



REQUEST FOR PROPOSAL

PROFESSIONAL DESIGN SERVICES

FOR

TENANT WORK

WITHIN AN EXISTING MEDICAL OFFICE BUILDING

UNIVERSITY OF MARYLAND SHORE REGIONAL MEDICAL CENTER
AT CHESTERTOWN, MD

RFP #: 2022-02

DATE: 27 April 2022

RFP Issue Date:	Wed, 27 April 2022
Site Inspection:	Wed, 4 May 2022
Deadline for Questions	Wed, 11 May 2022 [COB 5 pm EDT]
Answers to Questions issued to all Offerors	Wed, 18 May 2022
Proposal Due Date:	Wed, 25 May 2022 [1 pm EDT]
UMMS/SRH Bid Evaluations	26 -27 May 2022
Offeror Interviews	TBD
Estimated Notice to Proceed date:	Mon, 6 June 2022

UM Shore Regional Medical Center – Chestertown, MD
Tenant Work- Professional Design Services - Request for Proposal
UMMS RFP 2022-02

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I. INTRODUCTION

DATE: 27 April 2022

RFP: # 2022-02 [Chestertown MOB Tenant Work]

SUBJECT: **UM Shore Regional Medical Center – Chestertown, MD
Tenant Work within an Existing Medical Office Building**

LOCATION: 100 Brown Street, Chestertown MD 21620

Dear Prospective Offeror:

University of Maryland Medical System ("UMMS") in its corporate capacity is seeking proposals from qualified respondents to provide Professional Architectural and Engineering Design Services for the proposed Tenant Work.

This Request for Proposal ("RFP") does not commit the UMMS to pay for any cost of preparation and of a proposal nor to procure or contract for the goods or services as specified herein.

The Contracting Officer is the only person who can legally commit the UMMS to the expenditure of funds in connection with the proposal procurement.

Any contact, correspondence or communication in any way, with anyone other than the Project Manager [H. P. Barry] assigned to this initiative, will result in the disqualification of the vendor making contact from participating in this offer.

Those who receive this RFP other than directly from the UMMS and wish to submit an offer or receive amendments and other information as may be forthcoming, should make themselves known to H. P. Barry – howard.barry@umm.edu.

If your firm wishes to submit a proposal, please read and follow the enclosed instructions.

Howard Patrick [Pat] Barry

Senior Project Manager Construction & Facilities Planning
University of Maryland Medical System
Howard.barry@umm.edu

II. SCOPE OF WORK

Overview

The intent of this request is to secure a proposal from the Offeror to furnish and provide professional design services for tenant improvement work for use as Medical Clinics/Offices within an existing Medical Office Building as follows:

- **SCOPE – UM Shore Regional Medical Center – Medical Office Building – Tenant Work - Level 2** – see Exhibits 1A, 1B, 1C, and 1D.
 - **Demolition of existing tenant improvements** [nominal 4,000 sf] followed by **design and construction documents for New Multi-Specialty Clinical Suites/Offices – all new construction.**
 - **Refresh Existing Specialty Clinical Suites/Offices and Education Center** [nominal 4,200 sf] – new floor/base/wall finishes – modify existing convenience/emergency power and telecommunications wiring to support contemporary SRH requirements
- **BUDGET** - The Budgeted Value of Construction for this Scope of Work has been estimated by a general contractor familiar with UM SRH Chestertown and local conditions at \$1.2 million [One Million Two Hundred Thousand Dollars].
- **SCHEDULE** - The proposed professional design services must be completed to accommodate bidding, construction, and tenant move in by 31 Dec 2022.
- **GENERAL** - The professional design services work proposal shall include all labor and materials, and any other items necessary for successful execution and completion of the work.
 1. The project CDs/Specifications will state that all work shall be completed during normal daytime hours, with carefully planned/scheduled/approved off-hour work required for utility outages or other disruptive activities that may affect the Users in surrounding areas. UMMS Interim Life Safety Management [ILSM] and Infection Control Risk Assessment [ICRA] protocols shall be coordinated in advance with SRH Facilities Management personnel and implemented to minimize outages/disruptions with ongoing UM Chestertown Medical Center activities.
 2. Offerers shall walk the areas of work to determine the extent of work prior to submitting a bid for this work.
 - a. Walk-thru: All Offerers must attend a pre-bid walk-thru on **Wednesday 4 May 2022 at 1pm.**
 - b. Location is: Main Entry - University of Maryland Shore Regional Medical Center at Chestertown – 100 Brown St, Chestertown, MD 21620.
 3. All work shall be performed in accordance with national and state codes as interpreted/enforced by local authorities.
 4. The successful Offerer shall be responsible for coordinating and scheduling inspections with the local authorities and UM SRH facility management personnel.
 5. Notify owner of any discrepancies in the documents and or field conditions in writing before work begins.

