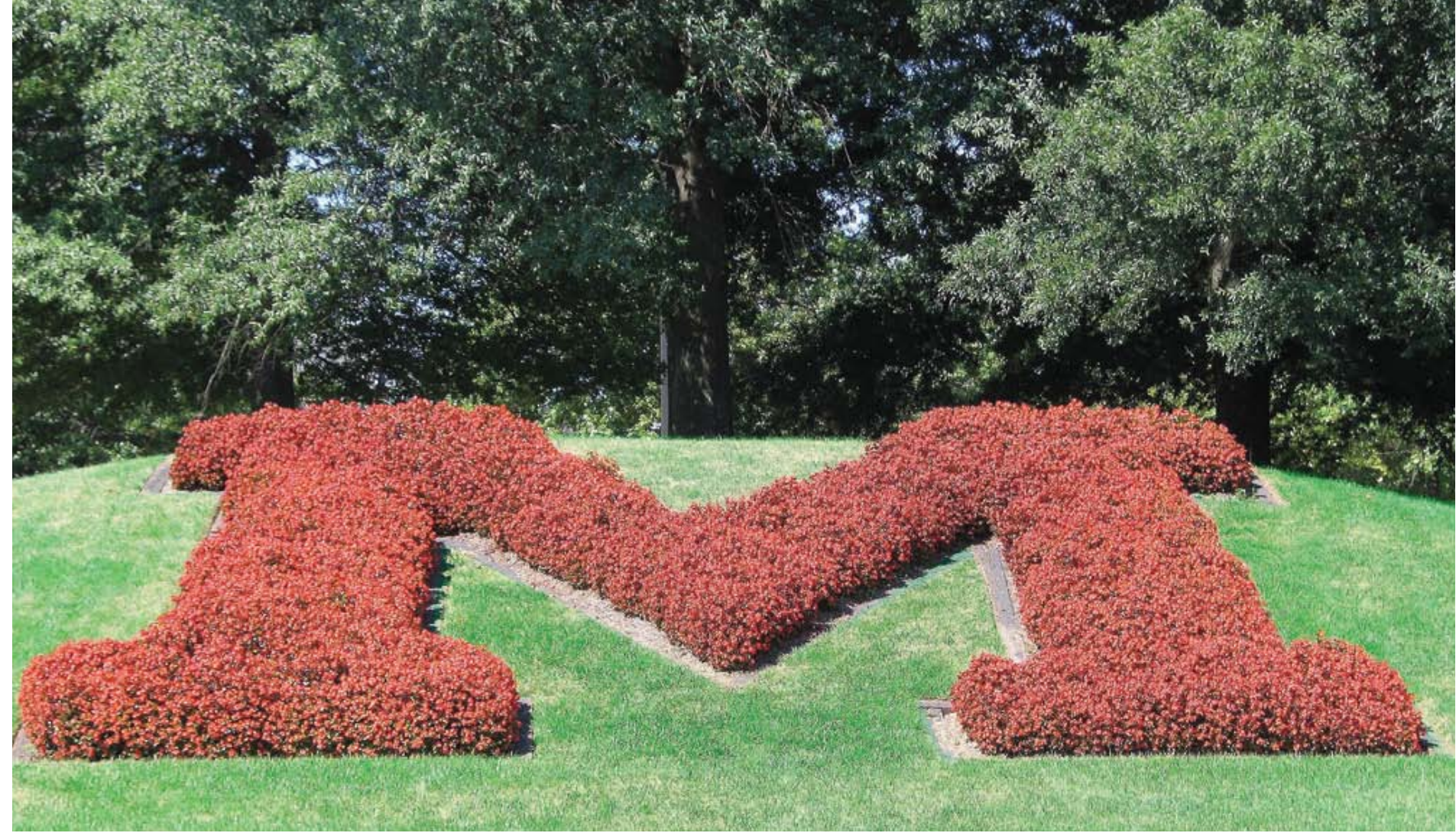




WELCOME

Pre Proposal Conference

February 23, 2010

Facilities Master Plan

Request for Proposal
84104-A



Pre-Proposal Conference: February 23, 2010

Final Questions: Due March 5, 2010

Proposal: Due March 22, 2010 3:00 P.M.

