SOLICITATION BC-21090-M  
SPACE OPTIMIZATION ANALYSIS  
January 19, 2018

SCOPE OF SERVICES

I. DESCRIPTION: The University of Maryland, Baltimore County (UMBC) seeks proposals from qualified consultants to assess current practices, policies, and procedures regarding the current allocation of space within the areas of instruction, research, administration and auxiliaries, identify opportunities for improvement, and make recommendations for realizing opportunities so as to insure the best and highest use of space. Consultant services will involve:

1. Data analysis to assess the current state of space utilization;
2. Determination of the optimal instructional pool in terms of number, types, capacities, and functionality of rooms;
3. Assessment of current scheduling guidelines, practices, and policies and its impact on matriculation, food service operations, parking, and student life;
4. Review of leading practices and performance targets;
5. Provision of recommendations for and steps to achieve improvements; and
6. Assessment of current interior configurations, potential for repurposing specific areas, and possible integration or consolidation of functions and activities.

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. 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. There were 697 full-time and 322 part-time faculty; 1,275 full-time and 42 part-time staff; 596 Graduate Research Assistants; and 613 personnel graduate assistants. The campus (excluding bwtech@UMBC and the three parking garages) houses 3.5 million gross square feet (GSF) of built space on 512 acres.

For additional university information go to http://about.umbc.edu/.
<table>
<thead>
<tr>
<th>Room Use Code</th>
<th>Room Use</th>
<th># Rooms</th>
<th>Square Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.100</td>
<td>Classroom Facilities</td>
<td>188</td>
<td>122,052</td>
</tr>
<tr>
<td>01.200</td>
<td>Laboratory Facilities</td>
<td>802</td>
<td>288,082</td>
</tr>
<tr>
<td>01.300</td>
<td>Office Facilities</td>
<td>2,924</td>
<td>421,238</td>
</tr>
<tr>
<td>01.400</td>
<td>Study Facilities</td>
<td>184</td>
<td>116,659</td>
</tr>
<tr>
<td>01.500</td>
<td>Special Use Facilities</td>
<td>196</td>
<td>108,971</td>
</tr>
<tr>
<td>01.600</td>
<td>General Use Facilities</td>
<td>379</td>
<td>209,237</td>
</tr>
<tr>
<td>01.700</td>
<td>Support Facilities</td>
<td>138</td>
<td>267,053</td>
</tr>
<tr>
<td>01.800</td>
<td>Health Care Facilities</td>
<td>19</td>
<td>1,597</td>
</tr>
<tr>
<td>01.900</td>
<td>Residential Facilities</td>
<td>3,093</td>
<td>738,902</td>
</tr>
<tr>
<td>01.000</td>
<td>Unclassified Facilities</td>
<td>66</td>
<td>8,231</td>
</tr>
<tr>
<td>02.100</td>
<td>Circulation Area</td>
<td>2,090</td>
<td>888,052</td>
</tr>
<tr>
<td>02.200</td>
<td>Building Service Area</td>
<td>531</td>
<td>54,268</td>
</tr>
<tr>
<td>02.300</td>
<td>Mechanical Area</td>
<td>1,432</td>
<td>279,065</td>
</tr>
</tbody>
</table>

Total: 12,042 Rooms, 3,503,407 Square Feet

In the past ten years, UMBC has made significant progress to more effectively utilize and manage space. Some specific developments include:

- UMBC’s Facilities Management (FM) maintains a robust space database within PeopleSoft that includes the amount, type, capacity, and assignment of each room. The database includes fields for occupant name, indirect cost recovery categories of use, room features, classroom seat type, and AV equipment.

- *UMBC Space Management Policy* outlines specific responsibilities and processes focused on tracking, assignment, and utilization of space.

- A *UMBC Space Management Committee* reviews all space requests that are outside the authority of the Deans and Vice Presidents.

- *Guidelines for Office Space Allocation at UMBC* establishes principles and delineates guidelines for assignment of office space. FM applies these guidelines when assessing utilization of office space, developing what-if scenarios, planning for new facilities, and designing new or renovated buildings.

- A work group has been formed to develop research space allocation guidelines.

