

The purpose of this ADDENDUM NO. 1 dated February 12, 2021, is to distribute information in response to questions received from proposers as well as information provided during the pre-proposal meeting. **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. **Pre-proposal Meeting:**

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

2. **Questions from Proposers:**

2.1 Question: Is this a single or multi award?

UMBC Response: The University will award this contract to only one firm.

2.2 Question: Are there any special events that may need additional services for clean-up/ landscaping?

UMBC Response: A variety of events occur on campus throughout the year. Some of these events may require the selected firm to coordinate with the University to modify the regular maintenance schedule or may require additional services under the time and materials provision.

2.3 Question: Are there any fields currently under construction? Slated to open or close during the contract term?

UMBC Response: The University has continual construction occurring on campus. The area covered by this contract will certainly be impacted during the term and may require a contract amendment.

2.4 Question: Who is the current incumbent?

UMBC Response: Lorenz

2.5 Question: On the campus map, what are BMPs? How much area is included in the BMP parcel?

UMBC Response: The BMPs are the bioretention areas. These are listed in the Scope of Work under Section 1.12 Utility Yards, Storm Ponds, and Swales, and specifically called out as Bio-retention/Storm Water Management(SWM) areas. These areas will require maintenance once a year in conjunction with the spring mulching process and are basically comprised of large beds with ornamental grasses, shrubs, and trees. There is no turf to be mowed.

2.6 Question: Please clarify the one time mow areas that are designated by the plus icon on the map. Are the icons identifying the area immediately beneath the icon or do they identify a broader parcel?

UMBC Response: The one time mow areas are natural areas with wildflowers and grasses with some being slopes. The plus sign is the general location. The total acreage is approximately three acres total.

3. **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 2/12/21

Attachments:

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

This Addendum #1 on RFP #BC-21217-M and its attachments are posted on UMBC's ebid Board at <http://procurement.umbc.edu/bid-board/>

RFP NO.: BC-21217-M

RFP FOR: UMBC Landscape Services

TECHNICAL PROPOSAL DUE DATE: Thursday, February 25, 2021 on or before 11:59 pm.

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

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

Addendum No. 1 dated February 12, 2021

Addendum No. _____ dated _____

Addendum No. _____ dated _____

Addendum No. _____ dated _____

Addendum No. _____ dated _____

Addendum No. _____ dated _____

Signature _____

Printed Name _____

Title _____

Date _____

Pre-Proposal WebEx Attendees

UMBC: Elizabeth Moss, Procurement: emoss@umbc.edu, John Zahor – UMBC Facilities, Charles Hogan – UMBC Facilities

1. Adam Smith, Level Green Landscaping, Adam.smith@levelgreenlandscaping.com
2. Joey Schneider, Level Green Landscaping, Joey.schneider@levelgreenlandscaping.com
3. Gerry Phillips, BrightView Landscapes, Gerry.Phillips@brightview.com
4. Sean Ryan , BrightView Landscapes, Sean.Ryan@brightview.com
5. Kevin Doleman, BrightView Landscapes, Kevin.Doleman@brightview.com
6. Timothy Moore, ABM, timothy.moore@abm.com
7. Ariana Rizzo, Ruppert Landscape, arizzo@ruppertcompanies.com
8. Aleasha Arthur, Motir Services, aarthur@motirservices.com



UMBC Landscape Services

SOLICITATION – RFP-#BC-21217-M
PRE-PROPOSAL MEETING

February 8, 2021



SOLICITATION SCHEDULE





EVENT/ACTIVITY	DAY/DATE	COMMENTS
Deadlines for Questions	Wednesday, 2/17/21	Sent to emoss@umbc.edu
Technical Proposal	Thursday, 2/25/21, on or before 11:59 p.m.	Submitted to the Issuing Office via the UMBC Box address in the RFP document.
Discussion/Interview Session <i>with shortlisted firms only</i>	Friday, 3/19/21	Proposers are advised to set this date aside to avoid any conflicts.
Price Proposal <i>(anticipated date/time)</i>	Monday, 3/29/21, on or before 11:59 p.m.	Submitted to the Issuing Office via the UMBC Box address in the RFP document
Contract Award	April 2021	Notice to Proceed to be issued on or about Monday, April 5, 2021.