Oral Presentation: April 8, 2010 (tentative date)

Issuing Office

Department of Procurement & Supply
0410 Service Building
University of Maryland
College Park, Maryland 20742-6050

Procurement Officer Joseph F. Vogel
Phone **301-405-2898**
E-mail **jfvogel@umd.edu**

Proposal Due Date & Time

Monday, March 22, 2010 at 3:00 P.M.

Department of Procurement & Supply

Construction Procurement

Service Building, Room 0410

University of Maryland

College Park, Maryland 20742

Late Proposals

- Proposers mailing proposals shall allow sufficient mail delivery time to insure timely receipt by the Issuing Office. Proposals or unsolicited amendments to proposals arriving after the due date and time will not be considered.
- Delivery of the proposal to the specified location by the prescribed time and date is the sole responsibility of the Proposer.

Final Questions Due Date: March 5, 2010

- Should a proposer find discrepancies in the RFP documents, be in doubt as to the meaning or intent of any part thereof, he must, not later than March 5, 2010, request clarification in writing from the Issuing Office.

Amendments Issued

- Any amendments to the solicitation must be acknowledged. Attachment K, Acknowledgement of Receipt of Amendments Form, is provided with this Request for Proposal, and shall be submitted with the Technical Proposal.

Affidavits

- The Proposal Affidavit included with the solicitation (Attachment J) must be executed by each responding Proposer and submitted with the Proposer's Technical Proposal.
- Conflict of Interest Information/Affidavit and Disclosure (Attachment P) must be executed by each responding Proposer and submitted with the Proposer's Technical Proposal.

Minority Business Enterprise Participation

- 30% Participation Goal
- ONLY MDOT certified MBEs may be included in the MBE Participation Schedule. No other MBE certifications are acceptable.

Technical Proposal

- Certified MBE Utilization and Fair Solicitation Affidavit (MBE Attachment A)
- MBE Participation Schedule (MBE Attachment B)
- **If a Proposer fails to submit MBE Attachments A and B with the technical proposal, the proposal will be determined not reasonably susceptible of being selected for award.**

- E-Maryland Marketplace
- Vendors must register at E-Marylandmarketplace. Registration is free. Registered vendors can access bid solicitations and receive email notification when new solicitations are posted.

www.emarylandmarketplace.com

- The Contract includes this Request for Proposal for Consulting Services, including Attachments.
- The Proposer by submitting a proposal in response to this solicitation agrees to be bound under the resulting Contract to all the terms and conditions.

- Technical Proposal Phase
- Price Proposal/Negotiation Phase
- Review Phase
- Award Phase

- First Phase Technical Proposal Submittal
 - Original and eight (8) copies
 - Sealed envelope
 - Proposer's Name
 - Words "TECHNICAL PROPOSAL"
 - Words "Facilities Master Plan 2011-2030 at the University of Maryland College Park, Maryland"
 - Words "RFP Number: 84104-A"

