



PRE-PROPOSAL MEETING
NEW STUDENT SERVICES BUILDING AT
UNIVERSITY OF MARYLAND, BALTIMORE
COUNTY

RFP# 26-310 AE-ML

JULY 29, 2025

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	July 18, 2025
Pre-proposal Meeting	July 29, 2025
Deadline for Questions	August 5, 2025
Phase 1 Technical Proposal	August 22, 2025
Phase 2 Technical Proposal	September 29, 2025
Oral Presentation	October 13, 2025 and October 14 2025
Award on or about	Late January 2026

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 New Student Services Building at the University of Maryland, Baltimore County.

SECTION 2: GENERAL INFORMATION

Response to this RFP

- Phase 1 Technical Submission: Open to any firm
- Phase 2 Technical Proposal: 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

ATTACHMENT J: SOLICITATION TERMS AND CONDITIONS INCLUDING DEFINITIONS

- Pre-proposal Conference (Today)
- Phase 1 Technical Submission*
 - Due by: August 22, 2025 at 2:00 pm
 - 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

UMBC's new Student Services Building (SSB) will provide approximately 117,000 GSF (61,000 NASF) of space to create a central hub for the myriad of student services needed for students to thrive at UMBC. The project's primary goal is to improve the student experience and promote academic and post-graduate success by consolidating and streamlining the delivery of critical student services.

SECTION 3: SCOPE OF SERVICES

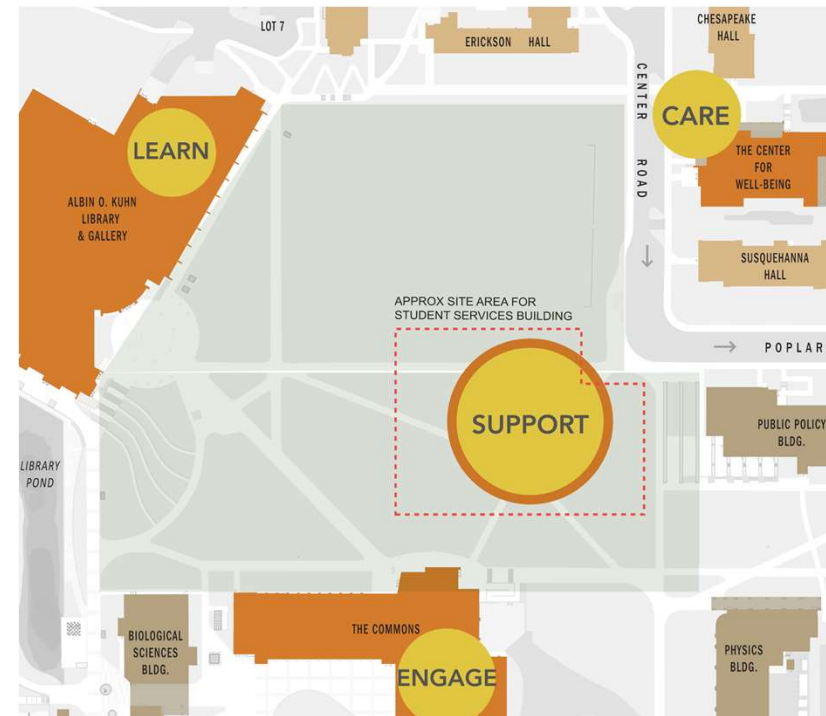
Project Overview

- Provide a **first stop concierge desk** to provide easy access to answers and to assist students in finding resolutions to their issues.
- **Enhance student success** and improve retention of students by consolidating facilities that support academic success.
- Ensure that all students have an opportunity to benefit from a university experience, by co-locating facilities for service units that **ensure inclusion and provide accommodations**.
- **Create a welcoming place** to greet prospective students and their families, support other visitors to campus, provide orientation, and express UMBC's story and benefits.
- **Emphasize return on investment** by co-locating facilities that support career preparation, job readiness and placement, innovation and entrepreneurship, and undergraduate research opportunities.
- **Support international students and programs** with facilities that provide student support, expand a greater understanding of the world, and help the university foster and develop international partnerships.
- **Ensure that the building is vibrant**, a desirable destination, and used beyond the timeframe that service offices are open.

