

RFP 91099 WG
University of Maryland Baltimore (UMB)
ON-CALL ELECTRICAL SERVICES

Preproposal Meeting

January 4, 2024

9:00 A.M.

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- Objective of the Solicitation is to select multiple qualified **Electrical Contractors who will act as the General Contractor** for the UMB On-Call Electrical Services Contract.
- Solicitation prepared by UMB Construction and Facilities Strategic Acquisitions (CFSA)

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- Solicitation documents, including any addenda, are posted on UMB's electronic bid board at:

<https://www.umaryland.edu/procurement/ebid-board/>

- Issuing Office is sole contact for any questions related to the procurement
 - Wesley Gordon wgordon@umaryland.edu

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- **Summary of Solicitation** – Responsibility of Proposers to familiarize themselves with the Solicitation and its requirements
 - Table of Contents
 - Solicitation Schedule
 - RFP Sections 00100-00300
 - Section 00700 Maintenance General Terms and Conditions dated December 2020 – issued as separate document
 - Attachments

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Solicitation Schedule Important Dates

- **Thursday, January 11, 2024 on or before 4:00 p.m. – Technical Proposal Questions Due**
- **Tuesday, January 30, 2024 on or before 5:00 PM**
 - Technical Proposals **only** due
 - submitted electronically – refer to Solicitation Schedule for email address Proc-oncallbids@umaryland.edu for this submittal

File to be labeled “TechProposal RFP 91099 WG– On Call Electrical Svc – Your Company Name”

- File size is limited to 25 MB

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Section 00100:

Scope of Services:

- ❖ Scope of Services
- ❖ Introduction
- ❖ Overview
- ❖ Scope of Contract
- ❖ Contract Term
- ❖ Scope of Electrical Work
- ❖ Codes and Standards
- ❖ Licensing Requirements
- ❖ Task Order Process
- ❖ Invoicing Requirements
- ❖ Procurement Process – this is a phased procurement

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Section 00100 – Scope of Work

- The work consists of mainly electrical work at the University of Maryland Baltimore Campus.
- The selected firms shall provide general maintenance, repair, replacement, and installation on an as- needed basis for the University's electrical systems.
- The On-Call Contractor(s) are to furnish all labor, material, equipment, supplies, supervision, and other resources as required necessary to comply with scope of work such as drawings and specifications to be furnished by authorized personnel of the University for work on any University owned property.
- 1.6.1 The work under the On-Call Electrical Services Contract is as described, but not limited to the following: transformers, wiring all types of machinery, conduit installation up to 5" in diameter, installation of interior and exterior lighting systems, extension of existing circuits, new circuits, control wiring, and fire alarms.
- Work is generally categorized as medium voltage/low voltage work.
- Medium voltage (13.2kV) and low voltage (<600 volts)

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The firm shall self-perform work for medium voltage to 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;
- Medium voltage circuit breaker installation;
- Medium voltage cable installation, termination and splicing;
- Protective relay installation and switchgear/switchboard testing;
- Medium voltage and low voltage equipment installation;
- 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,
- motors, motor starters, motor control centers, motor control drive equipment & Variable Frequency Drives (VFD's);
- bus-ways, bus duct, & related bus distribution equipment;
- emergency power, Generator and ATS repair and installation;
- overhead feeders, temporary power, & wiring; and
- splice boxes, junction boxes, pull boxes, & hand boxes

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- Minority Business Enterprise Goals/Subgoals:
 - MBE Goals will be set at each task order

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Technical Proposal Criteria
(listed in order of importance)

- Section 00200
 - Technical Proposal Submittal Format
 - Forms are in Attachment A – issued as separate WORD file

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- Section 00200 – Continued
- Profile of Proposer/Company Profile
- Including Annual Sales Volume/Number of Project Forms,
- Current Workload, and
- Contractor License

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- Section 00200 – Continued
- Firm Experience – Similar or Relevant Projects/Contracts and References

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- Section 00200 – Continued
- Firm Experience – Complete Firm Experience Form for 3 similar/relevant projects/contracts
 - Must be completed within 10 years from date of Solicitation
 - 1 of 3 should include 15kV switchgear
 - 1 of 3 must be phased installation/replacement of 480 V electrical service equipment in an existing operational building
 - 2 of 3 must have been performed in an occupied setting
 - 1 of 3 must be in Academic Healthcare/Higher Education setting
 - 1 project must be complete and occupied for 6 months
 - 1 project can be substantially complete (available for use for its intended purpose) with completed projects preferred; and
 - 1 project may be in construction but must be at least fifty (50%) percent complete with completed projects preferred.
 - Highest Consideration will be for projects greater than \$1.5M dollars with a highest consideration given for projects with a value of \$5 million or greater.

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- Section 00200 Continued
- The projects submitted under this category are to be similar in experience, scope, function and complexity to the University's On Call Electrical Services. Projects will be evaluated based on the greater degree of experience and similarity to the University's Scope. (Refer to Sections 00100 and 00200 for Electrical Services Scope and Experience.)