III Evaluation

Phase I

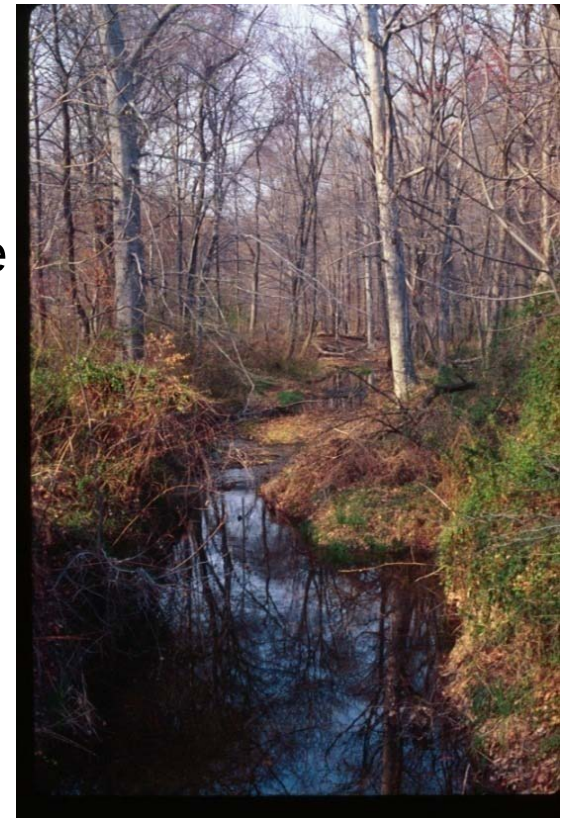
- Ranked list of most highly qualified

Phase II

- Oral presentation to Qualification Committee

Final Ranking

- Rank order from Phase I
combined with
- Rank order from Phase II



- Oral Presentation (tentative date **April 8, 2010**)
 - Allow the University to meet the Proposer's key personnel. The Proposing Teams invited to an oral presentation shall have the key personnel listed in the Consultant Task Items Form in attendance.

III Evaluation

- Discuss the qualifications and skills of the proposed team as they apply to this Project; discuss how the team's experience can be applied to this Project's implementation and specific requirements, project development and understanding; discuss project management and quality control tools and processes.
- Address specific questions.
- University is not interested in a marketing presentation, rather, a casual and informal format with the proposed consulting teams invited to an oral presentation is requested.

- Fee Proposal and Negotiation
 - The Proposer ranked highest shall submit a detailed fee proposal on the form that the University will provide at the pre-fee proposal meeting.
 - **The maximum budget for this proposal is \$600,000.**

- Submit an updated MBE Attachment B and submit MBE Attachments C and D with the fee proposal.
- Failure to submit an MBE participation plan consistent with the MBE goals established for the Project may (at the sole discretion of the University) form the basis for rejection of the fee proposal.

IV Scope of Work

- Objectives
 - Services to assist with 10-year update of FMP
 - Primary purpose: framework to guide orderly growth and development
- Twin foci
 - Landscape Master Planning
 - Transportation Systems
- Collaborative Process



- Twelve (12) months to complete
- Expert team (landscape architecture, multi-modal transportation, cultural university landscapes, environmental ecosystems, restoration and sustainability)
- Team will be led by a Landscape Architect



- Consultant Task Items Form (Attachment M)
 - A. Description of the Campus Landscape
 - B. Regional Context of Campus
 - C. Physical Planning Principles
- }
- UM Lead

