ARCHITECT - ENGINEER QUALIFICATIONS		
PART I - CONTRACT SPECIFIC QUALIFICATIONS		
A. CONTRACT INFORMATION		
1. STATE OR TERRITORY AND COUNTY		
2. PUBLIC OFFICE STATE	3. SELECTED BY PROJECT NUMBER	
B. ARCHITECT-ENGINEER POINT OF CONTACT		
4. NAME OF FIRM		
5. TELEPHONE NUMBER	6. FAX NUMBER	7. E-MAIL ADDRESS
C. PROPOSED TEAM		
<small>(CONTINUE ON REVERSE OF THIS FORM AND ATTACH ADDITIONAL PAGES.)</small>		

- Section E – Resumes of Proposed Key Personnel:
  - Resumes to be submitted for the requested Key Personnel (10) based on the definitions provided; must be direct employees of the applicable firms.
  - Notes regarding CA Professionals (M/E/P and Civil):
    - Preference that these positions be people involved during the design with higher consideration if this is the case.
    - If the CA Professionals are members of the team in another role, Proposers are to submit an additional resume for the CA role to demonstrate project experience in this role versus the design role.

# SF 330 – Part I (continued)



The image shows a form titled "ARCHITECT - ENGINEER QUALIFICATIONS". It is divided into sections: "PART I - CONTRACT SPECIFIC QUALIFICATIONS" and "A. CONTRACT INFORMATION". Section A includes fields for "1. PROJECT LOCATION, NAME, AND TYPE", "2. PROJECT OFFICE STATE", "3. SELECTION OF PROJECT NUMBER", "4. DATE OF CONTRACT", "5. ARCHITECT-ENGINEER POINT OF CONTACT", "6. OWNER OR NAME", "7. TELEPHONE NUMBER", "8. FAX NUMBER", and "9. EMAIL ADDRESS". At the bottom, there is a section for "C. PROPOSER TEAM" with a note: "(Complete this section for all proposed individuals and all proposed subcontractors.)".

- Section E – Proposed Key Personnel (continued):
  - Resumes shall include all required information on SF330 form: (1) Project name and location, (2) description, (3) delivery method, (4) construction cost, (5) project start and completion date, (6) specific role of the individual *and the dates of the individual's involvement*.

**Note:** By submitting these names for the University's consideration, the Proposer is committing these people to the University for the Project's duration. No changes are permitted without written authorization via an amendment to the A/E contract.

# SF 330 – Part I (continued)

- Section F – Project Experience for A/E team firms
  - A total of 10 projects are to be submitted as follows:

Team Member	# of projects
Prime A/E Firm	2
Mechanical Engineer	2
Electrical Engineer	2
Civil Engineer	2
Hydrologist/Water Resources Engineer	1
Cost Estimator	1
Total	10

Note: If Prime A/E firm is one of the engineering firms, this applicable firm is to provide two design projects as the Prime in addition to the 2 projects under the applicable design discipline

# SF 330 – Part I (continued)

The form is titled "ARCHITECT - ENGINEER QUALIFICATIONS" and is divided into several sections. Section A is "CONTRACT INFORMATION" and includes fields for "1. PROJECT LOCATION, SITE, and Title" and "2. SELECTION OF PROJECT NUMBER". Section B is "ARCHITECT-ENGINEER POINT OF CONTACT" and includes fields for "3. NAME OF FIRM", "4. TELEPHONE NUMBER", "5. FAX NUMBER", and "6. E-MAIL ADDRESS". Section C is "PROPOSED TEAM" and includes a note: "(Complete this section for all joint ventures and all Sub-contractors.)".

- Section F – Project Experience for A/E team firms
  - The project submission is to include all information noted in the solicitation.
  - Submitted projects must be similar or relevant to UMBC’s Campus Utilities Upgrade project.
  - See higher consideration factors for each firm’s projects.
  - For project construction costs, an escalation chart has been included to determine the project size in today’s dollars.

# SF 330 – Part I (continued)

- Section F – Example Projects – *Prime A/E Firm*

# of Projects	Requirements	Higher Consideration Factors
2	1 - Completed for 6 months  1 – Design-Bid-Build project delivery method applicable	<ul style="list-style-type: none"> <li>- Proposed key people were involved in the submitted project, particularly in the proposed role</li> <li>- Higher education setting</li> <li>- Firm served in the role of Prime A/E</li> <li>- Projects are closer in size to UMBC project based on construction cost</li> </ul>



# SF 330 – Part I (continued)

The image shows a small, partially filled-out form titled "ARCHITECT - ENGINEER QUALIFICATIONS". It is divided into sections, with "PART I - CONTRACT SPECIFIC QUALIFICATIONS" and "A. CONTRACT INFORMATION" visible. The form contains various fields for project details, but the text is too small to read clearly.

