

RFP 19-312 WG
School of Medicine Bressler Research Building
(BRB) Substations 4-7 Renewal System

Preproposal Meeting

July 16, 2021

2:00 PM

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- Objective of the Solicitation is to select a qualified **Electrical Contractor who will act as the General Contractor** for the UMB Campus SOM BRB Substations 4-7 Renewal System project.
- Solicitation prepared by UMB Construction and Facilities Strategic Acquisitions (CFSA)
- Specifications and Design done by Marshall Craft Associates, Inc.

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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
 - Wes 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 00100-00400
 - Section 00700 Maintenance General Terms and Conditions dated December 2020 – issued as separate document
 - Section 00800 Supplemental Terms and Conditions (Covid Guidelines)
 - Attachments
 - Specifications and Drawings

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Solicitation Schedule Important Dates

- **Friday, July 23, 2021** – Questions Due
- **Monday, August 9, 2021 on or before 5:00 PM**
 - Technical Proposals **only** due
 - submitted electronically – refer to
Section 00100 Paragraph E for email address for this submittal
 - File size is limited to 25 MB

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Section 00100:

This is a phased procurement:

- ❖ Technical Proposal
- ❖ Initial Technical Evaluation resulting in shortlist
- ❖ Oral Presentation/Interviews with shortlisted Proposers
- ❖ Second Phase Technical Evaluation resulting in final shortlist
- ❖ Price Proposal from final shortlisted Proposers

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- **Minority Business Enterprise Goals/Subgoals:**
 - 10% of Total Contract Dollar Amount
 - There are no MBE subgoals
 - Knowing that there is a significant amount of built to order equipment, MBE opportunities exist primarily in the trades and services of the project.
 - Refer to Section 00700 Paragraph 9.05 and Attachment H for detailed instructions and forms regarding the MBE Program and Requirements.

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- eBuilder Project Management Software
- Attachment I – Procurement Terms and Conditions

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- Section 00200
 - List of Contract Documents
 - Attachment C – Maintenance Contract and Forms

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- Section 00300 – Procurement Process
 - Article 1 – Technical Proposal Requirements
 - Article 2 – Initial Evaluation of Technical Proposals
 - Article 3 – Oral Presentation/Interview Sessions
(optional)
 - Article 4 – Price Proposal

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Technical Proposal Criteria
(listed in order of importance)

- Forms are in Attachment A – issued as separate WORD file
- Proposer's Key Personnel- Complete Key Personnel Form for proposed Project Manager and Field Superintendent; see Section 00300 Article 1 for the definition of these roles.

Key Personnel – Project Manager

- Project Manager: is a Contractor employee 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 this project.
 - The Project Manager should have a minimum of five (5) years' experience as a PM

Key Personnel – Field Superintendent/Foreman

Field Superintendent/Foreman:

- The Superintendent/Foreman is a Contractor employee 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. Best consideration will be given for experience on similarly sized or larger switch gear/high voltage electrical projects
- The Field Superintendent/Foreman should have a minimum of five (5) years' experience in the position of Field Superintendent

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- Firm Experience – Complete Firm Experience Form for 3 similar/relevant projects
 - Must be completed within 10 years
 - 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 of 3 must be complete and occupied for 6 months
 - 1 of 3 may be substantially complete (3rd may be in construction but at least 50% complete)
 - Highest Consideration will be for projects greater than \$1.5M

Firm Experience, continued

- The projects submitted under this category are to be similar in size, function and complexity to the University's project. Projects will be evaluated based on the greater degree of similarity to the University's Project. (Refer to Section 00400 for project overview and Specifications/Drawings for information regarding the project.)

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- 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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- Project Approach/Preliminary Schedule
 - Identify the most challenging aspect of this project in your firm's assessment and the approach/methodologies to handle this challenge
 - Provide preliminary schedule (Bar Chart or Gantt Chart or CPM, preferably CPM) that identifies project critical path, identifies outage durations, and factors in procurement duration of key materials, long lead items, and equipment.
 - If schedule includes more than one shift, indicate the proposed work hours for each shift and any other considerations associated with the additional shift(s)

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- Profile of Proposer* – Complete Profile Form
 - Annual Construction Volume/Number of Projects part of Profile form
- Current Workload form

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- Forms:
 - Bid/Proposal Affidavit
 - Acknowledgement of Receipt of Addenda
 - MBE Utilization and Fair Solicitation Affidavit
H-1A, Part 2 - **By law, failure to include this form is NONCURABLE.**
 - eBuilder Affidavit
 - Covid Guidelines for Contractors
Acknowledgement

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Article 2 – Initial Evaluation

- Evaluated as to:
 - Experience of Key Personnel and Firm that demonstrates similar projects in term of size, scope, occupied setting, academic healthcare/higher education setting, and complexity
 - Clear understanding of UMB’s project, schedule, and challenges
 - Profile, construction 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)

-Tuesday, September 14, 2021 via WebEx

-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 October 4, 2021)
 - 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 September 20 - 24, 2021
 - There are no alternates anticipated.
 - 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 00400 – Scope of Work

- The Project consists of mainly electrical work in the UMB School of Medicine Bressler Research Building (BRB) penthouse.
- Includes replacing the substations 4 through 7 with new, the provisions of a UPS (Uninterruptible power supply) for the BAS system, and associated feeders and controls.
- The project includes seven (7) phases total:
 - Phase One: Clearing Space for the New Electrical Switchgear
 - Phase Two: Installation of New Substations
 - Phase Three: Basement Work
 - Phase Four: Removal of Existing Substation 7
 - Phase Five: Removal of Existing Substation 6
 - Phase Six: Removal of Existing Substation 5
 - Phase Seven: Removal of Existing Substation 4
- Outages must be well coordinated with UMB and outage durations must be maintained

Contract Completion: Thirty-six (36) months from NTP to Substantial Completion with an additional three (3) months for closeout

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- Section 00700 – UMB's General Terms and Conditions for Maintenance dated December 2020 (new)
- Contract award is anticipated to be in mid November 2021

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QUESTIONS????