



**PRE-PROPOSAL MEETING**  
**RESIDENCE HALL AT COPPIN STATE**  
**UNIVERSITY**

*RFP #23-322 ML*

**FEBRUARY 8, 2023**

A link to the sign-in is posted in the Q&A.

# INFORMATION AVAILABLE TO PROPOSERS

- Contract documents are available via eBid Board at <http://www.umaryland.edu/procurement/ebid-board/>.
- Documents include:
  - RFP
  - Part II Program
  - Forms (Attachment A)
  - Addenda, as applicable

A link to the sign-in is posted in the Q&A.

# SECTION 1: SOLICITATION SCHEDULE

Issue Date	February 1, 2023
Pre-proposal Meeting	February 8, 2023
Deadline for Questions	February 15, 2023
Technical Proposal*	March 10, 2023
Oral Presentation	April 26, 2023 and April 27, 2023
Price Proposal*	May 19, 2023
Award on or about	June 22, 2023

**\*Late proposals will not be accepted**

A link to the sign-in is posted in the Q&A.

# SECTION 2: GENERAL INFORMATION

## Solicitation Purpose

The purpose of the Request for Proposal (RFP or Solicitation) is for the University of Maryland, Baltimore (UMB) to procure professional management and construction services during the design and construction of the Residence Hall at Coppin State University.

A link to the sign-in is posted in the Q&A.

# SECTION 2: GENERAL INFORMATION

## Response to this RFP

- Technical Proposal: Open to any firm
- Oral Interviews: (at the University's discretion) Only those firms shortlisted following the Initial Technical Evaluations will be invited
- Price Proposal Phase (shortlisted firms after the Second Technical Evaluations only)

A link to the sign-in is posted in the Q&A.

# ATTACHMENT J: SOLICITATION TERMS AND CONDITIONS INCLUDING DEFINITIONS

**Issuing Office –**

UMB Office of Construction & Facilities Strategic  
Acquisitions

**Contact:**

Michael Lacey

(410)-706-1558

[mlacey@umaryland.edu](mailto:mlacey@umaryland.edu)

A link to the sign-in is posted in the Q&A.

# ATTACHMENT J: SOLICITATION TERMS AND CONDITIONS INCLUDING DEFINITIONS

- MBE Participation is 30%
- Sub-goals
  - African-American-owned 8%
  - Women-owned 11%
- Joint Venture
- Electronic Funds Transfer
- eMaryland Marketplace Advantage
- Bid Bond, Payment & Performance Bonds
- Contract Documents

A link to the sign-in is posted in the Q&A.

# SECTION 3: SCOPE OF SERVICES

## Project Overview

- This project consists of a new 109,049 GSF residence hall. The residential hall will modernize the campus life experience at CSU and will position the CSU student life experience at CSU to relate comparably to peer institutions, nationally and within the region.
- The new residential hall will complement the two proximate existing residential towers, Dedmond (1992, 88,000 GSF) and Daley (2001, 124,000 GSF) residence halls. The three towers will frame the existing Campus Commons, an important open green space that is a popular outdoor gathering, rest, and activity space. Key to reinforcing and supporting the residential life mission, the residential hall includes the **future** renovations to the Talon Center (2003, 42,981 GSF) to serve as a campus hub for dining and campus services. (The renovations to the Talon Center are not part of this project.)
- The proposed residential hall (109,049 GSF, 94,825 NSF) will add 350 new beds to the current campus-wide 650 total bed count provided by the existing Daley and Dedmond residential towers. ***(The revised site location will be on current Lot J site, not adjacent to the Talon Center as indicated in the program. The Fanny Jackson Plaza must remain. This project will only address the residential portion of the program)***. The total 1,000 bed count will address projected on-campus housing demand, but it also establishes a residential living and learning community, or “neighborhood” at the heart of the CSU campus. The residential hall is ideally situated at the crossroads between academic facilities to the south and athletic and campus recreation facilities to the north.