SECTION 3: SCOPE OF SERVICES

Project Overview

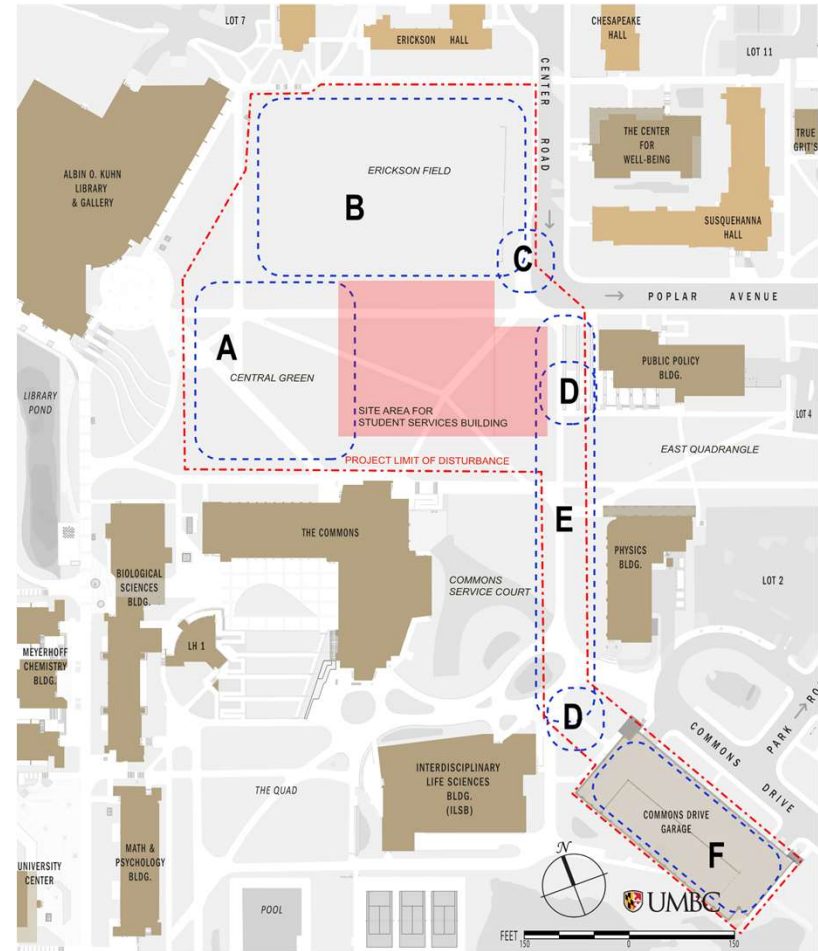
The Student Services Building is sited in the heart of the UMBC campus. This core area of the campus, referred to as the Student Success District, has been under development for thirty years, since the completion of the Albin O. Kuhn Library in 1995. The Student Success District is critical to the campus as it bridges between the main academic zones of the campus and the residential zone to the north.



SECTION 3: SCOPE OF SERVICES

Project Overview

- A. The Central Green
- B. Informal Recreation Park
- C. Vehicular and bus drop-off zone
- D. The Public Policy Building plaza & Public Policy/Physics Building quad
- E. Processional path from the Commons Drive Garage
- F. The Commons Drive Garage



