RFP - #BC-21167-C
UMBC Health Services & Counseling Building Design/Build Procurement

Addendum No. 1 dated 10/21/19
Page 1 of 2

The purpose of this ADDENDUM NO. 1 dated October 21, 2019, is to distribute information in response to questions received from proposers as well as other revisions to the solicitation documents. All other specifications, terms and conditions of this solicitation not expressly amended by the responses in this ADDENDUM remain as originally stated. Please include the attached Addendum Acknowledgement Form in your firm's technical proposal.

1. RFP Revisions:

1.1 Page 28, A. Technical Proposal Submittal: Revised as noted below.

The following items must be included in this Technical Proposal Submittal. (Forms for 3, 4, and 5 are included in the Solicitation). Proposer should provide Items 1 and 2 although there are also some forms included in the Solicitation to be used for some of the items under 3.)

1. Transmittal Letter (See SECTION 00300, ARTICLE 1, Item B)
2. Detailed responses to Section 00300, Article 2, Item C, Technical Proposal Criteria, Items 1 through 5 (noted in "C" below).
3. Bid/Proposal Affidavit
4. Minority Participation Attachments C1A – Parts 2 and 3 ONLY Parts 2, 3 and 4 only
5. Acknowledgment of Receipt of Addenda (as applicable)

1.2 Page 29, C, 1.1 Design/Build Team Working Relationships of Firms: Revised as noted below.

Design Build Team Working Relationships of Firms: Complete the ‘DBT Working Relationship of Firms’ forms; provide complete description of the Design-Build Team (DBT) inclusive of (i) all members of the DBT including all design and specialty consultants; and (ii) basis for selection; (iii) previous or current working relationships among the firms; and, (iv) services to be provided by each member.

1.3 Page 33, C, 3.1.2 A/E Firm Experience: Revised as noted below.

A/E Firm Experience: Note: The A/E Firm(s) projects may be the same as those of the DBC if the A/E and/or Civil Engineer and/or Permanent Modular Construction Specialist Firm, Landscape Architect Design Firm provided the design or consulting services, as applicable. However, the “A/E Experience Form” is still to be completed for each firm. A/E Team is to submit project information as requested below. For each project, the A/E team member is to complete the A/E Experience Form provided in this Solicitation (see Attachment A).

*Note: All A/E’s are required to use the A/E Experience Form format; however, Proposers may elect to reproduce the form.

1.4 Page 44, Project Scope of Services, 4. a.: This clause is revised as noted below.

a. The University desires to contract with a Design/Build Contractor for the New Health Services & Counseling Building. The Design/Build Contractor is to provide complete design and construction services required to design and build the UMBC project described herein, ("Project") to be complete, operating and ready for use on or before the specified completion date and for the contract price.

The project is to be located on the UMBC campus in Baltimore, Maryland. Refer to the Project Program in Section 600 and the Project Specific Design Standards in Section 601 for requirements of the project.
2. **Pre-proposal Meeting:**

2.1 **PPT/Sign-in Sheet:** The (a) power point presentation and (b) sign-in sheet have been provided as attachments to this addendum.

2.2 **Question:** Is the demolition of the existing Student Development and Success Center modular complex of 4 components included in the $13.9M design-to-dollar amount?

**UMBC Response:** Yes

2.3 **Clarification regarding existing stormwater management facilities:**

There are two (2) existing best management practices (BMPs) for stormwater management within the University Health Services/Counseling Center work area. Both BMPs were constructed under MDE permit #10-SF-0305 as part of the Patapsco Hall Addition. Modifications to or replacement of these BMPs will require approval of MDE as part of an approved stormwater management plan for the University Health Services/Counseling Center project.

1. The sand volleyball court next to parking Lot 11 functions as a sand filter to recharge ground water. The volleyball court provides a recharge volume of 470 cubic feet, which is equal to the runoff volume from the 1-year, 24-hour storm in the associated subdrainage area of 5091 square feet.

2. The bioswale is located immediately north of the existing the existing Student Development & Success Center building and provides a storage volume of 808 cubic feet. The bioswale is approximately 7-5-feet wide and 117-feet long, has planting media between 3- and 4-feet thick, and has 8-timber check dams visible at the surface flow line of the bioswale.