A link to the sign-in is posted in the Q&A.



# SECTION 3: SCOPE OF SERVICES

## *Project Overview*



**COPPIN**  
STATE UNIVERSITY  
EST. 1900



### Campus Facilities

- 1 Campus Commons (CC)
- 2 Campus Square (QUAD)
- 3 Coppin Gardens (CG)
- 4 Coppin Center Plaza (CCP)
- 5 Guilbert Daley Residence Hall (DA)
- 6 Flossie Dedmond Residence Hall (DE)
- 7 McDonald Child Development Center (MCDS)
- 8 Elevator Stair Tower (ES)
- 9 Frances Murphy (Coppin Academy) (FM)
- 10 Grace Hill Jacobs Building (G)
- 11 Health & Human Services Building (HHSB)
- 12 J Millard Tawes Center (JT)
- 13 James Weldon Johnson Auditorium (JJ)
- 14 Miles Connor Administration (MC)
- 15 Parlett Moore Library (PM)
- 16 College of Business (Future)
- 17 Satellite Central Utility Plant #1 (SCUP)
- 18 Science & Technology Center (STC)
- 19 South Quad (SQ)
- 20 Talon Center/Dining & Meeting Hall (TC)

### Campus Monuments

- FJC** Fanny Jackson Coppin (FJC)
- CS** Community of Stars (CS)

### Physical Education Complex (PEC)

- 21 Campus Police, Human Resources & Mail Room
- 22 Auxiliary Gym (AG)
- 23 Classrooms/Labs & Fitness Center (CF)
- 24 Central Receiving (CR)
- 25 Softball Field (SF)
- 26 Sports Arena (SA)
- 27 Swimming Pool (SP)
- 28 Tennis Courts (TC)
- 29 Track/Soccer Field (TF)
- 30 Facilities Management (FM)

### Campus Parking

- Faculty and Staff Parking
- Student Parking
- General Parking (Faculty, Staff, Students & Visitors)
- Visitor Parking Paystation

**CAMPUS MAP**

2500 WEST NORTH AVENUE, BALTIMORE, MARYLAND 21216  
[www.coppin.edu](http://www.coppin.edu)

## SECTION 3: SCOPE OF SERVICES

### *Project Development/ Scope*

- Provide Pre-construction CM services inclusive of an acceptable GMP for the project. Article 4 Part A. **New: Biddability Review**
- Provide CM services required to complete construction of project while maintaining the established GMP. Article 4 Part B

A link to the sign-in is posted in the Q&A.

## SECTION 3: SCOPE OF SERVICES

### *Project Development/ Scope*

- Design-to-Dollar value; \$40M
- Design is sixteen (16) months followed by four (4) months for bidding, including BPW approval.
- Eighteen (18) month construction schedule with a two (2) month overlap with preconstruction (design/bidding phases).
- CM @ Risk contract method.

A link to the sign-in is posted in the Q&A.

# SECTION 3: SCOPE OF SERVICES

## *Project Development/ Scope*

	2023								2024												2025												2026																								
	m	j	j	a	s	o	n	d	j	f	m	a	m	j	j	a	s	o	n	d	j	f	m	a	m	j	j	a	s	o	n	d	j	f	m	a	m	j	j	a																	
Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	Total																
Design	[Yellow bar covering months 1-16]																																												16												
Pre-Construction	[Blue bar covering months 1-20]																																																								20
Bidding																																							4																		
Construction																																							18																		
FFE																																							4																		

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## **SECTION 4: PROCUREMENT PHASES AND EVALUATION PROCESS**

- Technical Proposal Submittals
- Oral Interviews (if requested by University)
- Price Proposal Submittals

A link to the sign-in is posted in the Q&A.

