UMBC ADA Elevator Upgrade
Procurement
RFP #BC-20858-R

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

- Contract Overview
- Procurement process
- Contract Implementation
- Proposal Evaluation
- Question/Answer Period
UMBC ADA Elevator Upgrade
Contract Overview

- Provision of all labor, material, equipment and supervision for ADA Elevator Upgrade at UMBC. Currently there are five (5) elevators that will be upgraded as detailed in the RFP document.

- Contract term - initial one (1) year with three (3) one-year renewal options at UMBC’s sole discretion.
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 Tuesday, March 12, 2013, at or before 2:00 p.m.

- **Price Proposal:** Anticipated to be opened on or about Monday, 3/25/13.

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

- **Contract Award & Start Date:** Anticipated on or about Tuesday, 03/26/13.
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 two (2) copies for a total three (3) 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 Thursday, 02/28/13 by 4:00 pm.
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 ADA Elevator Upgrade 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

<table>
<thead>
<tr>
<th>Location</th>
<th>Hall Lanterns</th>
<th>In Car Lanterns</th>
<th>Hoistway Entrance Floor Level Indicator Signs</th>
<th>Car Operating Panel</th>
<th>Car Emergency Lighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic IV Building</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>(B Wing North)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic IV Building</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>(A Wing North)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic IV Building</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>(A Wing South)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sondheim Hall</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>(South)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math/Psychology</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Existing -Not Required</td>
</tr>
<tr>
<td>(South)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
RFP Section III
PERFORMANCE BOND

- 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.
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:

- Provide a construction phasing plan that describes when and for how long each of the five (5) elevators will be taken out of service and how pedestrian access will be maintained during these times.
- Phasing plan must have the work being started no earlier than Friday, May 24, 2013 and completed and operational no later than Friday, August 23, 2013.
- The project schedule must outline the building activities & dates (start & completion dates).
2. **KEY PERSONNEL:**

- Complete the Key Personnel Form for the Project Manager & Foreman/Field Superintendent to be assigned to UMBC.

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

3. PROFILE OF PROPOSER:

– **Company Profile**: Complete the Company Profile Form found in Attachment A.

– **Client Services Form**: Complete the Client Services Form found in Attachment A.

**Note**: The proposer must demonstrate at least five (5) years in the business of doing ADA Upgrades on elevators.
RFP Section V
Price Proposal

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

Proposers are to provide pricing to upgrade the five (5) elevators:
  a. Academic IV – B Wing North
  b. Academic IV – A Wing North
  c. Academic IV – A Wing South
  d. Sondheim Hall South
  e. Math/Psychology South

IN ADDITION, provide…
- Hourly rates for Project Manager, Field Superintendent & Helper
- Percentage mark-up for material costs (not to exceed 10%)
RFP Appendices

• Appendix A: Forms to be included in Proposer’s Technical Proposals.

• Appendix B: Price Proposal Form

• Appendix C: Contract Forms

• Appendix D: Floor Plans

• Appendix E: UMBC Website/Map

• Appendix F - UMBC’s Standard General Conditions of Maintenance Contracts
RFP Appendix F
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?
UMBC ADA Elevator Upgrade Procurement
RFP #BC-20858-R

Pre-Proposal Meeting/Site Visit
February 21, 2013