



UNIVERSITY OF
BALTIMORE

RFP UB-25-BB-17 UBALT MAINTENANCE AND REPAIR OF HVAC SYSTEMS

Preproposal Meeting

October 7, 2025

1:00 PM

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UBALT MAINTENANCE AND REPAIR OF HVAC SYSTEMS

- ▶ Objective of the Solicitation is to select a qualified **Contractor** for the UBalt Maintenance and Repair HVAC Systems.
 - ▶ Solicitation prepared by UBalt Office of Procurement
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- ▶ Solicitation documents, including any addenda, are posted on UBalt's electronic bid board at:

<https://www.ubalt.edu/about/offices-and-services/procurement/current-ub-solicitations.cfm>

- ▶ Issuing Office is sole contact for any questions related to the procurement
 - ▶ Wesley Gordon wgordon@ubalt.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 1-4
 - ▶ APPENDICES
 - ▶ APPENDIX S - UBalt Solicitation Terms and Conditions
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Solicitation Schedule Important Dates

- **Tuesday, October 14, 2025** – Questions Due at 4:00 PM EDT
- **Wednesday, October 29, 2025 on or before 5:00 PM**
 - Technical Proposals **only** due
 - ▶ submitted electronically – refer to Section III, Paragraph 3.1 for Technical Proposal submittal through Team Dynamix link
 - File size is limited to 25 MB

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UBalt Maintenance and Repair of HVAC Systems

This is a phased procurement:

- ❖ Technical Proposal
 - ❖ Initial Technical Evaluation resulting in shortlist
 - ❖ Oral Presentation/Interviews (optional) with shortlisted Proposers
 - ❖ Second Phase Technical Evaluation resulting in final shortlist
 - ❖ Price Proposal from final shortlisted Proposers
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▶ Section I: General Information

- ▶ Pre-Proposal Conference
 - ▶ Closing Date – Due Date for Proposals (subject to change)
 - ▶ Contract Term
 - ▶ MBE Subcontracting Participation Goal
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- ▶ Minority Business Enterprise (MBE) Subcontract Participaion Goal/Subgoals:
 - ▶ **20%** of Total Contract Dollar Amount
 - ▶ There are no MBE subgoals
- ▶ Refer to Section I Paragraph 1.19 and APPENDIX M for detailed instructions and forms regarding the MBE Program and Requirements.

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- ▶ Section 2 - Statement of Work
 - ▶ 2.1 The scope of work details the requirements for a qualified mechanical contractor (herein referred to as Contractor) for repair and preventive maintenance as required to serve all HVAC mechanical and electrical equipment and systems located within the following University of Baltimore thirteen (11) Locations

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Section 2 – Statement of Work, Continued

1. Academic Center (AC)
2. Angelos Law Center (AL)

NOTE: Daiken Chiller Units are currently under Maintenance agreement with Daikin through 6/30/2026.

3. Bogomolny Library (RLB)
4. Business Center (BC)
5. Charles Royal (CR)
6. Learning Commons (LC)
7. Liberal Arts & Policy Building (LAP)
8. Maryland Ave Garage
9. Student Center (SC)
10. UBalt Archives
11. 40 W. Chase Street

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- ▶ Section 3 – Solicitation Procurement Process
 - ▶ Article 1 – Summary and Technical Proposal Requirements
 - ▶ Article 2 – Financial/Price Proposals Requirements
 - ▶ Article 3 – Initial Technical Evaluation and Selection Process
 - ▶ Article 4 – Price Proposal and Final Evaluation Process
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Technical Proposal Criteria

(listed in order of importance)

- ▶ Profile of Proposer* – Complete Company Profile Form
 - ▶ Annual Company Annual Sales Volume, Number of Projects Completed for All Work and number of largest projects for the last three (3) years
- ▶ Proposers Experience and Reference Form for three (3) current clients.
 - ▶ Referenced MUST include two (2) higher education projects with the last 5 years
- ▶ Anticipated Subcontractors/Trade Contractors Form
 - ▶ Proposers are to provide a list of the subcontractors it intends to consider for this project.

Project Approach / Preliminary Schedule

Provide a project approach to address the following:

- ▶ Confirm their understanding and intent to comply with all aspects of the Technical Requirements (Section II of this RFP).
 - ▶ Description of the proposed services, product, options, etc.
 - ▶ Description of the Contractor's approach and methodologies, and implementation process.
 - ▶ Schedule and staffing of the contract, and ongoing support.
 - ▶ Emergency Generators: A comprehensive PM program must be submitted, which shall include by not limited to: Quarterly maintenance or by manufacture service recommendations.
 - ▶ Other applicable professional services
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Key Personnel – Project Manager

- ▶ Senior HVAC Technician:
 - ▶ Refer to Section II, 2.6 for Key Personnel requirements and qualifications
 - ▶ The Senior HVAC Technician should have a minimum of five (5) years' experience as a HVAC Technician
 - ▶ Similar Experience Project Experience/References: Provide three (3) project references. Ensure that the reference contact information is accurate.

KEY PERSONNEL – FIELD SUPERINTENDENT/FOREMAN

Two (2) General Mechanics:

- ▶ Refer to Section II, 2.6 for Key Personnel requirements and qualifications.
 - ▶ Shall possess at least three (3) years field experience performing basic trade work of multi-faced (MEP skills).
 - ▶ Similar Experience Project Experience/References: Provide three (3) project references. Ensure that the reference contact information is accurate.
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▶ Forms:

- ▶ Proposal Affidavit
- ▶ Acknowledgement of Receipt of Addenda
- ▶ MBE Utilization and Fair Solicitation Affidavit H-1 A, Part 2, **By law, failure to include this for is NONCURABLE.**

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Oral Presentation (Interviews)

► Monday, December 1, 2025 via in person or WebEx and/or Microsoft Teams

-Proposed Senior HVAC Technician, Two (2) General Mechanics, 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 Technical Proposals and Oral Presentations (Interviews)
 - ▶ All criteria will be re-evaluated
 - ▶ References will be incorporated for both Proposer Key Personnel and Firm
 - ▶ Same order of importance
 - ▶ Second shortlist results
 - ▶ Final Shortlist will be ranked
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► Price Proposal

- Only final shortlist will submit a Price Proposal
- Price Proposal form and MBE Subcontractor Schedule will be issued by addendum to the final shortlisted Proposers.

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- ▶ Final Evaluation:
 - ▶ Technical merit weighs greater
 - ▶ Final ranking based on the second technical evaluation and price proposal evaluation
 - ▶ UBalt will choose from amongst the highest rated proposals that which will serve its best interest.
 - ▶ UBalt may negotiate or modify any element of the proposal evaluation process.
 - ▶ UBalt may award with or without negotiations
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- ▶ Contract award is anticipated to be in January 2026

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QUESTIONS??

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