



**PRE-PROPOSAL MEETING  
RESIDENCE HALL AT COPPIN STATE  
UNIVERSITY**

***RFP# AE 23-322-ML***

**NOVEMBER 1, 2022**

# INFORMATION AVAILABLE TO PROPOSERS

- Contract documents are available via eBid Board at <http://www.umaryland.edu/procurement/ebid-board/>.
- Documents include:
  - RFP
  - Part II Program
  - Forms (Attachment A)
  - Addenda, as applicable

# SECTION 1: SOLICITATION SCHEDULE

Issue Date	October 25, 2022
Pre-proposal Meeting	November 1, 2022
Deadline for Questions	November 8, 2022
Phase 1 Portfolio Submission	November 22, 2022
Phase 2 Technical Proposal	January 13, 2023
Phase 3 Technical Proposal	February 15, 2023
Oral Presentation	March 9, 2023 and March 10, 2023
Award on or about	June 22, 2023

# **SECTION 2: GENERAL INFORMATION**

## **Solicitation Purpose**

The purpose of the Request for Proposal (RFP or Solicitation) is for the University of Maryland, Baltimore (UMB) to procure Architecture/Engineering Services (A/E) for the Residence Hall Project at Coppin State University (CSU-RH).

# SECTION 2: GENERAL INFORMATION

## Response to this RFP

- Phase 1 Portfolio Submission: Open to any firm
- Phase 2 Technical Proposal: Only those firms shortlisted following the Portfolio Phase evaluations will be invited to submit.
- Phase 3 Technical Proposal, Interview/Oral Presentation (each at the University's discretion, by shortlisted firms only),
- Fee Proposal and Negotiation Phase (highest ranked firm only)

# ATTACHMENT J: SOLICITATION TERMS AND CONDITIONS INCLUDING DEFINITIONS

## Issuing Office –

UMB Office of Construction & Facilities Strategic  
Acquisitions

## Contact:

Michael Lacey

(410)-706-1558

[mlacey@umaryland.edu](mailto:mlacey@umaryland.edu)

## ATTACHMENT J: SOLICITATION TERMS AND CONDITIONS INCLUDING DEFINITIONS

- Pre-proposal Conference (Today)
  - Phase 1 Portfolio Submission\*
    - Due by: November 22, 2022 at 2:00 pm
    - [Proc-oncallbids@umaryland.edu](mailto:Proc-oncallbids@umaryland.edu) (25 MB)
  - Confidential/Proprietary Information
- \*Late proposals will not be accepted**

# ATTACHMENT J: SOLICITATION TERMS AND CONDITIONS INCLUDING DEFINITIONS

- MBE Participation is 25%
- Sub-goals
  - African-American-owned 7%
  - Women-owned 10%
- Joint Venture
- Electronic Funds Transfer
- eMaryland Marketplace Advantage
- Contract Documents
- Additional Labor Categories



# SECTION 3: SCOPE OF SERVICES

## Project Overview

- This project consists of a new 109,049 GSF residence hall. The residential hall will modernize the campus life experience at CSU and will position the CSU student life experience at CSU to relate comparably to peer institutions, nationally and within the region.

The new residential hall will complement the two proximate existing residential towers, Dedmond (1992, 88,000 GSF) and Daley (2001, 124,000 GSF) residence halls. The three towers will frame the existing Campus Commons, an important open green space that is a popular outdoor gathering, rest, and activity space. Key to reinforcing and supporting the residential life mission, the residential hall includes the **future** renovations to the Talon Center (2003, 42,981 GSF) to serve as a campus hub for dining and campus services. (The renovations to the Talon Center are not part of this project.)

The proposed residential hall includes construction of a new 8-story residence hall, which will provide 109,049 GSF, 94,825 NSF, and add 350 new beds to the current campus-wide 650 total bed count provided by the existing Daley and Dedmond residential towers. ***(The revised site location will be on current Lot J site, not adjacent to the Talon Center as indicated in the program. The Fanny Jackson Plaza must remain. This project will only address the residential portion of the program).*** The total 1,000 bed count will address projected on-campus housing demand, but it also establishes a residential living and learning community, or “neighborhood” at the heart of the CSU campus. The residential hall is ideally situated at the crossroads between academic facilities to the south and athletic and campus recreation facilities to the north.





**COPPIN**  
STATE UNIVERSITY  
EST. 1900



#### Campus Facilities

- 1 Campus Commons (CC)
- 2 Campus Square (QUAD)
- 3 Coppin Gardens (CG)
- 4 Coppin Center Plaza (CCP)
- 5 Guilbert Daley Residence Hall (DA)
- 6 Flossie Dedmond Residence Hall (DE)
- 7 McDonald Child Development Center (MCDS)
- 8 Elevator Stair Tower (ES)
- 9 Frances Murphy (Coppin Academy) (FM)
- 10 Grace Hill Jacobs Building (GJ)
- 11 Health & Human Services Building (HHSB)
- 12 J Millard Tawes Center (JT)
- 13 James Weldon Johnson Auditorium (JJ)
- 14 Miles Connor Administration (MC)
- 15 Parlett Moore Library (PM)
- 16 College of Business (Future)
- 17 Satellite Central Utility Plant #1 (SCUP)
- 18 Science & Technology Center (STC)
- 19 South Quad (SQ)
- 20 Talon Center/Dining & Meeting Hall (TC)