- Section F – Example Projects – *Mechanical Engineering Firm*

# of Projects	Requirements	Higher Consideration Factors
2	<p>2 - Mechanical design work must have been done by ME firm</p> <p>2- infrastructure-related projects</p> <p>1-includes the design of high temp hot water (HTHW) system with distribution from a central plant</p>	<ul style="list-style-type: none"> <li>- Proposed key people were involved in the project, particularly in the proposed role</li> <li>- Second project includes HTHW with distribution from a central plant</li> <li>- Higher education/campus setting</li> <li>- Similar in scope, complexity and/or dollar value</li> </ul>

# SF 330 – Part I (continued)

ARCHITECT - ENGINEER QUALIFICATIONS  
 PART I - CONTRACT SPECIFIC QUALIFICATIONS  
 A. CONTRACT INFORMATION  
 1. PROJECT NAME (Include Full Name)  
 2. PROJECT LOCATION (City)  
 3. PROJECT NUMBER (If Applicable)  
 B. ARCHITECT/ENGINEER PORT OF CONTACT  
 4. FIRM NAME  
 5. FIRM ADDRESS  
 6. FIRM PHONE NUMBER  
 7. FIRM FAX NUMBER  
 8. PROJECT LEADER  
 9. PROJECT TEAM  
 (Complete this section for the ARCHITECT/ENGINEER PORT OF CONTACT)

- Section F – Example Projects – *Electrical Engineering Firm*

# of Projects	Requirements	Higher Consideration Factors
2	2 - Electrical design work must have been done by EE firm  2- infrastructure-related projects	<ul style="list-style-type: none"> <li>- Proposed key people were involved in the project, particularly in the proposed role</li> <li>- Higher education/campus setting</li> <li>- Similar in scope, complexity and/or dollar value</li> </ul>

# SF 330 – Part I (continued)

ARCHITECT - ENGINEER QUALIFICATIONS  
PART I - CONTRACT SPECIFIC QUALIFICATIONS  
A. CONTRACT INFORMATION  
1. PROJECT NAME (Include full name)  
2. PROJECT LOCATION  
3. PROJECT NUMBER (PART OF CONTRACT)  
4. DATE OF BIDDING  
5. PROJECT TEAM  
6. PROJECT TEAM

- Section F – Example Projects – *Civil Engineering Firm*

# of Projects	Requirements	Higher Consideration Factors
2	<p>2 –Include SWM, sediment erosion control, forest conservation, and utility relocation</p> <p>1- must be in the State of Maryland and require direct coordination with Maryland Department of the Environment (MDE)</p>	<ul style="list-style-type: none"> <li>- Project includes a pedestrian bridge</li> <li>- Higher education/campus setting</li> <li>- Similar in scope, complexity and/or dollar value</li> </ul>

# SF 330 – Part I (continued)

The image shows a form titled "ARCHITECT - ENGINEER QUALIFICATIONS" with a sub-section "PART I - CONTRACT SPECIFIC QUALIFICATIONS". It includes fields for "A. CONTRACT INFORMATION" and "B. ARCHITECT NUMBER POINT OF CONTACT".

- Section F – Example Projects – *Hydrologist/Water Resources Engineering Firm*

# of Projects	Requirements	Higher Consideration Factors
1	<p>Ecological restoration similar in scope and complexity to UMBC's project</p> <p>This project is to be submitted by either a separate subconsultant or by another firm on the project team</p>	None noted

# SF 330 – Part I (continued)

The image shows a form titled "ARCHITECT - ENGINEER QUALIFICATIONS" with a sub-section "PART I - CONTRACT SPECIFIC QUALIFICATIONS". It includes fields for "A. CONTRACT INFORMATION" and "B. ARCHITECT NUMBER PORT OF CONTRACT".

