INVITATION FOR BIDS (IFB)
CDBG PY 43 BID PACKAGE

PROJECTS: This bid package is for PARKING LOT CONSTRUCTION.

REQUESTING ORGANIZATION: The Ivy Community Charities of Prince George's County, Inc.

RFP ISSUANCE DATE: Tuesday, October 6, 2020

QUESTIONS: Potential bidders may submit questions no later than FRIDAY, OCTOBER 9, 2020 @ 4:00 P.M. EST by email, to: bid@iccpgc.org

BID/PROPOSAL SUBMISSION REQUIREMENTS AND DEADLINE:
Delivered No Later Than: 5:00 P.M. EST, MONDAY, OCTOBER 19, 2020
Email to: bid@iccpgc.org
Attention: Ronnie Hawkins

INTRODUCTION:

The Ivy Community Charities of Prince George's County, Inc. (Charities), an EEO employer, is seeking contractors for the construction of a Parking Lot located between the property of 6112 Walton Avenue, Suitland, Maryland and 6118 Walton Avenue, Suitland, Maryland.

As a Federally assisted Community Development Block Grant project funded under the Housing and Urban Development Act of 1974, the project is subject to the following Federal laws and regulations: Housing and Community Development Act of 1974, Public Law 93-383, as amended; Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u; 24 CFR Part 135 (Economic Opportunities for Low- and Very Low-Income Persons); Executive Order 11246 (Equal Employment Opportunity); Clean Air Act of 1963, 42 U.S.C. 1857, as amended; 40 CFR Part 15 (Anti-Pollution Standards); Davis Bacon Act, as amended, 40 U.S.C. 276a-276a-5, 20 CFR Parts 1,3,5,6, and 7; Copeland (Anti-Kickback) Act, 49 Stat.948, 40 U.S.C. Standards Act, 24 CFR Part 35, (Lead-Based Paint Hazards); Civil Rights Act of 1964, Title VI, Public Law 88-352, and Section 504 of the Rehabilitation Act of 1973. Additional provisions may apply depending upon the nature of the work to be performed and the contract price. All of the above provisions are more fully described in the contract documents which will be available on **Tuesday, September 8, 2020** at www.iccpg.org under Ivy Youth and Family Center, Bid Documents.

Minority-owned, women –owned, and local businesses are encouraged to apply. Bidders and subcontractors must be Equal Employment Opportunity employers.

All contractors selected must be already approved in the Federal System for Award Management, SAM.gov, by the date of contract award. Requirements for approval can be found at www.SAM.gov.

Organizational Background:

Charities was established in 1986 as the philanthropic arm of the Alpha Kappa Alpha Sorority, Inc., Iota Gamma Omega Chapter. The mission of Charities is to enhance the educational, charitable, social, cultural and economic status of the citizens of Prince George's County through systemic service initiatives including tutoring for elementary school children, mentoring for middle school girls, leadership development for high school teens and young adults; scholarships for high school seniors; training programs for parents; companion services for the elderly; support of health initiatives at the local and national levels; economic empowerment for families; and cultural arts opportunities for youth and adults.

In 2012, Charities purchased the property at 6118 Walton Avenue in Suitland, MD to establish the Ivy Youth and Family Center where the organization conducts programs that serve the community including mentoring for middle school girls, college preparation and career readiness skills for teens, and training and access to resources for parents. As soon as the property was purchased, the intent was to demolish the garage behind the Center and replace it with a new structure that will enhance our service to the community. The work will be performed on the property located at 6118 Walton Avenue, Suitland, MD.

In September 2019, a residential building at 6112 Walton Avenue, Suitland, MD was acquired to provide new office space for approximately four to six nonprofits. The work will be performed on the property located at 6112 Walton Avenue, Suitland, MD.

Statement of Work:

Parking Lot Construction (PLC) Services will be required to implement all requirements of Plans #SDFG 54963-2019 approved by the County and related site preparation for the paving, and in accordance with this IFB. Such site improvements include but is not limited to: removal of tagged trees, removal of existing curbs and requisite grading of the entire site; paving for 28 parking spaces, placing lineage on all parking spaces as required; and placing sod in all permanent grass areas disturbed by the paving.

Contractor shall perform and furnish all labor, supervision, services, materials, equipment, tools, scaffolds, hoisting, transportation, storage, licenses, insurances, and any incidental items necessary to complete the services of the contract in accordance with all requirements of the Permit.

Contractor shall provide adequate coverage/protection of all premises not affected by the work of the project and remove all debris is removed from the premises in a manner that leaves the property free and clear of all work materials on a daily basis and ensure no damage is made to the existing property not affected by the project in the process.

Because the project supports the recent renovation of an occupied building, the contractor must remain sensitive to the needs, safety and operation of the occupants/users of the building throughout the project.

~~**Prospective Bidders' Meeting:**~~

~~Prospective Bidders are invited to meet with members of Charities at the Ivy Youth and Family Center for an opportunity to ask questions about the IFB, tour the site where the contract work will be performed, and take appropriate pictures, measurements, etc., as needed. Participation is optional.~~

~~Date/Time:~~ ~~**Tuesday, September 15, 2020 at 10:00 A.M. EST**~~.

~~Location:~~ ~~The Ivy Youth and Family Center, 6118 Walton Avenue, Suitland, Maryland 20746.~~ ~~**Pre-bid conference will be held outside. All attendees must wear mask during the entire pre-bid conference and maintain a social distance of a minimum of six (6) feet from other attendees.**~~

~~Parking:~~ ~~Please park in the driveway of 6118 Walton Avenue, Suitland, Maryland, where space permits~~ ~~before~~ ~~parking on the street. Please do not block the entrance to any of the neighboring properties.~~

Exhibits:

The following Exhibits are applicable and must be submitted with your response.