# SECTION 4: PROCUREMENT PHASES AND EVALUATION PROCESS

## Technical Proposal Submittals

- Transmittal Letter
- Organizational Chart
- Detailed responses to Section 4, Article 1 Technical Proposal Criteria Items (Item #4.1.4)
- RFP Attachment A Forms
- Contractor's License
- eBuilder Affidavit

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A link to the sign-in is posted in the Q&A.

# SECTION 4: PROCUREMENT PHASES AND EVALUATION PROCESS

## Technical Proposal Submittals

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- Bid/Proposal Affidavit
- Addenda Acknowledgement (if applicable)
- MBE Utilization/Fair Solicitation Affidavit
- Due by: March 10, 2023 at 2:00 p.m.

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# SECTION 4: PROCUREMENT PHASES AND EVALUATION PROCESS

## A-D. CM Team / Key Personnel / Anticipated Hours/ Services

- Project Executive
- Project Manager – 100% during construction
- Field Superintendent – 100% on-site
- Project Estimator
- BIM/VDC Manager
- MEP Project Engineer – 100% once MEP trades start

A link to the sign-in is posted in the Q&A.



# SECTION 4: PROCUREMENT PHASES AND EVALUATION PROCESS

## E. Firm Experience

- Projects submitted are to be similar in size, function, and complexity to the University's project. The criteria used in the evaluation of these projects include, but is not limited to, the following:
  - Projects which are student residential facilities;
  - Projects which are new facilities;
  - Projects which have significant data, AV, IT;
  - Projects located in a higher education setting;
  - Projects which are constructed utilizing a Construction Management at Risk method;

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A link to the sign-in is posted in the Q&A.

# SECTION 4: PROCUREMENT PHASES AND EVALUATION PROCESS

## E. Firm Experience

Continued from previous slide

- Projects submitted are to be similar in size, function, and complexity to the University's project. The criteria used in the evaluation of these projects include, but is not limited to, the following:
  - Projects which are constructed utilizing design assist; and
  - Projects which are constructed utilizing BIM, ideally during design and construction.

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A link to the sign-in is posted in the Q&A.

# SECTION 4: PROCUREMENT PHASES AND EVALUATION PROCESS

## E. Firm Experience

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- All projects preferably a maximum of 10 years old, with further preference less than 5 years old.
- Two (2) project must be complete and occupied for at least 6 months.
- One (1) project can be substantially complete (available for use for its intended purpose) with completed projects preferred.
- Projects should have been performed using the CM at Risk contract method.
- Construction costs should exceed \$35M.

A link to the sign-in is posted in the Q&A.

# SECTION 4: PROCUREMENT PHASES AND EVALUATION PROCESS

## F. Project Specific Items

- Project Challenge
- Schedule
- Project Specific Background (opportunity to provide additional relevant projects)
- Pre-Construction Services (example reports should be from one of the projects listed under firm experience; **all should be from same project**)

A link to the sign-in is posted in the Q&A.

# SECTION 4: PROCUREMENT PHASES AND EVALUATION PROCESS

## G. Profile of Proposer

- Company Background
- Annual Sales Volume – 2020 thru 2022 with a breakdown of percentage completed via use of CM at Risk, CM Agent, D/B, D/B w GMP, GC or other
- Current Workload Form

A link to the sign-in is posted in the Q&A.

# SECTION 4: PROCUREMENT PHASES AND EVALUATION PROCESS

## Technical Evaluation

- By Committee
- First Phase – evaluation of the technical merit in accordance with the evaluation criteria.
- Second Phase
  - Following oral interview session
  - Same order of importance
  - References will be called
  - Re-evaluate all categories
  - Shortlist following second phase evaluation

A link to the sign-in is posted in the Q&A.

## SECTION 4: PROCUREMENT PHASES AND EVALUATION PROCESS

### *Oral Interviews/ Second Phase Technical Evaluation*

- Oral Interviews: At the sole discretion of the University.
- Anticipated dates: April 26, 2023 and April 27, 2023
  - Advised to set aside these dates on calendars of key personnel whose attendance is required.