- Section F – Example Projects – *Cost Estimating Firm*

# of Projects	Requirements	Higher Consideration Factors
1	<p>Design-Bid-Build project delivery method</p> <p>Includes utility and infrastructure work similar to UMBC's project</p>	<ul style="list-style-type: none"> <li>- The proposed cost estimator was <b><i>directly</i></b> involved in the project and the preparation of the cost estimate(s), particularly in the proposed role</li> <li>- Higher education/campus setting</li> <li>- Similar in scope, complexity and/or dollar value</li> </ul>

# SF 330 – Part I (continued)

## Section F – Example Projects Notes

The image shows a sample form titled "ARCHITECT - ENGINEER QUALIFICATIONS". The form is divided into sections. The top section is "PART I - CONTRACT SPECIFIC QUALIFICATIONS". Below this is "A. CONTRACT INFORMATION". The form contains several lines for text entry, with some lines having small boxes for "PROJECT NUMBER" and "PROJECT NAME". The form is a standard document used for collecting project information from architects and engineers.

- Include all requested project information on each project per the A/E solicitation documents.
- Limit each project to one page (excluding project photos).
- Best consideration will be given to projects with the characteristics identified in the solicitation document.
- Failure to follow the outlined instructions in the solicitation may result in a lower evaluation.

# SF 330 – Part I (continued)

The form is titled "ARCHITECT - ENGINEER QUALIFICATIONS" and is divided into three main sections: "PART I: CONTRACT SPECIFIC QUALIFICATIONS", "A. CONTRACT INFORMATION", "B. ARCHITECT NUMBER POINT OF CONTACT", and "C. PROPOSED TEAM". It includes fields for contract number, project name, architect number, and team members.

- Section G: Key Personnel Participation in Example Projects
  - Provide matrix depicting proposed key personnel on the example projects and their role.
    - Higher consideration will be given if the key personnel's role is the same for both this UMBC project and the example projects.

# SF 330 – Part I (continued)



The image shows a form titled "ARCHITECT - ENGINEER QUALIFICATIONS". It is divided into three main sections: "PART I: CONTRACT SPECIFIC QUALIFICATIONS", "A. CONTRACT INFORMATION", and "B. ARCHITECT-ENGINEER POINT OF CONTACT". Section A includes fields for "1. FIRM AND ADDRESS (City and State)", "2. FIRM CONTACT NAME", and "3. FIRM CONTACT TELEPHONE NUMBER". Section B includes fields for "1. FIRM OFFICE", "2. FIRM ADDRESS", "3. FIRM PHONE NUMBER", "4. FIRM FAX NUMBER", and "5. FIRM E-MAIL ADDRESS". Section C is titled "C. PROPOSER TEAM" and includes a note: "(Complete this section on the back of this form or on a separate sheet.)".

- Section H: Additional Information - Summary of Qualifications:
  - A summary of qualifications.
  - A written description of why the Proposer is most qualified and skilled to design this project.
  - This information should be objective and limited to not more than 2 typewritten pages with a font size no smaller than 12.



# Basis for Selection



ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. CONTRACT NUMBER AND DATE

2. PROJECT NAME

3. PROJECT LOCATION

B. ARCHITECT MEMBER POINT OF CONTACT

1. NAME

2. TITLE

3. PHONE NUMBER

4. FAX NUMBER

5. E-MAIL ADDRESS

C. PROPOSED TEAM

(Complete this section for the entire contract and all sub-contracts.)

- Basis for Selection:
  - Provide a brief explanation as to why each firm was selected for the proposed A/E team by the Proposing firm.
  - Limit the response to 2 pages with a font size no smaller than 12.

# Economic Benefit



- Provide a detailed, but concise, overall description as to how the award of this contract will benefit the economy of the State of Maryland if the Proposer's team is the successful A/E.
- Such information is to include, but not be limited to, (i) A/E team members who are Maryland firms and (ii) number of employees in each A/E team member firm who are Maryland residents.

# Documentation



- Complete the “*License Documentation*” forms:
  - “*Key Personnel*” form for the individuals in their identified roles.
  - “*Firm*” form for the person in responsible charge for each firm who will be stamping the drawings (must be licensed in Maryland).
- “*Professional Liability Insurance*” Form (\$3M coverage).

Note: If Proposer is a JV, either the JV must have this coverage or each party of the JV must have this coverage.

# Forms



- MBE Attachment C-1A (Parts 2 and 3 **must** be included – *this cannot be cured*)
- Bid/Proposal Affidavit Form
- Acknowledgement of Receipt of Addendum

Note: Technical proposals are to be compiled in the order listed in the solicitation. It is preferable that tabs separating each section/ aspect of the response be utilized.

