

# UMBC ON-CALL ELECTRICAL SERVICES

REQUEST FOR PROPOSALS  
SOLICITATION – RFP-#BC-21361-J  
PRE-PROPOSAL MEETING

February 6, 2024

# Solicitation #RFP-21361-J

## **SOLICITATION SCHEDULE**



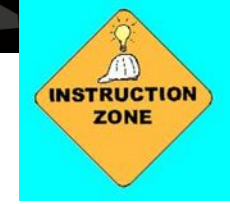
# Solicitation Schedule

EVENT/ACTIVITY	DAY/DATE	COMMENTS
Deadlines for Questions	Friday, 2/16/2024 by 4:30pm	Sent to <a href="mailto:rjohns12@umbc.edu">rjohns12@umbc.edu</a>
Responses to Questions	By Wednesday, 2/21/2024	Issued via addendum.
Technical Proposal due date	Friday, 3/1/2024, on or before 11:59 p.m.	Submitted to the Issuing Office via UMBC Box here: <a href="mailto:Technic.Of4mb6n4pjd0fuy8@u.box.com">Technic.Of4mb6n4pjd0fuy8@u.box.com</a> Ensure that automatic confirmation of upload is received.
Site visits (*N/A)	N/A	Firm are welcome and encouraged to drive through campus at their discretion.
Discussion/Interview Sessions <i>with shortlisted firms only</i>	Week of 3/11/2024, TBD	Proposers are advised to set these dates aside to avoid any potential conflicts.
Price Proposal due date	Monday, March 18, 2024	Price proposals to be submitted via UMBC Box
Contract start date	Monday, April 1, 2024	Anticipated to be April 2024

# Solicitation RFP #BC-21361-J

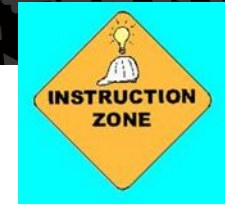
## REVIEW OF RFP





# 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 Rob Johnson at [rjohns12@umbc.edu](mailto:rjohns12@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

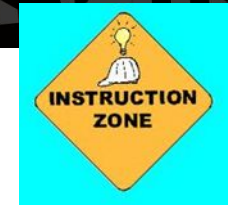
- Late proposals (technical or price) cannot be accepted.
- Proposals must be delivered to UMBC's Procurement Office via Box. Proposers should receive an automatically generated verification from Box when the file has successfully uploaded.

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



# Instructions to Proposers

- The Price Proposal shall be irrevocable for one hundred twenty (120) calendar days from the price proposal due date.
- An MBE goal is not established for this procurement. However, State-certified Minority Business Enterprises (MBE) are **strongly** encouraged to respond to and be included in this solicitation.
- MBE subcontractor participation goals and sub-goals shall be established, as applicable, on task orders
- MDOT MBE certification is acceptable



## 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.



## Proposals, Evaluation, and Forms

- **Technical Proposals:** Submitted to UMBC's Department of Procurement & Strategic Sourcing via Box site.
  - One set in Microsoft Word format
  - One set in PDF format
- Note: Technical Proposals are requested first, if shortlisted, financial proposals will be requested at that time.

## Proposals, Evaluation and Forms

- **Initial Technical Evaluation** will be conducted on the submitted technical proposals resulting in a short list.
- **Interview Sessions** will be conducted with those proposers who are short listed as a result of the initial technical evaluation.
- **Second Phase Evaluation** may be conducted after Interview sessions
- **Price Proposals** will be requested from proposing firms who remain short listed after the second phase evaluation (second short list).

# Scope of Work

- The selected firms shall provide general maintenance, repair, replacement, and installation on an as-needed basis for the University's electrical network and systems. Work is generally categorized as either low voltage work or high voltage work.
- 
- Low Voltage (< 600 volts)
- The firm shall self-perform work for low voltage, defined as 600 volts or less. Work in this category is generally comprised of the following:
  - 
  - 480v, 277v, 240v, 208v, 120v electrical systems in single & three phase;
  - wet & dry type transformers in all voltages, phases, & configurations;
  - feeder & branch circuits;
  - EMT, PVC, Rigid Metal, IMC, Flexible Metal, Seal-tight, & Wiremold conduit systems;
  - lighting systems to include fluorescent, HID, incandescent, LED, and dimming control systems;
  - all types of lighting fixtures installed in locations such as classroom, lecture hall, high-bay, roadway, walkway, corridor, stadium, step, recessed, surface mount, and exit lighting;
  - electrical feeder panels, distribution panels, branch circuit panels, panel boards, switch boards & switchgear;
  - motors, motor starters, motor control centers, & motor control drive equipment;
  - bus-ways, bus duct, & related bus distribution equipment;
  - emergency power, automatic transfer switches, and UPS;
  - overhead feeders, temporary power, & wiring; and
  - splice boxes, junction boxes, pull boxes, & hand boxes.
- 
- High Voltage (> 600 volts)
- A certified high voltage technician shall perform high Voltage work, defined as more than 600 volts. Work in this category is generally comprised of the following:
  - 
  - 5kv through 33kv systems & equipment;
  - high voltage overhead & underground cables, cable splices & terminations, and fault locating, repair, and testing;
  - high voltage switches, tie-switches, switchgear, breakers, fault & overcurrent relays, and associated devices;
  - high voltage transformers, transformer oils, transformer cooling devices, transformer gauges & monitoring devices, transformer seals & bushings, and terminating devices;
  - high voltage conduits & duct-banks; and
  - high voltage sensors, meters, monitoring devices, current transformers, relays, & controls.

# Licensing Requirements

- All licenses required shall be current and valid at the time that the work is performed on UMBC's campus. Contractors shall hold a State of Maryland Master Electrical License. High Voltage Technicians employed by or sub-contracted by the Electrical Contractor and assigned to UMBC high voltage projects shall be certified by ANSI/NETA ETT-2010, Standard for Certification of Electrical Testing Technicians, or the National Institute for Certification in Engineering Technologies (NICET) level II or III. Additionally, High Voltage Technicians employed or sub-contracted by the Electrical Contractor shall have received training that includes OSHA 1910.269, 1910.132(D), and 1910.137 standards. The Field Superintendent employed by or sub-contracted by the Electrical Contractor and assigned to UMBC high voltage projects shall be certified by ANSI/NETA or NICET level III or IV testing

# Solicitation #BC-21361-J

## TECHNICAL PROPOSAL SUBMITTAL



# Technical Proposal Submittal – Organization



- Proposals shall be organized and include the following:

- Title page
- Profile of Proposer
- Contract Relevant Experience
- Key Personnel
- Acknowledgement of Addenda form
- Licenses and certifications
- Bid/Proposal Affidavit

# Solicitation #BC-21361-J

## **INTERVIEW SESSION**





## Interview Session-Purpose

- Allow the University to meet the Prime's key personnel.
- Allow the Proposer to present and discuss their project approach and project challenge.
- 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. Project Executive
  2. Project Manager

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

- Sessions will be no more than 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.

# Solicitation #BC-21361-J

## 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.
- Short listed proposers may be asked to attend the Interview Sessions.



## Evaluation Process

- Further information may always 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 inclusive of any specific unit pricing and any alternates accepted by the University.
- Resulting contract will be a lump sum agreement



# 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 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.

# Procurement Overview

