

REQUEST FOR PROPOSAL

Parking Structure

Revenue Authority of Prince George's County
Largo, MD

PROJECT NO. – 17-10695

**REGIONAL MEDICAL CENTER
LARGO, MARYLAND**

Date: March 19, 2018

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I. OBJECTIVE

The Revenue Authority of Prince George’s County is seeking sealed proposals from Design Proposers; hereafter called “Proposer(s)” to secure architectural design and construction administration services for the design and construction of a parking structure to be located in the Largo Town Center, Largo, MD. The objective of this project is to provide design and construction administration services for a 1100 space parking Structure for the Regional Medical Center in Largo, MD. As part of the Regional Medical Center development, the Revenue Authority of Prince George’s County (the “Client”), will deliver a parking structure containing 1,100 parking spaces.

The purpose of this Request for Proposal (RFP) is to solicit a Proposer to provide sufficient organization, personnel and design capability to perform the requested services set forth in this RFP (the “Work”) in an expeditious and economical manner at the highest standards of the Proposer’s profession or business to further the Client’s interests. The Proposer shall furnish all labor, services, supplies, materials and equipment required to complete the Work using the Proposer’s best efforts, skill, judgment, and abilities in accordance with this Agreement. The Proposer accepts the fiduciary relationship of trust and confidence established between it and the Client by the awarded contract.

Proposers shall provide Architectural services for, schematic design, design development, construction documentation, and construction administration to complete a multi-story parking structure. The approximate size and location of the parking structure are preliminary expectations envisioned by the Client at this time. All criteria will be evaluated and confirmed by the successful Proposer along with all project stakeholders during the very early stages of project research and design. The Client will select the Proposer most qualified to perform the services described in the RFP, and who meets all relevant selection criteria.

A mandatory pre-proposal meeting will be held on **March 28, 2018, from 9:00 to 10:00 a.m.** in the Office of the Client, 1300 Mercantile Lane, Suite 108, Largo, Maryland, 20774. This meeting is designed to provide Proposers with the opportunity to ask questions about the selection process and the program.

The full version of this RFP can be downloaded from the Client’s website at <http://pgebid.co.pg.md.us/ebid>. Questions regarding this RFP should be directed to the Client’s Project Manager, Fabian Lewis at REDevelopment@co.pg.md.us:

Proposers shall submit their sealed proposals no later than **April 19, 2018, at 3:00 p.m. LOCAL TIME**, to the Revenue Authority of Prince George's County Office located at 1300 Mercantile Lane, Suite 108, Largo, Maryland, 20774. The sealed proposals shall be clearly labeled **"PROPOSAL FOR ARCHITECTURAL SERVICES – REGIONAL MEDICAL CENTER PARKING STRUCTURE, LARGO TOWN CENTER, LARGO, MD"**.

II. SUMMARY OF SERVICES

A. Project Background and Summary of Services:

The Client is seeking Proposals from Proposers to provide design, public bidding, contract administration and other architectural services for the construction of a new parking structure consisting of a multi-story parking structure which will provide parking for the Regional Medical Center of Prince George's County.

The proposed new parking structure will provide 1100 parking space with proposed future expansion for an additional 700 parking spaces. All suggested building criteria (i.e. building size, square footage, etc.) are preliminary expectations envisioned by the Client at this time. All criteria must be evaluated and confirmed by the Proposer along with all project stakeholders during the very early stages of project research, programming, and design development.

As a result of this solicitation, the Client may request a combination of architectural services related to early contractor involvement with Construction Manager with a Guaranteed Maximum Price or Control Estimate (CMr), pre-construction, construction, and closeout phases of the project. Proposals provided in response to this request shall address the respondent's ability to provide the various services required for each project phase which would include, but not be limited to, the following:

1. Programing Phase
 - a. Create a Program of Spaces for the parking structure, including: basic information such as sizes, space requirements, workflows, activities and special uses.
 - b. Facilitate meetings with the Client staff and Client Agency Representative as needed to develop basic components and traffic planning of building program, including standard building systems, equipment and materials and code compliance.
 - c. Provide schematic site plan sketches, schematic cost estimates and conceptual project schedule.
 - d. Prepare and submit program plan of spaces and adjacencies layout for the Client's review and approval.

PROJECT NAME: Region Medical Center Parking Structure

PROJECT LOCATION: Largo, Md

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2. Design Development Phase
 - a. Work with the Client on space planning and design options and recommendations.
 - b. Estimate construction costs. The Design Development Phase shall include all subconsultants' fees, including, but not limited to, Coordination with DPIE.
 - c. Facilitate meetings with the Client's staff to review space square footage and space utilization needs to develop Preliminary Design Documents.
 - d. Conduct Design-Development meetings with the Client's staff and address points of clarification regarding the project.
 - e. Prepare and submit Preliminary Project Design Documents, Preliminary Specifications, Preliminary Cost Estimate and Schedule to the Client for review and approval.

3. Construction Document Phase
 - a. Participate with CMr to develop a Guaranteed Maximum Price (GMP) for the Work.
 - b. Prepare complete Construction Documents and Specifications.
 - c. Submit Construction Documents for review.
 - d. Correct plans to reflect issues noted by review.

4. Bid Phase
 - a. Preparation of bid documents and specifications suitable for public bidding and conduct a pre-bid conference.
 - b. Respond in writing to questions from bidders and prepare addenda as necessary.
 - c. Distribute plans and bid documents to interested bidders and keep record of plan holder's list.
 - d. Evaluation of bids based upon bidders' qualifications, compliance with bid requirements and price and make a recommendation of award.

5. Construction Administration Phase
 - a. Conduct a Pre-Construction meeting and conduct regular construction progress meetings.
 - b. Coordinate, review and process all Requests for Payment, Change Orders, etc. including maintaining a log of all such documents.
 - c. Provide direction for questions and concerns from the contractor in resolution of problems.
 - d. Monitor construction progress, cost, and general conformance with the contract documents throughout the construction process.
 - e. Conduct Substantial Completion Inspection, coordinate and prepare punch list, substantiate that items noted are completed, and issue Substantial Completion Certificate.