III. SCOPE OF SERVICES

1. The services for this project are as defined in AIA B102 – 2007, Standard Form of Agreement between Owner and Architect. In addition, the following are UMMS specific required services:
2. Field Survey- existing conditions drawings shall be provided by SRH/UMMS – these drawings are maintained for Life Safety purposes and may not reflect exact as-built conditions. MEP existing conditions are not available electronically – SRH Facilities Management will provide MEP documents that they have on file. It is the responsibility of the AE team to verify all existing conditions before proceeding with design work.
 - A. Survey Work shall be coordinated with SRH Facilities Management. Surveying of occupied spaces will typically need to occur when spaces are not in use. After hours and weekend work should be anticipated for extensive survey work.
 - B. UMMS Dust Control Guidelines must be followed any time ceiling tiles are lifted or removed to provide access for above ceiling inspection in occupied spaces.
 - C. Existing air qualities shall be measured for all spaces to be renovated prior to making the first review submission. The adequacy of the existing systems to support the new occupancy shall be verified and solutions to meet any shortages shall be included as part of the first submission.
3. Design Phases – The AE team is responsible for documenting all meetings during the pre-design and design phase of the project, and issuing minutes within 48 hours of those meetings. These include all meetings with the users, owner (including Design Review), and other consultants working on the project. The AE team is required to prepare for and attend at least 3 Design Review meetings per department. These meetings are scheduled through the UMMS project manager. All documents (drawings and specifications) must be submitted electronically in pdf format at least one week prior to the scheduled design review. The details of these meetings are outlined in the scope of services for the various stages of design below.
 - A. Schematic Design Phase
 - (1) The AE team shall provide a preliminary evaluation of the owner's program, schedule, and budget requirements, each in terms of the other.
 - (2) The AE team shall review with the owner alternative approaches to design and construction of the project.
 - (3) Based on the mutually agreed-upon program, schedule, and budget requirements, the design professional shall prepare, for the approval of the owner, conceptual design/programming phase and schematic design documents consisting of drawings and other documents illustrating the scale and relationship of project components.
 - (4) The 20-25% (schematic design) submission must include the following minimum drawings and specifications:
 - (a) Civil / Site (If/As Applicable)
 - (i) Existing conditions site drawings including major infrastructure issues
 - (ii) Site drawings defining concept, circulation and layout options including narrative defining operational assumptions
 - (b) Structural (If/As Applicable)
 - (i) Narrative of structural options for concepts
 - (c) Architectural (If/As Applicable)
 - (i) Field verified existing conditions including major infrastructure issues such as bases building core/shell/structure, MEP systems shafts and major risers
 - (ii) Programs for affected departments / areas including operational assumptions

- (iii) Drawings (plans, sections, elevations, etc.) defining concept, circulation and layout options including supporting narrative defining operational assumptions
- (iv) UMMS assigned room numbers
- (d) Electrical (If/As Applicable)
 - (i) Layout and preliminary sizing of major components
 - (ii) Single line of major feeder routes
 - (iii) Identify connections to major utilities
 - (iv) Written description of system
- (e) Mechanical (If/As Applicable)
 - (i) Located existing mechanical HVAC equipment
 - (ii) Layout and preliminary sizing of major components
 - (iii) Identify connections to major utilities
 - (iv) New equipment required to supplement existing system capacities
 - (v) Written description of system
- (f) Plumbing (If/As Applicable)
 - (i) Layout and preliminary sizing of major components
 - (ii) Identify connections to major utilities
 - (iii) Written description of system
- (g) Fire Protection and Egress Plan
 - (i) Layout and preliminary sizing of major components
 - (ii) Fire protection analysis
 - (iii) Preliminary ILSM plan (for confirmation)
- (h) Preliminary **ICRA** (for confirmation)
- (i) Phasing plan including narrative describing operational assumptions
- (j) Written description of each system
- (k) Preliminary Project Schedule and Cost Estimate including narrative describing assumptions

B. Design Development Phase [NOTE: DD SET/60-65% CDs WILL BE USED BY UMMS/SRH TO ENTER THE MARKETPLACE TO IDENTIFY A SUITABLE GENERAL CONTRACTOR TO EXECUTE THE WORK].