- UMBC’s Institutional Research, Analysis, & Decision Support (IRADS) and FM assess classroom utilization based upon compliance with the campus’s scheduling guidelines and the room and station utilization targets.
UMBC’s Division of Information Technology (DoIT), IRADS, and FM are partnering to advance data analytics by leveraging space and campus activity data, including staffing and research expenditures.

Since the inception of the UMBC Space Management Committee, faculty and staff have become more aware of the pressures placed upon the campus’s space. The campus community reports that the space guidelines and policy combined with increased use of data analytics has resulted in greater transparency and confidence that decision-making is not arbitrary. There is recognition that more can be done to overcome remaining barriers to maximizing space utilization and insure that space is strategically allocated to align with strategic plan goals and priorities.

With respect to instructional space, many within the UMBC community sense that there are not enough classrooms of the capacities and types needed for the 5,500 courses offered in 60 undergraduate majors and 39 graduate programs. A study of Fall 2016 indicated utilization rates during the standard period of Monday through Friday from 8 am to 5 pm ranged from five to 37 hours per week in registrar-scheduled classrooms with an average utilization of 23.5 hours per week out of a maximum 45 hours per week. For department-scheduled classrooms, utilization rates data ranged from less than one hour to 31 hours per week with an average utilization of 12.2 hours per week.

The campus considers it critical to better understand current dynamics and find ways to optimize use of existing instructional space to support UMBC’s curricula and promote target matriculation rates.

The university has nearly 258,000 net assignable square feet (NASF) of instructional space.

<table>
<thead>
<tr>
<th>Room Use Code</th>
<th>Description</th>
<th># Rooms</th>
<th>Square Feet</th>
<th>% of total</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.100.10</td>
<td>Classroom</td>
<td>128</td>
<td>117,718</td>
<td>46%</td>
</tr>
<tr>
<td>01.100.15</td>
<td>Classroom Service</td>
<td>60</td>
<td>4,334</td>
<td>2%</td>
</tr>
<tr>
<td>01.200.10</td>
<td>Class Laboratory</td>
<td>102</td>
<td>87,496</td>
<td>34%</td>
</tr>
<tr>
<td>01.200.15</td>
<td>Class Laboratory</td>
<td>121</td>
<td>19,723</td>
<td>8%</td>
</tr>
<tr>
<td>01.200.20</td>
<td>Open Laboratory</td>
<td>71</td>
<td>26,089</td>
<td>10%</td>
</tr>
<tr>
<td>01.200.25</td>
<td>Open Laboratory</td>
<td>23</td>
<td>2,515</td>
<td>1%</td>
</tr>
</tbody>
</table>

|               |                    | **505** | **257,875** |

Currently, the university categorizes classrooms as seminar, classroom, lecture hall, and active learning based upon the room’s seating configuration and supported teaching modality. In addition, the university categorizes classrooms as small, medium, or large based upon seating capacity. Of the 128 classrooms, 82 are scheduled by the Office of the Registrar and 46 are scheduled by departments.
Nearly seven percent of assignable space is dedicated to research laboratory facilities, a reflection of UMBC’s classification by the Carnegie Foundation as a Doctoral University – Higher Research Activity. UMBC is generally recognized as among the fastest growing research universities in the nation. Annual extramural research expenditures in FY2017 were $78.5 million, a remarkable growth from only $20 million in 1996. These overall expenditures include $45.8 million provided by federal funded programs.

UMBC’s key research strengths include environmental sciences, high-performance computation, life sciences, health sciences, public policy and social sciences. In most fields, conducting and publishing research is a requirement for tenured faculty. Students often participate as research assistants to gain hands-on experience and apply knowledge learned in the classroom to their field. Offering opportunities for students to participate in research provides them with the experience, skills and confidence that puts them at a competitive advantage when entering the workplace.

The amount of physical space required for each discipline varies widely depending upon the research activity’s reliance upon specialized equipment and physical materials. UMBC classifies research laboratories into one of these four basic categories:

- **Wet** - laboratory where chemicals, drugs, or other material or biological matter are tested and analyzed requiring water, direct ventilation, and specialized piped utilities. While there may be one or more computers in the lab, the primary distinguishing feature is the requirement for piped utilities and possibly fume hoods.

