



**Date: January 31, 2022**

**RFP #DPW21-005**

# City of Hyattsville – RFP



## Request for Qualifications

3505 Hamilton St  
Public Safety Building  
Adaptive Reuse Project

**City of Hyattsville**

4310 Gallatin Street  
Hyattsville, MD 20781

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## **REQUESTS FOR PROPOSALS**

The City of Hyattsville is soliciting competitive sealed proposals from qualified construction firms, which have five (5) years, or more experience in providing construction services as outlined in SCOPE OF SERVICE SECTION of this request.

## **BACKGROUND AND OBJECTIVE**

The City of Hyattsville requires the services of a construction firm for renovation and addition to the existing building located on 3505 Hamilton Street Hyattsville, MD. The City seeks contractors who are qualified and prepared in all respects to undertake the renovation and addition of the new Public Safety Building hereafter called the Project. Firms receiving this RFP have already completed the RFQ portion of the solicitation and are invited to complete this RFP. Only selected firms from the RFQ process will receive the RFP.

### **RFP Solicitation Schedule:**

- Monday January 31<sup>st</sup>, 2022 – RFP posted and sent to selected firms
- Thursday February 3<sup>rd</sup>, 2022 @10AM – RFP pre-proposal meeting via Zoom, link to be sent to selected firms with documents
- February 7<sup>th</sup> – February 15<sup>th</sup>, 2022 – Site visits may be scheduled by calling Joe Buckholtz @ 240-832-1700
- February 15<sup>th</sup>, 2022 – Questions are due by email to [hmetzler@hyattsville.org](mailto:hmetzler@hyattsville.org) by COB
- February 18<sup>th</sup>, 2022 – Answers to Questions to be provided via Addendum
- February 23<sup>rd</sup>, 2022 at 1:00PM – RFP responses are due
- February 23<sup>rd</sup>, 2022 at 1:10PM – RFP responses are opened
- March 1<sup>st</sup>, 2022 – Notice of Intent to Award
- March 7<sup>th</sup>, 2022 – First Council meeting, presentation by selected firm may be required
- March 22<sup>nd</sup>, 2022 – Second Council Meeting, acceptance, and approval of the contract
- March 31<sup>st</sup>, 2022 – Deadline for Ratification of the Contract, Notice to Proceed Issued
- April 11<sup>th</sup>, 2022 – Anticipated date for construction to begin (10 days after NTP)

These durations and dates are for information purposes only and the owner reserves the right to revise any of the durations and to terminate and/or to not initiate any and/or all the solicitation steps.

## **RECORDS & REPORTS**

The City will require the Contractor to maintain an original set of records on work performed including daily reports, delivery tickets, testing reports, certifications, and any other documents as may be required in performance of this work. The City will be provided a duplicate set of records, but upon request may require the Contractor to provide specific records for confirming City records or use in litigation.

## **PRE-PROPOSAL MEETING**

There will be a virtual pre-proposal meeting on February 3, 2022, at 10:00AM. The link will be emailed

to the contact person for the selected firms. Optional tours of the location may be scheduled by appointment only on a first come, first served basis. Each tour will be limited to 2 hours on any one day, but firms may sign up for more than one day. To setup a tour between February 7<sup>th</sup> and 15<sup>th</sup> please contact Joe Buckholtz at [jbuckholtz@hyattsville.org](mailto:jbuckholtz@hyattsville.org) or call 240-832-1700.

## **SCOPE OF PROPOSAL**

Project Location:  
Public Safety Building  
3505 Hamilton Street Hyattsville, MD 20781

The 1.00-acre site is located in Prince Georges County at 3505 Hamilton Street, Hyattsville, MD 20781, and zoned C-O (Commercial Office). The site is bounded by Hamilton Street to the north, 35th Place to the east, Gallatin Street and an apartment complex to the south, and a bridal shop and landscape nursery to the west. The site is currently not being used by the municipality of Hyattsville. The building was previously used by BB&T bank. The existing building, sidewalk and parking all remain on site.

For the new Public Safety Building, the existing building will be renovated and will receive new additions. There will be a one-story sallyport addition and a three-story addition attached to the three-story portion of the existing building. The total building, including additions, is approximately 33,000 SF. The additions will be of masonry and steel construction. The existing exterior masonry will be cleaned and re-pointed at areas, gutters and downspouts replaced and membrane roofing and slate shingle roofing will be incorporated. Most windows will remain and some new windows with ballistic rated glazing will be incorporated. All exterior doors will be replaced.