#### Campus Monuments

- FJC Fanny Jackson Coppin (FJC)
- CS Community of Stars (CS)

#### Physical Education Complex (PEC)

- 21 Campus Police, Human Resources & Mail Room
- 22 Auxiliary Gym (AG)
- 23 Classrooms/Labs & Fitness Center (CF)
- 24 Central Receiving (CR)
- 25 Softball Field (SF)
- 26 Sports Arena (SA)
- 27 Swimming Pool (SP)
- 28 Tennis Courts (TC)
- 29 Track/Soccer Field (TF)
- 30 Facilities Management (FM)

#### Campus Parking

- ◆ Faculty and Staff Parking
- Student Parking
- General Parking (Faculty, Staff, Students & Visitors)
- Ⓥ Visitor Parking Paystation

**CAMPUS MAP**

2500 WEST NORTH AVENUE, BALTIMORE, MARYLAND 21216

[www.coppin.edu](http://www.coppin.edu)



## SECTION 3: SCOPE OF SERVICES

### *Project Development/ Scope*

- Design-to-Dollar value; \$40M
- Design is Sixteen (16) months followed by three (3) months for bidding, including BPW approval.
- Eighteen (18) month construction schedule with a one (1) month overlap with preconstruction (design/bidding phases).
- CM @ Risk contract method.

## SECTION 3: SCOPE OF SERVICES

Project Development/Scope

[illegible]

## SECTION 3: SCOPE OF SERVICES

### *Project Development/ Scope*

- Design of New Residence Hall (RH) Building.
- Provide design services for 7 project phases.
- Excluding: The renovations of the Talon Center are not part of this project.

## **SECTION 4: PROCUREMENT PHASES AND EVALUTION PROCESS**

- Portfolio Submittal
- Technical Submittals
  - Phase 2 Technical Proposal
  - Phase 3 Technical Proposal ( if requested by University)
- Oral Presentation (if requested by University)
- Price Proposal Submittals
  - Scope clarification questions
  - Fee Proposal

# SECTION 4: PROCUREMENT PHASES AND EVALUTION PROCESS

## Phase 1 Portfolio Submittals

- Detailed responses to Section 4, Article 1, Portfolio Content Items
  - Lead Design Architect (same as “A/E Project Architect, Design” role)
  - Prime Architectural Design Firm; the Architect of Record Firm
  - Design Team Organization

# SECTION 4: PROCUREMENT PHASES AND EVALUTION PROCESS

## Phase 2 Technical Proposal Submittals

- Only requested from Short-Listed Proposers:
  - Transmittal Letter
  - Detailed responses to Section 4, Article 2, Phase 2 Technical Proposal Criteria Items
  - SF330 Part I to include Sections A-H
  - SF330 Part II
  - RFP Attachment A Forms
  - Addenda Acknowledgement (if applicable)
- Licenses – State of Maryland
- Due by: January 13, 2023 at 2:00 p.m.



# SECTION 4: PROCUREMENT PHASES AND EVALUATION PROCESS

## Phase 3 Technical Proposal Submittals

- Required at discretion of the University
- Only requested from Short-Listed proposers:
  - Understanding of the Project Program (narrative)
  - Special/Unique Qualifications (narrative)
  - Project Challenge (narrative)
  - Design Approach/Quality Control (narrative)
  - Cost Estimate Sample
  - References (Firm and Key Personnel)
- Due by: February 15, 2023 at 2:00 p.m.

## SECTION 4: PROCUREMENT PHASES AND EVALUATION PROCESS

### Oral Presentations

- Oral Presentations: At the sole discretion of the University.
- Anticipated dates: March 9, 2023 and March 10, 2023
  - Advised to set aside these dates on calendars of key personnel whose attendance is required.

## SECTION 4: PROCUREMENT PHASES AND EVALUATION PROCESS

### *Fee Negotiation*

- Only the highest ranked firm following the Phase 3 Technical Proposals / Oral Presentations will be asked to provide a price proposal.
- Price Pre-Proposal Meeting: March 30, 2023

## SECTION 4: PROCUREMENT PHASES AND EVALUATION PROCESS

### Award

- After successful completion of negotiations, UMB will proceed with the contract award.
- The successful firm will be required to sign the University's A/E contract prior to the Board of Public Works submission.
- After approval by BPW the University shall fully execute the contract with the successful firm.  
Anticipated: June 22, 2023.

# KEY POINTS TO REMEMBER

- Questions must be submitted in writing via email to [mlacey@umaryland.edu](mailto:mlacey@umaryland.edu).
- Follow directions in the RFP
- Amendments, Q&A, and other documents will only be published on the UMB eBid Board at [www.umaryland.edu/procurement/ebid-board/](http://www.umaryland.edu/procurement/ebid-board/).

# KEY POINTS TO REMEMBER

- Amendments must be acknowledged with your submittal(s)
- Late proposals will not be accepted
- References must be accurate
- Set dates aside for oral presentations

