

May 9, 2024

TO: Potential Proposers
FROM: Michelle Compton
RE: On Call General Contracting Services
RFP #91105 MC
Addendum #2 dated 05/09/2024

The following information is made available on the above referenced solicitation and is issued as Addendum #2 dated 05/09/2024.

The due date and time for the Phase 1 Technical Proposal is Thursday, May 16, 2024, at 2:00 PM. Receipt of this addendum is to be acknowledged by completing the enclosed “Acknowledgement of Receipt of Addenda” form and including it within your Portfolio submission.

Clarifications:

1. RFP Section 3.1.1.5 Professional Staff has been updated as follows:

Current personnel by discipline. ~~Provide separate columns for each firm with a material role on your team.~~

Title	Total
Principal	
Project Managers	
Field Superintendents	
Estimators	

2. RFP Section 3.1.2.2.ii has been updated as follows:

Project Manager: Person from General Contractor who will be involved on a continual basis from commencement of the contract until construction completion. This person will be responsible for the overall management of the GC team assigned to a particular project and the completion of the project. Note: The Principal Coordinator and/or the assigned Field Superintendent(s) may act in this role for any project. If this is the case, then this should be indicated on **the submitted resume** ~~the basis for selection chart as well as on the Key Personnel form provided for the person~~; project experience in both roles should be demonstrated.

3. RFP Section “Reference Notes” after RFP Section 3.1.3 has been updated as follows:

Reference Notes (applicable to Firm References and Key Personnel References above):

Proposers are to provide at least one reference for each proposed Key Personnel and for each project listed. Reference information should be included in the resumes submitted for Key Personnel and the Firm Experience submittals.

Such references are to be from different projects; that is, only one reference per project is allowed.

The University reserves the right to verify all information given if it so chooses, as well as to check any other sources available (including itself if not provided as such.)

Please be sure that accurate information is provided and that the contact person is capable of speaking to a firm's and/or key person's capability in performing the services required. References will be held in the strictest of confidence.

4. "Table of Contents" has been updated as follows:

ATTACHMENT A: Technical Proposal Forms

- ~~Professional Liability Insurance Form~~
- ~~Registration Documentation Form~~
- Bid/Proposal Affidavit
- Acknowledgement of Receipt of Addenda (if applicable)
- MBE Attachment H-1A Part 2 for Master Agreement, MBE Utilization and Fair Solicitation Affidavit for the Master Contract
- Corporate Diversity Addendum

5. The Pre-Proposal PowerPoint Presentation has been included via this Addendum #2.

6. RFP Section 3.1.1.2 has been updated as follows:

Firm History

Provide an overview of your firm. ~~Identify any relevant specialty studios within your firm.~~

7. RFP Section 3.1.3 has been updated as follows:

FIRM EXPERIENCE (~~ONE summary A3~~, along with a single page summary for each project) 4 PAGES TOTAL / 1 PROJECT PER PAGE

Questions:

1. Section 3.1.1 Item #3 – RFP states “Provide information on your company’s billings and completed projects on a per year basis for the last three (3) years [2020 to 2023] ...” Our fiscal year is July 1 to June 30 and the 2020 to 2023 could be 4 years’ worth of data. Do you want 2021-2022, 2022-2023, and 2023-2024 or do you want 2020-2021, 2021-2022, and 2022-2023?

The expectation is that the response covers the years requested, 2020-2023.

2. Section 3.1.1 Item #4- What is considered the proper documentation from the surety- A statement on the A3 or any additional attachments?

Provide a standard business letter or memorandum from the surety on that company’s letter head, as a separate attachment.

3. Section 3.1.1 Item #5- Clarify if this should be a list of all company staff. Do just the roles identified need to be included or should additional positions within the company be added?

Provide the number of staff for just the roles identified in this section.

