

Pre-proposal Meeting

Consulting Services for 10-Year Facilities Master Plan

April 8, 2021

Kathy Meagher, PE
Director of Campus Facilities & Security

EXPERIENCE. EXPLORE. EXCEL.



Agenda



- Garrett College Background
- Scope of Work
- Proposals
- Consultant Selection Process
- Schedule
- Questions
- Highlights from Current FMP
- Campus Tour

Garrett College Background

- Established 1970, two-year community college
- Rural county of 30,000 residents
- Economically disadvantaged
- Enrollment growth 2006 to 2011, decline since
 - Unduplicated headcount of 796 in FY18
- Revenue from tuition, state and county
- Transition in Institutional Leadership

Garrett College Background



- 64 Acres
- 320,000 GSF of Building Inventory
- 18 buildings on main campus
- 3 Outreach Centers

Scope of Work

- RFP
- COMAR
 - Title 13B, Chapter 4, Regulation 02: Facilities Master Plan
- Maryland Higher Education Commission
 - Facilities Planners Manual: Facilities Master Plans
- Garrett College Areas to Address



Scope of Work

➤ Goals from COMAR

- "...capital construction results from the need to accommodate people, modernize or replace facilities, or provide space for services or programs."
- The Facilities Master Plan "should"
 - evaluate current conditions and projected needs,
 - develop proposals for addressing any deficiencies noted, and
 - present a recommendation which will enable the community college to meet its strategic goals over the plan period."

Scope of Work



- **COMAR & MHEC Details**
 - Enrollment, student, program, and employee data
 - Institutional goals and evaluations
 - Facility assessments
 - Recommendations for capital programming
 - Etc.

Scope of Work



- **10-Year Facilities Master Plan Defined Layout**
 - Executive Summary
 - Overview of the Institution
 - Institutional Background Data
 - Institutional Evaluation
 - Facilities Master Plan Proposals
 - Recommendations
 - Garrett College Areas to Address

Scope of Work

➤ **Garrett College Areas to Address**

- Review and recommend technology & its role in instruction and administration
- Address main entry for the college
- Architectural themes / guidelines
- Athletic facilities and fields
- Safety & security
- Gender neutral restrooms
- Wayfinding and signage
- Consolidation of Student Services
- Use of Facilities Renewal Grant Funding

Scope of Work



- **Methodology**
 - > FMP Leadership Team
 - > College documents and data
 - > Employee interviews, workgroups

Proposals

➤ Per the RFP Proposals to Include:

- Title Page
- Conflict of Interest, Ethics, and Acknowledgement of Addendum
- Bid / Proposal Affidavit
- Price Proposal and Fee Schedule
- Certifications - Licensure and Certification
- Insurance
- Project Approach
- Firm Qualifications
- Key Personnel Qualifications
- References

Consultant Selection Process

- **Written Proposals**
 - Project Approach
 - Firm Experience
 - Key Personnel Experience
 - References
 - Cost
- **Interviews**
- **Award to most responsive and reliable firm for successful completion of our FMP**

Schedule

- Pre-Proposal Meeting & Site Tour April 8
- Questions Due April 13
- Answers / Addendum Issued April 15
- Proposals Due April 21
- Interview Invitations April 30
- Interviews May 12-14
- Consultant Selection May 21
- Board of Trustees Contract Approval June 15
- Commence Work July 1
- Submitted to State February 1, 2022

Questions



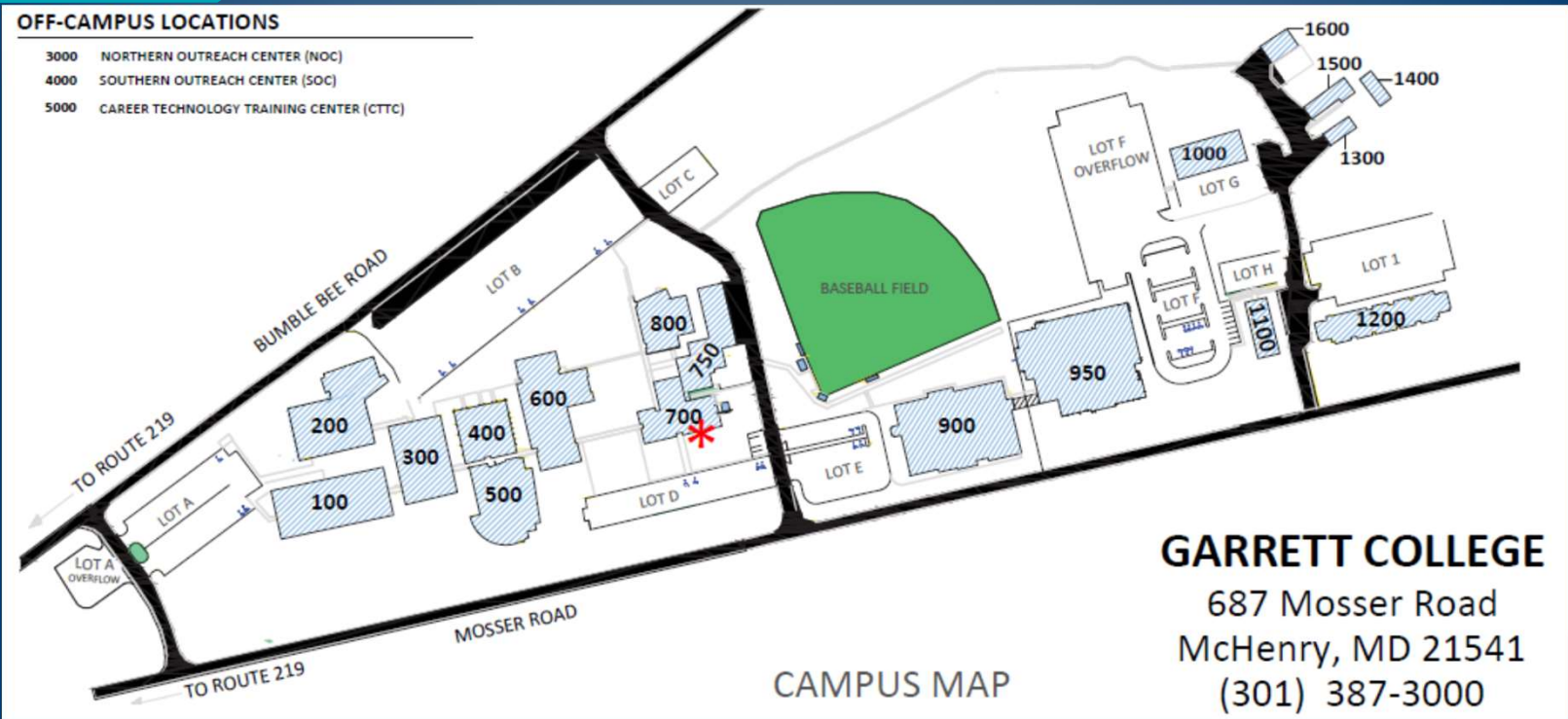
- <https://www.garrettcollege.edu/purchasing>
- Chris.Jones@garrettcollege.edu

Highlights from Current FMP



- Building 400 Student Center FY24
- Building 600 Shaw Learning Center
- Building 700 Administration and Student Services
- Turf Fields
- Deferred Maintenance Plan

Campus Tour



GARRETT COLLEGE
687 Mosser Road
McHenry, MD 21541
(301) 387-3000

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Thank You!

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