III. PROPOSER QUALIFICATIONS

A. PROPOSER and SUB-CONSULTANT QUALIFICATIONS

The following is a list of qualifications that the Proposer should possess at the minimum:

1. Maryland registration and licensing in the appropriate and applicable disciplines.
2. Thorough knowledge of Maryland Building Codes and all applicable State Statutes, building codes and regulations including, without limitation, the provisions of Local Public Contracts Law.
3. Current relevant working experience designing parking structures and/or similar projects.
4. Comprehensive working knowledge of commonly accepted parking structure standards.
5. Strong interpersonal, communication, and presentation skills.
6. Upon award of the contract, ability to secure professional liability insurance for error and omissions as well as commercial general liability, automobile liability and workers' compensation insurance.
7. Experience working with Colleges and Universities on capital improvement projects
8. Experience in working with the Prince George's County Government on capital improvement projects.
9. Experience with design and construction of medical parking garages.
10. Organizational depth and technical resources in-house to perform the services in a manner consistent with the best interests of the Client.

B. STATEMENT OF QUALIFICATIONS

Proposals should include:

1. Briefly identify your firm, organizational structure and support resources available to complete the Summary of Services outlined above in this RFP.
2. List the qualifications of key personnel who would be assigned to this project including relative experience, degrees, certifications and professional affiliations.
3. Provide list of completed projects working with Colleges and Universities on capital improvement projects
4. Provide references including name and phone number for recently completed public facility projects.
5. Briefly propose a general work plan to complete the Proposer services for the New Regional Medical Center Parking Structure construction relative to the RFP as outlined in this RFP.

C. MINORITY BUSINESS ENTERPRISES REQUIREMENTS

1. The Proposer or supplier who provides materials, supplies, equipment and/or services for this RFP shall, **in accordance with Legislation CB-074-2016**, attempt to achieve at least forty percent (40%) certified County-based small business participation of the total dollar value of the construction contract established for this project. All prime contractors, including certified MBE firms, when submitting bids as general or prime contractors, are required to attempt to achieve this goal from certified County-based small business. **certified County-based small business included in the bid package at time of bid opening, cannot be changed without prior approval of the Director of Purchasing and Supply Services**
2. **The Client strongly encourages its Proposers to maximize the use of qualified locally based minority and women-owned business within the geographical boundaries of Prince George’s County. The proposer should be able to verify, through documentation that good faith efforts were engaged to maximize the use of qualified local minority and women-owned businesses in Prince George’s County.**

To that end, Proposers that engage Local MBE and Small Business Enterprises may receive additional points during the evaluation phase of any solicitations with the Client.

1. **Minority businesses are encouraged to submit bids in response to this notice.** Legislation No. CB-074-2016 may be viewed at the Prince George’s County Government website: <https://princegeorgescountymd.legistar.com/Legislation.aspx> by prospective bidders.

IV. PROJECT BUDGET

A. CONSTRUCTION COST ESTIMATE (CCE)

The initial Construction Cost Estimate (CCE) for this project is \$19,800,000.

The Proposer shall review this RFP and provide a narrative evaluation and analysis of the accuracy of the proposed project CCE in their technical proposal based on their professional experience and opinion.

B. CURRENT WORKING ESTIMATE (CWE)

The Current Working Estimate (CWE) for this project is \$23,000,000.

The CWE includes the construction cost estimate and all consulting, permitting and administrative fees.

The CWE is the Client Agency’s financial budget based on this project RFP and shall not be exceeded during the design and construction phases of the project unless Client approves the change in Scope of Work through a Contract amendment.

C. PROPOSER’S FEES

The construction cost estimate for this project *shall not* be used as a basis for the Proposer’s design and construction administration fees. The Proposer’s fees shall be based on the information contained in this RFP document and the observations made and/or the additional information received during the pre-proposal meeting.

FEE PROPOSAL FORM

Enter Amount

1. Programing Phase

\$_____.

- a. Create a Program of parking spaces for the parking structure interior, including: basic information such as sizes, space requirements, vehicle flows, activities and special uses.
- b. Facilitate meetings with the Client’s staff and Representative as needed to develop basic components and traffic planning of building program, including standard building systems, equipment and materials, technology considerations and code compliance.
- c. Provide a schematic cost estimate and conceptual project schedule.
- d. Prepare and submit program plan of spaces and adjacent site layout for the Client review and approval.

2. Design Development Phase

\$_____.

- a. Work with the Client on space planning and design options and recommendations.
- b. Estimate construction costs. The Design Development Phase shall include all subconsultants fees, including, but not limited to, Coordination with DPIE.
- c. Facilitate meetings with the Client’s staff to review parking space size and space utilization needs to develop Preliminary Design Documents.
- d. Conduct Design-Development meetings with the Client’s staff and address points of clarification regarding the project.
- e. Prepare and submit Preliminary Project Design Documents, Preliminary Specifications, Preliminary Cost Estimate and Schedule to the Client for review and approval.

3. Construction Document Phase

\$_____.

- a. Participate in early CMr project involvement meetings to meet desired project budget.
- b. Prepare complete Construction Documents and Specifications.
- c. Submit Construction Documents for review.
- d. Correct plans to reflect issues noted by review.

4. Bid Phase

\$_____.

- a. Preparation of bid documents suitable for public bidding and conduct a pre-bid conference.
- b. Respond in writing to questions from bidders and prepare addenda as necessary.

- c. Distribute plans and bid documents to interested bidders and keep record of plan holder's list.
- d. Assist in evaluation of bids based upon bidders' qualifications, compliance with bid requirements and price.

5. Construction Administration Phase \$_____.

- a. Conduct a Pre-Construction meeting and conduct regular construction progress meetings.
- b. Coordinate, review and process all Request for Change Proposals, Change Orders, etc., including maintaining a log of all such documents.
- c. Provide direction for questions and concerns from the contractor in resolution of problems.
- d. Monitor construction progress, cost, and general conformance with the contract documents throughout the construction process.
- e. Conduct Substantial Completion Inspection, coordinate and prepare punch list, substantiate that items noted are completed, and issue Substantial Completion Certificate.

TOTAL PROPOSED FEE (Items 1 thru 5) \$_____.

V. PROJECT SCHEDULE

A. PROJECT DESIGN AND CONSTRUCTION SCHEDULE

The following schedule identifies the estimated design and construction phases for this project and the estimated durations.