4. Section 3.1.1 Item #6 Is this in addition to the bid Affidavit and or is this separate and should it be included on the Section 3.1.1 A3 or as an attachment?
The certification is a signed statement that should be included on the Section 3.1.1 A3.
5. Can the Incumbent firm rates be sent out as part of an addendum?
At this time, incumbent firm rates will not be sent out as part of an addendum.
6. Please clarify the request stated in 3.1.1 paragraph 2 Firm **History**: “Identify any relevant specialty studios within your firm.”
Please refer to Clarification #6.
7. Please clarify the request stated in 3.1.1 paragraph 4 **Annual Billings and Completed Projects**: Are we to submit this info for the last 3 years, or for years 2020, 2021, 2022 and 2023?
Please refer to the response to Question 1.
8. Please clarify the request stated in 3.1.1 paragraph 5 **Professional Staff**: Provide separate columns for each firm with a material role on your team.
Please refer to Clarification #1
9. Regarding submission, would a SharePoint link to the pdf be acceptable?
No.
10. Should the bonding item be addressed in a separate letter?
Please see response to Question 2.
11. Please verify whether the organizational chart required in Section 3.1.2 on page 28 should be for the firm or specific to the proposed project team.
The organizational chart should be for the firm.
12. Regarding item in section 3.1.1 page 28, could you clarify the expectation to provide personnel by each firm?
Please refer to the response to Question 3.
13. In section 3.1.3, page 30, is there a specific number of references required for both the firm and personnel?
No.
14. Standard A3 paper size is 11x17, please confirm this is the size that is to be used for all A3 portions of the proposal and 8.5x11 is to be used for all other portions of the RFP response.
Confirmed.
15. Regarding Technical Proposal Section 3.1.1 – 4. Bonding Capacity: Our bonding company provides a bonding capacity letter in standard 8.5”x11” format, including attached Power of Attorney. Please advise if these may be submitted as images on a separate A3 sheet under this section.
Please refer to the response for Question 2.

16. Regarding Technical Proposal Section 3.1.2 – 2. Key Team Member Resumes: “Provide a one-page resume for each candidate identified above. Include as a separate file in PDF format entitled RFP#91105 MC On Call GC [Firm Name].”
- Please clarify if these resumes are also to be in A3 format.
Resumes of Key Personnel are to be submitted on 8.5 x 11.
 - Please clarify if these resumes are to be included in the Technical Proposal File under this section, or only submitted as a separate file to be titled as noted.
Resumes should be submitted as a separate file to be titled as noted
 - Regarding the resume file titling requirements, may the word ‘resumes’ be added to the file name to help distinguish if from the file containing the full technical proposal?
Yes
17. Regarding Technical Proposal Section 3.1.3 – Firm Experience, you are requesting we submit “(ONE summary A3, along with a single page summary for each project) 4 PAGES TOTAL / 1 PROJECT PER PAGE”.
- What information would you like to see on the Summary A3 Page separate and apart from the information provided on the individual Example Project pages?
Please refer to Clarification #7, the Summary Page requirement has been removed.
 - If we are submitting One Summary A3 Page and Four Example Projects summary pages should the page total for this section be Five?
Please refer to Clarification #7 and response to Question 17.a.
 - Please confirm the single Example Project pages are also to be A3 format.
Confirmed.
 - Noted under Key Team Member Resumes – Project Manager: “If this is the case, then this should be indicated on the basis for selection chart as well as on the Key Personnel form provided for the person...” Please confirm no Key Personnel forms were provided and will not be required as part of this technical proposal.
Please refer to Clarification #2.
18. Regarding Technical Proposal Section 3.1.3 – Firm Experience, Reference Notes: “applicable to Firm References and Key Personnel References above”. There is no section or note on ‘Firm References’, is this referring to Owner Personnel References for the example projects in this section?
Please refer to Clarification #3.
19. Regarding the following documents: BID/PROPOSAL AFFIDAVIT, ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM, MBE ATTACHMENT H-1A PART 2, MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT, CORPORATE DIVERSITY ADDENDUM. Are these to be submitted in the same PDF file as the rest of the Technical Proposal, or submitted as a separate file? Are these to be converted to A3 format, or may they be submitted in standard letter size?
These forms should be incorporated into the Technical Proposal. The forms do not need to be converted to A3 format and can be submitted in standard letter size.

20. Please confirm, due to the A3 formatting requirements, that no Cover Page or Table of Contents are to be provided as part of this proposal.

Confirmed

21. According to the Table of Contents outlined in the RFP document, Attachment A: Technical Proposal Forms, the Professional Liability Insurance Form and the Registration Documentation Form are listed. However, these documents have not been provided in the RFP document. Can you please confirm that these forms are required in the Phase One Technical Proposal submission, and if so, kindly furnish them.

Please refer to Clarification #4.

22. Reference Page 18, 2.12 Subcontracts. Please clarify under what scenario the Contractor will be required to submit complete information to the University PM regarding fees which would be paid to the Subcontractor and complete records as to labor and material cost and fees of the Subcontractor. Will the University PM be auditing all subcontractor costs for all On Call projects regardless if the Contractor's project delivery method is Lump Sum, Cost Plus or T&M?