3. **Technical Proposal Forms in MS Word:** Based on the revised MBE forms as noted above in #1.1, the Technical Proposal Forms in MS Word have been updated with this revised forms and are available on the Box site at [https://umbc.box.com/s/w6dx1vlvbj8amjiv044z9csit4p8i5](https://umbc.box.com/s/w6dx1vlvbj8amjiv044z9csit4p8i5)

4. **Acknowledgement of Addendum Form:** The attached Acknowledgement of Receipt of Addendum form is to be completed/signed and included with the Technical Proposal.

**END OF ADDENDUM #1 DATED 10/21/19**

Attachments:

- Acknowledgement of Receipt of Addendum
- Pre-proposal Meeting PowerPoint
- Pre-proposal Meeting Sign-in Sheet

This Addendum #1 on RFP #BC-21167-C and its attachments are posted on UMBC’s ebid Board at [http://procurement.umbc.edu/bid-board/](http://procurement.umbc.edu/bid-board/)
UMBC Health Services & Counseling Building Project

Design/Build Contractor Procurement
RFP #BC-21167-C

Pre-Proposal Meeting/Site Visit
17 October 2019

Terry Cook, Senior AVP for Administrative Services
Tom Argasinski, Project Manager
UMBC Health Services & Counseling Center Building Project

- New, multi-story building using the permanent modular construction method

- For:
  - University Health Services,
  - Counseling Center,
  - Student Conduct and Community Standards
  - Spirituality & Meditation
  - Associated shared spaces

- Must achieve LEED Silver certification.
DBC Scope of Services Summary

• UMBC will contract with a Design/Build Contractor (DBC) to provide design and construction services to complete the Project per the solicitation.

• The open book Design/Build delivery method is applicable which includes a guaranteed maximum price (GMP) (see Section 00100 for full definition of Open Book D/B and GMP).

• The project is to be designed within the Design-to-Dollar (DTD) amount of $13.9M.

• The design and construction time frame is 18 months.
Design/Build Solicitation
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SOLICITATION SCHEDULE
Solicitation Dates

• **Technical Proposals**: Due on Wednesday, 11/13/19, on or before 4:00 p.m. via Box site

• **Interview Sessions**: Thursday, 12/12/19, and Friday, 12/12/19 with short-listed proposers.

• **Price Proposal**: Anticipated to be due on or about Friday, 12/20/19, via Box site

• **Contract Award**: Anticipated on or about 2/1/20.
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REVIEW OF D/B RFP
Section 00100 Highlights

- Late proposals cannot be accepted

- Deadline for questions is Friday, 11/1/19, by 12:00 pm

- Proposers must clearly indicate each section of their Technical Proposal which they deem to be confidential, proprietary or a trade secret, as applicable

- See additional requirements if the proposer is a joint venture
Section 00100 Highlights

• Due to the permanent modular construction, the MBE participation level is not less than 5% of the total contract value.

• MBE firms must be certified by the Maryland Dept. of Transportation (MDOT) (not graduated).

• MBE Attachment C-1A, Parts 2, 3 and 4 are to be included with the technical proposal (revised forms to be issued in Addendum #1)

• MBE Participation Schedule (MBE Attachment C-1A, Part 3) is required (i) with the price proposal for MBE participation during the design and (ii) from the awarded firm with each GMP submittal.
Section 00200 Highlights

- Prevailing wage rates are anticipated to be issued via addendum

- Other documents are identified in the solicitation and are available via an internet link or the Box site as indicated

- A visit to the project site visit will be conducted immediately following this pre-proposal meeting.
Section 00300 - Technical Proposal Overview

• Transmittal Letter/DTD Amount and Time Frame

• Detailed responses to Technical Criteria (5) including a copy of the Contractor License

• Solicitation Forms:
  – Bid/Proposal Affidavit
  – MBE Attachment C-1, Parts 2, 3 and 4
  – Acknowledgement of Receipt of Addendum

• Criteria is listed in order of importance.

