



10400 Detrick Avenue
Kensington, MD 20895-2484
(240) 627-9400



REQUEST FOR PROPOSAL NO. 2190

CIVIL ENGINEERING ("CE") SERVICES

**At Brooke E. Lee's 2nd Addition To Silver Spring, Lots P33, P34, P35, & a
Portion of P30, Block B, Plat No. 237**

December 16, 2019

Proposal Due Date:

**January 6, 2020 by 11:00 AM
Housing Opportunities Commission of
Montgomery County
10400 Detrick Avenue
Kensington, MD 20895**

**Leidi Reyes
Procurement Officer
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The Housing Opportunities Commission of Montgomery County, Maryland (HOC) is soliciting an opportunity to submit a proposal for providing civil engineering services for a to-be-entitled and constructed approximately 81,000 square foot office building in Silver Spring, MD.

The RFP Documents are available electronically for download at the following website: <http://www.hocmc.org/procurement/current-bids-proposals.html> under RFP #2190.

Sealed proposals will be received by HOC’s Procurement Office, located at 10400 Detrick Avenue, Kensington, MD 20895, no later than **11:00AM, on Monday, January 6, 2020**. Please provide one (1) original and three (3) copies and an electronic copy of your proposal on a compact disk or external flash drive. Delivery of proposals by fax or email is not acceptable. Proposals received after the due date and time will not be considered, and will be returned unopened to the Respondent.

All questions regarding this RFP must be submitted in writing via email to Purchasing@hocmc.org by **12:00 p.m., December 20, 2019**. Responses to questions will be posted on HOC’s website in the form of an addendum.

Proposals will only be accepted from Respondents who provide satisfactory evidence of, and references for, successful completion of projects of similar scope of work; on entitlement for new construction projects where the firm was the sole CE and with single contract values of at least One Hundred Thousand Dollars (\$100,000.00).

HOUSING OPPORTUNITIES COMMISSION OF
MONTGOMERY COUNTY, MARYLAND

Leidi Reyes
Procurement Officer

TABLE OF CONTENTS

I.	SECTION 1 GENERAL.....	4
	A. Introduction.....	4
	B. Questions.....	4
	C. Due Date.....	4
	D. Addendum.....	5
	E. Minimum Qualifications.....	5
II.	SECTION 2 SCOPE OF WORK.....	6
	A. Project Description.....	6
	B. Project Assumptions.....	6
III.	SECTION 3 SELECTION PROCESS.....	7
	A. Selection Criteria.....	7
	B. Submission Requirements.....	7
	C. HOC Works Policy.....	8
	D. Background Checks.....	8
	E. Insurance Requirements.....	8

EXHIBITS

Exhibit A – Project Description

Exhibit B – HOC Works Policy

Exhibit C – Background Checks

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SECTION 1 GENERAL

A. Introduction

HOC is proposing to construct an approximately 81,500 square foot office building in an 8 to 10 story structure. The property, located at the southeast corner of Second Avenue and Fenwick Lane in Silver Spring, is 16,377 square feet, is currently zoned CR-5.0 C-4.0 R-4.75 H-145T, and lies within the Silver Spring CBD Master Plan area. The property is further described in Exhibit “A”.

HOC is seeking proposals for civil engineering services including entitlement, permitting, design and construction services as is typical of an optional method project in Montgomery County, Maryland and as detailed below.

All work in connection with this contract shall comply with the project details contained herein, and the attached narrative Scope of Work. Additional project information is contained in the Scope of Work and General Requirements sections below. The information provided in this RFP may be incorporated into the contract as part of the specifications for the project.

B. Questions

All questions regarding this RFP must be submitted in writing via email to Purchasing@hocmc.org by **12:00 p.m., December 20, 2019**. Responses to questions will be posted on HOC’s website in the form of an addendum.

C. Due Date

Proposals will be received by HOC’s Procurement Office, located at 10400 Detrick Avenue, Kensington, MD 20895, **no later than 11:00AM**, on Monday, January 6, 2020. Please provide four (4) copies of the proposal, one (1) original, three (3) copies and an electronic copy on a compact disk or an external flash drive. Delivery of proposals by fax or email is **not** acceptable. Proposals received after the due date and time will not be considered, and will be returned unopened to the Respondent.

D. Addendum

1. In the event this solicitation is amended, all terms and conditions which are not modified remain unchanged.
2. Respondents shall acknowledge receipt of any Addendum to this solicitation by signing and returning the Addendum with their proposal. Failure to acknowledge receipt of any Addendum will result in the rejection of Respondent's proposal if the Addendum contained information that substantively changed HOC's requirements.