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- Section 00200 Continued
- References (applicable for both the Key Personnel and the Firm):
 - Provide accurate, complete information for references (preferably owners) for both the Key Personnel and the Firm
 - Provide name of person at owner (or GC) who can speak to the performance of the Proposer and/or the Key Personnel in detail
 - Phone numbers should include extension and/or voicemail prompts
 - Email address should be provided so UMB can schedule reference calls
 - References are to be provided in the Technical Proposal, however, UMB intends to contact references during the second phase of the procurement
 - UMB may check any references including those not identified by the Proposer as well as use past performance with UMB.
 - UMB holds references in the strictest of confidence
 - Highly recommend you advise the client that you are giving them as a reference

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- Section 00200 Continued
- Proposer's Key Personnel- Complete Key Personnel Form for proposed One (1) Project Manager and Three (3) Field Superintendent; see Section 00200 for the definition of these roles.

Key Personnel – Project Manager

- Project Manager: Person from the On-Call Electrical Contractor who will be involved from Notice to Proceed to Construction Close-Out (Completion of the Punch List work included with the Substantial Completion Certificate). This person does **not** have to be assigned 100% to this project. (Proposers are to state the minimum time commitment on the PM's Key Personnel Form).
This person will be responsible for the overall management, administration, communication, and completion of any project.
The Project Manager should have a minimum of five (5) years' experience working on electrical maintenance projects.

Key Personnel – Field Superintendent/Foreman

Field Superintendent/Foreman:

- The Superintendent/Foreman: Person from the On-Call Electrical Contractor who will be involved full-time (100%) onsite from start of field activities to Close-Out, and is able to make decisions while in the field. (This is **not** a General Superintendent who is supervising several projects from an executive oversight role and who only visits field sites occasionally.)
- This person will be responsible for the overall direct supervision of the subcontractors, daily coordination of the work on site, maintenance of the schedule, on site management such as material delivery, outages, etc.
- The Superintendent/Foreman should have knowledge of safety hazards and MOSHA requirements and the ability to interpret contract plans and specifications for the subcontractors. Higher consideration will be given for experience on similarly to UMB Electrical Services Scope of Services.
- The Field Superintendent/Foreman should have a minimum of five (5) years' experience working on electrical maintenance projects.

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- Approach

(a) Proposers are to provide a narrative that describes *how* the Proposer intends to approach the task order process. How does the Proposer plan to respond to task order requests from UMB, both on a competitive basis and a rotation basis? How quickly can the firm respond to such requests as well as staff the task order if awarded it?

(b) Provide detailed description of efforts your firm will undertake to achieve client satisfaction and to satisfy the requirements of the “Scope of Work” Section

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- Section 00300 – Evaluation Process
 - Evaluation Overview
 - Initial Evaluation of Technical Proposals
 - Oral Presentation/Interview Sessions (optional)
 - Second Technical Evaluation
 - Price Proposal

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- Other Technical Proposal Forms:
 - Bid/Proposal Affidavit
 - Acknowledgement of Receipt of Addenda (if applicable)

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Initial Technical Evaluation

- Evaluated as to:
 - Experience of Key Personnel and Firm that demonstrates similar experience, providing scope of Electrical Work, working in the following settings: occupied setting, and academic healthcare/higher education setting
 - Clear understanding of UMB's scope of electrical work
 - Profile, sales volume, current workload that demonstrates sufficient resources available
- Will result in shortlist of best technically qualified proposers
- **Only** shortlist will advance to the next phase

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Oral Presentation (Interviews)

-Wednesday, February 21, 2024 and if needed,
Thursday, February 22, 2024

-Proposed Project Manager, Field Superintendent ,
and Executive Management

(Set aside entire day on calendar)

-Purpose:

- Meet Key Personnel
- Discuss Technical Proposal, in particular
Proposed Schedule and Project Challenges
- Clarify Scope

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- Second Phase Technical Evaluation
 - Based on Oral Presentations (Interviews) and Technical Proposal
 - All criteria will be re-evaluated
 - References will be incorporated for both Key Personnel and Firm
 - Same order of importance
- Second shortlist results
- Final Shortlist will be ranked

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- **Price Proposal** — (anticipated to be due March 13, 2024)
 - Only final shortlist will submit a Price Proposal
 - Site Walk Through for final shortlisted Proposers and their subcontractors is anticipated to be held week of February 26 - 29, 2024
 - Price Proposal form and MBE Subcontractor Schedule will be issued by addendum to the final shortlisted Proposers. [Bid Bond (5%) form is in Attachment B.]]

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- Final Evaluation:
 - Technical merit weighs greater
 - Final ranking based on the second technical evaluation and price proposal evaluation
 - UMB will choose from amongst the highest rated proposals that which will serve its best interest.
 - UMB may negotiate or modify any element of the proposal evaluation process.
 - UMB may award with or without negotiations

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- Section 00700 – UMB's General Terms and Conditions for Maintenance dated December 2020 (new)
- Attachment I – Procurement Terms and Conditions
- Contract award is anticipated to be in April 2024

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QUESTIONS????