UMBC Long Range Facilities Planning Consultant Contract
RFP #BC-20952-R

Pre-Proposal Meeting
February 4, 2015

Mallela Ralliford, Contract Administrator
Celso Guitian, Campus Planner,
Facilities Management
Pre-proposal Meeting Agenda

- Contract Overview
- Procurement Process
- RFP Highlights
- Question/Answer Period
UMBC Long Range Facilities Planning Consultant Contract Overview

- Develop Planning and Aesthetic Guidelines focused on creating a more unified campus environment—one that celebrates unique outdoor spaces and enhances the memory of place that is important to the UMBC college experience; and,

- Develop a Comprehensive Study of Stormwater Management and Natural Systems on campus, integrate water management with open space development, and produce a Maryland Department of the Environment (MDE) Agency/Institutional (Stormwater) Management Plan.

- Contract Term: One (1) year from date of award. There will be one (1) one year renewal options solely at the University's option.
Procurement Process

- Technical Proposal submittal

- Technical evaluation resulting in a short list of proposers to advance to the Price Proposal phase.

- Price Proposal submittal

- Price Evaluation

- Final ranking for each proposer.
Procurement Dates

- **Technical Proposals**: Due on Tuesday, February 24, 2015, at or before 2:00 p.m.

- **Interviews with Proposing Firms**: Anticipated to be due on Thursday, March 26, 2015.

- **Price Proposal**: Anticipated to be due on or about Tuesday, April 7, 2015 at or before 2:00 p.m.

- **Contract Award**: Anticipated on or about 4/13/15.

- **Contract Start Date**: Tuesday, 4/14/15
RFP Section 00100 Highlights

• Technical Proposals are to be submitted to UMBC’s Procurement Office (1 original, 2 electronic copies plus 3 copies (total of 6)).

• 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 Tuesday, 2/10/15 by 4:00 pm.
RFP Section 00100 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.
RFP Section 00200 Highlights

- Section 00200 lists all of the documents that will be included in the resulting awarded contract.

- By submitting a proposal, a firm agrees that if awarded the Contract that it, as Long Range Facilities Planning Consultant Contractor, will be bound under the Contract to all the terms and conditions contained in the RFP documents.
• Transmittal Letter must accompany the Technical Proposal Submittal.

• Detailed responses must be submitted to the Technical Criteria.

• Contractor License (copy)
RFP Section 00300
Article 2 – Technical Proposal

• 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 00300
Technical Proposal Criteria
(listed in order of importance)

1. KEY PERSONNEL:

- Complete the Key Personnel Form and provide résumés for the Prime Consultant and other key personnel (Campus Planner, Architect, Civil Engineer, etc.).

- UMBC will contact the key personnel references listed on this form (for short listed firms only).

- By submitting the name of the Key Personnel for consideration under this Key Personnel Section, the Proposer is committing these persons to UMBC for this contract’s duration if awarded the project. No personnel changes will be permitted without written authorization from the University via a contract amendment issued by UMBC's Procurement Office.
2. 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.

- Working Relationships - Provide a summary or matrix of prior working relationships among proposed team members.

- Higher consideration will be given if done in the higher education setting.
3. FIRM REFERENCES:

- UMBC will contact the firm references listed on this form. The University reserves the right to check other sources (for short-listed firms only).
4. COMPANY PROFILE:

- **Company Profile**: Complete the Company Profile Form found in Attachment A. Include a brief, but informative, history, of your firm.
RFP Section 00300
Interview Session

• Proposers whose Technical Proposals are short-listed will be requested to conduct an interview session at the University.

• It is anticipated that Interview Sessions will be conducted on Thursday, March 26, 2015.

• This date will be verified with the applicable proposers at the time it is requested, however, Proposers are advised to set this date in its entirety on the calendars of the identified Key Personnel to be assigned to UMBC by the Proposer so as to avoid any conflicts as the University does not expect this date to change.
RFP Section 00300
Interview Session

• The purpose of the interview session is to:
  
  – To allow the University’s and Proposer’s Key Personnel to meet;
  – To discuss aspects of the Proposer’s Technical Proposal;
  – To provide an opportunity to clarify the scope of services for the Facilities Planning Contractor; and,
  – To review the Price Proposal form.

• Upon completion of the Interview Sessions, the University will conduct the Second Phase Technical Evaluation.
Proposers who remain short-listed after the Second Phase Evaluation will be requested to submit a Price Proposal (1 original and 1 copy (for a total of 2))

The following pricing is to be quoted:

- Hourly billing rates for Prime Consultant, and other key personnel;
- Pricing for each task:
  - Project Management
  - Planning and Aesthetic Guidelines
  - Stormwater Management Plan
  - Deliverables
RFP Section 00300
Proposal Evaluations

• Technical Evaluation:
  – Evaluated by a University Evaluation Committee
  – Only those firms that are short-listed will advance/continue in this procurement process.
RFP Section 00300
Proposal Evaluations

• Price Proposal Evaluation: Price Proposals will be evaluated based on the total price as requested on the Price Proposal form.

• Price proposals are not opened publicly.

• The University may elect to request Best & Final Price Proposal(s).
RFP Section 00300
Proposal Evaluations

• Ranking of the Price Proposal will be combined with the corresponding total technical ranking to determine a final rating for each proposal.

• 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 Attachments

- Attachment A: Forms to be included in Proposer’s Technical Proposals.
  
  (Note: In addition to these completed forms, the Proposer is to include a copy of its contractor MDE license in the technical proposal.)

- Attachment B: Contract & Contract Affidavit (only the successful firm will be required to complete these forms)

- Attachment C: Price Proposal Form (only short-listed firms will be required to complete this form).
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 any addendum are provided to them.
Project Management

Celso Guitian will be the UMBC project manager for this project.

After the procurement process is complete he will serve as the main point of contact with the university for this project.
The project will comprise of two distinct, yet interrelated elements:

• **planning and aesthetic guidelines** for buildings and outdoor environments focused on creating a more unified campus environment

• a **comprehensive study of stormwater management and natural systems** on campus, integrating water management with open space development
RFP Section 00400
Project Goals

Planning and Aesthetic Guidelines

• to **provide a more unified campus environment** that highlights the unique character, history and setting of the university;

• to **codify and clarify standards of appropriate project response** regarding building design, site development, open space development, and landscaping; and,

• to establish a set of guidelines and instructions that will serve as a **policy and visioning tool** during both planning and design of future campus projects.
Stormwater Management Plan

- to develop a holistic, campus-wide approach to storm water management that recognizes its role in advancing a broad set of interrelated goals, including improving water quality, creating natural habitat, controlling flooding, creating recreational opportunities, educating the campus community and furthering research;

- to provide UMBC with an implementation plan that successfully addresses the university’s stormwater management responsibilities and requirements;
RFP Section 00400
Project Goals

Stormwater Management Plan

- to prepare a comprehensive stormwater management plan that will serve as a framework for discussions with environmental regulatory agencies, increasing predictability when projects are reviewed for permitting;

- to develop a tool that will allow the university to track ongoing stormwater improvements and coordinate management and maintenance programs; and,

- to submit an approved Agency/Institutional (Stormwater) Management Plan, developed for the purpose of implementing stormwater management practices to address existing and future development.
Question/Answer Period

Any questions?
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