- **Dry** - laboratory which do not require specialized piped utilities or fume hoods but do require special configuration or equipment. Examples includes a lab that uses primarily electronic equipment, for example, a robotics lab. A dry lab could also refer to a dance studio restricted to the use of faculty engaged in research. While there may be one or more computers in the lab, the primary distinguishing feature is the requirement for special configuration or equipment.
feature is that there are no piped utilities or fume hoods but there is special equipment or configuration for other non-computational activities.

- Computational - laboratory in which computational or applied mathematical analyses are done on a computer-generated model to simulate a phenomenon in the physical realm.
- Special use - laboratories requiring exceptionally large space to accommodate over-sized equipment or materials.

<table>
<thead>
<tr>
<th>Room Use Code</th>
<th>Room Use</th>
<th># Rooms</th>
<th>Square Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.200.50</td>
<td>Research Lab Computational</td>
<td>49</td>
<td>20,898</td>
</tr>
<tr>
<td></td>
<td>Research Lab Dry</td>
<td>124</td>
<td>59,196</td>
</tr>
<tr>
<td></td>
<td>Research Lab Special Use</td>
<td>24</td>
<td>9,240</td>
</tr>
<tr>
<td></td>
<td>Research Lab Wet</td>
<td>172</td>
<td>109,880</td>
</tr>
<tr>
<td></td>
<td>sub-total</td>
<td>369</td>
<td>199,213</td>
</tr>
<tr>
<td>01.200.55</td>
<td>Research Lab Computational Service</td>
<td>11</td>
<td>821</td>
</tr>
<tr>
<td></td>
<td>Research Lab Dry Service</td>
<td>37</td>
<td>4,884</td>
</tr>
<tr>
<td></td>
<td>Research Lab Special Use Service</td>
<td>30</td>
<td>2,868</td>
</tr>
<tr>
<td></td>
<td>Research Lab Wet Service</td>
<td>245</td>
<td>41,373</td>
</tr>
<tr>
<td></td>
<td>sub-total</td>
<td>323</td>
<td>49,945</td>
</tr>
</tbody>
</table>

| 692           | 249,159                      |

The state of Maryland requires that each public, four-year institution submit annually a report entitled, the Space Guidelines Application Program (SGAP), which estimates the relative surpluses and deficits of each space type. For Fall 2016, UMBC demonstrated a shortage of 94,209 NASF in research laboratory facilities. Based upon discussions with faculty and deans over the last year, UMBC’s research community also is interested in raising the quality of research space and creating more interdisciplinary core facilities to support a variety of research and academic needs.

**Student life space** at UMBC is generally considered to be inadequate in terms of capacity, availability, and variety. Although there are over 250 student organizations, there are limited support spaces designated for use by these groups. The 49 spaces assigned to Student Life totaling 13,505 SF provide offices, two conference rooms, one assembly space, and one lounge. Student organizations also have access to 19 meeting rooms located in the Library, Apartment Community Center, The Commons, and the University Center. There are fitness spaces in the Retriever Activities Center (RAC) that provide opportunities for exercise and other activities. The Commons provides space to eat and relax, including multiple lounges and a game room. It also houses various student services such as The Women’s Center, Off-Campus Student Services, and the Mosaic Center for Culture and Diversity which all focus on programs and services to enhance the student experience.
Based upon discussions with student leaders and Student Life staff over the last few years, the recommendations are to:

- Provide an event space to accommodate 700 for a banquet or 1,000 for a presentation. This space would be in conjunction with several breakout rooms and service spaces allowing the facility to support a conference of up to 600 people.
- Improve and expand The Commons to support existing and expanding student enrollment.
- Provide spaces outside, as well as in existing and new buildings, to accommodate learning, meeting, and gathering.

A consistent concern expressed across all divisions, colleges, departments, and units is that the campus has insufficient office space to adequately support UMBC’s mission and vision. Yet, universities across the nation are recognizing inefficiencies and taking steps to optimize use of all space, including offices and other administrative support areas. The last comprehensive examination of office space at UMBC was undertaken in 2009. The space utilization study showed that for five out of the six divisions, the overall station size exceeded recommended guidelines. Other study findings were that: multiple offices occasionally were assigned to a single person; building configurations resulted in widely varied ‘standard’ size offices; and individual office assignments were not consistently linked to programmatic need.

