**REQUEST FOR PROPOSALS (RFP)**

**CDBG PY 44 BID PACKAGE.REV3**

**PROJECTS:** This bid package is Civil Engineer Services.

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

**RFP ISSUANCE DATE:** Friday, September 13, 2019

**PRE-BIDDERS’ CONFERENCE: Tuesday, September 17, 2019**

Prospective Bidders are invited to meet with members of the Ivy Youth and Family Center for an opportunity to ask questions about the RFP, 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 17, 2019 at 1 o’clock P.M.

Location: The Ivy Youth and Family Center, 6118 Walton Avenue, Suitland, Maryland 20746, 301-702-7312

Parking: Please park in the driveway or on the vacant lot next to the property, where space permits before parking on the street. Please do not block the entrance to any of the neighboring property

**BID/PROPOSAL SUBMISSION REQUIREMENTS AND DEADLINE:** 3 COPIES

Delivered NLT: 5 O’CLOCK PM, Friday, September 27, 2019

The Ivy Youth and Family Center,

6118 Walton Avenue, Suitland, MD 20746

OR electronically at bids@iccpgc.org

**INTRODUCTION:**

The Ivy Community Charities of Prince George’s County, Inc., an EEO employer, is seeking contractors for several projects on the property of the Ivy Youth and Family Center in Suitland, Maryland for Phase I of the Ivy VINE Project, an incubator site for developing non-profit organizations in Prince George’s County. These contracts include: Project Management Support Services, Civil Engineering Services, and Demolition. **At this time, we are only soliciting bids for Civil Engineering Services**. At a later date, additional requests for bids for Site Preparation, Construction, Landscaping, Lighting, Signage and Paving may be issued to complete this project.

As a Federally assisted Community Block Grant project funded under the Housing and Urban Development At 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 At 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 “Instructions to Bidders” and General Conditions sections of the contract documents which will be available Friday, September 13, 2019 at www.iccpg.org under Ivy Youth and Family Center, Bid Documents.

Minority-, women –owned, Section 3 and local businesses ar encouraged to apply. Bidders and subcontractors must be Equal Employment Opportunity employers.

**All contractors selected must be already approved or be in the process of being 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**](http://www.SAM.gov)**.**

**Organizational Background:**

The Ivy Community Charities of Prince George’s County, Inc. (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 September 2012, the Ivy Youth and Family Center was acquired to house our community outreach activities and management offices. All work will be performed on the property of the Ivy Youth and Family Center located in Suitland, Maryland.

**Project Background:**

Charities intends to award several contracts to support Phase I of the Ivy VINE project, an incubator site for developing non-profit organizations in Prince George’s County. These contracts may include activities such as project management, architectural services, civil engineer services, and demolition of an existing structure, all of which must be performed in accordance with all outstanding County CDBG program and permit requirements.

Bids will be solicited for the Site Improvements, Construction, Landscaping, Lighting, Signage, Drainage and Paving after all project and permit approvals have been received to ensure full compliance.

**Statements of Work:** A Statement of Work for the Civil Engineering Services can be found in Exhibits 2C of the Bid Package.

**Exhibits:**

The following attached Exhibits are applicable and must be submitted for each project you are bidding on in this Request for Proposals (RFPs).

Exhibit 1: Structure picture

Exhibit 2: Description of Projects/Statements of Work

Exhibit 3: Management Plan Template – The Template to be used for Scope of Work and Budget Estimates, referred to as the Work Project Bid Sheet. Bidders must complete one sheet for each Work Project for which you are submitting a bid.

Exhibit 4: Financial Summary

Exhibit 5: N/A at this time

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: Making Davis Bacon Work, Contractors’ Guide

Exhibit 12: Current 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:**

Three (3) copies of a proposal/bid package for each contract/project being bid on and conforming to all requirements set out in the Bid Package, **must be received** on **Wednesday, September 11, 2019** **no later than 3 o’clock PM** by email, in person, via US mail, courier, etc. at the Ivy Youth and Family Center, 6118 Walton Avenue, Suitland, Maryland 20746 or HYPERLINK “mailto:bid@iccpgc.org”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 bidding 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 ACCOMPLANIED 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 Request for Proposals. 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 RFP 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 Completion Schedule:**

The Projected Final Project/Contract Completion Dates for the entire Phase I project are as follows, depending upon the actual County review and approval timelines.

1. Project Management Support Services – December 30, 2019

2. Civil Engineer Services – December 20, 2019

3. Demolition – September 30, 2019

**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 the bidder’s description of the work per the template provided in Exhibit 3 and one Conversion Work Project Bid Sheet. Each sheet 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 approval 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 he 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 all Project Bid sheets 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).

**Owner Project Liaison:**

Cheryl W. Owens will act as the RFP/Project Coordinator for Charities. She can be reached at [cowens1217@gmail.com](mailto:cowens1217@gmail.com).

**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 contact 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 Work Project Bid Template.

**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 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.