- (1) Based on the approved schematic design documents and any adjustments authorized by the owner, the AE team shall provide for the approval of the owner design development documents consisting of drawings and other documents to fix and describe the size and character of the project as to architectural, structural, mechanical, and electrical systems, materials and such other elements as may be appropriate. The services shall include the necessary revisions of the drawings for the owner's review and approval, and the additional revisions necessary to meet the owner's construction budget.
- (2) The AE team shall review and approve all design development documents for code compliance.
- (3) The 60-65% (design development) submission must include the following minimum drawings and specifications:
 - (a) Civil / Site (If/As Applicable)
 - (i) Roads, paving, curbs, traffic control devices / painting
 - (ii) Grading, including storm water management
 - (iii) Landscape
 - (iv) Lighting
 - (v) Description of special materials

- (vi) Utility layouts to building connection
- (vii) Site stairs, special paving or plaza areas
- (b) Structural (If/As Applicable)
 - (i) Footings and special conditions
 - (ii) Structural plans, sections, and typical details
- (a) Architectural
 - (i) UMMS assigned room numbers
 - (ii) Drawings (plans, sections, elevations, etc.) including critical dimensions, equipment and materials
 - (iii) Plans shall include demolition, new construction, equipment, furniture and finishes / patterns.
 - (iv) Reflected Ceiling Plans with indication of ceiling grid, lighting, and typical details
 - (v) Building sections and typical wall sections (for new construction)
 - (vi) Major typical interior details – **NOTE: INTERIOR FINISHES SHALL BE PATTERNED ON SRH's STANDARDS MANIFEST IN THE SRH DENTON MOB AND SHORE MEDICAL CENTER AT CAMBRIDGE.**
 - (vii) Furniture / Equipment schedules and identifying responsibilities for purchase and installation. Cost estimates to be included in project cost estimate
 - (viii) Materials and Finish Schedule
- (b) Electrical
 - (i) Layout and preliminary sizing of major components
 - (ii) Single line of major feeder routes
 - (iii) Identify connections to major utilities
 - (iv) Lighting and Distribution Systems
 - (v) Electrical drawings at 65%
- (c) Mechanical (If/As Applicable)
 - (i) Located existing mechanical HVAC equipment
 - (ii) Layout and preliminary sizing of major components
 - (iii) Identify connections to major utilities
 - (iv) New equipment required to supplement existing system capacities
 - (v) HVAC Load Calculations
 - (vi) Mechanical Drawings at 65%
- (d) Plumbing (If/As Applicable)
 - (i) Layout and preliminary sizing of major components
 - (ii) Identify connections to major utilities
 - (iii) Plumbing Drawings at 65%
- (e) Fire Protection and Egress Plan
 - (i) Layout and preliminary sizing of major components
 - (ii) Fire protection analysis
 - (iii) Life Safety floor plans utilizing UMMS standard symbols and major components such as grade exit passageways, horizontal exits, etc.
- (f) All Schedules, Legends, and Symbol Designations
- (g) All sections of the Specifications showing all construction materials and elements
- (h) Infection Control Plan
- (i) Phasing plan
- (j) Updated written description of each system and operational assumptions
- (k) Construction Schedule – Updated
- (l) Construction Cost Estimate – Updated