IV Scope of Work

D. Enhancement of Campus
Landscape Systems

E. Environmental Sustainability
and Stewardship

F. Land Use

G. Utility Systems and
Stormwater Management

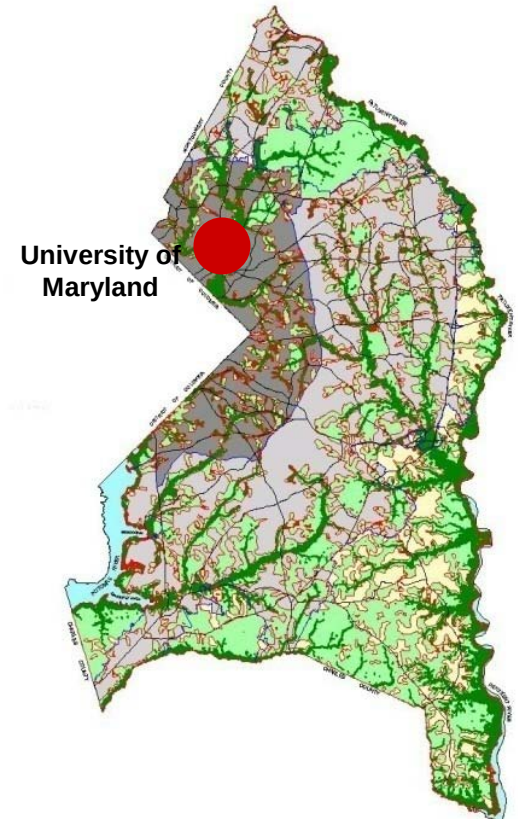
Analyze existing – UM Lead

Recommendations – Consultant Lead

H. Transportation

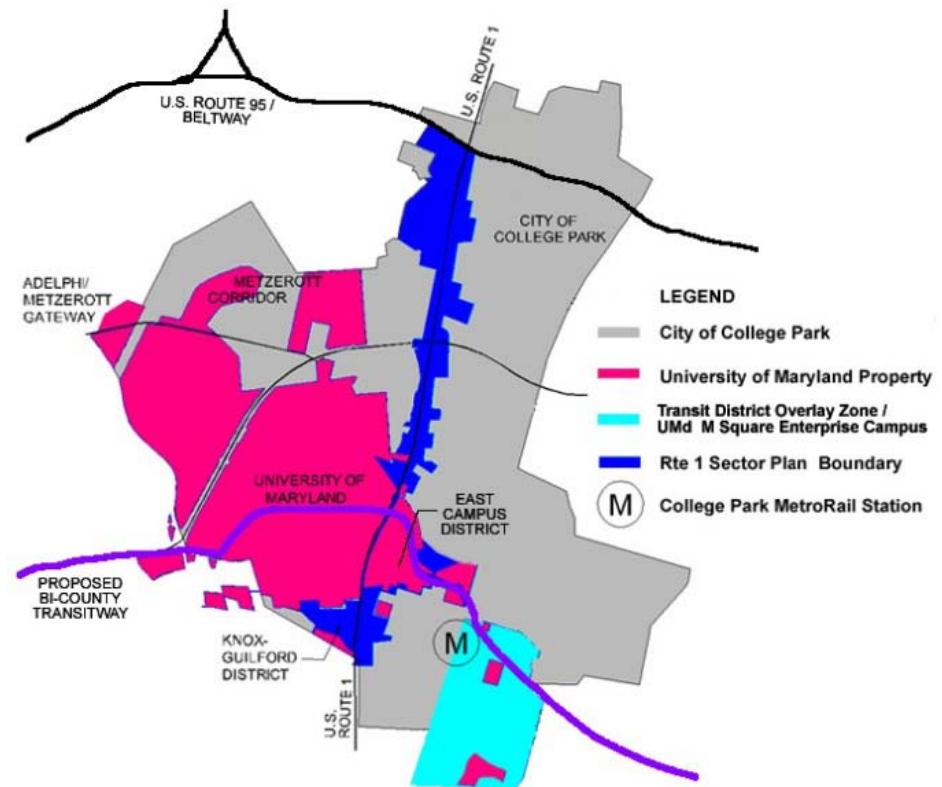
- Historical Information
- Planning principles
- Demand and route optimization for Shuttle-UM – 50% UM
– 50% Consultant
- Integration of Bicycle Study with FMP – Consultant Lead

UM Lead



H. Transportation continued...

- Carpooling and Vanpooling options – 50% UM
– 50% Consultant
- Integrative Transportation Concept Development – Consultant Lead



I. Enhancements for Campus Landscape Spaces and Features



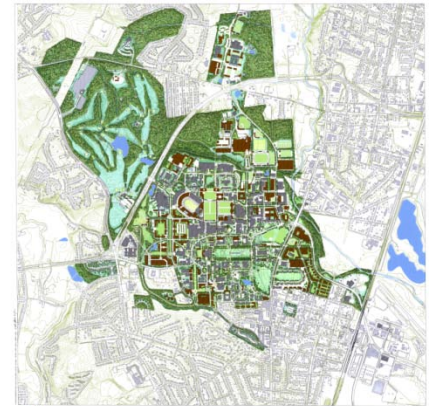
- Analysis section – UM Lead
- Recommendation section – Consultant Lead

