

Pre-proposal Conference Summary

REQUEST FOR PROPOSALS PROJECT NUMBER K15-0045-83 COURTHOUSE RENOVATIONS AT SALISBURY, MARYLAND DISTRICT COURT April 8, 2015

Judiciary Panel Representatives:

Colleen Cantler, Procurement Officer (for Yashica Forrester)
Marlo Johnson, MBE Manager
Lisa Ritter, Assistant Chief Clerk, Engineering & Central Services
Raymond Mack, Procurement Specialist, Engineering & Central Services
Jim Reilly, Construction Manager, Engineering & Central Services

Attendees list is posted as a separate document on the Judiciary's Procurement website and eMaryland Marketplace.

Mrs. Cantler, Procurement Officer, convened the RFP meeting at 10:00am and introduced the Judiciary panel representatives.

Mrs. Cantler then addressed the following sections of the RFP:

- Sections 1 – General Information
- Section 2 – Minimum Qualifications
- Section 3 – Statement of Work
- Section 4 – Proposal Format
- Section 4 – Evaluation Process

Mrs. Cantler placed emphasis on the following

- RFP Section 1.4 – Contract Duration is 4 months with a 1 year warranty..
- RFP Section 1.5 - The Procurement Officer, Ms. Cantler (for Yashica Forrester) is the sole point of contact for the RFP. Making contact with anyone other than Ms. Cantler could result not only in receiving incorrect information, but may also result in the rejection of the Offerors proposal.
- RFP Section 1.8 Questions – there is no cut off date for questions, but Offerors are reminded to submit questions timely in order to receive a response before submission of proposals.
- RFP Section 1.9 Proposal Due/Closing Date - proposals must be delivered to the Procurement Officer on time by April 20, 2015, 2:00PM Local Time. Proposals received late will not be considered. Electronic submissions will not be considered.
- RFP Section 1.11 Revisions to the RFP will be posted on the Judiciary's Procurement website and eMarylandMarketplace.

- RFP Section 1.20 - Mandatory Contractual Terms – a **proposal taking any exceptions to the requirements of the RFP may not be considered**. Offerors need to address exceptions with the Procurement Officer prior to submitting a proposal.
- RFP Section 1.23 - Minority Business Enterprise – There is a 10% MBE subcontracting goal assigned to the RFP.
- RFP Section 1.27 – Offeror must be registered to do business in Maryland. It is strongly recommended that potential Offerors complete the registration prior to the due for receipt of proposals. If the registration is “in process” at time of proposal submission, please provide proof via copy of registration application and receipt.
- RFP Section 2.1.1 – Offeror must be a commercial contractor licensed and bonded in the State of Maryland.
- RFP Section 2.1.2 – Must have at least 2 years’ experience renovating commercial interiors of 1,000 or more square feet.
- RFP Section 3.1 – Working hours – All demolition and construction must be performed after hours. Work which will not be noisy or cause disruptions in the court house may be done during business hours. Work schedule/hours shall be approved by AOC’s Contract Manager. Court house hours are 8:00am-4:30pm.
- RFP Section 3.2 – All proposed staff scheduled to enter the Court House during contract performance must pass a background check conducted by the Commissioner’s office and approved by the Administrative Judge.
- RFP Section 3.5 – The AOC will provide access to the work site, The Contract Manager will be available to answer all questions, and will coordinate closely with the Contractor’s representative.
- RFP Section 3.6 – The AOC’s Contract Manager will have the authority to determine acceptable/unacceptable work. A “punch list” of items that need to be repaired will be given to the Contractor. Final acceptance shall occur upon satisfactory completion of all repairs.
- RFP Section 4.1 – Offerors must submit in two separate volumes: VOLUME 1 TECHNICAL PROPOSAL AND VOLUME II FINANCIAL PROPOSAL.
- RFP Sections 4.4.1-4.4.4 - VOLUME I TECHNICAL PROPOSAL must include: Transmittal Letter, Title and Table of Contents, Executive Summary
- RFP Section 4.4.12 – Required Affidavits, Schedules and Documents to be submitted by Offeror in the Technical Proposal:
 - ✓ Completed Bid/Proposal Affidavit (Attachment B – with original of Technical Proposal);
 - ✓ Completed and signed MBE forms. Electronic signature is not acceptable.
 - ✓ Copies of any and all of the policies of insurance to AOC. By submitting a proposal in response to this solicitation, the Offeror warrants that it is able to provide evidence of insurance required by RFP Section 2 prior to award.
 - ✓ Copies of business license, professional certifications or other credentials, together with

evidence that Offeror, if a corporation, is in good standing and qualified to conduct business in Maryland.

- ✓ The Contractor shall include its background and overall history.
 - ✓ The Contractor shall indicate a clear understanding of the requirements and evidence that the Offeror understands and adheres to the requirements listed in Section 3.
 - ✓ Construction Schedule
- RFP Section 5.2 – Technical criteria – The criteria to be applied to each technical proposal are listed in descending order of importance:
 - ✓ Offeror Experience and Capabilities
 - ✓ Offer Technical Response to RFP Requirements
 - ✓ Offeror Construction Schedule
 - ✓ References

Failure to submit the required documents may result in having the proposal deemed unacceptable or classified as not reasonably susceptible of being selected for award.

The floor was then opened for questions. The attendees were reminded that that all questions be submitted to Colleen Cantler, in writing via e-mail. Question and Answer documents will be posted to the Maryland Judiciary and eMaryland Marketplace websites.

The meeting adjourned at 11:15am.

Notice: Nothing stated at the Pre-Proposal conference may change the RFP unless a change is made by the Procurement Officer by written amendment. This summary does not constitute a written amendment.

Offerors are specifically directed NOT to contact any Judiciary personnel or its contracted consultants for meetings, conferences, or discussions that are specifically related to this RFP at any time prior to any award and execution of a contract. Unauthorized contact with any Judiciary personnel or the Judiciary's contracted consultants may be cause for rejection of the Offeror's proposal.

Note: An Addendum and additional drawings will be forthcoming and posted to both eMaryland Marketplace and Maryland Judiciary websites.