Site Visits

In-Person Site visits for Proposing firms may be scheduled for short-listed firms.

Dates for site visits and process to schedule time slots will be provided in an addendum.

Time slot for the visit will be provided based on availability with consideration for the applicable in person restriction in place at that time due to COVID-19

Individuals need to comply with campus PPE requirements.

REVIEW OF RFP



Scope of Work Overview

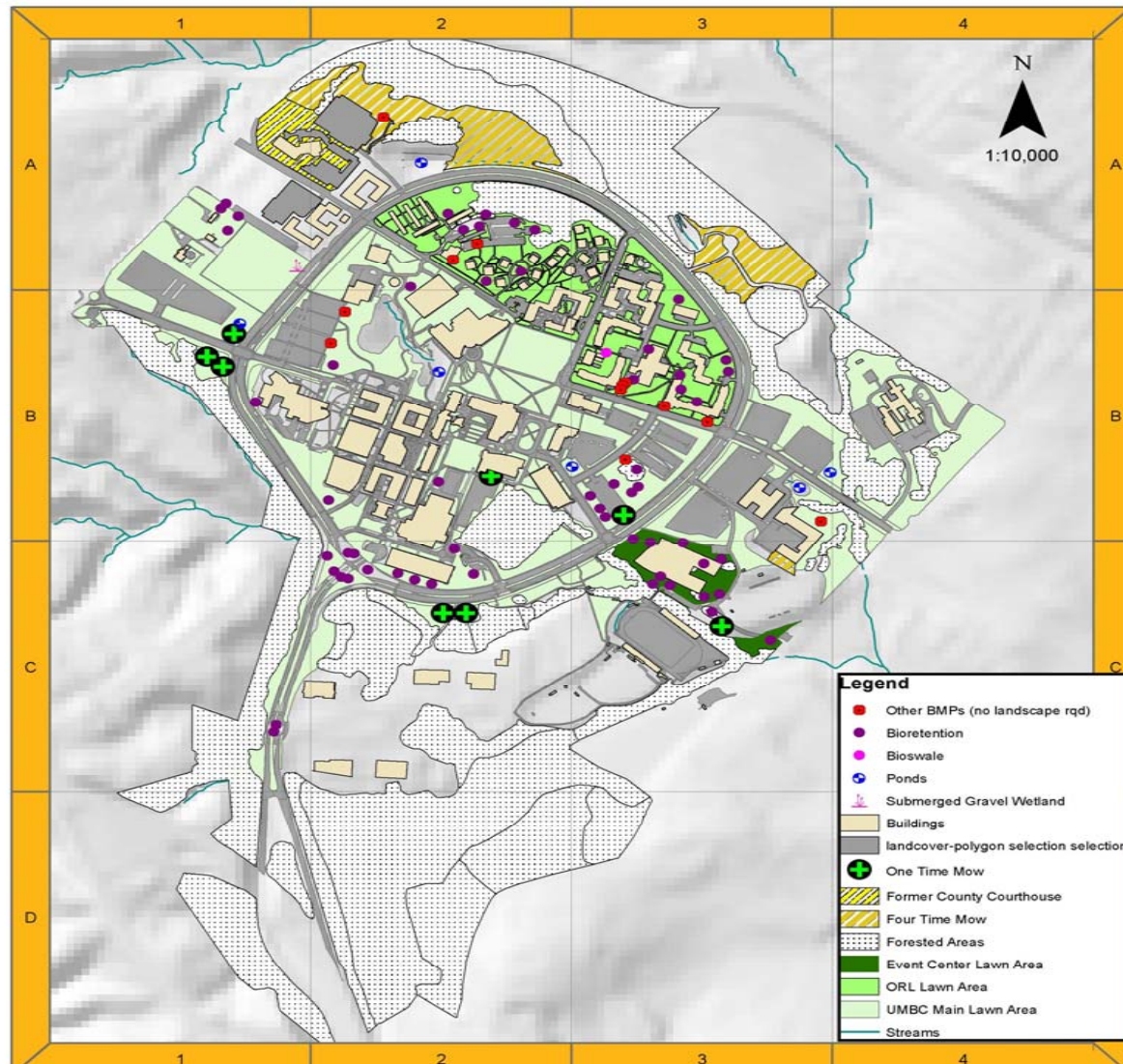
The University campus shall be maintained by the selected Contractor as a model for quality lawn, grounds, tree care, and stormwater management and shall stand out to the outside community.