Currently, offices are assigned as follows:

<table>
<thead>
<tr>
<th>Office Type Category</th>
<th># Rooms</th>
<th>Square Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executives</td>
<td>180</td>
<td>28,706</td>
</tr>
<tr>
<td>Faculty, full-time (including visiting)</td>
<td>611</td>
<td>74,853</td>
</tr>
<tr>
<td>Faculty, part-time (including emeritus)</td>
<td>65</td>
<td>9,738</td>
</tr>
<tr>
<td>Staff, full-time</td>
<td>1,014</td>
<td>125,164</td>
</tr>
<tr>
<td>Staff, part-time</td>
<td>19</td>
<td>2,066</td>
</tr>
<tr>
<td>Post-doctoral Fellows</td>
<td>5</td>
<td>568</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>138</td>
<td>27,001</td>
</tr>
<tr>
<td>Student Workers (including organizations)</td>
<td>99</td>
<td>14,964</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>2,131</td>
<td><strong>283,061</strong></td>
</tr>
</tbody>
</table>

III. **GOALS FOR THIS PROJECT:** The University of Maryland, Baltimore County (UMBC) seeks proposals from qualified consultants to impartially evaluate allocation and utilization of academic, research, administrative, and auxiliary space. Space that is inefficiently configured or designed, poorly utilized, or in deteriorated condition will be identified. Data will be analyzed and compared to metrics based on campus use and peer institutions to identify underutilized spaces. Recommendations will be made with the goal of improving productivity and optimizing space use. The following are specific goals for various space uses:
Instructional

1. Analyze utilization data;
2. Share leading practices surrounding scheduling, assignment, and utilization of instructional spaces;
3. Assess UMBC’s current practices for assignment and scheduling of instructional space;
4. Recommend means to better utilize course demand data in scheduling;
5. Determine the optimal pool of classrooms by size, type, and capacity for both existing scheduling practices and optimal scheduling practices;
6. Analyze the use of teaching labs and support spaces;
7. Recommend a scheduling model to include guidelines, practices, and policies;
8. Recommend definitions for classroom types, course components, and modes of instruction;
9. Recommend means to optimize space utilization with improved teaching, balanced timetables for students, and increased faculty and scheduler satisfaction;
10. Assess implication of current and recommended practices on parking, food services, student events, and other key student services areas; and
11. Assess current classroom space configurations with respect to their suitability to support the most current state-of-the-art pedagogical methods, and if appropriate provide recommendations on how to amend existing or construct future classrooms to support those methods.

Research

1. Analyze wet and dry lab data;
2. Gather and analyze data associated with productivity and space where productivity could include factors such as external funding, student participation, and research visibility;
3. Assess utilization data by discipline;
4. Develop and suggest appropriate metrics for evaluation (e.g. research $/sf, etc.);
5. Provide recommendations for interdisciplinary sharing and reallocation of dry and wet labs, as well as core equipment that could be shared;
6. Recommend adjacencies of labs to specific areas of campus for the purposes of increasing efficiencies or productivity;
7. Share leading practices surrounding assignment and utilization of research spaces;
8. Assess UMBC’s current practices for assignment of research space;
9. Recommend means to insure research space is best used to support strategic goals and growth;
10. Assess condition and effectiveness of research space; and
11. Recommend changes to design, allocation, configuration, and practices.

Student Life

1. Identify the amount of social, wellness, and programming space needed in auxiliary and academic buildings to improve the quality of life for the students;
2. Assess the availability of adequate office space for student clubs and organizations in the auxiliary facilities;
3. Assess the amount, types, capacities, placement, and availability of practice and performance space for student clubs;
4. Assess the amount, types, capacities, and placement of food service facilities; and
5. Assess the amount and types of informal learning and study areas to enhance the student experience.