B. Construction Documents Phase

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- (1) The AE team shall provide for the approval of the owner drawings and specifications setting forth in detail the requirements for construction as related to the Owner's program and Scope of Work.
- (2) The AE team shall apply for the **Kent County** Building permit upon completion of the 95% documents.
- (3) The 90-95% (CD's) submission must include the following minimum Construction Document drawings and specifications:
 - (a) Civil / Site (If/As Applicable)
 - (i) Site plans
 - (ii) Site details
 - (iii) Construction Access / phasing
 - (iv) Site schedules
 - (b) Structural (If/As Applicable)
 - (i) Structural plans
 - (ii) Structural sections and details
 - (iii) Structural schedules
- (4) Architectural
 - (a) UMMS assigned room numbers
 - (b) Floor plans indicating all hard wall construction, elevation and section marks, door numbers, wall types, and construction dimensions
 - (c) Reflected ceiling plans indicating all ceiling configurations, overall and specialty lighting layouts, detail symbols, colors, materials, and finishes as appropriate
 - (d) Interior elevations indicating wall configurations, section marks, height dimensions, finish materials and applied fixture or electrical items
 - (e) Millwork and fixture details indicating large scale plans, elevations, sections and details of all equipment, cabinetry, millwork, and fixture items included in the services
 - (f) Finalized door, frame, and hardware schedule
- (5) Electrical
 - (a) Electrical Calculations for existing size and available capacity
 - (b) Primary voltage
 - (c) Primary voltage transformation
 - (d) Secondary distribution
 - (e) Illumination
 - (f) Emergency and UPS systems
 - (g) Grounding
 - (h) Single line of major feeder routes
 - (i) List of anticipated outages
- (6) Mechanical (If/As Applicable)
 - (a) Located existing mechanical HVAC equipment
 - (b) Layout and preliminary sizing of major components
 - (c) Identify connections to major utilities
 - (d) HVAC Load Calculations
 - (e) Inside air temperature
 - (f) Air changes
 - (g) Relative humidity
 - (h) Cooling & heating loads
 - (i) Methodology for utility demands
 - (j) Equipment access locations and areas

- (k) Ceiling coordination plan showing access point to all equipment located above the ceiling.
 - (l) List of anticipated outages
 - (m) Demolition of any unused equipment, ductwork or piping back to main.
 - (n) Connection point(s) of HEPA exhaust fans for ICRA
- (7) Plumbing (If/As Applicable)
 - (a) Demolition of any unused piping back to main.
 - (b) Layout and preliminary sizing of major components
 - (c) Identify connections to major utilities
 - (d) Plumbing fixtures
 - (e) Piping mains
 - (f) Plumbing Calculations
 - (g) Pump sizing
 - (h) Tank sizing
 - (i) Equipment access locations and areas
 - (j) List of anticipated outages
 - (8) Fire Protection and Egress Plan
 - (a) Layout and preliminary sizing of major components
 - (b) Fire protection analysis
 - (c) Fire/smoke walls
 - (d) Smoke Zones
 - (e) Travel distances
 - (f) Fire Protection Calculations
 - (g) Calculation of existing water supply
 - (h) Calculation of required water supply
 - (i) Hydrostatic flow test
 - (j) Preliminary sprinkler water supply calculations
 - (k) Special fire suppression systems
 - (l) Equipment access locations and areas
 - (9) Specification Book
 - (10) ILSM including drawings showing travel distances and all new and existing fire barriers
 - (11) ICRA (Finalized) including drawing showing dust barriers, material and trash routes, contractor access.
 - (12) Outage list (schedule)
 - (13) Room Data Sheets
 - (14) Project schedule - Update
 - (15) Project Cost Estimate - Update
 - (16) Interior Finishes board – **NOTE: INTERIOR FINISHES SHALL BE PATTERNED ON SRH's STANDARDS MANIFEST IN THE SRH DENTON MOB AND SHORE MEDICAL CENTER AT CAMBRIDGE.**

2. Construction Administration Phase

- A. The AE team shall provide bid documents and forms, participate in and document pre-bid meetings, and answer questions from bidders in the form of bid addenda.
- B. The AE team shall prepare and submit the necessary documents for building permits and manage the process until a construction manager / general contractor is awarded the project.
- C. The AE team shall participate in value engineering as required in the event the bids exceed the owner's budget for construction
- D. The AE will attend the Concealed Conditions review with the Project Manager and representatives of Operations & Maintenance.
 - (1) The AE will prepare directives or bulletins for pricing to correct any existing deficiencies for contractor action at the direction of the Project Manager.