E. Minimum Qualifications

1. Proposals will only be accepted from Respondents who provide satisfactory evidence of, and references for, **completion of projects of similar scope** with single contract values of at least One Hundred Thousand Dollars (\$100,000.00) that have been completed within the past three (3) years.
2. Respondent's references shall demonstrate successful experience with office construction of similar or greater size in Montgomery County, Maryland.
3. The Respondent shall provide **pricing** for the following services for the referenced project in accordance with a typical optional method entitlement process in Montgomery County, Maryland. This will include all civil related permit drawings necessary for a project of this type. In addition, please call out project management activities such as scheduling and participating in design meetings and public meetings, as appropriate. In each phase, please break out your detailed scope of work and task list with related fees:
 - a) Sketch Plan/ Preliminary Plan (Combined)
 - b) Site Plan
 - c) Record Plat
 - d) Construction Documentation
 - e) Construction Administration
 - f) As-Built Drawings
4. All Respondents must have knowledge of IBC and IBEC building codes.
5. The civil engineering firms must demonstrate compliance with the herein described INSURANCE REQUIREMENTS (Section 3(e)).
6. The following services can be specifically excluded from this Proposal. Should additional services be required at a later date, please provide your schedule of hourly fees.
 - ALTA/NSPS Land Surveys
 - Boundary Survey
 - Flood Plain Studies
 - Gas and Electric Connections
 - Geotechnical Services Including Pavement Design
 - Hazardous Waste Investigations/Certification
 - Landscape Architecture design
 - Lease Area or Rights-of-Way Plats or Descriptions

- LEED Assistance
- Lighting Plans
- Off-Site Roadway Improvements
- Off-Site Utility Extensions Greater than 100 Feet
- Parking Exceptions, Waivers or Reductions
- Retaining Wall Design
- Site Lighting Plans
- Soil Boring Stakeout
- Specifications
- Subsurface Utility Locating
- Traffic Study
- Waivers from Design Standards
- Zoning Variances/Conditional Uses
- Jobsite Safety Inspections
- Survey Construction Services

SECTION 2 SCOPE OF WORK

A. PROJECT DESCRIPTION

The property is further described in **Exhibit A**.

B. PROJECT ASSUMPTIONS

CIVIL ENGINEER assumes the following:

- Proposed development applications will require “Optional Method Development”;
- Sketch Plan and Preliminary Plan applications will be filed concurrently and will be followed by the Site Plan application;
- There will be a Design Team including, but not limited to, an architect, a land use attorney, a landscape architect, and a traffic engineer, that will participate in the process;
- In your proposal, please note any other assumptions you have made that affects your scope of work and fees; and
- Should the method of entitlement pursuit change (i.e.: switch to a Sketch Plan followed by a combined Preliminary Plan/Site Plan), then HOC and the Civil Engineer will negotiate any required modifications to the contract.

SECTION 3 SELECTION PROCESS

Failure to provide all required documentation with packet submission will be deemed an incomplete submission and subject to disqualification. All documents must be submitted in order as outlined in the RFP below.

HOC reserves the right at its sole discretion, to recommend the award of a contract related to this RFP based upon the written proposals received by HOC without prior discussion or negotiation with respect to those proposals. All portions of the RFP will be considered part of the contract and will be incorporated by reference.

HOC reserves the right, at its sole discretion, to accept or reject any and all proposals received as a result of this RFP; to waive minor irregularities; and to conduct discussions with all responsible Respondents, in any manner necessary, to serve the best interest of HOC.

HOC reserves the right to request additional information from any or all Respondents if necessary to clarify that which is contained in the proposals.

A. Selection Criteria

HOC will use the following criteria to evaluate the proposals and will rate each Respondent accordingly:

1. Civil Engineering Firm Qualifications **(25%)**, showing experience with similar project types and size.
2. Price **(25%)**, per Scope and Fees Requested in Section E.3.
3. Experience with government agencies **(25%)** and housing authorities in the Baltimore-Washington Metropolitan area with a preference for Montgomery County.
4. References Sheet **(20%)**.
5. Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Disadvantaged Business or Small Business Enterprise (DBE/SBE) or Edge Certified and Veteran Owned Business (VBE) **(5% for documented certified status)**.

B. Submission Requirements

In addition to the minimum qualifications (Section E), each Respondent must submit the following:

1. Please list projects, completed or in progress, that best demonstrate competence to perform work similar to that required here. Provide a brochure and/or supporting materials. Supporting materials may be provided in the form of photographs, sample project schedule, project documentation samples and other brochures to assist HOC in evaluating your firm.
2. A minimum of three (3) references from owners or representatives of newly constructed properties with similar type scope of work. References should be selected who are directly knowledgeable of your work on projects of similar scale in which at least one is greater than One Hundred Thousand Dollars (\$100,000.00).