<u>PROJECT PHASE</u>	<u>EXPECTED COMPLETION DATES</u>
1. Consultant Contract Award	May 18, 2018
2. Site Access Approvals and Design Kick-off Meeting	May 21, 2018
3. Programing Phase	June 4, 2018
4. Design Development Phase	50% (Min) July 20, 2018
5. Final Design Phase	95% October 22, 2018
6. Submission of Construction Documents	100% November 14, 2018
7. Construction Bid Phase	November 29, 2018
8. Construction Contract Award	December 13, 2018
9. Construction Complete	May 07, 2020

B. PROPSER'S DESIGN AND CONSTRUCTION SCHEDULE

The Proposer shall submit a project design bar chart schedule with their technical proposal that is similar in format and detail to the sample schedule depicted in **Exhibit 'A'**. The bar chart schedule developed by the proposer shall reflect their recommended project phases, phase activities, activity durations.

The Proposer shall estimate the duration of the Project Close-Out Phase based on the anticipated time required to complete each deliverable identified in Section XIV of this RFP document entitled "Contract Deliverables - Project Close-Out Phase" and include this information in the bar chart schedule submitted.

A written narrative shall also be included with the technical proposal explaining the schedule submitted and the reasons why and how it can be completed in the time frame proposed by the Proposer.

This schedule and narrative will be reviewed by the Proposer Selection Committee as part of the evaluation process and will be assigned a score commensurate with clarity and comprehensiveness of the submission.

C. PROPOSER DESIGN SCHEDULE

The Client will issue the Proposer's approved project schedule at the first design kickoff meeting. This schedule will be binding for the Proposer's activities and will include the start and completion dates for each design activity. The Proposer and Project Team members shall use this schedule to ensure that all design milestone dates are being met for the project. The Proposer shall update the schedule to reflect performance periodically (minimally at each design phase) for the Project Team review and approval. Any recommendations for deviations from the approved design schedule must be explained in detail as to the causes for the deviation(s) and impact to the schedule.

D. BID DOCUMENT CONSTRUCTION SCHEDULE

The Proposer shall include a construction schedule in Division 1 of the specification bid document. This schedule shall contain, at minimum, the major activities and their durations for each trade specified for the project. This schedule shall be in "bar chart" format and will be used by the Contractors as an aid in determining their bid price. It shall reflect special sequencing or phased construction requirements including, but not limited to: special hours for building access, weather restrictions, imposed constraints caused by Client Agency program schedules, security needs, lead times for materials and equipment, anticipated delivery dates for critical items, utility interruption and shut-down constraints, and concurrent construction activities of other projects at the site and any other item identified by the Proposer during the design phases of the project.

VI. PROJECT SITE LOCATION AND TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:

Regional Medical Center
Largo Town Center
Largo, MD 20774

See **Exhibit 'B'** for the project site location.

B. PROJECT TEAM MEMBER DIRECTORY

The following are the names, addresses, and phone numbers of the Project Team members.

1. Client's Project Manager:

Name: Fabian Lewis
Address: 1300 Mercantile Lane, Suite 108
Largo, Maryland 20774
Phone No: 301-789-6610
E-Mail No: REDevelopment@co.pg.md.us

2. Client Agency Representative:

Name: Richard Partlow
Company: Johnson, Mirmiran & Thompson, Inc. (JMT)
Address: 40 Wight Avenue
Hunt Valley, Maryland 21030
Phone No: 442-662-4274
E-Mail No: Rpartlow@jmt.com

VII. PROJECT DEFINITION

A. BACKGROUND

The Region Medical Center Parking garage will provide parking for the medical center staff, ambulatory, semi-ambulatory, non-ambulatory patients, and medical center visitors. This project was created to address the lack of parking spaces that will be integral to the operation the new Regional Medical Center.

B. FUNCTIONAL DESCRIPTION OF THE PARKING STRUCTURE

The most desired location for parking lot is in the northeast corner of the site as shown in **Exhibit 'C'**. The Client desires to develop a seven-story parking structure which will house 1100 parking spaces and shall be designed to reflect the design of the Regional Medical Center development. The parking structure shall provide connection to the medical center via a connection to a subsurface walkway which will be provided by the medical center.

VIII. PROPOSER DESIGN RESPONSIBILITIES

A. DESIGN CRITERIA

1. Parking Structure:

The Proposer shall provide the design and specifications to add a parking structure which reflects the design of the Regional Medical Center development located on the site as shown in **Exhibit 'C'**. The Proposer shall provide for all elements of the design as necessary, including but not limited to, drainage, lighting and barrier free requirements.

2. Survey:

Obtain all field measurements and record all data necessary to provide the design for the proposed parking structure, including subsurface utility surveying as necessary.

Provide a topographic survey drawing that depicts the location and elevation of the existing features that are to remain, those that are to be removed and those that are new at the site. Contours shall be accurately plotted to an acceptable scale and labeled with spot elevations at high, low, and critical points. Legends and symbols for various topographic features must be clearly indicated on the drawing.

Cross sections of the proposed new paving, curbing, etc. shall be included that indicates the ground elevations along their profiles.

Any survey data or drawings provided to the Proposer must be field verified to determine the accuracy of the information.

3. Geotechnical Data:

Obtain soil borings of sufficient quantity to identify any conditions that may impact the design for the new parking area. All soil boring data shall be included in the design documents for Contractor reference.

4. Storm Water Management Plan:

Provide a storm water management plan for the new parking structure. Consider the use of porous or permeable material as part of the plan.

B. GENERAL DESIGN OVERVIEW

1. Design Detail:

Section VII of this RFP is intended as a guide for the Proposer to understand the overall basic design requirements of the project and is not intended to identify each specific design component related to code and construction items. The Proposer shall provide details during the design phase of the project ensuring that they are in compliance with all applicable codes, regulating authorities, and the guidelines established in the Client Procedures.

The Proposer shall understand that construction documents submitted to the Client shall go beyond the basic requirements set forth by the current copy of the Uniform Construction Code. Drawings and specifications shall provide detail beyond that required to merely show the nature and character of the work to be performed. The construction documents shall provide sufficient information and detail to illustrate, describe and clearly delineate the design intent of the Proposer and enable all Contractors to uniformly bid the project.

The Proposer shall ensure that all the design items described in this RFP are addressed and included in the project drawings and specification sections where appropriate.

It shall be the Proposer's responsibility to provide all the design elements for this project. Under no circumstance may they delegate the responsibility of the design; or portions thereof, to the Contractor unless specifically allowed in this RFP.