# References



- **Firm (6) References** (1) Prime/Proposing A/E Firm, (2) Civil Engineering Firm, (3) Mechanical Engineering Firm, (4) Electrical Engineering Firm, (5) Hydrologist/Water Resources Engineering Firm and (6) Cost Estimating Firm.
- **Key Personnel (9) References** for (1) A/E Project Manager, (2) Mechanical Engineer, (3) Electrical Engineer, (4) Civil Engineer, (5) Hydrologist/Water Resources Engineer, (6) Landscape Architect, (7) CA Professional – M/E/P, (8) CA Professional Civil and (9) Cost Estimator.

# References



- Firm References:
  - Complete the Firm Reference Form (in Attachment A) for each identified firm.
  - References are to be based on the submitted projects.
  - Provide two (2) additional references for each firm per the RFP.

# References



- Key Personnel References:
  - Complete the Key Personnel Reference Form (in Attachment A) on each of the identified key people.
  - Provide three (3) references for each person based on the submitted project experience.

# References Notes



- References are to be from different projects; that is, only one reference per project.
- Only one reference per firm or person from UMBC and one reference from UMB.
- References are to be submitted in the Initial Technical Proposal, however, the University will be conducting reference checking on short-listed firms only.
- References are to be able to speak to the firm or key person's performance.

Note: All references will be held in the strictest of confidence and the University reserves the right to verify all information and check any other sources available.



# Section 7 – Second Phase Technical



- Second Phase Technical Proposal will be requested from *short-listed proposers only*.
  - Submitted to UMBC’s Office of Procurement and Strategic Sourcing
  - One set in Microsoft Word format (for documents created in word processing format); and,
  - One set in PDF format.

# Second Phase Technical Proposal

- Requested from short listed proposers only.
- Due date and time is Monday, April 8, 2019, on or before 11:59 p.m.
- Submitted to Issuing Office via identified Box site.



The Second Phase



# Second Phase Technical Proposal

- Transmittal Letter
- Special/Unique Qualifications (limit 2 single-spaced, typewritten pages using no smaller than 12-point font)
- Key Personnel Workload



The Second Phase



# Special/Unique Qualifications

- Provide a narrative to elaborate on the special/unique qualifications and/or experiences of the proposed A/E team (firms and key personnel) which make it uniquely capable to provide A/E services on the UMBC project.
- Project experience included in this section is to be *in addition to* projects submitted previously.
- Narrative is to demonstrate why the proposed A/E team is distinctively capable to provide the A/E services on this UMBC project.



The Second Phase



# Key Personnel Items

- **Key Personnel Workload:** Complete this form on the following only:
  - (1) A/E Project Manager,
  - (2) Mechanical Design Engineer,
  - (3) Electrical Design Engineer,
  - (4) Civil Design Engineer,
  - (5) Hydrologist/Water Resources Engineer,
  - (6) CA Professional – M/E/P and,
  - (7) CA Professional – Civil.



The Second Phase



# Section 7 – Second Phase Technical Interview Sessions

- Interview Sessions with shortlisted firms only.
- To be held on Thursday, 4/11/19, between 9 am – 5 pm and Friday, 4/12/19, between 9 am – 12 pm
- Proposers are advised to set these dates/times aside to avoid a conflict.