An existing elevator will be renovated, and a new traction elevator will be added.

The renovated building will incorporate new finishes, commissioning, and will include the following features:

- Public meeting spaces
- Training spaces
- Administrative office spaces
- Communications center
- Police evidence storage
- Detention area

Construction of the above work must meet the requirements of the County's Permitting and Third-Party Inspection Procedure. Specifications and drawing will be sent to the selected firms with this RFP.

## **AMERICANS WITH DISABILITIES ACT (ADA) ACKNOWLEDGEMENT**

The Contractor, in performance of this public works construction project, or where there is an ADA component involved, acknowledges that it is acting on behalf of the City and warrants to the best of its professional information, knowledge, and belief that its design, product, and/or completed infrastructure, will conform to, and comply with, the applicable provisions of the Americans with Disabilities Act.

## **COMPENSATION FOR SERVICES (FEE)**

The City intends to enter into a service contract for the proposed project term. Compensation for the services rendered will be based upon a not to exceed contract, the value of which will be determined by the Department of Public Works and the selected Contractor.

## **EVALUATION CRITERIA AND SELECTION PROCEDURES**

Selection of successful firms will be largely based upon the following in this section.

- Rank of the firm after the RFQ process
- Detailed price proposal
- Detailed proposed schedule
- Narrative on how the firm proposes to keep the project on schedule and budget given the extended lead times, production and shipping delays, fluctuating costs, and other issues related to the ongoing COVID-19 pandemic. If available/required supporting documentation may be submitted in addition to the narrative.

In the event the City is not able to negotiate a mutually acceptable contract with the selected firm, it reserves the right to terminate negotiations and then undertake negotiations with one of the other firms.

## **GENERAL CONDITIONS FOR PROPOSALS**

Failure to read the Request for Proposal (RFP) and comply with its instructions will be at the firm's own risk.

Corrections and/or modifications received after the closing time specified in this RFP will not be accepted.

The proposal must be signed by a designated firm representative or officer authorized to bind the firm contractually. Submission of a signed proposal to the City will be interpreted to indicate the firm's willingness to comply with all terms and conditions set for the herein.

## **SUBMISSION OF PROPOSALS**

The RFQ will be received by the City Clerk, are due by **1:00pm**, Wednesday February 23, 2022, and shall be mailed or delivered to:

**The City of Hyattsville  
4310 Gallatin Street  
Hyattsville, Maryland 20781  
Attn: Laura Reams, City Clerk**

All applicants are required to submit one (1) printed bound copy of their proposal, (1) digital copy, and (5) non-bound copies. All submitted proposals will be kept on file and will not be returned to the submitting applicant.

Questions regarding this request for qualifications Should be submitted to Hal Metzler, Deputy Director or Public Works, by email to [hmetzler@hyattsville.org](mailto:hmetzler@hyattsville.org) no later than 5:00PM on February 15, 2022.

## **PROPOSAL DOCUMENTS**

The firm is requested to provide responses to the following:

- The name of the construction company and the managing principal.
- The firms will submit a detailed price proposal
- The firms will submit a detailed proposed schedule
- The firms will submit a narrative on how the firm proposes to keep the project on schedule and budget given the extended lead times, production and shipping delays, fluctuating costs, and other issues related to the ongoing COVID-19 pandemic. If available/required supporting documentation may be submitted in addition to the narrative.

A Contractor responding to this RFP must submit the Proposal Documents included at the end of this document. Failure to comply with these requirements may result in a disqualification of the Contractor. The City will base the selection of a Contractor on documentation submitted in the Proposal Documents.

Applicants must submit **7 total copies of their Proposal. These copies must adhere to the following format: one (1) bound, five (5) unbound and one (1) digital pdf copy of the proposal on a USB drive.** Each Contractor will be evaluated, rated and/or ranked, based on information provided in their Proposal.

## **EVALUATIONS OF PROPOSALS AND AWARD OF CONTRACT**

The RFQs will be publicly opened and read on **February 23, 2022, at 1:10PM** by Zoom meeting, the link will be made available on the City's website at least 1 week before the opening.

