SOLICITATION BC-21091-M
STRUCTURED PARKING SITE FEASIBILITY STUDY
January 24, 2018

SCOPE OF SERVICES

I. DESCRIPTION: The University of Maryland Baltimore County (UMBC) seeks proposals from qualified consultants to evaluate four potential sites for construction of a 1,000 to 1,500 space structured parking facility.

II. UMBC BACKGROUND: Established in 1966, the University of Maryland, Baltimore County (UMBC) is one of twelve universities that along with two regional centers and one system office constitute the University System of Maryland. The campus houses over 4.7 million gross square feet (GSF) of built space on 512 acres.

UMBC is a dynamic public research university integrating teaching, research and service to benefit the citizens of Maryland. As an Honors University, the campus offers academically talented students a strong undergraduate liberal arts foundation that prepares them for graduate and professional study, entry into the workforce, and community service and leadership. UMBC emphasizes science, engineering, information technology, human services and public policy at the graduate level. UMBC contributes to the economic development of the State and the region through entrepreneurial initiatives, workforce training, K-16 partnerships, and technology commercialization in collaboration with public agencies and the corporate community. UMBC is dedicated to cultural and ethnic diversity, social responsibility and lifelong learning.

In Fall 2017, the university enrolled 13,662 students of which 2,428 are graduate students. In addition, the university has 2,326 faculty and staff. Based on data from Parking Services, the number of permits have stayed fairly even over the last four years.

Currently the campus has 6,817 parking spaces on campus and an additional 386 spaces located off-campus in a lot for freshman resident students. All parking spaces are managed by UMBC’s Parking Services which is a department within the Division of Administration and Finance. In Fall 2016, Parking Services issued 6,688 commuting student permits, 223 freshman resident student permits, 1,582 other resident student permits, and 1,860 faculty and staff permits.

II. GOALS FOR THIS PROJECT: UMBC seeks proposals from qualified consultants to impartially evaluate the feasibility of constructing structured parking at four potential sites. The university will consider the information provided in the feasibility study in selection of sites for future garages.
At a minimum, UMBC requires for each potential site:

1. Assessment of suitability of site for a structured parking facility;
2. Understanding of stormwater and environmental impacts of construction;
3. Assessment of surrounding traffic and ingress/egress operations;
4. Identification of project costs; and
5. Outline of advantages and disadvantages.

III. WORK TO BE PERFORMED: The work to be performed under this RFP shall consist of the following for each of four potential sites:

- Develop conceptual design documents including grade, typical floor and roof plans to visualize the following components:
  - Vehicular ingress and egress locations
  - Ramping methods, slopes and locations
  - Internal traffic flow
  - Parking geometry, including bay widths/heights, parking angle and stall widths
  - Per floor space counts
  - Possible stair/elevator locations
  - Efficiency on square foot per space basis
- Determine maximum recommended parking capacity for new structure;
- Develop a cost estimate for design and construction of a new structure;
- Outline physical impacts to adjacent streams and forested areas;
- Outline potential stormwater management impacts and conceptual solutions;
- Describe surrounding vehicular and pedestrian circulation; and
- Assess functional and physical feasibility with comparative pros and cons.

IV. MEETINGS: The Consultant will be required to participate in the following meetings:

1. Kickoff meeting with Facilities Management (FM) project manager;
2. Up to two meetings to interview applicable campus stakeholders;
3. In-person or virtual meetings with FM project manager every two weeks to review Consultant’s progress and discuss draft submittals.

V. DELIVERABLES

1. Detailed and summary analyses in static and dynamic electronic formats;
2. A written report documenting assessments, concept designs, analyses, cost estimates and recommendations.
VI. SCHEDULE

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<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Contract Award</td>
<td>March 2018</td>
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<tr>
<td>Initiate Project</td>
<td>April 2018</td>
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<tr>
<td>Interviews, Research &amp; Data Gathering</td>
<td>April 2018</td>
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<tr>
<td>Draft Report</td>
<td>May 2018</td>
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<tr>
<td>Complete Project and Deliverables</td>
<td>July 2018</td>
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VII. CONTRACT TERM: Contract is to be issued for a period of one (1) year from date of award. There will be one (1) one-year renewal option solely at the University's option.