Offices and Support

1. Identify space that is inefficient for offices that with a small renovation effort could be more productive;
2. Make recommendations regarding whether the programs and units are appropriately housed on campus;
3. Analyze the primary functions occurring in faculty, staff, graduate, and post-doctoral private offices;
4. Gather data on frequency of the utilization;
5. Document any duplication of assigned spaces or private offices for occupants in other locations;
6. Highlight opportunities and recommended guidelines for introducing shared private offices where practical; and
7. Highlight opportunities for shared support spaces.

IV. WORK TO BE PERFORMED: The work to be performed under this RFP shall consist of the following:

Instructional

1. Gather raw data regarding the allocation, condition, functionality, size, location, and scheduling of instructional spaces. UMBC shall provide most of the raw data, but additional data shall be retrieved from interviews.
2. Conduct a comprehensive assessment of instructional space utilization data by at a minimum time of day, day of week, seat occupancy, and course size vs actual enrollment.
3. Interview members of the Classroom Committee as a group.
4. Interview approximately ten (10) designated individuals which may include representatives of the three colleges, the Registrar, the Office of the Provost, Facilities Management, Division of Information Technology, Faculty Senate, and Institutional Research Analysis and Decision Support.
5. Provide an overview of leading practices in scheduling policies, standard definitions and scheduling strategies.
7. Make specific recommendations for improvement suitable for UMBC. At a minimum, the recommendations should address the following questions:
   i. Should more space be centrally scheduled?
ii. Should we extend hours that classes are offered?

iii. Should we eliminate, retain or change our current practice of offering a "free hour?" What other mechanism can be employed to support student life and student group meeting opportunities?

iv. Is there space that is inefficiently configured that a renovation project would allow for better utilization of space?

v. Is there space that is inefficient for classroom or teaching labs that with a small renovation effort could be more productive?

vi. What standard meeting patterns would optimize utilization of existing classrooms without jeopardizing the ability of students to graduate on-time?

vii. What are best practices for scheduling: non-standard meeting patterns, exam times for on-line classes, exams held outside normal class period, and hybrid courses?

viii. What are best practices for accommodating requests for twice the normal seating on exam days so they can spread students out?

8. Assess the current process for scheduling of instructional space and recommend one or more approaches to improve efficiency, effectiveness, compliance, and scheduler satisfaction.

### Research

1. Gather raw data regarding the allocation, services, condition, funding, size, and location of research laboratories and ancillary spaces. UMBC has data related to its most recent indirect cost rate calculation. The consultant will identify any additional data needed.

2. Interview members of the Research and Creative Achievement Council as a group.

3. Interview up to ten (10) designated individuals which may include representatives of the three colleges, the Office of the Provost, Facilities Management, Vice President of Research, Division of Information Technology, and Faculty Senate.

4. Provide an overview of leading practices in scheduling research laboratories, developing core facilities, and centralizing research services.

5. Provide an overview of metrics and leading practices to evaluate productivity and effective use of research labs.

6. Provide an overview of various means and methods of optimizing utilization of research space.

7. Make specific recommendations for improvement suitable for UMBC. At a minimum, the recommendations should address the following questions:
   
   i. At what level of the organization should interdisciplinary research space be assigned?
   
   ii. What are best practices for assigning and reassigning interdisciplinary laboratories?
   
   iii. Is there space that is inefficient for research labs that with a renovation effort could be more productive? What would be the renovation cost?
iv. What are the best approaches for assessing research productivity and incentivizing improved utilization of research space?

v. What metrics for evaluation are best suited to UMBC?

**Student Life**

1. Gather raw data regarding the allocation, functionality, condition, size, type, location, and scheduling of spaces focused on enhancing the student experience.
2. Interview members of the Student Government Association and the Graduate Student Association as a group.
3. Interview up to ten (10) designated individuals which may include representatives of the Office of Student Life, Recreation, The Commons, Residential Life, Dining Services, Events Management, and Division of Student Affairs.
4. Identify the types and amount of social and programming space needed in the residential and auxiliary buildings to improve the quality of life for the students.
5. Assess the availability of adequate office space for student clubs and organizations in the auxiliary facilities.
6. Make specific recommendations for improvement suitable for UMBC. At a minimum, the recommendations should address the following questions:
   i. What kinds of social and programming space would be most effective to enhance the student experience at UMBC?
   ii. Would it be most effective to centrally locate student life functions or spread it through the campus?
   iii. How can existing space be optimally used without jeopardizing programmatic needs of adjacent units?
   iv. Are there underutilized spaces with high foot traffic that can be better utilized as a food service outlet to support the surrounding community and generate new revenue?

