



University of Kentucky[®]

Procurement Services

REQUEST FOR PROPOSALS

UK-2618-2-25

CM Services

Improve UKHC - UK Chandler Hospital –
Pav HA and A Various Projects

ADDENDUM #1

01/17/2025

ATTENTION: This is not an order. Read all instructions, terms, and conditions carefully.

IMPORTANT: RFP MUST BE RECEIVED BY 02/06/2025 @ 3:00 P.M. LEXINGTON, KY TIME

Offerors should acknowledge receipt of this, and any addendum, as directed in the Request for Proposals.

ITEM #1: CLARIFICATIONS TO THE RFP DOCUMENTS

Offerors are instructed to replace the originally posted Section 4: Proposal Format and Content with the enclosed version. 4 pages.

OFFICIAL APPROVAL
UNIVERSITY OF KENTUCKY

Corey W. Leslie, Purchasing Officer

SIGNATURE

Typed or Printed Name

PROPOSAL FORMAT AND CONTENT

4.1 Proposal Information and Criteria

The following list specifies the items to be addressed in the proposal. Offerors should read it carefully and address it completely and in the order listed to facilitate the University's review of the proposal.

Proposals shall be organized into the sections identified below. The content of each section is detailed in the following pages. It is strongly suggested that offerors use the same numbers for the following content that are used in the RFP.

- Signed Authentication of Proposal and Statement of Non-Collusion and Non-Conflict of Interest Form
- Transmittal Letter
- Executive Summary and Proposal Overview
- Criteria 1 - Offeror Qualifications
- Criteria 2 - Services Defined
- Criteria 3 - Financial Proposal
- Criteria 4 - Evidence of Successful Performance and Implementation Schedule
- Criteria 5 - Other Additional Information

4.2 Signed Authentication of Proposal and Statements of Non-Collusion and Non-Conflict of Interest Form

The Offeror will sign and return the proposal cover sheet and print or type their name, firm, address, telephone number and date. The person signing the offer must initial erasures or other changes. An offer signed by an agent is to be accompanied by evidence of their authority unless such evidence has been previously furnished to the purchasing agency. The signer shall further certify that the proposal is made without collusion with any other person, persons, company or parties submitting a proposal; that it is in all respects fair and in good faith without collusion or fraud; and that the signer is authorized to bind the principal offeror.

4.3 Transmittal Letter

The Transmittal Letter accompanying the RFP shall be in the form of a standard business letter and shall be signed by an individual authorized to legally bind the offeror. It shall include:

- A statement referencing all addenda and written questions, the answers and any clarifications to this RFP issued by the University and received by the offeror (If no addenda have been received, a statement to that effect should be included.).
- A statement that the offeror's proposal shall remain valid for six (6) months after the closing date of the receipt of the proposals.
- A statement that the offeror will accept financial responsibility for all travel expenses incurred for oral presentations (if required) and candidate interviews.

- A statement that summarizes any deviations or exceptions to the RFP requirements and includes a detailed justification for the deviation or exception.
- A statement that identifies the confidential information as described in Section 6.23.

4.4 Executive Summary and Proposal Overview

The Executive Summary and Proposal Overview should condense and highlight the contents of the technical proposal in such a way as to provide the evaluation committee with a broad understanding of the entire proposal.

As part of the Executive Summary and Proposal Overview, Offeror should submit with their response a summarized profile describing the demographic nature of their company or organization:

- When was your organization established and/or incorporated?
- Indicate whether your organization is classified as local, regional, national, or international.
- Describe the size of your company in terms of number of employees, gross sales, etc.
- Is your company certified as small business, minority-owned, women-owned, veteran-owned, disabled-owned, or similar classification?
- Offeror should describe in detail their company’s commitment to economic development and maximizing business opportunities for Kentucky-located businesses and disadvantaged businesses.