VIII. AWARD: It is the University's intent to award a single contract. This study is to be performed for a fixed rate fee. UMBC will not pay in advance for any services, however, it may consider progress payments as milestones are met and deliverables are approved by UMBC.

FIRM’S RESPONSE REQUIREMENTS

Firms shall submit the following information:

1. A cover letter signed by an officer or member authorized to bind the firm to the proposed fees, rates, and terms. The cover letter shall include the name, address, and email address for the contact for the solicitation.

2. Summary of the qualifications and experience of the firm. Provide brief narrative describing your firm’s experience evaluating the feasibility of locations for structured parking garages, as well as knowledge of Maryland stormwater regulations. Provide brief narrative describing your firm’s experience assessing the suitability of a site for a structured parking facility, including components such as environmental impact and surrounding traffic patterns, as well as the identification of project costs. Provide information for at least three (3) garage feasibility studies that have been performed with a similar scope. Describe the analysis that was performed, the dates of the work, and the recommendations that were provided including the information for the stormwater impact and the cost estimate for construction of the garage. Include information to indicate whether a parking garage was subsequently built in the location that was assessed and the actual cost of construction for the garage as compared to the estimate that had been provided in the study. Provide contact information for each of these projects including the owner’s name, contact name, contact phone number, and contact email address. References may be contacted at any time during this process to determine an offeror’s responsibility.
3. Lead consultant/Key staff. Provide a resume for the lead consultant and, if applicable, any other key staff proposed, detailing qualifications and experience suitable for the project and describing how the Offeror’s team will interface with UMBC.

4. Workplan/Timeline. Provide information regarding the approach that the firm will take and the tools to be utilized to perform the scope of work. Provide a recommended schedule/level of effort for the engagement. The schedule/level of effort should be resource loaded so that UMBC is able to understand the anticipated level of effort for each member of the Offeror’s team, as well as the required level of effort for UMBC staff. Include a timeline to accomplish the work as well as narrative indicating whether the timeframe in the proposed UMBC schedule is a sufficient amount of time for this project.

5. Subconsultants/Partners. There may be areas for use of subconsultants or partners in this Project. UMBC encourages the use of small businesses and MBE firm whenever possible. If a firm is utilizing a subconsultant or partner, the firm shall list the subconsultant/partner, the area of expertise of the subconsultant/partner, and all other applicable information regarding key personnel for that firm.

6. Sample study. Provide a sample study demonstrating your firm’s experience. This sample may be one of the projects described in the narrative project. The study may be submitted as a separate document, but should clearly indicate the Offeror’s name.

All responses shall be provided electronically by Thursday, February 15, 2018 by 3:00 p.m. EST to: Technic.kger1ywpym2jwdp@u.box.com.

EVALUATION PROCESS
Firms shall be shortlisted based on their proposal responses. Shortlisted firms may be required to attend an interview either in person or via Skype. These sessions are anticipated to be held on March 9, 2018. The Lead Consultant and Key Personnel are to set aside this date on their calendar to avoid conflicts.

Additionally, shortlisted firms shall provide a price proposal on March 6, 2018. This shall be a fixed fee for the engagement. There are no reimbursables under the resulting contract. The fee and hourly billing rate are to include all costs, including domestic travel, for the engagement.

If you have any questions regarding this solicitation, please contact Elizabeth Moss, Executive Director of Procurement and Strategic Sourcing at emoss@umbc.edu. It is preferable that questions be provided in writing via email for ease of distribution within UMBC. Responses shall be provided to all other proposers, but without identification of the inquiring firm. All questions shall be submitted by February 9, 2018 by 4:00 pm EST to allow for sufficient time to respond before proposals are due. To maintain the integrity of the procurement, Elizabeth Moss shall be the sole point of contact for this solicitation.