- mowing, trimming, edging, mulching, leaf removal, planting, bed maintenance, fertilization, weed control, lawn aeration, bio-retention/storm water facility maintenance, and snow removal.
- partner in University's efforts to reduce greenhouse gases and create an aesthetically pleasing and environmentally sustainable campus landscape.
- services, including snow removal, shall incorporate sustainable practices such as the use of Integrated Pest Management (IPM) and Growing Degree Days management rather than indiscriminate pesticide use.

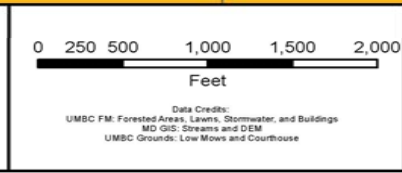
Scope of Work Overview

- Services for the entire main campus, which has been divided for billing purposes due to different funding streams. The areas are defined as follows:
 - Work Zone A: Main Lawn Areas, One Time Mow Areas, Four Time Mow Areas, and Courthouse
 - Work Zone B: Event Center Lawn Area
 - Work Zone C: Residential Life Lawn Areas





Estimated Acreage of Areas
 Main Lawns: 111
 ORL Lawns: 20
 Event Center Lawns: 7
 Four Time Mow Areas: 15
 One Time Mow Areas: 8



UMBC
 1000 Hilltop Circle
 Baltimore, MD 21250

Landscaping Areas Map
 December 2020

Contract term

- an initial contract period of three (3) years, with two (2) additional three-year renewal terms at UMBC's sole discretion.
- contract term is anticipated to begin on April 5, 2021.



TECHNICAL PROPOSAL SUBMITTAL





Technical Proposal Submittal

Firm Qualifications:

- demonstrate 5 years experience in providing landscaping/turf maintenance services in campus environment
- Firm overview, including size, revenue, services provided, number of employees
- Types of clients receiving services, including higher education institutions

Technical Proposal Submittal



Key Personnel:

Supervisor – resume and relevant experience to include educational background and certifications

By submitting this individual, firm is committing this person to the University for at least three (3) years if awarded the contract

Technical Proposal Submittal



Work Plan:

- Include a work plan to be used to meet performance requirements
- Include sustainable practices that will be used by the firm
- Inclusion of an efficient nutrient management programming and alternative fuel will receive higher consideration



Technical Proposal Submittal

Unique Qualifications:

Provide any specific qualifications that would make your firm uniquely qualified to provide landscaping services for the University

Include any other innovative services or practices



Technical Proposal Submittal – Firm References

- Provide a minimum of three (3) references
- Include detail as to the types of landscaping services that were performed
- Higher consideration for references from higher education institutions
- The University reserves the right to check any other sources available.

Technical Proposal Submittal – References Notes



- All reference checking will be conducted as part of the second phase technical evaluation.
- However, all proposers must furnish this information in their technical proposals.
- Ensure that the reference can speak to the firm performance.
- All references will be held in the strictest of confidence.

INTERVIEW SESSION





Interview Session-Purpose

- Allow the University to meet the firms key personnel.
- Allow the Proposer to present and discuss background and expertise as it applies to this contract.
- Discuss other elements/categories of the Technical Proposal.
- Provide opportunity to discuss/clarify the scope of services.