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- E. The AE shall regularly visit the site as appropriate, review the work in progress for conformance to the contract documents, review and take appropriate action on submittals and payments applications from the prime contractor, issue certificates of substantial and final completion, review and augment punch lists prepared by the prime contractor, respond to requests for information, evaluate change order requests, and review schedule updates from the prime contractor.
 - F. The AE shall attend weekly progress meetings during the construction period.
 - G. The AE team shall attend and document the UMMS concealed conditions inspection, above ceiling inspection, and pre-occupancy inspection with the owner and contractors. The AE team shall prepare meeting reports from those inspections.
 - H. The AE will prepare appropriate punch lists prior to attendance at Walkthroughs with UMMS representatives.
3. Post Construction / Project Close-out Phase
- A. Record Drawings
 - (1) Upon completion of construction, the Contractor will provide the Architect with one set of documents, with the contractor's annotation that record the work as constructed.
 - (2) The Architect is responsible to update the Construction Documents to reflect as-built conditions.
 - (3) The Architect must submit one hard copy and two electronic copies (PDF & DWG format) to the owner after the construction is complete.
 - B. Operation & Maintenance (O&M) Manuals
 - (1) Upon completion of construction, the contractor will provide the Architect with 3 copies of O&M manuals to be stamped and submitted to the Owner in both hard copy and electronic (pdf) format.
 - C. Room Data Sheets
 - (1) Upon completion of construction the Architect must submit one Room Data Sheet for each space within the project area, or spaces outside the project area that were substantively changed during construction.
 - (2) Format should be in the form of an excel spreadsheet that encompasses the data represented in the pdf room data sheet. The data should only include the information that the project has changed.

IV. SOLICITATION INSTRUCTIONS AND PROCEDURES

A. SUBMISSION REQUIREMENTS

- (1) Submission Content
 - (a) Cover & Signature Page
 - (b) Statement of Qualifications of firm and major sub-consultants.
 - (c) Firm Experience on recent projects in an academic healthcare setting.
 - (d) Resume of key team members – with role and time commitment to the project.
 - (e) Written description of a project delivery plan including a project schedule (in a Work Breakdown Structure form) with a start date to match the Anticipated Notice to Proceed Date on or about 6 June 2022. Each phase of the Scope of Services shall be identified in the schedule.
 - (f) Written description of the Quality Control plan to assure that Construction Documents are coordinated among disciplines, are complete and constructible.
 - (g) Bid Form
 - (h) Certificate of Insurance
- (2) Based on the time required by UMMS to adequately evaluate proposals, Offerors are requested to specify a proposal acceptance period of not less than sixty (60) days.

If UMMS, at any time prior to the due date for receipt of proposals, amends or changes any part of the RFP, then the UMMS Contract Administrator will transmit an appropriate notification to all prospective Offerors, and each Offeror shall acknowledge in writing the receipt of any such amendment unless otherwise provided for in the particular amendment.

- (3) This solicitation provides sufficient information for Offerors to prepare a proposal. In order to provide a forum for questions and to ensure equal opportunity and knowledge for all Offerors, UMMS may at its sole discretion respond to written questions and requests for clarification. Questions or requests must be submitted in writing **via email** and received not later than, COB 5 pm on 11 May 2022

Questions must be submitted via email to:

University of Maryland Medical System
Construction & Facilities Planning
Attention: H. P. Barry
E-Mail Address: howard.barry@umm.edu

Note: All questions must be submitted in writing via email to the above party.

- (4) UMMS may conduct a pre-award survey to obtain independent verification of the Offeror's technical, managerial, and financial capability to provide the deliverables described. UMMS may also conduct a site survey and inspection of the Offeror's facilities and staff.
- (5) After UMMS has received and evaluated all proposals and determined those Offerors in the "competitive range," those Offerors in the competitive range may be contacted to resolve any clarifications, deficiencies, or questions regarding their proposals and may be asked to provide additional

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information and a more detailed analysis of the equipment and maintenance needed by UMMS.

- (a) The "competitive range" is defined as those proposals which are (1) technically acceptable as submitted, or (2) not acceptable as submitted, but could be made acceptable through discussions with a minor rewrite of the proposals, price and other factors considered

B. SUBMISSION INSTRUCTIONS

- (1) The proposal shall stipulate that it is predicated upon all the terms and conditions of this Request for Proposal ("RFP") and shall acknowledge any amendments thereto.
- (2) Correspondence associated with questions, comments, or containing responses to this RFP, as well as cover letters, must clearly bear the following Subject Line:

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- (3) **Deadline:** The electronic bid package must be submitted via email in PDF format to H. P. Barry at howard.barry@umm.edu no later than 1:00 P.M. EDT on Wednesday 25 May 2022.