The proposals submitted will be reviewed and evaluated. The City reserves the right to reject any and all RFP submissions and further reserves the right to re-issue the RFP.

## **PRICE TO REMAIN VALID**

All Proposals must be valid for a period of **90 days** from the due date of the RFP.

## **BID BOND**

A bid bond equal to 5% of the total proposed price must be included as part of the proposal package. All bonds must be provided by a company licensed by the State of Maryland plus approved by the City Attorney as to form and content

## **PAYMENT AND PERFORMANCE BOND**

A Payment Bond and a Performance Bond equal to 105% of the total proposed price will be due from the firm at the time of contract execution. All bonds must be provided by a company licensed by the State of Maryland plus approved by the City Attorney as to form and content.

### **AMENDMENT OR CANCELLATION OF THE RFP**

The City of Hyattsville reserves the right to cancel, amend, modify, or otherwise change this application process at any time if it deems to be in the best interest of the City of Hyattsville to do so.

### **PROPOSAL MODIFICATIONS**

No additions or changes to any Proposals will be allowed after the application due date unless such modification is specifically requested by the City of Hyattsville. The City, at its option, may seek retraction and/or clarification by an applicant regarding any discrepancy or contradiction found during its review of applications.

### **SUSPENSION AND/OR DEBARMENT**

Developers, Contractors, Companies or Sub-Contractors which are either suspended or debarred from performing work by the State of Maryland or within Prince George's County, Maryland are prohibited from applying under this Program. A Contractor that submits a proposal that is found to have been suspended and/or debarred from conducting business within Prince George's County, Maryland, such developer will be reported to the State's Attorney General and Comptroller's Office.

### **PRESENTATION OF SUPPORTING EVIDENCE**

Contractors responding to this solicitation must be prepared to provide substantiation of any experience, performance, ability and/or financial sureties claimed in their Proposal that the City of Hyattsville deems to be necessary or appropriate.

### **ERRONEOUS DISBURSEMENT OF FUNDS**

The City of Hyattsville reserves the right to correct any inaccurate awards of monies under this Program made to an applicant. This may include, in extreme circumstances, revoking an award of funds made under this program to an applicant subsequently awarding those funds to another applicant.

### **PROPOSAL PREPARATION COSTS**

Contractors are responsible for all costs and expenses incurred in the preparation of a Proposal to respond to this solicitation.

### **THIS SOLICITATION IS NOT A CONTRACT**

This solicitation is not a contract and will not be interpreted as such.

### **SUB-CONTRACTORS**

The Contractor submitting a proposal certifies and warrants that all payments of fees charged by any sub-Contractors pursuant to that contract are the sole responsibility of the Contractor.

## **CODES AND STANDARDS**

Comply with all Federal, Maryland, and Hyattsville regulations, codes, and standards for construction.

No work is to occur between the hours 7:00 P.M. and 8:00 A.M Monday through Friday or anytime on Saturday and Sunday. All work, including emergencies, during these hours require written permission from Department of Public Works (DPW) staff.

In performance of this project, or where there is an ADA component involved, the Contractor acknowledges that it is acting on behalf of the City and warrants to the best of its professional information, knowledge, and belief that its design, product, or completed infrastructure, will conform to, and comply with, the applicable provisions of the Americans with Disabilities Act.

## **SEQUENCING AND SCHEDULING**

Upon acceptance of the Proposal and execution of a contract, the Contractor shall begin work within 10 calendar days of the date of a notice to proceed. The deadline shall be spelled out in the notice to proceed.

The City shall facilitate the Contractor's work by providing reasonable access to all work areas. The City shall facilitate the Contractor's services program by providing access to the project premises during both regular business hours and, as is necessary, at other times so that the Contractor can conduct both regular, scheduled maintenance and any special service(s).

## **LIQUIDATED DAMAGES**

There will be liquidated damages of \$2500 per day.

## **LEGAL TERMS**

It is the policy of the City of Hyattsville that all legal disputes are heard in a court of law in Prince George's County, Maryland, and that each party is responsible to pay for the cost of their own legal fees.

**The City of Hyattsville will not agree to terms that are not consistent with this policy.**

## **SAMPLE CONTRACT**

For this project the City will be using AIA standard contract A101-2017, as amended by the City Attorney. A draft of the contract will be issued as part of an upcoming addendum.

**END OF RFP**