Business Classification	Check All That Apply
Kentucky-Located	
Minority-Owned	
Woman-Owned	
Small Business	
Veteran-Owned	
LGBTQ-Owned	
Disability-Owned Business Entity (DOBE)	
Classification Not Indicated	

TECHNICAL QUALIFICATIONS

The purpose of the Offeror Qualifications section is to determine the ability of the offeror to respond to this RFP. Offerors must describe and offer evidence of their ability to meet each of the qualifications listed below.

4.5 Criteria 1 - Offeror Qualifications

The purpose of the Offeror Qualifications section is to determine the ability of the offeror to respond to this RFP. Offerors must describe and offer evidence of their ability to meet each of the qualifications listed below.

Our supply chains and business partnerships are an important aspect of this work. In your proposal, please (A) provide your company's mission and vision relative to sustainability, and (B) how your company, through services, products, and partnerships, will help the University of Kentucky advance specific elements of the Sustainability Strategic Plan.

- a) Please provide a brief narrative describing the history of your firm. Identify the number of employees in your firm, and the ownership.
- b) Please provide an executive summary profile of your firm indicating the total annual volume of work; an overview of the firm's resources; the approximate percentage of University related work versus other project types; a breakdown of your firm's volume relative to CM @ Risk, CM Agency, Lump-sum negotiated, Lump-sum hard bid, design-build, etc.; Indicate whether your firm routinely self performs any trade work and if so the relative amount of self-performed work to the total volume. Indicate what resources, if any, your firm has regarding self-performed trade work. Provide any other information necessary to describe your core business parameters.
- c) Provide an organizational chart of your firm indicating the lines of authority for the senior personnel involved in the performance of this contract and relationships of this staff to other programs or functions of the firm. This chart should show lines of authority to the next senior level of management beyond the project team level.
- d) Has your firm had a contract terminated for default in the last five years? If so, describe such incident.
- e) Indicate any other experience that demonstrates the qualifications of your firm for the performance of this contract.

4.6 Criteria 2 – Services Defined

The CM should provide documentation of their understanding of the services requested in the RFP and contract documents.

- a) Your proposal must provide for the completion of all work necessary to accomplish the scope of work defined in this RFP. Include a complete description of the proposed approach and methodology to accomplish the work described. The plan must be in sufficient detail to convey to the evaluation team the CM's knowledge of projects of similar

scale and complexity and the CM's knowledge of the requirements, demands, and constraints of this project.

- b) Explain how your firm/team approaches budgeting and budget maintenance to assure a successful completion within budget.
- c) Please provide an organization chart, resumes of key team members, and brief description of roles and responsibilities. Please provide a detailed staffing chart for each phase of construction indicating the staff, their percentage of time dedicated to this project, and the on-site staffing that you feel is necessary to provide the construction services requested.
- d) Describe your firm's strategy to promote local trade, contractor, and vendor participation this project.

4.7 Criteria 3 – Financial Proposal

The Financial Summary Form shall contain the complete financial offer made to the University using the format contained in Section 8.0. All financial information must be submitted in a sealed envelope under separate cover.

4.8 Criteria 4 – Evidence of Successful Performance and Implementation Schedule

- e) Explain how your firm/team approaches scheduling and schedule maintenance to assure successful on time completion of the design and construction phases. Provide an example of a construction phasing plan that they have developed for a similar recent project.
- f) Provide details of the proposed CM team's experience in renovation of spaces in active healthcare environments of similar scope and complexity to the projects currently being planned. Include information for a maximum of three (3) comparable projects. Current and recently completed projects may have greater impact than older performances.
- g) Detail the team's experience with construction in occupied clinical spaces with Class IV Infection Control requirements. Provide examples of your specific safety management plan for at least one recent project and identify any unique elements of this project which must be addressed to assure a safe project including Infection Control Risk Assessment (ICRA) project requirements.

4.9 Criteria 5 – Other Additional Information

The offeror may present any creative approaches that might be appropriate. The offeror may also provide supporting documentation that would be pertinent to this RFP.

Offeror shall describe in detail their company's commitment to diversity, equity and inclusion. Information shall be provided as to the number of diverse individuals that the vendor employees as well as a description of vendors efforts to do business with Diverse Business Enterprises as they conduct their own business.