

GC Services for Stadiums Upgrades Project RFP BC-21214-C

Pre-Proposal Meeting
December 4, 2020

GC for Stadiums Upgrades Project

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- Objective is to select General Contractor for the project.
- Solicitation documents, including any addenda are posted on UMBC's electronic bid board at <https://procurement.umbc.edu/bid-board/>
- Issuing Office is sole contact for questions related to the procurement
 - Valerie Rolandelli vroland@umbc.edu

University Stadiums Upgrade Project Team

Client: Brian Barrio, Athletic Director

Procurement Officer: Valerie Rolandelli (sole point of contact during procurement process)

UMBC Director of D&C: Joe Rexing

UMBC Project Coordinator: Michele Michael

UMB Project Manager: Mike Dougherty

A/E: GWWO

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- **Summary of Solicitation** - Responsibility of Proposers to familiarize themselves with the Solicitation and its requirements
 - Table of Contents
 - Solicitation Schedule
 - Section 1: Scope of Work
 - Section 2: Technical Proposal Submittal
 - Section 3: Evaluation and Price Proposal
 - Section 4: General Information

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- Attachment A- 19-129 Stadium Complex Upgrades Project – Phase 2 – 50% CD Drawings
- Attachment B – 19-129 Stadium Complex Upgrades Project – Phase 2 – 50% CD Specifications
- Attachment C – Technical Proposal Forms (issued as Word docs also)
- Attachment D – MBE Documents to be submitted with the Technical Proposal
- Attachment E – MBE Waiver Forms and MBE Contract Forms (*to be completed by awarded firm*)
- Attachment F – Price Proposal Forms (*to be provided to short-listed firms following the second phase technical evaluation*)

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Solicitation Schedule Important Dates

- Monday, December 14, 2020 by 4:30 pm – Questions Due
- Wednesday, December 23, 2020 by 4:00 pm
Technical Proposals **only** are due: submitted electronically to the BOX address provided in the Solicitation.
- Thursday, January 28, 2021 9 am to 5 pm and/or Friday, January 29, 2021 9 am to 1 pm–Interview Sessions with Shortlisted Firms

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- Section 1: Scope of Work
 - Institutional Profile of the University
 - Overview:
 - Provide universal access to new and upgraded outdoor athletic facilities
 - Provide ADA compliant pathways with site lighting
 - Construct a new Fan Amenities Building
 - New Press Box; restored and upgraded existing grandstand, and two new dugouts with new field lighting

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Scope of Work
to be summarized by
Architectural Firm
GWWO

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RFP BC-21214-C, Scope of Work, continued

- Schedule of the Project: Completed within 15 months from NTP. The 100% construction documents (including UMB General T&C's and UMBC's Amendments to them) will be provided to the shortlisted firms following the second phase technical evaluation (on or about 2/5/2021)
- Contract award is anticipated by 4/21/2021 with onsite work commencing on or about 6/1/2021 (Revision from Solicitation which says 6/15/2021)
- Softball dugouts, softball fencing, softball field lights, sanitary line under the baseball field and all associated athletic field restoration/repair must be completed by 9/5/2021. Both softball and baseball teams will be practicing at their facilities during the fall 2021 but will be playing regular season games away or at neutral sites in the spring of 2022. (This is a revision from the Solicitation.) Full access and use of these fields is required while the balance of the construction is being done.
- Lacrosse and Track teams will be practicing on the stadium turf field and track throughout the duration of the project. Regular season games and meets will be played during the 2021-22 school year without fans in the stands.

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- Regular work hours are 7:00 am to 7:00 pm, Monday through Friday.
- Weekend work must be approved in advance.
- Thanksgiving Break: November 25-28, 2021
- Winter Break: December 24, 2021 to January 2, 2022

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Technical Proposal Submittal

- Only a Technical Proposal is due on Wednesday, December 23, 2020 on or before 4:00 pm
- Section 2 details the required contents of the Technical Proposal.
- Two sets – one in pdf and one in Word are to be submitted to the BOX address provided.

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Technical Proposal Submittal

- Title Page
- Key Personnel to include (a) Team Organization Chart, (b) Basis for Selection, and (c) Key Personnel background, experience and references
- Project Specific Items to include (a) Proposed Approach and (b) Project Challenge
- Firm Relevant Experience/References
- Profile of Proposer to include (a) history, (b) bonding, (c) safety, (d) financial information, and (e) current workload
- Other:
 - Bid/Proposal Affidavit
 - Contractor License
 - Acknowledgement of Receipt of Addenda
 - MBE Part 2 – MBE Utilization and Fair Solicitation Affidavit

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Technical Proposal Submittal

- Title Page
 - On Company Letterhead
 - Name and Address of the Firm
 - Contact person at the firm for the proposal including telephone number with extensions and email address
 - RFP title and number
 - Date of submission
 - Signed by individual who can bind firm to the contents of the Proposal

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Technical Proposal Submittal

Key Personnel

1. Team Organization Chart – provide the name of the Firm and clearly indicate the Team Organization and Reporting Structure

- Show the relationship between the Project Exec, PM, Project Superintendent, Foreman, Project Engineers and Subcontractors (named by discipline)
- Individual's name and project role for each of the Proposer's Key People* are to be included in the chart