The Second Phase



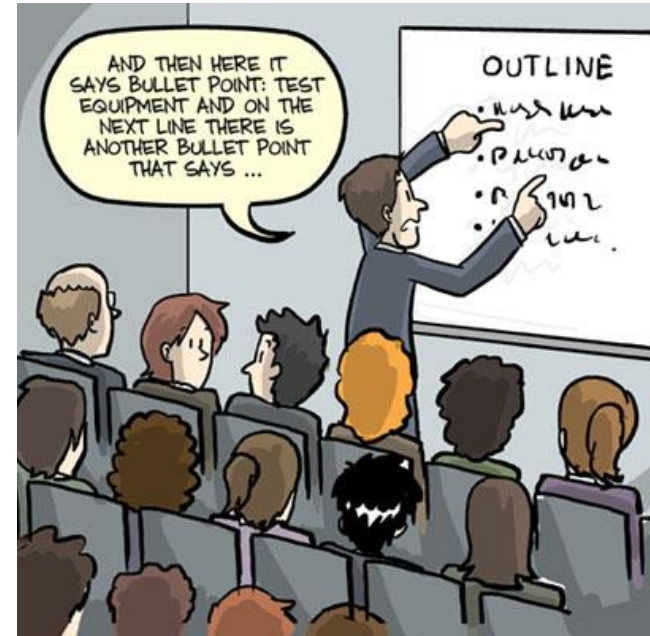
# Interview Sessions -Purpose

- Allow the University to meet the A/E Proposer's key personnel.
- Review the Proposer's scope of services for the design of this project.
- Review the Proposer's special/unique qualifications
- Allow the Proposer to respond to other inquiries from the University during the course of the session.



# Interview Session - Participants

- Key personnel required to attend:
  - Principal-in-Charge
  - A/E Project Manager
  - Mechanical Design Engineer
  - Electrical Design Engineer
  - Civil Design Engineer
  - Hydrologist/Water Resources Engineer
  - CA Professional – M/E/P
  - CA Professional - Civil





# Interview Sessions (continued)



- Forum will be informal.
- The University is not interested in a marketing presentation.
- Requesting round table discussions with short listed A/E firms.

# Section 8 - Evaluation



- University Qualifications Committee.
- Initial Technical Proposals Evaluations conducted.
- Resulting in a short list of firms.
- All proposers will be notified.

# Section 8 - Evaluation



- Short listed firms will be invited to (1) submit a Second Phase Technical proposal; and, (2) conduct an interview session.
- Second phase technical evaluation will be conducted after the interviews inclusive of the results from the reference checking as indicated in the solicitation.
- Qualifications Committee will submit a final ranking of the short listed firms.

# Section 8 - Evaluation



- Upon approval of the Committee’s ranking report, all shortlisted firms will be notified.
- A University Negotiation Committee will be designated.

# Section 9 – A/E Fee Proposal, Negotiations and Award

## NEGOTIATION PROCESS



# Negotiation Process



- A/E proposer ranked #1 will be requested to submit a Fee Proposal.
- Scope Clarifications due on Monday, 4/22/19, by 12:00 noon sent electronically.
- Fee Pre-proposal meeting to be held on Wednesday, 4/24/19, with time to be determined.

# Negotiation Process



- First Fee Proposal is due on Wednesday, 5/1/19, by 3:00 pm sent electronically.
- Fee proposal to include MBE Attachments (C-3A - MBE Subcontractor Project Participation Certification and Attachment C-3B MBE Prime Project Participation Certification)
- Fee Negotiation Meetings scheduled for 5/6/19, 5/15/19, 5/22/19 and 5/31/19.

# Contract Award



- Upon successful conclusion of negotiations, the recommended award will be reviewed for approval by the University Review Group (URG).
- Upon approval by URG, the University will submit the contract for BPW approval in early July 2019.
- The successful A/E firm will be required to sign the University's A/E contract prior to BPW.
- Upon approval by the Board of Public Works, the University will fully execute the contract.



# Section 10

## Additional Proposal Requirements

- Successful proposer must be registered on eMaryland Marketplace.
- By submitting a proposal, firm represents it is not in arrears in the payment of obligations to the State.
- University will not be responsible for costs incurred by proposers in submitting a proposal.
- Maryland Public Ethics Law prohibitions noted.

# Section 10

## Additional Proposal Requirements

- No payments made to affiliated entity to reduce taxes due.
- Procurement governed by USM Procurement Policies & Procedures.
- Payments to selected firm will be via EFT.
- Debriefings conducted upon written request within 10 days after being notified.
- MBE instructions for selected firm provided.

# Section 11

## Available Project Information

- University of Maryland Baltimore's Procedure Manual for A/E Services, 2015 update, available at link to UMB FM website
- The following UMBC documents are available at box site identified in solicitation document:
  - UMBC Utility Upgrade Program, Part I and Part II dated June 2018.
  - UMBC Supplement to UMB Procedure Manual for Professional Architectural/ Engineering Services dated 2/1/18.