- (a) UMMS specifically disclaims any warranty or guarantee as to the accuracy of the information contained in the bid package. The bid packages will remain the exclusive property of the UMMS; therefore, your firm must return the package to the above-mentioned contact when you submit your bid as outlined below:

- (4) Late proposals, modifications of proposals and withdrawals of proposals:

- (a) UMMS reserves the right, at its sole discretion, to review a proposal received after the date and time specified for receipt, when it is received before award is made.
- (b) A modification resulting from the Contract Administrator's request for "Best and Final" offers received after the time and date specified for such offers will not be considered unless received before award and the late receipt is due solely to mishandling by the UMMS after receipt at the UMMS installation.
- (c) The time of receipt at the UMMS is determined from the time and date stamp of such on the proposal wrapper or other documentary evidence of receipt maintained by the installation.

- (5) Proposals may be withdrawn via emailed written notice, by the Offeror or their authorized representative, received at any time prior to award.

- (6) Proposal Acceptance Period: Based on the time required by UMMS to adequately evaluate proposals, Offerors are requested to specify a proposal acceptance period of not less than sixty (60) days.

- (7) Contract Terms Review: Prior to proposal submission, Offerors shall examine the proposed form of the Contract and note all conditions and

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limitations that may influence execution or completion of the work required. Any discrepancies noted should be identified in writing to the UMMS Contract Manager for resolution prior to submission of proposals. Any substantive information given to a prospective Offeror will be furnished to all prospective Offerors as an amendment to the solicitation.

- (8) Amendments to RFP: If UMMS, at any time prior to the due date for receipt of proposals, amends or changes any part of the RFP, then the UMMS Contract Manager will transmit an appropriate notification to all prospective Offerors, and each Offeror shall acknowledge in writing the receipt of any such amendment unless otherwise provided for in the particular amendment.

C. EVALUATION & AWARD CRITERIA

- (1) Evaluation of Proposals
 - (a) The evaluation of proposals will be based on UMMS's sole and independent review.
 - (b) The objective of the evaluation process is to identify Offerors whose proposals will result in the lowest overall use of UMMS resources and that will result in most timely completion of the Project.
 - (c) UMMS will evaluate proposals responsive to this Request for Proposal in three phases: a compliance phase; a technical and schedule phase; and a cost phase.
- (2) Compliance Phase
 - (a) UMMS shall determine whether Offerors have met the requirements of the solicitation. Any proposal submitted by an Offeror who has not complied with the submission requirements outlined in this RFP may, at UMMS's option, be deemed non-responsive and shall be disqualified from further consideration.
- (3) Technical and Schedule Phase
 - (a) Technical qualifications of all firms determined to have met the compliance requirements will be evaluated based on demonstration by Offerors of their experience working on tenant improvement work [medical clinics/offices] within an existing medical facility similar scope in similar situations within an operating/functional healthcare setting.
- (4) Cost Phase
 - (a) UMMS will evaluate each Offerer's proposal based on reasonableness of cost. UMMS is not subject to awarding this contract based on low bid but rather will award to the Offeror presenting best value.

V. ADDITIONAL OWNER INFORMATION

A. Award of Contract

- (1) Final contract for this work will be an AIA B102 – 2007, Standard Form of Agreement between Owner and Architect for a Guaranteed Maximum Price.
- (2) A contract will be awarded to the responsible Offeror(s) whose offer(s), conforming to this solicitation, will be most advantageous to the UMMS, cost, and other factors considered.
- (3) The UMMS reserves the right to accept other than the lowest offer; reject any or all offers; and to waive informalities and minor irregularities in offers received.
- (4) A written award or acceptance of offer mailed or otherwise furnished to the successful Offeror within the time for acceptance specified in the offer shall be deemed to result in a binding contract without further action by either party.
- (5) The UMMS may accept, within the time specified therein, any offer, whether or not there are negotiations subsequent to its receipt, unless the offer is withdrawn by written notice received by the UMMS prior to award. If subsequent negotiations are conducted, they shall not constitute a rejection or counter offer on the part of the UMMS.
- (6) The UMMS may award a contract, based on initial offers received, without discussion of such offers. Accordingly, initial offers should be submitted on the most favorable terms that the Offeror can submit to the UMMS.
- (7) The UMMS reserves the right to accept all or part of the services proposed

B. Taxes

The Offeror recognizes that UMMS is a non-profit, tax exempt organization and as such the Offeror shall be responsible for all Federal, State, and Local taxes arising out of its sale of any/all services/products to UMMS.