**Offices and Support**

1. Gather raw data regarding the allocation, functionality, condition, size, location, and frequency of utilization of faculty, staff, graduate, and post-doctoral private offices.
2. Interview up to twenty (20) designated individuals from across all divisions in small groups or individually.
3. Make specific recommendations for improvement suitable for UMBC. At a minimum, the recommendations should address the following questions:
   i. Are there additional opportunities for shared support spaces?
   ii. Do any of the models for shared office use appropriate for UMBC?
   iii. Are there opportunities for better utilizing existing office and support space to improve service delivery and better support the university’s mission and vision?
V. MEETINGS: The Consultant will be required to participate in the following meetings for each of four study phases:
   a. Kickoff meeting with Facilities Management (FM) project manager;
   b. An estimated 10-20 hours interviewing applicable campus stakeholders;
   c. Meetings with FM project manager as needed to review Consultant’s progress and discuss draft submittals.

VI. DELIVERABLES

The consultant shall provide a space optimization analysis report for each space type. The report must include sections that summarize the data collection process, study methods, analysis, results and conclusions. At a minimum, the space optimization report shall include:

1. A concise executive summary;
2. Clearly stated and communicated goals and objectives;
3. Summaries by departments, schools and colleges, and divisions as applicable to the space type;
4. Clear and accurate graphics and presentations that communicate the methods and outcomes;
5. Analysis and recommendations of other standards, comparisons and recommendations; and
6. Appendices that include relevant detailed information that supports the conclusions of the report.

The consultant shall prepare and present to FM’s Project Manager and university partners preliminary findings that include observations, results of analyses, and recommendations. The consultant shall prepare and present a final summary presentation which shall include an overview of the study purpose, design, results and conclusions that can be used for internal information and dissemination.

The consultant shall provide a two week review period for each draft submission of the report and final summary presentation. The consultant shall integrate review comments and respond to questions in the preparation of the final report and summary presentation.

The final report will be provided in both electronic and printed forms, and will become the sole property of the university. Study data will be provided to the university in electronic form in an agreed upon format.

UMBC shall own all deliverables resulting from this project and must be able to use the deliverables as UMBC deems in its best interest.

VII. SCHEDULE: The first phase of the contract award will be to study instructional space. The proposed schedule for the first phase is as follows:
II. CONTRACT AWARD: March 2018
Initiate Project: March 2018
Interviews, Research & Data Gathering: April 2018
Presentation of Preliminary Findings: May 2018
Draft Report and Final Summary Presentation: May 2018
Complete Project and Deliverables: June 2018

VIII. 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.

IX. COST: It is the University's intent to award a single Space Optimization Consultant Contract with the first phase of work to be performed on instructional space for a fixed rate fee. After phase I, UMBC may desire, but is not obligated to, retain the firm for further work associated with space optimization. In the event UMBC extends the services beyond phase I, the selected firm will provide a quote based on a level of effort and the quoted hourly rates for the additional services.

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 determining campus space needs and assessing space utilization on a campus-wide level, as well as experience developing and using metrics that are specific to an institution in addition to applying national metrics. Provide brief narrative describing your firm’s, or those of your subconsultant’s/partner’s, experience assessing class scheduling guidelines, practices, and processes. Provide information for at least three (3) analyses that included class scheduling guidelines, practices, and processes as a primary or secondary component. Provide information for at least three (3) space utilization analyses that have been performed with a similar scope. Describe the work that was performed, the dates of the work, approximate value, and provide contact information for each of these projects including the institution’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 for phase I is a sufficient amount of time for this phase of the 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.

All responses shall be provided electronically by Monday, February 12, 2018 by 11:30 a.m. EST to Proposa.1f2v6e98oq2etcun@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 1, 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 February 26, 2018. This shall be a fixed fee for the engagement for Phase I, as well as fully loaded hourly rates for each person/job description on the proposed team. 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 6, 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.