*These people are committed to be assigned to UMBC for the duration of the contract

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Key Personnel, continued

2. Basis for Selection – complete the Key Personnel/Basis for Selection Form indicating the reason the Proj Exec, PM, and Superintendent were selected for this project

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Key personnel, continued

3. Key Personnel Form – complete the Key Personnel Form provided for the Project Executive, Project Manager, and Project Superintendent
 - Educational background
 - Work Experience with proposing firms
 - Work Experience with prior employers
 - 3 projects which are similar to UMBC's project
 - Achievements/Other notations, if any

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Key personnel, continued

4. Key Personnel References – provide accurate contact information for each of the 3 projects provided for each person; be sure extensions are provided with the phone number as well as email addresses; be sure the person can speak to the person's abilities;

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Project Specific Items

1. Project Approach – narrative of the proposed approach to performing the work taking into consideration the campus break schedule; a site/staging plan should be included; (limited to 3 pages with font no smaller than 11 point)
2. Project Challenge – select one aspect of the project which contractor team finds to be the most challenging and provide:
 - Description of the one aspect
 - Reason it is the most challenging
 - Recommendations as to how it will be addressed by the Team

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Technical Proposal Submittal

Relevant Firm Experiences/References – form provided

- Complete form for three (3) similar or relevant projects
 - Is to demonstrate the firm's experience in projects of similar scope, complexity, and cost.
 - Must have been constructed in the last 10 years, or at least be substantially complete (available for its intended purpose by 3/1/2021)
 - Must have been done by the proposing firm as the prime contractor
 - For project construction costs, use the escalation chart provided to determine the project size in today's dollars
 - Projects are to be similar in size, function, setting (higher education and occupied setting) and complexity as UMBC's project; a greater degree of consideration will be given to projects in which the majority of these factors are applicable. Higher consideration will also be given if proposed key people were involved in the submitted projects and, particularly in the proposed role.

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Relevant Firm Experiences/References, continued

Firm References –provide accurate owner contact information as requested on the form.

In addition to the 3 projects provided, provide 2 additional project references. These will be used in the event UMBC has difficulty contacting one or more of the three projects provided.

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Note regarding Firm and Key Personnel References:

- University intends to check references of the short listed firms as part of the Second Phase Technical Evaluation
- Contact name, telephone number including extensions, email address, for each project reference are to be provided; should be someone who can speak to the performance of the firm or the person
- UMBC reserves the right to check other available sources, including itself, even if not provided by the proposing firm
- References are held in the strictest confidence

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Technical Proposal Submittal

- Profile of Proposer
 - Brief by informative history of the firm
 - How the firm was established
 - How the firm has developed/evolved over the years
 - Type of Work Performed
 - Client Base
 - Year firm commenced services and what types of projects/contracts initially (-Number of employees broken down among office, field, and supervisory personnel
- (Limited to 2 pages with a font size no smaller than 11)

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- **Bonding** – Provide your firm's bonding capacity via a confirmation letter from your firm's insurance agent or bonding company. Total bonding capacity, available **bonding, and single limit is to be provided.**
- **Safety** – Provide firm's Experience Modifier Ratio (EMR) for the last 3 years (2017, 2018, 2019).
- **Financial Information:** Provide your firm's Dun&Bradstreet Report including rating OR most recent financial statement **(only one set is to be submitted and is to be submitted as a separate document file)**
- **Current Workload** – complete Current Workload form

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- Bid/Proposal Affidavit – complete form provided
- Contractor License: provide copy of current Contractor license
- Acknowledgement of Receipt of Addenda
- Minority Business Enterprise Part 2 – MBE Utilization and Fair Solicitation Affidavit – must be included; **if it is not, it is non-curable**

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Evaluation Price and Price Proposal

- Initial Technical Evaluation of the technical merit of the proposals
- Shortlist will result
- Shortlisted firms will be Interviewed – Project Executive, Project Manager, and Project Superintendent are to attend
- Interviews are an opportunity for the University to meet the proposer's key personnel and for the proposer to demonstrate their background and expertise; Project Approach and Project Challenge will be specifically discussed.
- Second Phase Evaluation then conducted; all information in initial proposal and interview and references will be evaluated
- Second shortlist will result

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Evaluation Price and Price Proposal

- Only the final shortlist of proposers will be asked to submit a Price Proposal
- Site visit anticipated prior to the due date for Price Proposals so that firms may familiarize themselves with the project and the UMBC campus
- Price proposals will consist of two price proposal forms (1) Base Price Proposal and (2) Add Alternates Price Proposal form as well as bid bond forms. There will be separate due dates/times (March 5, 2021 by 4 pm for Base Price and March 9, 2021 by 4 pm for Add Alternates)

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- Final ranking of proposals will be based on the second phase technical evaluation and price evaluation.
- Technical merit will have a much greater weight than cost.
- UMBC will choose from among the highest rated proposals that proposal which will best serve the interests of the University and the State.

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Section 4 – General Information

- 4.12 Confidential/Proprietary Information
- 4.22 Minority Business Enterprise Notice: -
MBE goal is 19% of the total contract dollar amount; there are no MBE subgoals; required forms are in Attachment D

Insurance Requirements – will be in General Terms and Conditions

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QUESTIONS????