Note: All forms to be used in proposers’ technical proposals are available on the Box site in MS Word format.
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TECHNICAL PROPOSAL SUBMITTAL
Technical Proposal Submittal
DTD Amount and Schedule

• Within the technical proposal, Proposers must either agree with or take exception to:
  – The Design-to-Dollar (DTD) amount of $13.9M for construction
  and
  – Project Schedule for design and construction of 18 months

• Firms will neither be rewarded nor penalized in any way for initially arguing with or accepting the DTD amount and time frame

• If UMBC makes any changes to the DTD amount and/or schedule, an addendum will be issued
Section 00300- Technical Proposal Criteria
General Team Organization/Staffing

- Provide a complete DBT organization chart for the project

  - Provide DB Team Organization form with the names of each firm, services to be provided by each, and basis for selection

  - Complete the form on the DBT Working Relationships on previous or current working relationships among the firms
Section 00300-Technical Proposal Criteria

Key Personnel

- Submit the names for the following six (6) positions:
  - DBC Project Manager
  - DBC Field Superintendent
  - A/E Project Manager
  - Project Architect - Technical
  - Civil Engineer
  - Permanent Modular Construction Specialist
Section 00300-Technical Proposal Criteria

Key Personnel Form

• Complete this form on each of the six (6) key personnel which includes:
  
  – Educational background
  – Employment history with the proposing firm and all other prior employers
  – Specific project experience similar to UMBC project (minimum of 3)
  – Other projects to which the person will be assigned during the UMBC project, if any.
  – Specify the percentage of time to be committed by each during design and construction

**Note:** By submitting these names, the Proposer is committing these people to UMBC if awarded the contract.
Section 00300-Technical Proposal Criteria
Key Personnel References/Relationships

• **References**:  
  – Provide 3 project references (as part of the project experience for each person on the key personnel form)  
  – Reference contact person is to be from the owner  
  – Please ensure that the reference named can speak to the individual’s performance  
  – References are requested as part of the technical proposal but will only be checked on the short-listed proposers in the second phase evaluation

• **Prior Working Relationships among Key Personnel**:  
  Provide the completed “Working Relationships Matrix” form
Section 00300-Technical Proposal Criteria

Project Specific Information

- **Assessment:**
  - Provide an assessment of the scope and budget for this project
  - This assessment is to be based on the DBT’s collective expertise and experience with this type of building, the D/B method and current market conditions
  - Limit 2 typed pages with a font size no smaller than 12
Section 00300-Technical Proposal Criteria

Project Specific Information

• **DBC Matrix of Anticipated Total Hours:**
  
  • Complete this “form” for DBC on-site staff during the construction phase.
  
  • This completed form will be required in the price proposal with the addition of the hourly rate and the extension thereof.

• **Project Specific Background and/or Special/ Unique Qualifications:**
  
  • Provide information about your DBT specific to this project (excluding information already provided)
  
  • (Limit 2 typewritten pages with font size no smaller than 12)
Section 00300-Technical Proposal Criteria

DBC Firm Experience

- Complete the *DBC Firm Experience* form for each.
  - Three (3) projects must be submitted
  - All projects must have been done by the Proposing firm
  - One project must have been done using the D/B method
  - See solicitation for notes regarding joint ventures
Section 00300-Technical Proposal Criteria
A/E Firm Experience

Complete the *A/E Firm Experience form* for each project:

- **Prime A/E:**
  - Three (3) projects must be submitted
  - One of the 3 must have been designed using the D/B method

- **Civil Engineer:**
  - Two (2) projects must be submitted
  - Both projects must be in Maryland with direct coordination with the Maryland Department of the Environment

- **Permanent Modular Construction Specialist Firm:**
  - Two (2) projects must be submitted
Section 00300-Technical Proposal Criteria

Firm Experience Notes

• Submitted projects are to be similar in size (construction cost and SF), function, delivery method, etc.

• Higher consideration given based on the extent the following factors are applicable:
  - D/B with highest consideration if open book
  - Employ permanent modular construction methods
  - Higher education setting
  - Constructed in the last 10 years (with higher consideration if more recently completed)
Section 00300-Technical Proposal Criteria

DBC and A/E Firm References

- Provide firm references for all submitted projects
- Provide two (2) additional references for each firm
- Only one reference for each firm from UMBC is allowed
- Make sure the information is accurate and the contact person can provide the reference
- UMBC reserves the right to verify information and check other sources available
- References will be held in the strictest of confidence
- Reference checking will be conducted on firms shortlisted following the initial technical evaluation only
Section 00300 - Technical Proposal Criteria
Profile of D/B Team – D/B Contractor

• History: Brief but informative (see items to include with 2 typewritten page limit)

• Bonding: Letter on overall bonding capacity, single limit and current available bonding