2. Parksmart Certification:

The Proposer shall ensure that the design of the project meets the requirements of Parksmart - formerly Green Garage Certification as described by the **Green Business Certification, Inc. (GBCI)**. This Parksmart program is intended to lower the energy usage through lighting, ventilation, controls and commissioning measures, reducing operational costs as compared to the national average.

3. Specification Format:

The Proposer shall prepare the construction specifications in the Construction Specifications Institute (CSI) format entitled MasterFormat[®], latest edition.

The project construction specifications shall include only those CSI MasterFormat[®] specification sections and divisions applicable to this specific project.

4. Submittal Schedule:

The Proposer shall include a submittal schedule in Division 1 of the specifications. The schedule (list of required submittals) shall identify the general conditions and/or specification section (number and name) and the type of submittal required (material data, product data, test results, calculations, etc.). The submittal schedule is a compilation of the submittals required on the project and is provided as an aid to the contractor.

5. Construction Cost Estimates:

The Proposer shall include with each design submittal phase identified in Paragraph III.A, including the Permit Application Phase and Bid Phase, a detailed construction cost estimate itemized and summarized by the divisions and sections of the Construction Specification Institute (CSI) MasterFormat[®] 2014 applicable to the project.

The detailed breakdown of each work item shall include labor, equipment, material and total costs.

The construction estimate shall include all alternate bid items and all unit price items itemized and summarized by the divisions and sections of the specifications.

All cost estimates shall be adjusted for regional location, site factors, construction phasing, premium time, building use group, location of work within the building, temporary swing space, security issues, and inflation factors based on the year in which the work is to be performed.

The cost estimate shall include descriptions of all allowances and contingencies noted in the estimate.

All cost estimates must be submitted on a Project Cost Analysis form acceptable to the Client at each design phase of the project supported by the detailed construction cost estimate. The Project Manager will provide cost figures for those items which may be in addition to the CCE such as art inclusion, CM services, etc. and must be included as part of the CWE. This cost analysis must be submitted for all projects regardless of the Construction Cost Estimate amount.

C. PROJECT COMMENCEMENT

A pre-design meeting shall be scheduled with the Proposer and the Project Team members at the commencement of the project to obtain and/or coordinate the following information:

1. Project Directory:

Develop a project directory that identifies the name and phone number of key designated representatives who may be contacted during the design and construction phases of this project.

2. Site Access:

Develop procedures to access the project site and provide the names and phone numbers of approved escorts when needed.

3. Project Coordination:

Review and become familiar with any current and/or future projects at the site that may impact the design, construction, and scheduling requirements of this project. Incorporate all appropriate information and coordination requirements in Division 1 of the specification.

4. Existing Documentation:

Copies of the following documents will be provided to each Consulting firm at the pre-proposal meeting to assist in the bidding process.

- Regional Medical Center Civil Site Drawings

Review these documents and any additional information available such as reports, studies, surveys, equipment manuals, as-built drawings, etc. The Client does not attest to the accuracy of the information provided and accepts no responsibility for the consequences of errors by the use of any information and material contained in the documentation provided. It shall be the responsibility of the Proposer to verify the contents and assume full responsibility for any determination or conclusion drawn from the material used. If the information provided is insufficient, the Proposer shall take the appropriate actions necessary to obtain the additional information required.

All original documentation shall be returned to the provider at the completion of the project.

5. Scope of Work:

The Proposer shall review the design and construction administration responsibilities and the submission requirements identified in this RFP with the Project Team members. Items such as: contract deliverables, special sequencing or phased construction requirements, special hours for construction based on Client Agency programs or building occupancy, security needs, delivery dates of critical and long lead items, utility interruptions or shut down constraints for tie-ins, weather restrictions, and coordination with other project construction activities at the site shall be addressed.

This information and all general administrative information; including a narrative summary of the work for this project, *shall be included in Division 1* of the specification. The Proposer shall assure that there are no conflicts between the information contained in Division 1 of the specification and the Contractor's General Conditions.

6. Project Schedule:

Review and update the project design and construction schedule with the Project Team members.

D. BUILDING AND SITE INFORMATION

The following information shall be included in the project design documents.

1. Building Classification:

Provide the building Use Group Classification and Construction Type on the appropriate design drawing.

2. Building Block and Lot Number:

Provide the site Block and Lot Number on the appropriate design drawing.

3. Building Site Plan:

Only when the project scope involves site work, or when the design triggers code issues that require site information to show code compliance, shall a site plan be provided that is drawn in accordance with an accurate boundary line survey. The site plan shall include, but not be limited to, the following as may be applicable:

- The size and location of new and existing buildings and additions as well as other structures.
- The distance between buildings and structures and to lot lines.
- Established and new site grades and contours as well as building finished floor elevations.
- New and existing site utilities, site vehicular and pedestrian roads, walkways and any ancillary parking areas.

4. Site Location Map:

Provide a site location map on the drawing cover sheet that identifies the vehicular travel routes from major roadways to the project construction site and the approved access roads to the Contractor's worksite staging area.

E. DESIGN MEETINGS AND PRESENTATIONS

1. Design Meetings:

Conduct the appropriate number of review meetings with the Project Team members during each design phase of the project so they may determine if the project meets their requirements, question any aspect of the contract deliverables, and make changes where appropriate. The Proposer shall describe the philosophy and process used in the development of the design

criteria and the various alternatives considered to meet the project objectives. Selected studies, sketches, cost estimates, schedules, and other relevant information shall be presented to support the design solutions proposed. Special considerations shall also be addressed such as: Contractor site access limitations, utility shutdowns and switchover coordination, phased construction and schedule requirements, security restrictions, available swing space, material and equipment delivery dates, etc.

It shall also be the responsibility of the Proposer to arrange and require all critical Sub-consultants to attend the design review meetings.

Record the minutes of each design meeting and distribute within seven (7) calendar days to all attendees and those persons specified to be on the distribution list by the Project Manager.

2. Design Presentations:

The minimum number of design presentations required for each phase of this project is identified below for reference:

Schematic Phase: One (1) oral presentation at phase completion.

Design Development Phase: One (1) oral presentation at phase completion.

Final Design Phase: One (1) oral presentation at phase completion.

F. CONSTRUCTION BID DOCUMENT SUBMITTAL

In addition to submitting construction bid documents as defined in Section XIV Contract Deliverables, Proposer shall submit both specifications and drawings on compact disk (CD) in *Adobe Portable Document Format (.pdf)*.