3. Draft Professional and General Liability Insurance Certificate.
4. Responsible Individual. Please list the name, title, email address, and telephone number of the person empowered to speak for the firm in connection with its qualifications, policy, and financial and contractual matters.
5. Narrative description of approach to project and delivery schedule. ***No Respondent may alter the proposal after submission.***

All submission requirements must be submitted in the order noted above. Failure to provide all required documentation with packet submission may be deemed an incomplete submission and subject to disqualification.

C. HOC Works Policy

All contracts and purchase orders executed between HOC and contractors are subject to HOC Works, based on the funding source of the contract.

HOC Works covered contracts are those that are funded by money connected to any source other than HUD. (See **Exhibit "B"** for program details).

- a. Any questions relating to HOC Works can be directed to Elliot Rule in HOC's Compliance Office at 240-627-9647 or Elliot.Rule@hocmc.org

D. Background Checks

The Contractor shall be required to comply with the HOC security procedures and the HOC Contractor Background Screening Requirements (**see Exhibit "C"**) and as follows:

1. At the conclusion of the Contract Award Meeting, prior to any work beginning and upon any changes the Contractor shall submit a list of its employees who will be working on this project to the Contract Administrator.
2. Copies of completed background checks shall be made available to HOC upon request. Employees of the Contractor with criminal backgrounds (as described within **Exhibit "C"**) are prohibited from working on this or any other HOC project.
3. After work has commenced, any new employees of the Contractor added to the payroll must also comply with the HOC security background check requirement as stated above

E. INSURANCE REQUIREMENTS

Prior to the commencement of work under this Contract, the Contractor shall obtain and keep in force, at its own expense during the entire period in which work is being performed under the term of this Contract, including all extensions; liability insurance as protection from claims, under Workmen's Compensation and other employee benefit laws, for bodily injury and death, and for property damage that may arise out of work performed under the Contract, whether directly or indirectly by the Contractor and its employees, agents, representatives or Subcontractors. All liability insurance required herein shall be Comprehensive General and Automobile Bodily Injury and Property Damage policy or policies. The insurance required by the above shall be written for not

less than the following limits of liability (all limits shown in thousands):

TYPE	LIMIT NOT BE LESS THAN
Commercial General Liability including Contractual Liability, Premises and Operations, Independent Contractor, Products and Completed Operations, Personal Injury and Broad Form Property Damage	\$1,000,000.00 per claim \$2,000,000.00 aggregate
Umbrella Liability	\$5,000,000.00
Professional / Management Liability	\$1,000,000.00 per claim \$2,000,000.00 aggregate
Automobile Liability	\$1,000,000.00 combine single limit, for bodily injury and property damage coverage per occurrence
Fidelity Bond or Crime Insurance	\$2,000,000.00
Worker's Compensation	Meeting all the statutory requirements of the State of Maryland and with the following minimum: Bodily Injury by Accident - \$500,000.00 each accident Bodily Injury by Disease - \$500,000.00 policy limits Bodily Injury by Disease - \$500,000.00 each employee
Pollution Liability	\$2,000,000 combined single limit for bodily injury and property damage coverage per occurrence. Such insurance shall cover any gradual, sudden and/or accidental release of toxic or hazardous waste or other hazardous substance requiring monitoring, clean-up or other corrective actions.

Proof of such insurance shall be filed by the Contractor with HOC prior to commencement of his work. The Certificate of Insurance will name HOC as an additional insured; provide Forty-Five (45) days written notice of cancellation or change and show HOC as the certificate holder, as follows:

Housing Opportunities Commission of Montgomery County, MD
10400 Detrick Avenue
Kensington, MD 20895

END OF SECTION

PROPOSAL SUBMITTAL

Proposal for Civil Engineering Firm ("hereinafter called "Respondent") a Corporation / partnership / individual licensed and insured to conduct business in the State of Maryland to the Housing Opportunities Commission of Montgomery County, Maryland (hereinafter called "HOC").

Respectfully Submitted;
By:

(Authorized Signature)

(Typed or Printed Name)

Title:_____

Company Name:_____

Address:_____

Federal ID #:_____

Phone:_____

Contact Person:_____

Email Address:_____

SEAL (if Proposal is by a corporation)

1. I hereby represent that my/our firm Is ___ Is not ___ a Minority Business Firm as Certified by _____, Certification No. _____.
2. Circle MFD Type:

BLACK AMERICAN

NATIVE AMERICAN

HISPANIC AMERICAN

HASIDIC JEWS

FEMALE

DISABLED PERSON

ASIAN/PACIFIC AMERICAN

I hereby represent that my/our firm is ___ is not ___ a Section 3 Business Firm per Paragraph 40 of Form HUD 5370.

EXHIBIT A

DESCRIPTION OF PROPERTY

The property combines "PARCEL-ONE" AND "PARCEL-TWO" as depicted below.