C. Non-Profit Institutions Act Disclaimer

Offeror warrants that, except as expressly indicated otherwise herein, it has not relied upon the Non-Profit Institutions Act exemption to the Robinson-Patman Act, 15 U.S.C. Section 13 et seq., for pricing on any products and services supplied hereunder.

D. General Requirements/Compliance/Disclosures

- (1) Offeror shall disclose, in clear, unambiguous language and terms, any interest and/or financial stake in Offeror's business by any UMMS employee, including members of the medical staff, staff, or family members of UMMS employees. This disclosure shall include the nature, type, and equivalent amount of any remuneration, whether in whole or in part, provided to any employee, staff member, or family member. If there are none, Offeror shall state in response to this RFP that there are none.
- (2) Offeror shall disclose, in clear, unambiguous language and terms, any prior, existing or planned arrangement with anyone representing UMMS for a value not specifically tied to this RFP, but which currently or may prospectively benefit UMMS as a result of doing business with Bidder. If there are none, Offeror shall state in response to this RFP that there are none.

E. Non-Discrimination – Affirmative Action

The provisions of Executive Order 11246, as amended by Executive Order 11375, are incorporated by reference in this RFP and in any resulting order. Offeror certifies compliance with Civil Rights Act of 1964 as amended in 1991, executive orders, and all other relevant statutes prohibiting discrimination based upon race, color, gender, national origin, age, or handicap. Failure to comply can result in termination of this contract.

F. Advertising and Publicity:

Neither the Offeror nor its subcontractors, if any, shall issue or sponsor any advertising or publicity that says or implies that the UMMS recommends or prefers its services. The Offeror may, however, use the UMMS as a confidential reference in seeking other business.

G. Order of Precedence:

Any inconsistency unless otherwise provided herein, shall be resolved by giving precedence in the following order: (1) Purchase Order; (2) Special Provisions; (3) Statement of Work; (4) Terms and Conditions of the Solicitation, if any; and (5) other provisions when attached or incorporated by reference.

VI. PROPOSAL COVER LETTER & SIGNATURE PAGE

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Firm Name:

Contact Person:

Address:

Email:

Telephone Number:

Taxpayer I.D. Number:

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Date Submitted:

Proposal Due Date: 25 May 2022

The undersigned duly authorized representative of Offeror certifies personally and on Offeror's behalf that all of the representations and certifications set forth above in the Certifications and in Offeror's Proposal are complete and accurate. The undersigned representative of Offeror is aware of the penalty under Maryland law for making false statements.

I, the undersigned, hereby authorize University of Maryland Medical System ("UMMS") to request information and records from any source relating to my educational, medical, insurance, financial, credit, employment, and legal history. I specifically authorize UMMS to obtain, among other such information and records, a consumer credit report about me, and to request information and obtain records regarding any legal proceedings or investigations relating to me, whether criminal, civil, or administrative.

I consent to the disclosure of any and all such information to UMMS or its authorized representative for UMMS's use in verifying information I have provided to UMMS and in evaluating my fitness, integrity, competence and experience to provide services to UMMS.

This authorization shall remain valid for a period of one year from the date indicated below or until the completion of my services to UMMS, whichever occurs later.

I know that I have the right to receive a copy of this authorization upon request and agree that a photographic copy of this authorization is as valid as the original.