J. Integrated Plan and Implementation Strategy

- Integrated Plan – 100% Consultant
- Implementation Strategy – 100% Consultant

K. Meetings and Presentations

L. Deliverables



Consultant Task Items Form

Facilities Master Plan Timeline

Approximately 12 months

May 2010 Consultant start

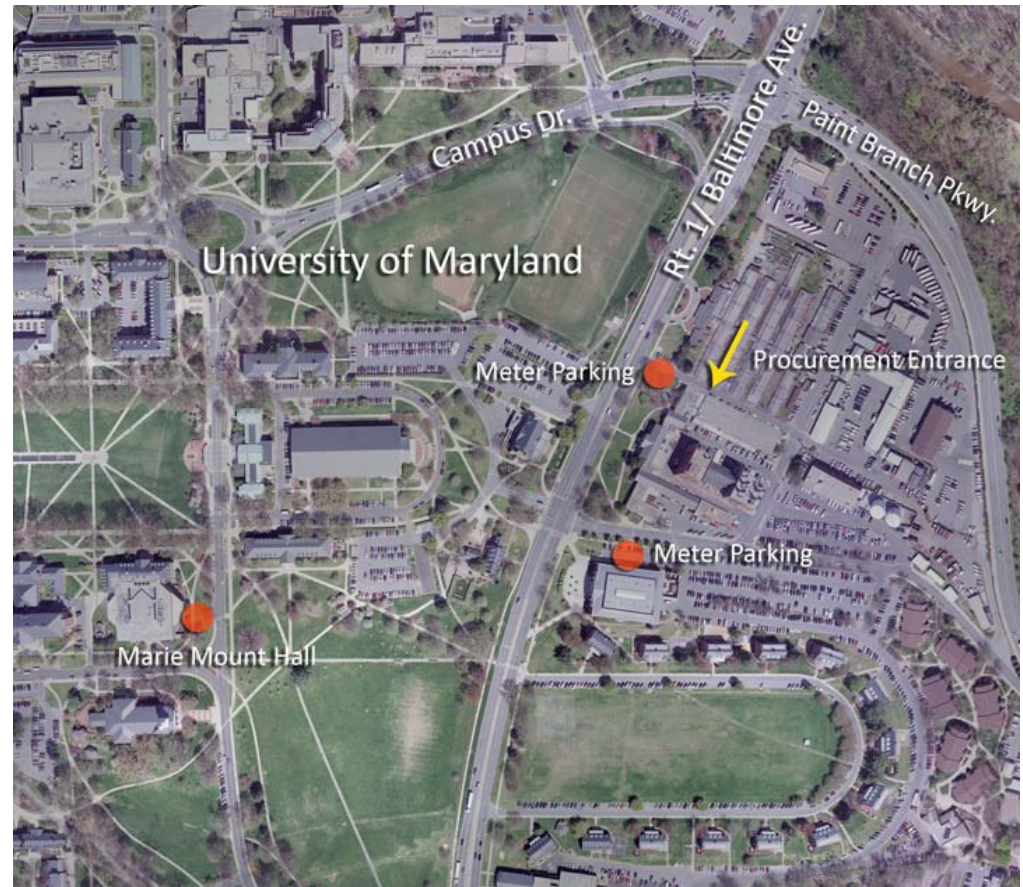
June 2011 Consultant complete

September 2011 UM presents to Regents

- Questions and inquiries shall be in writing and directed to the Procurement Officer:
jfvogel@umd.edu
301-405-2898
- Should a Proposer be in doubt as to the meaning or intent of any part of the RFP, request clarification in writing, no later than March 5, 2010.

- Read and follow the RFP.
- Submit the required information.
- If there are any questions, submit them in writing no later than March 5, 2010.
- Review your submittal in detail.

- Submit your RFP response ON TIME!



Thank you