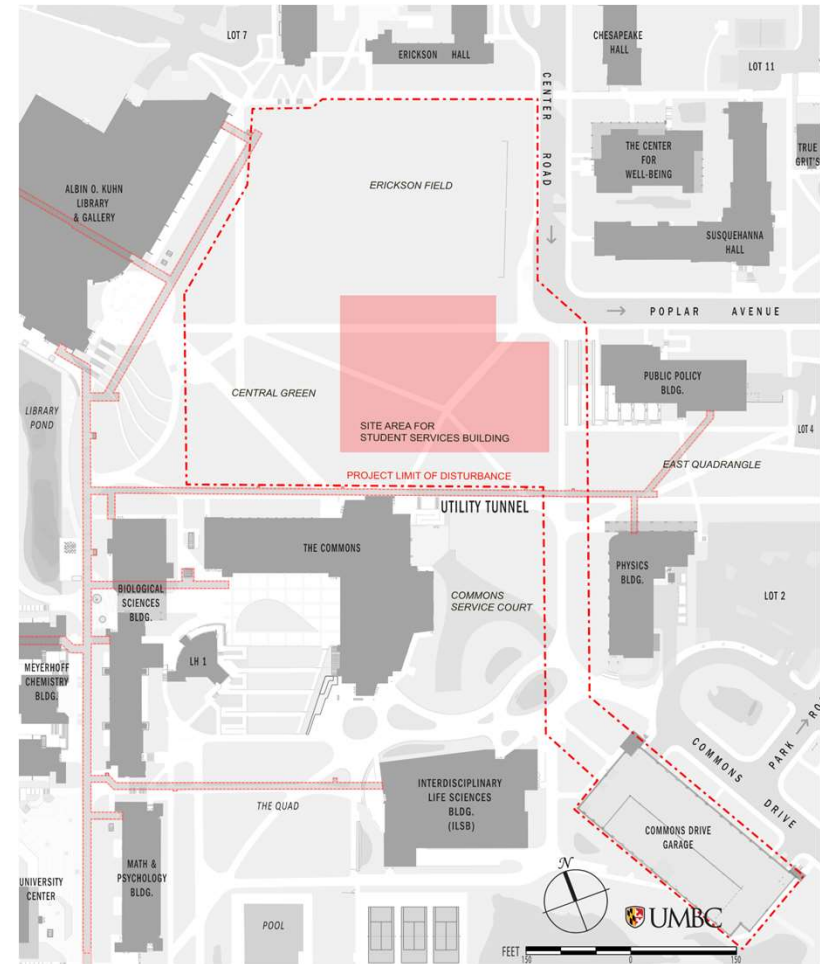
SECTION 3: SCOPE OF SERVICES

Project Overview

The building will represent UMBC's first major step in addressing Maryland's ambitious energy mandate, the Building Energy Performance Standard (BEPS), through the implementation of an accordingly ambitious energy target. The SSB will be designed to be a carbon neutral building.

This facet of the building design will impact many design parameters, especially relating to major systems and decisions regarding their connection to existing and future campus infrastructure.

Consequently, the building will offer students unique learning and engagement opportunities, reinforcing UMBC's mission to foster innovative teaching, learning, and environmental stewardship.



SECTION 3: SCOPE OF SERVICES

Project Development/ Scope

- Design-to-Dollar value; \$133M
- Design is twenty-six (26) months inclusive of three (3) months for bidding of the GMP package.
- Twenty-six (26) month construction schedule and a total anticipated duration of fifty-two (52) months from design NTP to substantial completion.
- CM @ Risk contract method.

SECTION 4: PROCUREMENT PHASES AND EVALUATION PROCESS

- Technical Submittals
 - Phase 1 Technical Proposal
 - Phase 2 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 Technical Proposal Submittals

- Open to any Proposers:
 - Transmittal Letter
 - Detailed responses to Section 4, Article 1 (General Information, AE Project Team Management and Organization, Key Personnel, Example firm projects, and Additional Information)
 - Professional Liability Coverage, Registration documentation form, Trimble Affidavit form, Bid/Proposal Affidavit, and MBE H-1A Part 2
 - Addenda Acknowledgement (if applicable)
- Due by: August 22, 2025 at 2:00 p.m.

SECTION 4: PROCUREMENT PHASES AND EVALUATION PROCESS

Phase 2 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) and Current Workload
- Due by: September 29, 2025 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: October 13, 2025 and October 14, 2025
 - Proposers are 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 2 Technical Proposals / Oral Presentations will be asked to provide a price proposal.
- Price Pre-Proposal Meeting: October 30, 2025

SECTION 4: PROCUREMENT PHASES AND EVALUTION 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 Board of Public Works submission.
- After approval by BPW the University shall fully execute the contract with the successful firm.
Anticipated: Late January 2026.

KEY POINTS TO REMEMBER

- Questions must be submitted in writing via email to 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/.

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