IX. PROPOSER CONSTRUCTION RESPONSIBILITIES

A. GENERAL CONSTRUCTION ADMINISTRATION OVERVIEW

This section of the RFP is intended as a guide for the Proposer to understand their overall basic construction administration responsibilities for the project and does not attempt to identify each specific activity or deliverable required during this phase.

B. PRE-BID MEETING

The Proposer shall attend, chair, record and distribute minutes of the Contractor pre-bid meetings. When bidders ask questions that may affect the bid price of the project, the Proposer shall develop a Bulletin(s) to clarify the bid documents in a format acceptable to the Client. These Bulletins must be sent to Client at least seven (7) calendar days prior to the bid opening date. The Client will then distribute the document to all bidders.

C. BID OPENING

The Proposer must attend the bid opening held at the designated location.

In the event that the construction bids received exceed the Proposer's approved final cost estimate by 5% or more, the Proposer shall redesign and/or set up sufficient approved alternate designs, plans and specifications for the project work, to secure a bid that will come within the allocation specified by the State without impacting the programmatic requirements of the project. Such redesign work and changes to plans, including reproduction costs for submission in order to obtain final approval and permits, shall be undertaken by the Proposer at no additional cost to the State.

D. POST BID REVIEW MEETING, RECOMMENDATION FOR AWARD

The Proposer; in conjunction with the Project Manager, shall review the bid proposals submitted by the various Contractors to determine the low responsible bid for the project. The Proposer; in conjunction with the Project Manager and Project Team members, shall develop a post bid questionnaire based on the requirements below and schedule a post bid review meeting with the Contractor's representative to review the construction costs and schedule, staffing, and other pertinent information to ensure they understand the Scope of the Work and that their bid proposal is complete and inclusive of all requirements necessary to deliver the project in strict accordance with the plans and specifications.

1. Post Bid Review:

Review the project bid proposals including the alternates, unit prices, and allowances within seven (7) calendar days from the bid due date. Provide a bid tabulation matrix comparing all bids submitted and make a statement about the high, low, and average bids received. Include a comparison of the submitted bids to the approved current construction cost estimate. When applicable, provide an analysis with supporting data, detailing why the bids did not meet the construction cost estimate.

2. Review Meeting:

Arrange a meeting with the apparent low bid Contractor to discuss their bid proposal and other issues regarding the award of the contract. Remind the Contractor that this is a Lump Sum bid. Request the Contractor to confirm that their bid proposal does not contain errors. Review and confirm Alternate pricing and Unit pricing and document acceptance or rejection as appropriate.

Comment on all omissions, qualifications and unsolicited statements appearing in the proposals. Review any special circumstances of the project. Ensure the Contractor's signature appears on all post bid review documents.

3. Substitutions:

Inquire about any potential substitutions being contemplated by the Contractor and advise them of the State's guidelines for the approval of substitutions and the documentation required. Review the deadline and advise the Contractor that partial submissions are not acceptable. Submission after the deadline may be rejected by the State.

Equal substitutions that are proposed by the Contractor that are of lesser value must have a credit change order attached with the submittal (See Article 4.7.5 "Substitutions" of the General Conditions). The State has the right to reject the submission if there is no agreement on the proposed credit. Contractor will be responsible to submit a specified item.

4. Schedule:

Confirm that the Contractor is aware of the number of calendar days listed in the contract documents for the project duration and that the Contractor's bid includes compliance with the schedule duration and completion dates. Particular attention shall be given to special working conditions, long lead items and projected delivery dates, etc. Review project milestones (if applicable). This could give an indication of Contractor performance, but not allow a rejection of the bid.

Review the submittal timeframes per the Contract documents. Ask the Contractor to identify what products will take over twenty-eight (28) calendar days to deliver from the point of submittal approval.

If a CPM Schedule is required, review the provisions and have Contractor acknowledge the responsibility. Ask for the name of the CPM Scheduler and the "ballpark" costs.

5. Performance:

Investigate the past performance of Contractor by contacting Architects and owners (generally three of each) that were listed in their Client pre-qualification package and other references that

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may have been provided. Inquire how the Contractor performed with workmanship, schedule, project management, change orders, cooperation, paper work, etc.

6. Letter of Recommendation:

The Proposer shall prepare a Letter of Recommendation for contract award to the Contractor submitting the lowest responsible bid within three (3) calendar days from the post bid review meeting. The document shall contain the project title, Client project number, bid due date and expiration date of the proposal. It shall include a detailed narrative describing each post bid meeting agenda item identified above and a recommendation to award the contract to the apparent low bid Contractor based on the information obtained during that meeting. Describe any acceptance or rejection of Alternate pricing and Unit pricing.

Comment on any discussion with the Contractor that provides a sense of their understanding of the project and any special difficulties that they see, and how they might approach those problems.

Attach all minutes of the Post bid meeting and any other relevant correspondence with the Letter of Recommendation and submit them to the Project Manager.

7. Conformed Drawings:

The Proposer shall prepare and distribute two (2) sets of drawings stamped “Conformed Drawings” to the Project Manager that reflect all Bulletins and/or required changes, additions, and deletions to the pertinent drawings within fourteen (14) calendar days of the construction contract award date.

Any changes made in Bulletins, meeting minutes, post bid review requirements shall also be reflected in the specification.

E. DIRECTOR’S HEARING

The Proposer must attend any Director’s hearing(s) if a Contractor submits a bid protest. The Proposer shall be present to interpret the intent of the design documents and answer any technical questions that may result from the meeting. In cases where the bid protest is upheld, the Proposer shall submit a new “Letter of Recommendation” for contract award. The hours required to attend the potential hearings and to document the findings shall be estimated by the Proposer and the costs will be included in the base bid of their fee proposal.

F. CONSTRUCTION JOB MEETINGS, SCHEDULES, LOGS

The Proposer shall conduct all the construction job meetings, to be held bi-weekly for the duration of construction, in accordance with the procedures identified in the A/E manual and those listed below.

1. Meetings:

The Proposer and Sub-consultant(s) shall attend the pre-construction meeting and all construction job meetings during the construction phase of the project. The Proposer shall chair the meeting, transcribe and distribute the job-meeting minutes for every job meeting to all attendees and to those persons specified to be on the distribution list by the Project Manager. The Agenda for the meeting shall include, but not be limited to the items identified in the Procedures for Architects and Engineers Manual, Section 10.3.1, entitled "Agenda."