# Section 11

## Available Project Information

- UMBC Utility Infrastructure Assessment, Vol. I, "UMBC Utility Infra Assessment-VOL I.pdf", dated April 2017
- UMBC Utility Infrastructure Assessment, Vol. II, "UMBC Utility Infra Assessment-VOL II.pdf", dated April 25, 2017
- UMBC Utility Infrastructure Assessment, Additional Assessments, "UMBC Utility Infra Assessment-Add Assessments.pdf", dated March 2018

# **Section 11**

## **Available Project Information**

- UMBC Campus Storm Water Institutional Management Plan dated November 2017
- UMBC Open Space Planning and Design Guideline
- UMBC Transformer Insulating Fuel Testing dated 2018

# A/E Solicitation #BC-21129-C

## QUESTIONS ON THE PROCUREMENT PROCESS?



# Project Overview

- UMBC's utility infrastructure is approximately 50 years old.
- Frequency and severity of infrastructure failures has intensified in recent years.
- This project is intended to repair and upgrade these campus infrastructure systems.
- In addition, this project is intended to enable UMBC to obtain coverage under MDE's NPDES General Discharge permit

# **A/E Solicitation #BC-21129-C**

## **PROJECT PROGRAM**

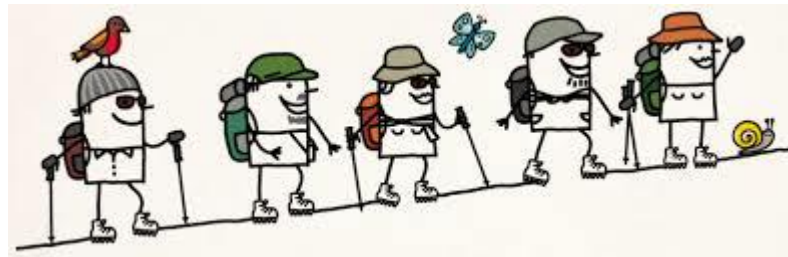


# Project Specific Questions?



# Campus Utilities Upgrade Project A/E Solicitation

## PROJECT SITE VISIT



Larry Hennessey

Associate Director, Design & Construction  
University of Maryland, Baltimore County

UMBC SOLICITATION FOR A/E PROFESSIONAL SERVICES FOR CAMPUS UTILITIES UPGRADE PROJECT  
 #BC-21129-C  
 PRE-PROPOSAL MEETING - 19 FEBRUARY 2019  
 LIST OF ATTENDEES

#	Person's Name	Firm/Organization	Email Address	Telephone No.
1	TOM ARGASINSKI	UMBC - FM	TARGASIN@UMBC.EDU	410 455 3115
2	JOHN COLEN	CSI ENGINEERING	JCOLENC@CSI.E.COM	(202) 817-9125
3	CARA GENTILCORE	DELTA ENGR & ARCHT	Cgentilcore@delta-eas.com	240 744-1081
4	MARK SCOTT	HENRY ADAMS	MSCOTT@HENRYADAMS.COM	410.296.6500
5	KIM WALDRON	VETERAN DESIGN & CONSTRUCTION	KWALDRON@VETERAN-DCI.COM	443.543.5324
6	RON HAAS	AEI	rhaas@aei.eng.com	410 229-0090
7	Katie Lund	Weigand Associates Inc. WOSB MEP	KLUND@WAINET.NET	301-540-9060
8	KEN KUPFER	HARRIS-KUPFER ARCHITECTS M/WBE	KENC HARRISKUPFERARCHITECTS.COM	410 244 8255
9	GARY THURMAN	MA ENGINEERING MDCB MIBE	GTHURMAN@MABC.COM	877-623-2123
10	PAUL LEE	WALLACE MONTGOMERY	PLEE@WALLACEMONTGOMERY.COM	410-828-3872
11	MARK BEHSON	LMP		
12	Terry Coole	UMBC	tcoole@umbc.edu	410-455-2939
13	Elizabeth Moss	UMBC	emoss@umbc.edu	410-455-2540

