

Pre-proposal Conference Summary

REQUEST FOR PROPOSALS RFP K16-0036-25 CAPITAL PROGRAM AND FACILITIES MASTER PLAN AOC PROCUREMENT CONFERENCE ROOM November 17, 2015

Judiciary Panel Representatives:

Robin Smith, Procurement Office
David Manning, Facilities Security
Gisela Blades, Director DPCGA

Attendees list is posted as a separate document on the Judiciary's Procurement website and eMarylandMarketplace.

Ms. Smith, Procurement Officer for the Request for Proposals (RFP), convened the meeting at 10:00 am and asked the Judiciary panel representative to introduce himself.

Ms. Smith placed emphasis on the following:

- As the Procurement Officer, Ms. Smith is the sole point of contact for the RFP. Making contact with anyone other than Ms. Smith could result not only in receiving incorrect information, but may also result in the rejection of the Offeror's proposal. This prohibition does not extend to the contracted personnel currently working in the positions advertised in this RFP.
- RFP Section 3.4 Volume I Technical Proposal
Question – Format of Technical Proposal: It should read 3 paper copies as stated in 3.2 Proposals
- RFP Section 1.10 Proposal Due/Closing Date - proposals must be delivered to the Procurement Officer on time by December 7, 2015 2:00PM Local Time. Proposals received late will not be considered. Electronic submissions will not be considered.
- RFP Section 1.20 Minority Business Enterprise – there is no MBE goal assigned to the RFP; however, MBE firms are welcome to bid.

Information from Pre-proposal Conference

- The Goal is to consolidate all departments and court programs locations into one property on Taylor Avenue.
- Long Range Space Plan prepared by Pleskow Company will be posted to eMaryland Marketplace and Judiciary website. The Capital Program for Courts of Appeal will be posted also.

- This is a time sensitive procurement with award to one bidder.
- Thumb drives are okay as the electronic copy.
- Original plans were 2003 seeking new updated plans.

Ms. Smith requested that all questions be submitted to her in writing via e-mail. Q&A documents will be posted to our web site and eMaryland Marketplace as well as any Addendums to RFP.

Notice: Nothing stated at the Pre-Proposal conference may change the RFP unless a change is made by the Procurement Officer by written amendment. This summary does not constitute a written amendment.

Offerors are specifically directed NOT to contact any Judiciary personnel or its contracted consultants for meetings, conferences, or discussions that are specifically related to this RFP at any time prior to any award and execution of a contract. Unauthorized contact with any Judiciary personnel or the Judiciary's contracted consultants may be cause for rejection of the Offeror's proposal.