Also, the Proposer is responsible for the preparation and distribution of minutes within three (3) calendar days of the meeting. All meeting minutes are to have an "action" column indicating the party that is responsible for the action indicated and a deadline to accomplish the assigned task. These tasks must be reviewed at each job progress meeting until it is completed, and the completion date of each task shall be noted in the minutes of the meeting following the task completion.

2. Schedules:

The Proposer, with the input from the Client Agency Representative and Project Manager, shall review and recommend approval of the project construction schedule prepared by the Contractor. The schedule shall identify all necessary start and completion dates of construction, construction activities, submittal process activities, material deliveries and other milestones required to give a complete review of the project.

The Proposer shall record any schedule delays, the party responsible for the delay, the schedule activity affected, and the original and new date for reference.

The Proposer shall ensure that the Contractor provides a two (2) week "look ahead" construction schedule based upon the current monthly updated schedule as approved at the bi-weekly job meetings and that identifies the daily planned activities for that period. This Contractor requirement must also be included in Division 1 of the specification for reference.

3. Submittal Log:

Based on the Submittal Schedule in Division 1 of the specifications, the Proposer shall develop and implement a submittal log that includes all the required project submittals as identified in

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the general conditions and technical specifications. The dates of submission shall be determined and approved by all affected parties during the pre-construction meeting.

Examples of the submissions to be reviewed and approved by the Proposer and Sub-consultant (if required) include: project schedule, schedule of values, shop drawings, equipment and material catalog cuts, spec sheets, product data sheets, MSDS material safety data sheets, specification procedures, color charts, material samples, mock-ups, etc. The submittal review process must be conducted at each job progress meeting and shall include the Proposer, Sub-Consultant, Contractor, Project Manager, and designated representatives of the Client Agency.

The Proposer shall provide an updated submittal log at each job meeting that highlights the status of all required submissions.

G. CONSTRUCTION SITE ADMINISTRATION SERVICES

The Proposer shall provide construction site administration services during the duration of the project. The Proposer and sub-consultant(s) do not necessarily have to be on site concurrently if there are no critical activities taking place that require the sub-consultant's participation.

The services required shall include, but not be limited to; field observations sufficient to verify the quality and progress of construction work, conformance and compliance with the contract documents, and to attend/chair meetings as may be required by the Project Manager to resolve special issues.

Proposer and sub-consultant(s) shall conduct weekly site inspection/field observation visits. Site inspection/field observation visits may be conducted in conjunction with regularly scheduled bi-weekly construction job meetings, depending on the progress of work, for weeks that construction job meetings are scheduled. The Proposer and their Sub-consultant(s) shall submit a field observation report for each site inspection to the Project Manager within three (3) calendar days of the site visit. Also, they shall conduct inspections during major construction activities including, but not limited to the following examples: concrete pours, steel and truss installations, code inspections, final testing of systems, achievement of each major milestone required on the construction schedule, and requests from the Project Manager. The assignment of a full time on-site Sub-consultant does not relieve the Proposer of their site visit obligation.

The Proposer shall refer to Section XIV. Contract Deliverables of this RFP subsection entitled "Construction Phase" to determine the extent of services and deliverables required during this phase of the project.

H. SUB-CONSULTANT PARTICIPATION

It is the responsibility of the Proposer to ensure that they have provided adequate hours and/or time allotted in their technical proposal so that their sub-consultants may participate in all appropriate phases and activities of this project or whenever requested by the Project Manager. This includes the pre-proposal site visit and the various design meetings and construction job meetings, site visits, and close-out activities described in this RFP. Field observation reports and/or meeting minutes are required to be submitted to the Project Manager within three (3) calendar days of the site visit or meeting. All costs associated with such services shall be included in the base bid of the Proposer's fee proposal.

I. DRAWINGS

1. Shop Drawings:

Each Contractor shall review the specifications and determine the numbers and nature of each shop drawing submittal. Five (5) sets of the documents shall be submitted with reference made to the appropriate section of the specification. The Proposer shall review the Contractor's shop drawing submissions for conformity with the construction documents within seven (7) calendar days of receipt. The Proposer shall return each shop drawing submittal stamped with the appropriate action, i.e. "Approved", "Approved as Noted", "Approved as Noted Resubmit for Records", "Rejected", etc.

2. As-Built and Record Set Drawings:

The Contractor(s) shall keep the contract drawings up-to-date at all times during construction and upon completion of the project, submit their AS-BUILT drawings to the Proposer with the Contractor(s) certification as to the accuracy of the information prior to final payment. All AS-BUILT drawings submitted shall be entitled AS-BUILT above the title block and dated.

The Proposer shall review the Contractor(s)' AS-BUILT drawings at each job progress meeting to ensure that they are up-to-date. Any deficiencies shall be noted in the progress meeting minutes.

The Proposer shall acknowledge acceptance of the AS-BUILT drawings by signing a transmittal indicating they have reviewed them and that they reflect the AS-BUILT conditions as they exist.

Upon receipt of the AS-BUILT drawings from the Contractor(s), the Proposer shall obtain the original reproducible drawings from Client and transfer the AS-BUILT conditions to the original full sized signed reproducible drawings to reflect RECORD conditions within fourteen (14) calendar days of receipt of the AS-BUILT information.

The Proposer shall note the following statement on the original RECORD-SET drawings. “The AS-BUILT information added to this drawing(s) has been supplied by the Contractor(s). The Architect/Engineer does not assume the responsibility for its accuracy other than conformity with the design concept and general adequacy of the AS-BUILT information to the best of the Architect’s/Engineer’s knowledge.”

Upon completion, the Proposer shall deliver the RECORD-SET original reproducible drawings to the Client who will acknowledge their receipt in writing. This hard copy set of drawings and two (2) sets of current release AUTO CAD discs shall be submitted to the Client. The discs shall contain all AS-BUILT drawings in both “.dwg” (native file format for AUTO CAD) and “.pdf” (Adobe portable document format) file formats.

J. CONSTRUCTION DEFICIENCY LIST

The Proposer shall prepare, maintain and continuously distribute an on-going deficiency list to the Contractor, Project Manager, and Client Agency Representative during the construction phase of the project. This list shall be separate correspondence from the field observation reports and shall not be considered as a punch list.

