UMBC Stadium Vehicular Bridge Replacement Procurement
RFP #BC-20879-R

Pre-Proposal Meeting/Site Visit
May 21, 2013
Pre-proposal Meeting Agenda

• Contract Overview

• Procurement process

• Contract Implementation

• Proposal Evaluation

• Question/Answer Period
UMBC Stadium Vehicular Bridge Replacement Project Overview

- Provision of all labor, material, equipment and supervision for Stadium Bridge Replacement at UMBC as detailed in the RFP document.
Procurement Process

• Technical Proposal & Price Proposal submittal

• Technical evaluation resulting in a short list of proposers to advance to the Price Proposal phase.

• Price Proposal Opened

• Final rating for each proposer.
Procurement Dates

- **Technical & Price Proposals:** Due on Wednesday, June 5, 2013, at or before 2:00 p.m.

- **Price Proposal:** Anticipated to be opened on or about Friday, 6/21/13.

- Price Proposal will **not** be opened publicly.

- **Contract Award & Start Date:** Anticipated on or about Monday, 06/24/13.
RFP Section I Highlights

- Technical & Price Proposals are to be submitted to UMBC’s Procurement Office:
  - Technical Proposals - one (1) original and five (5) copies for a total of **six (6) sets**.
  - Price Proposals - one (1) original and three (3) copies for a total **four (4) sets**.

- Proposers must clearly indicate each and every section of their Technical Proposal which they deem to be confidential, proprietary or a trade secret.

- Late proposals cannot be accepted.

- Last day for question is Tuesday, 05/28/13 by 4:00 pm.
RFP Section 1 Highlights

MINORITY BUSINESS ENTERPRISE

• State-certified Minority Business Enterprises (MBE) are strongly encouraged to respond to this solicitation.

• An overall MBE subcontract participation goal of 25 percent of the total contract dollar amount has been established for this procurement.

• Complete Certified MBE Utilization and Fair Solicitation Affidavit Form (found in Appendix A)
RFP Section I Highlights

• All questions on this procurement are to be directed via e-mail to Mallela Ralliford at MRalliford@umbc.edu.

• Questions and responses will be sent to all proposers via an addendum.
By submitting a proposal, a firm agrees that if awarded the Contract that it, as Stadium Bridge Replacement Contractor, will be bound under the Contract to all the terms and conditions contained in the RFP documents.
RFP Section III
Technical Requirements & Scope of Work

Description of Work
Remove existing 72” diameter metal culvert, asphalt paving, guardrails, metal bollards, etc. and install 72” diameter reinforced concrete culvert, asphalt paving, new guard rails, rip-rap, 2-empty 4” PVC conduits, and 4-hand boxes, etc.

The Full Scope of Work is available here:
https://umbc.box.com/bridgereplacementspecs

Plans & Drawings are available here:
https://umbc.box.com/bridgeplansdrawings
RFP Section III
Bid, Performance & Payment Bonds

• **Bid Bond** - Each Bidder shall furnish with his/her bid price a bid bond issued by a surety company licensed to issue bonds in the State of Maryland.

• **Performance Bond**: The successful bidder shall furnish within ten (10) days after notification of award, a performance bond in the full amount of the Contract Price.

• **Payment Bond**: The successful Contractor shall furnish a Payment Bond.
RFP Section IV
Proposal Evaluations

• Technical Evaluation:
  – Evaluated by a University Evaluation Committee
  – Proposers must achieve 75% or better of the available technical points to be short-listed and advance to the Price Proposal phase of the procurement.
RFP Section IV
Proposal Evaluations

• Price proposals are *not* opened publicly.

• The University may elect to request Best & Final Price Proposal(s).
RFP Section IV
Proposal Evaluations

• The price proposal score will be combined with the corresponding technical score to determine a final rating.

• Technical merit will have a greater weight than price.

• The University will choose from among the highest rated proposals that proposal which will best serve the interests of the University in accordance with USM procurement policies and procedures.
RFP Section V
Technical Proposal
Requirements

• Transmittal Letter must accompany the Technical Proposal Submittal.

• Detailed responses must be submitted to the Technical Criteria.

• Contractor License (copy)
RFP Section V
Technical Proposal Evaluation

• Forms: In addition to responses to the technical criteria, the proposal also includes:

  – Bid/Proposal Affidavit
  – Acknowledgement of Receipt of Addendum

*Note:* All forms to be used in Proposers’ technical proposals are available on the UMBC eBid Board in MS Word format.

• The Technical Proposal must be submitted in a sealed envelope.
RFP Section V
Technical Proposal Criteria
(listed in order of importance)

1. **APPROACH TO CONTRACT:**

   - The proposer must indicate **how** their firm/team would approach this contract. Provide a **comprehensive plan** indicating “how” the Proposer will provide the required services under this contract.

   - **Timeline:** What is your timeline for completing this project?

   - **Subcontractors:** Provide a list of subcontractors (if any) you will be using and a description of the services they will be providing under this contract (with contact person information and phone number).
RFP Section V
Technical Proposal Criteria

2. FIRM EXPERIENCE/REFERENCES:

– Firm Experience:
  • Complete the Firm Experience Form on a total of three (3) similar projects/contracts; within the last five (5) years.
  
  • Submitted projects/contracts should reflect the size, complexity, and services required under this RFP.
  
  • Higher consideration will be given if done in the higher education setting.

– Firm References: UMBC will contact the firm references listed on this form. The University reserves the right to check other sources.

www.umbc.edu
RFP Section V
Technical Proposal Criteria

3. PROFILE OF PROPOSER:

   – Company Profile: Complete the Company Profile Form found in Attachment A.
RFP Section V
Technical Proposal Criteria

4. KEY PERSONNEL:

- Complete the Key Personnel Form for the Project Manager to be assigned to UMBC.

- UMBC will contact the key personnel references listed on this form.
RFP Section V
Price Proposal

Proposers who achieve the minimum technical score will have their Price Proposal opened.

Proposers are to provide the following pricing:

- **LUMP SUM PRICE - BASE BID**
  Remove existing 72” diameter metal culvert, asphalt paving and bed, guardrails, metal bollards, etc. and install 72” diameter reinforced concrete culvert, concrete end-walls, asphalt paving, new guard rails, rip-rap, 2-empty 4” PVC conduits, and 4-hand boxes and provide regarding and stabilization and other associated work.

- **UNIT PRICE**
  Removal and replacement of on-site unsuitable soil material.
RFP Appendices

- Appendix A: Forms to be included in Proposer’s Technical Proposals.
- Appendix B: Price Proposal Form
- Appendix C: Contract Forms
- Appendix D: UMBC Website/Map
- Appendix E - UMBC’s Standard General Conditions of Maintenance Contracts
RFP Appendix E
University Maintenance General Conditions

- Appendix F includes the University’s Standard Maintenance General Conditions dated 1/4/2010.

- These documents are the general conditions for maintenance work on campus.
RFP Questions

• Questions from this pre-proposal meeting as well as questions submitted subsequently will be included in an issued addendum.

• All questions must be sent to Mallela Ralliford only, as indicated in the RFP. Proposers are not to contact anyone else outside of UMBC Procurement about this procurement.

• Firms must provide their contact information to Procurement so that addenda issued are provided to them.
Question/Answer Period

Any questions?
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