A link to the sign-in is posted in the Q&A.

## SECTION 4: PROCUREMENT PHASES AND EVALUATION PROCESS

### Price Proposal Phase

- Only requested from Short-Listed Proposers following the Second Phase Technical Proposals will be asked to provide a price proposal.
- Price Proposal Due: May 19, 2023
  - Bid Bond

A link to the sign-in is posted in the Q&A.



# SECTION 4: PROCUREMENT PHASES AND EVALUATION PROCESS

## Price Proposal Phase

- Fixed fees for Pre-Construction (including \$320K of allowances; they are - \$10K reproduction allowance, \$10K partnering allowance, \$100K site investigation allowance, and a \$200K design assist allowance) and Construction phases.
- Not-to-Exceed Reimbursables
  - General Conditions for On-Site Staff
  - Non-Personnel General Conditions (Inclusive of a \$200K Third Party Testing and Inspection allowance) – minimum 3% of Construction Budget excluding Bonds/Insurance
  - CM Contingency – minimum 1.75% of Construction Budget
- CM Hourly Billing Rates

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## SECTION 4: PROCUREMENT PHASES AND EVALUATION PROCESS

### Price Proposal Phase

- Price proposals opened privately.
- Price proposal to be evaluated on total price.
- University may request Best and Final price.

A link to the sign-in is posted in the Q&A.

## SECTION 4: PROCUREMENT PHASES AND EVALUATION PROCESS

### Award

- Based on a combination of the second technical evaluation and Price Proposal evaluation.
- Technical merit has much greater weight.
- Proposal which best serves the interest of the University.
- The successful firm will sign the University's Standard contract documents (Attachment B) prior to Board of Public Works submission.

A link to the sign-in is posted in the Q&A.

## SECTION 4: PROCUREMENT PHASES AND EVALUTION PROCESS

### *Award*

- Initial contract is awarded for pre-construction CM services only.
- After approval by BPW the University shall fully execute the contract with the successful firm.  
Anticipated: June 22, 2023.
- Anticipated amendments for construction services to follow.

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# Forms & Attachments

- ATTACHMENT A: Technical Proposal Forms (Word version on eBid Board)
- ATTACHMENT B: Contract Forms
- ATTACHMENT C: Campus Map
- ATTACHMENT D: UMB Shop Drawings/Submittal Flow Chart
- ATTACHMENT E: (Intentionally Omitted)
- ATTACHMENT F: (Intentionally Omitted)
- ATTACHMENT G: Price Proposal Forms
- ATTACHMENT H: MBE Forms
- ATTACHMENT I: University Standard General Conditions
- ATTACHMENT J: Solicitation Terms And Conditions
- DOCUMENTS PACKAGED SEPARATELY:
  - Part II Program (on eBid Board)
  - Design & Construction Documents Procedures / Standards / Guidelines
  - Addenda (on eBid Board)

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# Attachment I: UNIVERSITY'S STANDARD GENERAL CONDITIONS

- Section 00700, Revised May 2022
- Insurance requirements #6.06 and #6.07
- Apprenticeship Requirements for Public Works Contracts #9.07 (Attachment B; Subcontractor Affidavit, Apprenticeship Training Fund Verification)

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# KEY POINTS TO REMEMBER

- Pay special attention to the new organization of the RFP, including any new clauses
- Questions must be submitted in writing via email to [mlacey@umaryland.edu](mailto:mlacey@umaryland.edu)
- Follow directions in the RFP
- Addenda, Q&A, and other documents will only be published on the UMB eBid Board at [www.umaryland.edu/procurement/ebid-board/](http://www.umaryland.edu/procurement/ebid-board/).

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# KEY POINTS TO REMEMBER

- Addenda must be acknowledged with your submittal(s)
- Late proposals will not be accepted
- References must be accurate
- Set dates aside for oral presentations



A link to the sign-in is posted in the Q&A.