The university has an obligation to establish costs are fair and reasonable. If work is provided as part of a competitive bid there is generally not a requirement to provide cost information. Costs for change orders, rotations, and other scenarios with work is proposed without competitive validation are subject to audit.

23. We assume all A3 files and forms shall be combined into a single PDF with page numbers and each section bookmarked, assuming this single PDF is less than 25 MB (otherwise, we will split the file as necessary). Please verify. Also, should the filename of the PDF follow a specific naming convention?

All A3 Files and forms should be combined into a single PDF with the exception of Key Team Member resumes – please refer to RFP Section 3.1.2.2.i. Please refer to RFP Section 1.3.1 Technical Proposal for a description of the Technical Proposal file name and RFP Section 3.1.2.2.i for a description of the Key Team Members resume.

24. Section III, Item 3.1.1 asks that information be provided on one A3 except annual billings, which can be provided on a separate table. Subitem 4. Bonding Capacity asks for verification from our surety. This is typically a letter from our surety. Is this letter to be placed in the A3 or is it okay to be a separate attachment? If a separate attachment, do you want it to be a separate PDF or included with the combined A3 PDF?

Please refer to Response to Question 2.

25. Section III, Item 3.1.2 Project Team asks for a separate PDF with resumes and this PDF should be titled RFP#91105 MC On Call GC [Firm Name]. We assume you want this to be a separate file and not included with the main proposal. Please verify.

Confirmed.

26. Section III, Item 3.1.3 asks for a total of four pages – one summary A3 and a single page summary for each of the four projects. We assume this section will actually be a total of five pages and be included in the main PDF file. Please verify.

Please refer to response to question 17 and Clarification # 7.

27. Section III required miscellaneous forms be submitted with our Technical Proposal, Bid/Proposal Affidavit, Acknowledgement of Receipt of Addenda, MBE Attachment H-1A Part 2 (MBE Utilization and Fair Solicitation Affidavit, and Corporate Diversity

Addendum. These documents are not A3 size documents. Are these completed documents to be submitted separate from the A3 size documents? If so, should these documents be combined into one PDF document or kept separately?

Please refer to the response for Question 19.

28. Please clarify if the On Call Contractor will be required to self-perform a certain percentage of the Work performed under the Master Contract. How will a Contractor's ability to self-perform trades be evaluated during the review of Phase 1 Technical Proposals?

The ability to self-perform trades will not be evaluated during the review of the Phase 1 Technical Proposal.

29. We are respectfully requesting an extension for the due date of the technical proposal for RFP 91105-MC On-Call GC Services. If possible, an additional week or more would be great.

At this time, the bid due date and time remains unchanged at May 16, 2024 at 2:00 PM.

30. For Section 3.1.3 Firm Experience, would UMB consider additional renovation projects (ie. elevator upgrades, parking garage modifications/renovations, labs) as academic projects, as required as a project type?

Projects will be considered as meeting the academic project requirement if the project is done in an educational setting. Projects will be given higher consideration if they directly impact the academic space.

31. If my firm has not participated in projects over \$1,000,000, does this disqualify my firm from participating?

Awarded firms are expected to be able to bid the full range of projects, including projects that are over \$1,000,000.

32. Item 3.1.1.3 Annual Billings- Do you want the percentage calculated using the number of each type of project or the total dollar volume of each type of project?

Please provide the total billings for the company during the requested period.

END OF ADDENDUM #2 DATED 05/09/2024

Enclosed: Addenda Acknowledgment Form ; Pre-Proposal PPT Presentation

RFP NO.: 91105-MC

TORP FOR: On Call General Contracting Services

DUE DATE: Thursday, May 16, 2024, at or before 2:00 PM.