Exhibit 1: Bid Documents/Plans

Exhibit 2: Statement of Work

Exhibit 3: Management Plan Template

Exhibit 4: Financial Summary/ Bid Sheet Template – This template to be used to detail bid price.

Exhibit 6: Americans With Disabilities Act Statements of Non-Discrimination

Exhibit 7: Assurance of Compliance with HUD Regulations for Training, Employment and Contracting Opportunities for Businesses and Lower Income Persons

Exhibit 8: Certification of Assurance of Compliance Regarding Suspension and Debarment

Exhibit 9: Federal Labor Standards Provisions

Exhibit 10: Locally Based Business Preference Equal Employment Opportunity Agreement

Exhibit 11: Davis Bacon Wage Rates

Exhibit 13: Minority Business Enterprise Participation Statement

Exhibit 14: MBE-EEO Utilization Plan

Exhibit 15: CDBG Program General Condition for Operating Agencies and Third-Party Contractors

Submission Requirements:

All requirements set out in the Bid Package, **must be received no later than 5:00 P.M. EST, MONDAY, OCTOBER 19, 2020** by email, to: bid@iccpgc.org

Acceptable text portions of the submission are Microsoft Word or Adobe Acrobat. The name and address of the bidder as well as the name of the project on must be clearly identified on each bid.

A bid may be withdrawn prior to the scheduled bid closing date and time. Any bid received after the time and date specified herein will not be considered. Charities reserves the right to negotiate with the selected bidder.

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIAL AND REFERENCES FOR THE PROPOSED SUBCONTRACTORS. NO EXCEPTIONS.

Modification of Bids:

Modifications to bids already submitted will be allowed if the modification is submitted in writing prior to the deadline fixed in the Invitation For Bids. Modifications shall be submitted as such and shall not reveal the total amount of the original bid.

Adherence to Guidelines:

All projects covered under the IFB are governed by all federal, state and county requirements for federally assisted projects funded under the Community Development Act of 1974.

All work is to be completed in accordance with all relevant state and local building codes, as applicable.

Project Schedule:

The Projected Dates for the project are as follows, contingent upon the actual County review and approval timelines.

Activity	Completion Date
1. Contract Award	October 2020
2. Construction Complete	December 7, 2020

Proposal Content:

Bidders may bid on one or more of the projects. However, each bid MUST include the following requirements:

Proposals, together with letter of transmittal, should include:

- Detailed description of the work to be performed
- Description of principals' experiences and skills of each key personnel and his/her role in the bidder's firm and on the project team.
- Names, addresses and descriptions of key subcontractors that your firm will employ and a description of their relevant experience and past performance. Any subcontractors must be identified in the bid as Charities must know if work is being done outside of the firm. Please remember that after contract signing, Charities reserves the right to approve all subcontractors that were not approved during the RFP approval process. Denial of a subcontractor by Charities will NOT absolve the bidder from completing the work for the contracted price.
- The name of the person in your firm who will be the official contact for any contractual communication and approval.
- Identification of at least two comparable previous projects in which the bidder has engaged, with names and telephone numbers of contacts with whom the bidder's previous performance can be discussed.
- Examples from past projects that reflect the deliverables and scope that are listed in this scope of work.
- Executed copies of all federal and county certifications identified in the Exhibits for bidders and subcontractors.
- A schedule for the work, including the range of start dates to which your firm is prepared to commit and anticipated completion dates. This schedule should be within the timeframes outlined by Charities. Any conflict in the two should be clearly described. The schedule should include a list of all anticipated meetings with Charities and their location, as appropriate.
- Proof of insurance and bonding.
- A management plan for the work is required. Exhibit 3 provides a template.

- A financial summary of Project Bid is required. Exhibit 4 provides a template for this summary.
- All Exhibits must be completed and signed with bid submission.

No other bid forms/formats will be accepted except as part of the supplemental information described above (e.g. estimated detailed budget) or specified in the Statement of Work.

Owner Project Liaison:

Ronnie Hawkins will act as the Project Coordinator for Charities. She can be reached at bid@iccpgc.org.

Work Schedule:

Project work schedules are required for all activities. The successful bidder will be required to provide a more detailed work plan within five (5) days from contract award, if necessary, and as indicated in the Statement of Work and final contract.

Insurance:

Proof of insurance is required as specified in Exhibit 3: Management Plan. and should include, but is not limited to, Commercial General Liability, Professional Liability/Errors and Omissions, and Workman's Compensation.

Bonding:

The successful bidder will be required to furnish bonds covering faithful performance of the contract and payment of obligations arising thereunder as stipulated in this Request for Proposals or specifically required in the final executed Contract Documents. Bidders should assume the bonding amount to be equal to their bid, at a minimum.

Invoicing:

The successful bidder will be required to provide detailed invoices for all project expenses as required by the Prince George's County Community Development Block Grant Program, including certified payrolls. Invoices will be paid upon completion of the work and approval recommendation by the Project Manager, usually within 15 days of receipt, unless otherwise stated in the contract. More specific invoicing details will be provided at contract award.

Withholding of Final Payment:

Ten percent (10%) of the contract amount will be withheld until all work has been accepted and approved by Charities and all County required documents/reports have been submitted and accepted by the County.