• Financials: One (1) copy only of your firm’s two most recent years audited financial statements or independently prepared statements (*upload as a separate document*)

• Safety: Provide EMR for last 3 years (2016, 2017 & 2018)

• Contractor’s License: Provide a copy of this license
Section 00300- Technical Proposal Criteria
Profile of D/B Team – D/B Contractor

• **DBC’ Annual Sales:**
  – Provide completed form for annual sales volume and completed projects for last 3 years (2016, 2017 and 2018)
  – Indicate largest size project and largest D/B project for each year

• **DBC’ Current Workload:**
  - Provide completed form
  - Include statement on firm’s ability to provide the services

Note: Information is to be provided on the responsible branch office only unless the parent organization is the Proposer
Section 00300- Technical Proposal Criteria
Profile of D/B Team – A/E Firm

• Prime A/E Annual Sales: Provide percentage of annual sales using the Design/Build method for last 3 years (2016, 2017 and 2018)

• Professional Liability Insurance: Complete and submit this form to confirm insurance coverage ($5M)

• License Documentation: Maryland registrations required
  - Complete one form for individuals in their roles on the team
  - Complete second form for person in responsible charge for each firm who will be stamping the drawings
Section 00300-Technical Proposal Criteria
Economic Benefit

• Provide a detailed, but concise, overall description of how the award of this contract will benefit the economy of Maryland.

• Include:
  - contract dollars to be recycled into Maryland’s economy,
  - the number and types of jobs for Maryland residents resulting from this contract,
  - forecast tax revenues to be generated, and
  - subcontract dollars committed to Maryland small businesses and MBE firms.
A minimum MBE participation level of 5% is required

MBE firms must be State certified by MDOT

Reminder that MBE Attachment C-1A, *Parts 2, 3 and 4 are to be included in the technical proposal*
Design/Build Solicitation
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INTERVIEW SESSION
Section 00300-Interview Session

- Those firms who are shortlisted based on the initial technical evaluation will be requested to conduct an interview session with the University.

- All identified Key Personnel (6) are to attend this session along with the DBC Project Executive.

- These sessions will be conducted on 12/12/19 and 12/13/19 so Proposers are to set these dates aside to avoid any conflicts.
Section 00300-Interview Session

- To meet DBT Key Personnel
- Allow proposers to discuss:
  
  (1) “Assessment” per their technical proposal with use of sufficient visual aids to convey their team’s thoughts and perspectives; and

  (2) the DBT’s project specific background and/or special/unique qualifications that it brings to the University’s project

- Provide opportunity to clarify the DB scope of services.

- Review the price proposal form
Design/Build Solicitation
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PRICE PROPOSAL
Section 00300-Price Proposal

• Anticipated due date is by 2:00 pm on Friday, 12/20/19, via Box site (Bid bond is required)

• Proposers will provide the following pricing:
  – Design Build Contractor Pricing:
    • Pre-Construction fee with breakdowns as requested;
    • Construction fee;
    • Pricing for DBC General Conditions Costs for (a) on site DBC staff and (b) non-personnel general conditions with breakdowns as requested;
    • Hourly billing rates for on site staff; and,
    • DBC-GMP Contingency (minimum of 2%)
Section 00300-Price Proposal

• Proposers will provide the following pricing: (continued)

  – **Design Team:**

    • A/E fee for the base project;

    • Summary Breakdown of the fee for each design phase;

    • Breakdown for each Design Phase to include all design disciplines; and,

    • Reimbursable Costs
Section 00300 - Proposal Evaluations

• Technical Proposals:
  – Initial evaluation conducted by a University Evaluation Committee
  – Based on the results of this initial evaluation, UMBC will develop a short list of proposers
  – All proposers will be advised of the outcome of this initial evaluation
Section 00300 - Proposal Evaluations

- Technical Proposals: (continued)
  - Short-listed firms will participate in Interview Sessions at UMBC
  - Second phase evaluation will be conducted by the Committee based on the interview sessions and reference checking
  - Further information may be requested by UMBC during the technical evaluation process and may request a Best & Final Technical proposal
Section 00300 - Proposal Evaluations

- Firms who remain shortlisted following the second phase evaluation will advance to the price proposal phase

- These firms will be requested to submit a price proposal

- Price proposals are not opened publicly and are evaluated based on total price

- University may elect to conduct a Best & Final price phase
Section 00300-Proposal Evaluations

• Final proposal rating will be based on second phase technical evaluation and the price evaluation.