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

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

Addendum No. 1 dated 05/01/2024

Addendum No. 2 dated 05/09/2024

Addendum No. _____ dated _____

Addendum No. _____ dated _____

Addendum No. _____ dated _____

Addendum No. _____ dated _____

Signature _____

Printed Name _____

Title _____

Date _____



PRE-PROPOSAL MEETING
ON-CALL GENERAL CONTRACTING
SERVICES AT UNIVERSITY OF MARYLAND,
BALTIMORE

RFP# 91105 MC

MAY 1, 2024

INFORMATION AVAILABLE TO PROPOSERS

- Contract documents are available via eBid Board at <http://www.umaryland.edu/procurement/ebid-board/>
- Documents include:
 - RFP- 91105 MC

SECTION 1: SOLICITATION SCHEDULE

Issue Date	April 25, 2024
Pre-proposal Meeting	May 1, 2024
Deadline for Questions	May 8, 2024
Phase 1 Technical Proposal	May 14 <u>16</u> , 2024
Phase 2 Technical Proposal	June 11, 2024
Oral Presentation	June 17-18, 2024
Price Proposals:	July 3, 2024
BPW Approval	August 28, 2024(projected)
Contract Commencement	September 1, 2024(projected)

SECTION 1: GENERAL INFORMATION

Solicitation Purpose

- The University of Maryland, Baltimore (herein referred to as the University or UMB) is seeking proposals for on call General Contracting (“GC”) services for projects for the University of Maryland, Baltimore and associated client institutions.
- The Contractor will be required to provide all labor, material and supervision for projects. The On Call GC contracts are anticipated to be used primarily at the University of Maryland institutions in the Baltimore region; however, they may be used at any University of Maryland institution.

SECTION 1: GENERAL INFORMATION

Response to this RFP

- Phase 1 Technical Proposal: all potential Proposers
- Phase 2 Technical Proposal, Interview/Oral Presentation (each at the University's discretion): Shortlisted firms only
- Price Proposal: Shortlisted firms only

ATTACHMENT I: SOLICITATION TERMS AND CONDITIONS

Issuing Office –

UMB Office of Construction & Facilities Strategic
Acquisitions (“CFSA”)

Contact:

Michelle Compton

At

mcompton@umaryland.edu

ATTACHMENT I: SOLICITATION TERMS AND CONDITIONS

- MBE Participation will be set at the Task Order level
 - **The MBE participation for this procurement will be set per task order. An overall MBE subcontractor participation goal and applicable subgoals may be set for any task order over \$200,000. The University reserves the right to set MBE participation goals for projects under \$200,000.**
 - The Contractors are encouraged to use a diverse group of subcontractors and suppliers from any/all of the various MBE classifications to meet any potential goals that may be set at the task order level.

SECTION 2: SCOPE OF WORK/REQUIREMENTS

1. General Information

- Contract Term
 - Initial contract term of three (3) years with the University retaining the sole option to renew these contracts for one (1) additional two-year renewal option

- Contract Amount
 - Estimated dollar volume for this general contracting work is \$45,000,000 annually. All proposers are advised that such dollar volumes are estimates only and all proposers further understand and agree in providing such estimates, the University make no guarantee that any or all of the estimated work will be assigned to the selected On-Call General Contractor(s).

 - It is anticipated that no task order shall exceed \$10,000,000. For construction projects that exceed \$1,000,000 Board of Public Works approval must be obtained prior to start of any work. Projects are typically under \$1,000,000; however, it is expected that successful firms will be able to submit a proposal for all requested task orders.

 - The University intends to issue up to six (6) Master Agreements as a result of this solicitation

SECTION 2: SCOPE OF WORK/REQUIREMENTS

1. General Information

- Use of Master Contracts
 - Projects Over \$200k - The University reserves the right to issue specific project task orders either on a Time and Materials Basis or on a Lump Sum Basis. The scope of work provided by the University would indicate how the on call general contractors are to bid the work – that is either as 1) Not-to-exceed time and material basis; or 2) a lump sum bid.
 - Projects Under \$200k - The University may elect to rotate among the selected On-Call Contractors on projects that are under \$200K each. Such projects will require a time & material, not-to-exceed price from the applicable contractor to the University PM, with the procedure as noted above.
 - The University reserves the right to award a Task Order on the basis of price, or ability to meet a desired schedule, or special circumstance which may include but is not limited to the project requires a contractor uniquely qualified to perform specialty services. The University reserves the right to award a specific project task order without soliciting competition should there be special circumstances which the University deems appropriate.

SECTION 2: SCOPE OF WORK/REQUIREMENTS

2. Scope of Work

- The Contractor is to furnish all labor and material necessary to comply with drawings and specifications to be furnished by authorized personnel of the University for work on the applicable Baltimore Regional Campus and University-owned property.
- The contractor is to coordinate all trade work with his forces and the other trade Contractors as well as any contractors separately assigned by the University.
- The Contractor shall complete his work in the time required by the University and in accordance with the requirements stated within the notice to proceed, or purchase order.
- The majority of this general contracting work will be interior renovation done in occupied buildings and in some cases, with ongoing medical research, classrooms, offices, conference rooms, and data rooms. The selected On-Call Contractor (s) will be required to take special care when working in such environments.