WITNESS:

OFFEROR:

(Signature)
(Name typed)

(Title)
(Date)

**UM Shore Regional Medical Center – Chestertown, MD
Tenant Work- Professional Design Services - Request for Proposal
UMMS RFP 2022-02**

VII. Exhibits [see Attachments]

1A – Level 2 Floor Plan with proposed Tenant Work area keyed in existing hospital

1B – Detail Plans Existing/Proposed

1C – Test Fit Plan for Multi Specialty Suite

1D – Program for Multi Specialty Suite

[END OF RFP]

EXHIBIT 1A
Level 2 Floor Plan with proposed Tenant Work area keyed in existing hospital

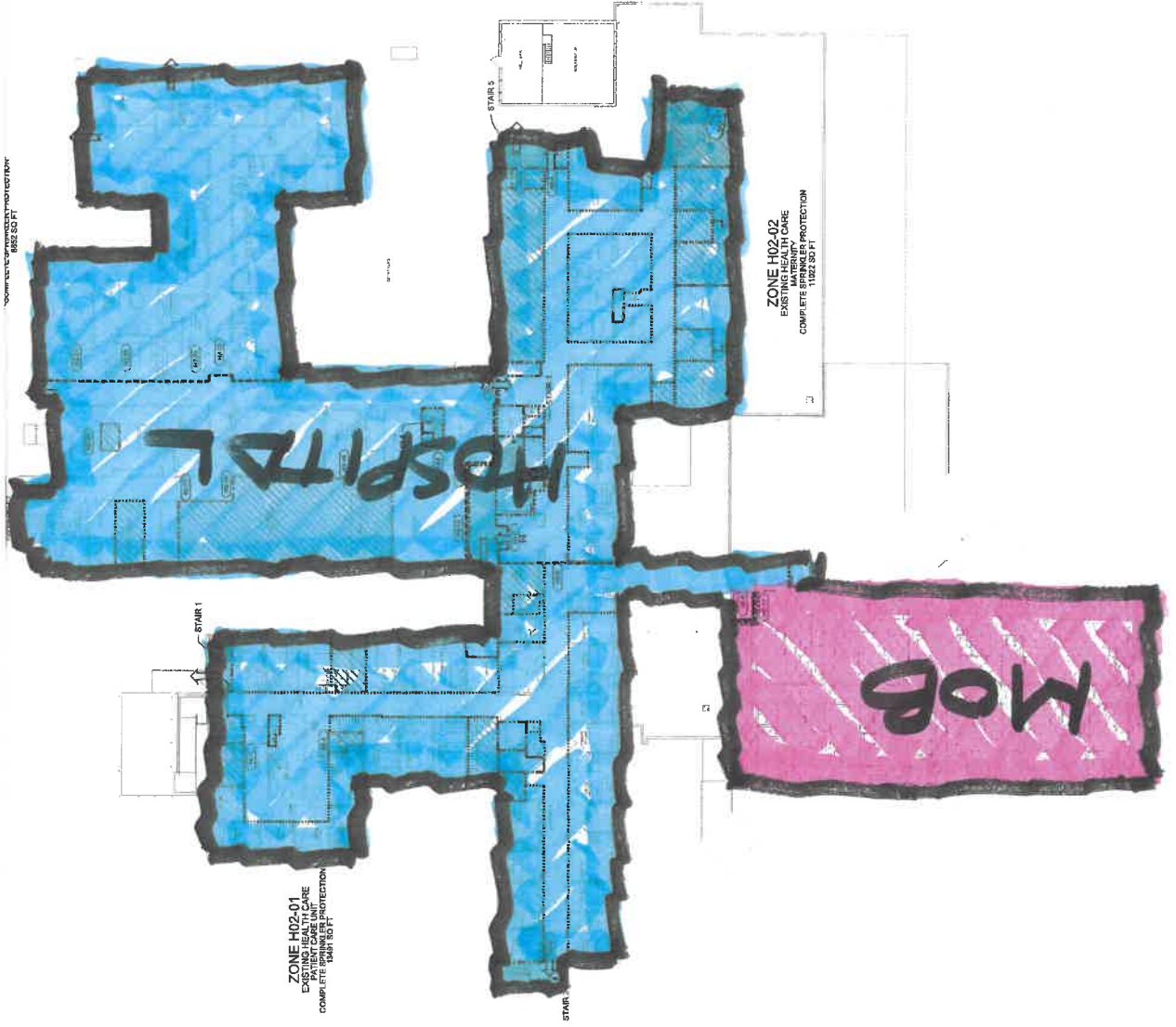


EXHIBIT 1B

Detail Plans Existing/Proposed