K. INSPECTIONS: SUBSTANTIAL AND FINAL COMPLETION

The Proposer and their sub-consultant(s) accompanied by the Project Manager, DPIE, Client Agency Representative and Contractor shall conduct site inspections to determine the dates of substantial and final completion. The Project Manager will issue the only recognized official notice of substantial completion. The Proposer shall prepare and distribute the coordinated punch list, written warranties and other related Client forms and documents, supplied by the Contractor, to the Project Manager for review and certification of final contract acceptance.

If applicable, the punch list shall include a list of attic stock and spare parts.

L. CLOSE-OUT DOCUMENTS

The Proposer shall review all project close-out documents as submitted by the Contractors to ensure that they comply with the requirements listed in the “Procedure for Architects and Engineers’ Manual.” The Proposer shall forward the package to the Project Manager within fourteen (14) calendar days from the date the Certificate of Occupancy/Certificate of Approval is issued. The Proposer shall also submit a letter certifying that the project was completed in accordance with the contract documents, etc.

M. CLOSE-OUT ACTIVITY TIME

The Proposer shall provide all activities and deliverables associated with the “Close-Out Phase” of this project as part of their Lump Sum base bid. The Proposer and/or Subconsultant(s) may not use this time for additional job meetings or extended administrative services during the Construction Phase of the project.

N. TESTING, TRAINING, MANUALS AND ATTIC STOCK

The Proposer shall ensure that all equipment testing, training sessions and equipment manuals required for this project comply with the requirements identified below.

1. Testing:

All equipment and product testing conducted during the course of construction is the responsibility of the Contractor. However, the Proposer shall ensure the testing procedures comply with manufacturers recommendations. The Proposer shall review the final test reports and provide a written recommendation of the acceptance/rejection of the material, products or equipment tested within seven (7) calendar days of receipt of the report.

2. Training:

The Proposer shall include in the specification that the Contractor shall schedule and coordinate all equipment training with the Project Manager and Client Agency representatives. It shall state that the Contractor shall submit the Operation and Maintenance (O&M) manuals, training plan contents, and training durations to the Proposer, Project Manager and Client Agency Representative for review and approval prior to the training session.

The Proposer shall ensure that the training session is “videotaped” by the Contractor. A copy of the “videotape” shall be transmitted to the Project Manager who will forward the material to the Client Agency for future reference.

All costs associated with the training sessions shall be borne by the Contractor installing the equipment. A signed letter shall be prepared stating when the training was completed and must be accompanied with the training session sign-in sheet as part of the project close-out package.

3. Operation and Maintenance Manuals:

The Proposer shall coordinate and review the preparation and issuance of the equipment manuals provided by the Contractor(s) ensuring that they contain the operating procedures, maintenance procedures and frequency, cut sheets, parts lists, warranties, guarantees, and detailed drawings for all equipment installed at the facility. A troubleshooting guide shall be included that lists problems that may arise, possible causes with solutions, and criteria for deciding when equipment shall be repaired and when it must be replaced.

Include a list of the manufacturer's recommended spare parts for all equipment being supplied for this project.

A list of names, addresses and telephone numbers of the Contractors involved in the installations and firms capable of performing services for each mechanical item shall be included. The content of the manuals shall be reviewed and approved by the Project Manager and Client Agency Representative.

The Proposer shall include in the specification that the Contractor must provide a minimum of ten (10) unbound recyclable copies of the manual for use at the training seminar and seven (7) bound copies as part of the project close-out package.

4. Attic Stock:

The Proposer shall determine and recommend whether "attic stock" should be included for all aspects of the project. If required, the Proposer shall specify attic stock items to be included in the project.

Prior to project close-out, the Proposer must prepare a comprehensive listing of all items for delivery by the Contractor to the Owner and in accordance with the appropriate specification/plan section. Items shall include, but not be limited to: training sessions, O&M manuals, as-built drawings, itemized attic stock requirements, and manufacturer guarantees/warranties.

O. CHANGE ORDERS

The Proposer shall review and process all change orders in accordance with the contract documents and procedures described below.

1. Proposer:

The Proposer shall prepare a detailed request for Change Order including a detailed description of the change(s) along with appropriate drawings, specifications, and related documentation and submit the information to the Contractor for the change order request submission.

2. Contractor:

The Contractor shall submit a Change Order Request form to the Project Manager within seven (7) calendar days after receiving the Change Order from the Proposer. The document shall identify the changed work in a manner that will allow a clear understanding of the necessity for the change. Copies of the original design drawings, sketches, etc. and specification pages shall be highlighted to clarify and show entitlement to the Change Order.

Copies shall be provided of job minutes or correspondence with all relative information highlighted to show the origin of the Change Order. Supplementary drawings from the Proposer shall be included if applicable that indicate the manner to be used to complete the changed work. A detailed breakdown of all costs associated with the change, i.e. material, labor, equipment, overhead, Sub-Contractor work, profit and bond, and certification of increased bond shall be provided.

If the Change Order will impact the time of the project, the Contractor shall include a request for an extension of time. This request shall include a copy of the original approved project schedule and a proposed revised schedule that reflects the impact on the project completion date. Documentation to account for the added time requested shall be included to support entitlement of the request such as additional work, weather, other Contractors, etc. This documentation shall contain dates, weather data and all other relative information.

3. Recommendation for Award:

The Proposer shall evaluate the reason for the change in work and provide a detailed written recommendation for approval or disapproval of the Change Order Request including backup documentation of costs in CSI format and all other considerations to substantiate that decision.

4. Code Review:

The Proposer shall determine if the Change Order request will require Code review and shall submit six (6) sets of signed and sealed modified drawings and specifications to the Client Plan and Code Review Unit for approval, if required. The Proposer must also determine and produce a permit amendment request if required.

5. Cost Estimate:

The Proposer shall provide a detailed cost estimate of the proposed Change Order Request, as submitted by the Contractor, in CSI format (2004 Edition) for all appropriate divisions and sub-divisions using a recognized estimating formula. The estimate shall then be compared with that of the Contractor's estimate. If any line item in the Proposer's estimate is lower than the corresponding line item in the Contractor's estimate, the Proposer in conjunction with the Project Manager is to contact the Contractor by telephone and negotiate the cost differences. The Proposer shall document the negotiated agreement on the Change Order Request form. If the Contractor's total dollar value changes based on the negotiations, the Proposer shall identify the changes on the Change Order Request form accordingly.

