### **PRE-PROPOSAL MEETING MINUTES**

**Solicitation Number:** TU2515

**Contract Title:** Campus Master Plan

**Pre-proposal Date:** Wednesday 8, 2025, 10:00 a.m.

# Introductions

Good morning and welcome to the Pre-proposal Conference for the Request for Proposal for the Campus Master. My name is Dominic Edet, and I am the Procurement Officer for this solicitation. The purpose of this request for proposal is to obtain a contract between the selected offeror and Towson University to complete a comprehensive master plan for Towson University facilities*.* The schedule for completion of this Master Plan is by the end of August 2026. Presentation to the University System of Maryland Board of Regents is scheduled for Fall 2026.

We will do our best to answer all of your questions. It is important to note, however, that all questions must be submitted in writing before they are considered binding. Only information communicated by the Procurement Officer in writing is official. Towson University assumes no responsibility for information communicated by any other source.

With us today, we have representatives from Towson University. (They will go over some of the services required in the RFP). At this time, I will call on Terrence to talk about the scope of work a little bit. Additionally, I ask that you please make sure you have signed Sign-In sheets.

# Please note the following:

Towson University reserves the right to reject all Proposals received in response to this solicitation and is not liable for any cost incurred by any Offeror in connection with the preparation and presentation of proposals. **Please be sure to adhere to all the requirements in the solicitations.**

# General Information

Questions are due no later than **2:00 p.m**. on **January 16, 2025.** All questions shall be submitted through email to the procurement officer listed on the key summary page.

# MBE/VSBE Goals:

The following MBE goal is applicable to the solicitation:

* 30% MBE Goal with a
* 2% subgoal allocated to a certified Hispanic American-owned business
* 3% subgoal allocated to a certified Asian American owned business
* 10% to a certified women-owned business.

There are no VSBE Goal.

The MBE Utilization Affidavit is included in this solicitation as Exhibit D-A1. Please be sure to include a one single page commitment letter for each subcontractor proposed that shall include a definitive statement of services to be performed. Only Part 2 and 3 are required with your proposal submission. Include evidence of MBE certification for each MBE prime or MBE subcontractor are required of the successful offeror. Failure to submit the requested MBE form may deem your proposal not susceptible to move on.

# Proposal Affidavit:

Please note that Proposal Affidavits, is not required during submitting of your technical proposal. These documents are to be included in the Price Proposals, if requested.

**Contract Affidavit:**

Contract Affidavit is not required with your technical proposal. Only the successful offeror must complete the contract affidavit.

# Oral Presentation

You may be required to make oral presentation. The Oral Presentation (if held) will be used in the evaluation process to reinforce and validate what was presented by the offeror’s Technical Proposal.

# Proposal Submission

Technical proposal must be hand delivered or U.S. mail to the procurement officer and address listed on the Key Summary Page. Electronic submission will not be accepted. **Deadline to submit technical proposal is January 30, 2025. Late submissions will not be accepted.**

When submitting your technical proposal, please be sure to submit the proposal in a sealed envelope or package, with the RFP number, due date, and offeror’s name on the outside of each package or envelope.

The technical proposal shall be sealed. Submit one (1) original, so identified, and four (4) copies of each; each shall be page numbered beginning with “1.”

Enclose one electronic version of the technical proposal in MS Word or .pdf format, and the electronic media may be used USB, and must be labeled on the outside with RFP number and title, offeror name, and the volume number.

If product literature and other publications are needed to supplement offeror’s response, include a reference to the document name and page in text, and insert the product literature, etc. following the last section of the response.

**Do not include pricing proposal.**

At the discretion of the Procurement Officer following recommendation by the evaluation

committee, a shortlist of qualified proposals may be established during the technical evaluation.

Only shortlisted offerors would continue in the evaluation process; offerors not short-listed shall

be so advised.

Additionally, this is a services contract. Therefore, payments and performance bond are not required.

# QUESTIONS

# We will now open the floor for questions. Thank you for attending this Pre-proposal Conference and we look forward to your proposal submission.