Interview Session

- Key personnel ***required*** to attend:
 1. Supervisor

Other personnel are at the discretion of the proposing firm but must be participants in the session

- Sessions will be 1-hour in duration and UMBC will confirm specifics of these sessions in writing.
- Forum will be informal via WebEx. The University is not interested in a marketing presentation.
- Requesting round table discussions with short listed firms.



Price Proposal Submittal

- Price proposal format is structured as landscaping base work to be performed under a firm fixed price contract, with additional work on a time/material basis
- University is requesting pricing for snow removal in two different formats: T&M and lump sum pricing
- Price Proposals shall be submitted to the Box address.
- The Price Proposal forms shall be filled out completely.
- Changes, alterations, and additions to the Price Proposal forms are NOT allowed.

EVALUATION PROCESS





Evaluation Process

- Conducted by a University Evaluation Committee.
- Initial technical evaluation will be based on the technical proposals.
- Based on the results of this initial evaluation, the University will develop a short list of proposers.
- All proposers will be advised of the outcome of this initial evaluation.

Evaluation Process



- Short listed proposers will be asked to attend the Interview Sessions.
- Following these sessions, a Second Phase Technical Evaluation will be conducted.
- All information provided by the Proposer in the technical proposal and at the Interview session will be evaluated.
- A second short list of proposers will result from this Second Phase evaluation.



Evaluation Process

- Further information may be requested by UMBC during the technical evaluation process.
- UMBC may elect to conduct a Best & Final Technical phase.
- Proposers who remain short listed after the Second Phase Technical Evaluation will be asked to submit a Price Proposal on the due date/time in the solicitation schedule.



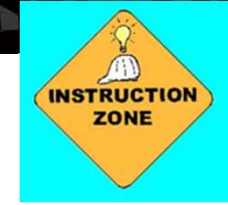
Evaluation Process

- Price proposals will not be opened publicly.
- Price proposals will be evaluated based on the sum total price for section 1, as well as the evaluated price for section 2 and section 3.
- Resulting contract will be a lump sum agreement with time & material rates
- UMBC may elect to request a Best & Final Price Proposal.



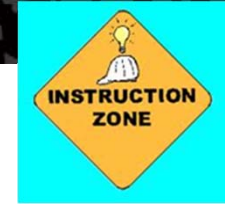
Evaluation Process

- The final proposal rating will be based on the combined evaluation of the Technical Proposal, Interview Session, and the Price Proposal.
- Technical merit will have a much greater weight than cost.
- The University will choose from among the highest rated proposals that proposal that will best serve its interest in accordance with USM procurement policies.



Instructions to Proposers

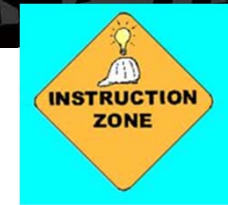
- Issuing Office is UMBC's Department of Procurement & Strategic Sourcing and is the sole point of contact.
- All questions are to be directed to Elizabeth Moss at emoss@umbc.edu.
- Responses to questions will be provided via addendum and posted on UMBC ebid board: <https://procurement.umbc.edu/bid-board/>.



Instructions to Proposers

- Late proposals (technical or price) cannot be accepted.
- Proposals must be delivered to UMBC's Procurement Office via Box. Proposers should receive an automatically generated verification from Box when the file has successfully uploaded.

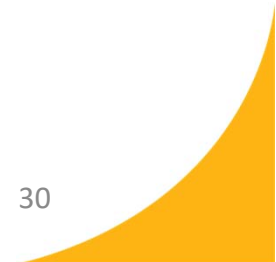
Note: If a proposer does not receive this verification, contact the Issuing Office immediately.



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.

QUESTIONS



Landscaping Services

SOLICITATION – RFP #BC-21217-M

PRE-PROPOSAL MEETING

8 February 21