SECTION 2: SCOPE OF WORK/REQUIREMENTS

3. Special Conditions

- The initial contract term is for the period of three (3) years, with the anticipated dates being September 1, 2024 to August 31, 2027. The University, solely at its option, may subsequently renew this contract for one additional 2-year option.
- Rates shall be firm during each contract period. Request for Rate increases shall be made in writing to the Department of Procurement Services at least ninety (90) days prior to the Contract renewal date. All other terms and conditions shall remain the same. It will be the University's sole option to approve, or not, any such price adjustment.

SECTION 2: SCOPE OF WORK/REQUIREMENTS

3. Special Conditions

- The work under this Contract is subject to the Standard General Conditions of Construction Contract dated 10/31/17 or the Standard General Conditions of Maintenance Contracts dated December 2020, which are Section VII of this RFP document and any Amendments thereto in Section VIII.
- The Contractor shall provide one (1) person designated as the Project Manager and have a Field Superintendent who is expected to be on site for 100% of the project duration. The Project Manager shall be the Contractor's agent for reviewing the project in the field when required with the University's representatives and shall be the channel for all inquiries concerning work in progress or work to be started under this Contract. The Field Superintendent shall manage the job on-site and supervise all on-site personnel. All supervisory personnel for the On-Call Contractor must be direct employees of said Contractor.

SECTION 2: SCOPE OF WORK/REQUIREMENTS

4. Rates & Markups

- Refer to RFP Section 2.4 for information in what is expected to be included in the proposed hourly rates – as a reminder – hourly rates will only be requested from shortlisted firms.

SECTION 2: SCOPE OF WORK/REQUIREMENTS

5. Firm Performance

- The University reserves the right to evaluate a firm (Prime GC and all subcontractors/subconsultants) on their performance on individual task orders, and/or wholistically against the Master Contract for performance issues.

SECTION 3: PROCUREMENT PHASES AND EVALUTION PROCESS

- Technical Submittals
 - Phase 1 Technical Proposal
 - Phase 2 Technical Proposal (if requested by University)
- Oral Presentation (if requested by University)
- Price Proposal Submittals

SECTION 3: PROCUREMENT PHASES AND EVALUATION PROCESS

Article 1 Phase 1 Technical Proposal Submittals

- Open to all Proposers:
 - General Information
 - Firm History
 - Annual Billings & Completed Projects
 - Bonding Capacity
 - Professional Staff
 - Certification
 - Project Team
 - Key Team Member Resumes
 - Firm Experience
 - 4 Sample Projects
 - Statement of Approach
 - MBE & DEI
 - Attachment A Forms

SECTION 3: PROCUREMENT PHASES AND EVALUATION PROCESS

Article 2 Phase 2 Technical Proposal Submittals

- Required at discretion of the University
- Only requested from Short-Listed proposers:
 - Special/Unique Qualifications (narrative)

SECTION 3: PROCUREMENT PHASES AND EVALUATION PROCESS

Article 2 Phase 2- Oral Presentations

- Oral Presentations: At the sole discretion of the University.
- Anticipated dates: June 17-18, 2024
 - Advised to set aside these dates on calendars of key personnel whose attendance is required.

**SECTION 3: PROCUREMENT PHASES AND
EVALUATION PROCESS**
Article 4- Price Proposal

- Only shortlisted firms following Technical Proposal evaluation will be asked to provide a price proposal.

SECTION 3: PROCUREMENT PHASES AND EVALUATION PROCESS

Article 5: Award

- After successful completion of the evaluation, UMB will proceed with the contract awards.
- The successful firms will be required to sign the University's Construction contract prior to Board of Public Works submission.
- After approval by BPW the University shall fully execute the contract with the successful firms. Anticipated: August 28, 2024.
 - Contract Commencement is anticipated to be September 1, 2024

KEY POINTS TO REMEMBER

- Questions must be submitted in writing via email to mcompton@umaryland.edu
- Follow directions in the RFP
- Amendments, Q&A, and other documents will only be published on the UMB eBid Board at www.umaryland.edu/procurement/ebid-board/.

KEY POINTS TO REMEMBER

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