• Technical merit will have a much greater weight than price.

• The University will choose from among the highest rated proposals that proposal which will best serve the interests of the University in accordance with USM procurement policies and procedures.
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CONTRACT AWARD

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Contract Award

- The successful DBC firm will be required to sign the University’s contract prior to BPW.

- The initial contract will be for DBC pre-construction services and AE services for SD through Bidding only.

- Upon approval by the Board of Public Works, the University will fully execute the contract.

- The University anticipates submitting the contract for a BPW meeting in January 2020.

- Subsequent BPW approval will be applicable on the GMP submittals, as appropriate.
Section 00400-Scope of Work

- The new Health Services & Counseling Building will replace the existing Student Development & Success Center (SDSC).

- The SDSC is comprised of four interconnected modular buildings totaling 8,554 gsf. The first structure was erected in 1979 and subsequent trailers were added in 1996, 2000, and 2014.
Section 00400-Scope of Work

- Project Goals include:
  
  - Co-locating campus health services and counseling;
  
  - Convenient access to health and wellbeing services to all students, regardless if they live on campus or commute to campus;
  
  - Growth for Counseling and University Health Services to expand their outreach and mission and meet future needs;
  
  - Communicating symbolically the importance of health and well-being, especially mental health, through building location, architectural expression and functional layout of interior spaces;
  
  - Offering solutions that are fiscally responsible and deliver a permanent building as quickly as possible

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Section 00400-Scope of Work

The delivery method is Open Book Design/Build whereby:

- UMBC has access to any and all DBC records/documents on the UMBC project, may attend any and all meetings and whereby any and all cost savings revert to the University

- University will pay the DBC for:
  - DBC fixed fees for pre-construction & construction
  - A/E design fees for all project phases (SD-PC)
  - Reimburse based on actual costs with no mark-up:
    - AE reimbursable items
    - DBC on-site staff per actual hours and quoted hourly rates
    - DBC non-personnel items
    - Construction trade work inclusive of approved change orders *without* any DBC mark-up of any type.
Section 00400-Scope of Work

• Design and build the project within the DTD amount of $13.9M and time frame of 18 months per the solicitation.

• Design/Pre-construction services are provided during Schematic Design through Bidding phases inclusive of providing the GMP submittal(s) for construction within DTD.

• If the cumulative GMP amount is less than the DTD amount, the dollar difference remains with UMBC for its use as it deems appropriate.

• Construction services are provided during Construction/Construction Administration and Post Construction phases.

• FFE services are provided in the selection, specifications, and location drawings coordinating all Owner-furnished FFE.
Section 00400 - Scope of Work

• Documents listed in Section 00200 of the solicitation are provided via internet link or available on the designated Box site for this project

• These documents are provided under these categories:
  1. Design Criteria
  2. Design Services including UMB Procedure Manual Professional A/E Services for D/B Contracts, 2019 Edition and UMBC’s Supplement dated 10/7/19
  3. Guideline Specifications
  4. Process Management
  5. HS&C Building Program dated October 2019
  6. UMBC General Conditions for D/B Projects dated October 2019 (Sections 700 and 701)
  7. UMBC 2018 Facilities Master Plan
• Questions from this pre-proposal meeting as well as subsequently will be included in issued addendum.

• A copy of the ppt and the list of attendees at this pre-proposal meeting will be posted as Addendum #1 on the UMBC eBid Board.

• All questions must be sent to Elizabeth Moss at emoss@umbc.edu. Proposers are not to contact anyone else at UMBC about this procurement.

• Firms must provide their contact information to Procurement.
Health Services & Counseling Building Site Visit
Health Services & Counseling Building Site Visit

- Proposed Project Boundaries and Adjacent Pathways.

- Consultant is required to assess the impact of all of the site requirements in order to establish the final project boundaries.
Health Services & Counseling Building Site Visit

- Proposed Site Layout and Ground Floor Relationships
UMBC Health Services & Counseling Building Project

Design/Build Contractor Procurement
RFP #BC-21167-C

Pre-Proposal Meeting/Site Visit
17 October 19

Terry Cook, Senior AVP for Administrative Services
Tom Argasinski, Project Manager
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<td>Terry Cook</td>
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