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 LIST OF ATTENDEES

#	Person's Name	Firm/Organization	Email Address	Telephone No.
14	Jeff Taylor	CFR Engineering	JTaylor@CFREng.com	301-252-5152
15	Tim Reynolds	KCI Technologies	TIMOTHY.REYNOLDS@KCI.COM	4432506811
16	AL Jaber	RestL-structural	ajaber@restl.com	(202) 452-1112
17	Joe Berg	Biohabitats, Inc	jberg@biohabitats.com	410-554-0156
18	LOMESH PARIKH	ASTUTE ENGINEERING	Lparikh@astuteng.com	(202) 202-4002004
19	BRUCE VETNA	BALA/SVA	BV <del>RETTA</del> @BALA(SVA).COM	410-254-5800
20	Stephanie Noye	GW Stephens	twhittie@gwstephens.com	410-297-2340
21	RICK BORKOWICZ	<del>RMF</del>	rick.borkowicz@rmf.com	410-576-0505
22	ROBERT SMITH	RMF ENGINEERING	bob.smith@rmf.com	410-576-0505
23	Ashley Barnes	RMF Engineering	ashley.barnes@rmf.com	(410) 576-0505
24	Byron Spears	FSI Engineers	byrons@fsi-engineers.com	202-560-9200
25	Rachel Hare	Carroll Engineering	rhare@ceiengineering.com	410-735-7423

UMBC SOLICITATION FOR A/E PROFESSIONAL SERVICES FOR CAMPUS UTILITIES UPGRADE PROJECT

#BC-21129-C

PRE-PROPOSAL MEETING – 19 FEBRUARY 2019

LIST OF ATTENDEES

#	Person's Name	Firm/Organization	Email Address	Telephone No.
26	Philip Maddox	JMT	pmaddox@jmt.com	443-465-8056
27	DIANNA WENZLAFF	JMT	DWenzlaff@jmt.com	410-316-2420
28	NANCY CLOSE	EBL ENGINEERS	nclose@eblengineers.com	410-668-8000
29	MATT ERNEST	AMT	MERNEST@AMTENGINEERING.COM	301-821-2545
30	Danielle Cochran	Absolute Supply Service	service@absolute-sos.com	301-305-6075
31	John d'Epagnier	RK&K	jdepagnier@rkk.com	410-462-9333
32	MICHAEL BAKER	PENNONI	MB_BAKER@PENNONI.COM	410-207-7621
33	Dana Clark	Clark/Kazar Associates (MBE)	dclark@clarkkazar.com	210-312-3494
34	Shelley Stoley <sup>EBL</sup> <sup>with phone</sup>	Century Engineering	sstoley@centuryeng.com	443-589-2400
35	Sharon Elliott	Site Resources	selliott@siteresources.com	443-689-0421
36	John Boyle	PENNONI	jboyle@pennoni.com	443-537-2749
37	Alice Storm Jones	Moura Tecker Landscape Arch (MBE)	astormjones@moura-tecker.com	410-528-8395
38	MATT BRASSARD	NITSCHE ENGINEERING	mbrassard@nitscheng.com	202-805-5419
39	Bruno Fiorentino	Burns Engineering	bfiorentino@burns-group.com	215-979-7700
40	Don Taylor	EBL ENGINEERS	dtaylor@eblengineers.com	410-668-8000

UMBC SOLICITATION FOR A/E PROFESSIONAL SERVICES FOR CAMPUS UTILITIES UPGRADE PROJECT  
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 LIST OF ATTENDEES

#	Person's Name	Firm/Organization	Email Address	Telephone No.
41	John B. Williams	Booth & Associates, LLC	williamsjb@booth-assoc.com	(919) 218-2240
42	Jody Latimer	UMBC	jlatimer@umcrlab.edu	(410) 706-8579
43	Dina Dixon	Gipe Associates	ddixon@gipe.net	410-832-2420
44	Mike Purtell	Gipe Associates, Inc.	mpurtell@gipe.net	410-832-2420
45	Steven Gillis	Mueller Associates, Inc.	sgillis@muellerassoc.com	410-646-4500
46	Ken Rock	Mueller Associates, Inc.	krock@muellerassoc.com	410-646-4500
47	Kathy Liberatore	Kibart	KML@Kibart.com	410-494-1111
48	TOM CLIPPINGER	JAMES POSEY ASSOCIATES	TCLIPPINGER@JAMESPOSEY.COM	410-265-6100
49	CAATER HYDE	Rossi Trans. Group (DBE)	Carter.hyde@rossitg.com	443-330-5505
50	RICHARD WILLIAMS	BALSA / SVA	RJW@BALASVA.COM	410-254-5800
51	Dan Skedzietewski	Penn Oak Energy Services	dskedzietewski@pennoakenergyservices.com	302-562-4337
52	KEN KEOGH	ON-BOARD ENGINEERING	KEN@ETH.KEOGH@ON-BOARDUSA.COM	945-8034 <sup>659</sup>
53	Dennis Roberts	Restl	DRoberts@Restl.com	571-243-4259