When recommending approval or disapproval of the change order, the Proposer shall be required to prepare and process a Change Order package that contains at a minimum the following documents:

- Client Change Order Request form
- Proposer's Evaluation of Contractor's Change Order Request form
- Proposer's Independent Detailed Cost Estimate
- Notes of Negotiations

6. Time Extension:

When a Change Order Request is submitted with both cost and time factors, the Proposer's independent cost estimate is to take into consideration time factors associated with the changed work. The Proposer is to compare their time element with that of the Contractor's time request and if there is a significant difference, the Proposer in conjunction with the Project Manager is to contact the Contractor by telephone and negotiate the difference.

When a Change Order Request is submitted for time only, the Proposer is to do an independent evaluation of the time extension request using a recognized scheduling formula.

Requests for extension of contract time must be done in accordance with the General Conditions Article 10.1 "Changes in the Work".

7. Submission:

The Proposer shall complete all the Client Change Order Request forms provided and submit a completed package to the Project Manager with all appropriate backup documentation within seven (7) calendar days from receipt of the Contractor's change order request. The Proposer shall resubmit the package at no cost to the State if the change order package contents are deemed insufficient by the Project Manager.

8. Meetings:

The Proposer shall attend and actively participate at all administrative hearings or settlement conferences as may be called by Project Manager in connection with such Change Orders and provide minutes of those meetings to the Project Manager for distribution.

9. Proposer Fee:

All costs associated with the potential Contractor Change Order Requests shall be anticipated by the Proposer and included in the base bid of their fee proposal.

If the Client Agency Representative requests a scope change; and it is approved by the Project Manager, the Proposer may be entitled to be reimbursed through an amendment and in accordance with the requirements stated in paragraph 10.01 of this RFP.

X. PERMITS AND APPROVALS

A. REGULATORY AGENCY PERMITS

The Proposer shall comply with the following guidelines to ensure that all required permits, certificates, and approvals required by State regulatory agencies are obtained for this project.

1. Prince George's County Department of Permitting, Inspections and Enforcement (DPIE):

The Proposer shall submit structural and site plans with the permit application. Application fees are set in accordance with the County Code and the nature of the project.

The Proposer may obtain copies of all DPIE Building, Fire, Plumbing, Electrical and Elevator permit applications at the following website: <https://dpiepermits.princegeorgescountymd.gov/>

The project construction documents must comply with the latest adopted edition of the MD Uniform Construction Code.

All other required project permits shall be obtained and paid for by the Proposer in accordance with the procedures described in paragraph two, below.

a. Third-Party Plan Review (TPPR):

In accordance with the DPIE's TPPR program, the Proposer is required to use the TPPR process for plan review to certify that the design complies with the applicable County codes. The cost for such TPPR review shall be included in the Proposer's proposal.

2. Other Regulatory Agency Permits, Certificates, and Approvals:

The Proposer shall identify and obtain all other State Regulatory Agency permits, certificates, and approvals that will govern and affect the work described in this RFP. An itemized list of these permits, certificates, and approvals shall be included with the Proposer's Technical Proposal and the total amount of the application fees should be entered in the Fee Proposal line item entitled, "Permit Fee Allowance."

The Proposer shall determine the appropriate phase of the project to submit the permit application(s) to meet the approved project milestone dates.

Where reference to an established industry standard is made, it shall be understood to mean the most recent edition of the standard unless otherwise noted. If an industry standard is found to be revoked or should the standard have undergone substantial change or revision from the time that the RFP was developed, the Proposer shall comply with the most recent edition of the standard.

3. Prior Approval Certification Letters:

The issuance of a construction permit for this project may be contingent upon acquiring various “prior approvals” as defined by the State of Maryland. It is the Proposer’s responsibility to determine which prior approvals, if any, are required. The Proposer shall submit a general certification letter to the Client during the Permit Phase of this project that certifies all required prior approvals have been obtained.

B. BARRIER FREE REQUIREMENTS

The Proposer, in cooperation with the Client Agency Representative, shall assure that this project complies with the DPIE Barrier Free Sub code where applicable.

C. STATE INSURANCE APPROVAL

The Proposer shall respond in writing to the FM Global Insurance Underwriter plan review comments through the Client’s Plan and Code Review Unit Manager as applicable. The Proposer shall review all the comments and, with agreement of the Project Team, modify the documents while adhering to the project’s RFP requirements, State code requirements, schedule, budget, and Proposer fee.

D. PUBLIC EMPLOYEES OCCUPATIONAL SAFETY AND HEALTH PROGRAM

A paragraph shall be included in the design documents, if applicable to this project that states: The Contractor shall comply with all the requirements stipulated in the Public Employees Occupational Safety and Health Program (PEOSHA) document, paragraph 12:100-13.5 entitled “Air quality during renovation and remodeling”. The Contractor shall submit a plan demonstrating the measures to be utilized to confine the dust, debris, and air contaminants in the renovation or construction area of the project site to the Project Team prior to the start of construction.

The link to the document is: <https://dpiepermits.princegeorgescountymd.gov/>

E. PERMIT MEETINGS

The Proposer shall attend and chair all meetings with Permitting Agencies necessary to explain and obtain the required permits.

F. MANDATORY NOTIFICATIONS

The Proposer shall include language in Division 1 of the specification that states the Contractor shall assure compliance with the Maryland “One Call” Program (1-800-272-1000) if any

excavation is to occur at the project site.

The One Call Program is known as the “Maryland Underground Facility Protection Act.”

XI. GENERAL REQUIREMENTS

A. SCOPE CHANGES

The Proposer must request any changes to this RFP in writing. An approved Client Consultant Amendment Request form reflecting authorized scope changes must be received by the Proposer prior to undertaking any additional work. The Client’s form must be approved and signed by the Director of the Client and written authorization issued from the Project Manager prior to any work being performed by the Proposer. Any work performed without the executed Client form is done at the Proposer’s own financial risk.

B. ERRORS AND OMISSIONS

All claims for errors and omissions will be pursued by the Client on an individual basis. The Client will review each error or omission with the Proposer and determine the actual amount of damages, if any, resulting from each negligent act, error or omission.

C. ENERGY INCENTIVE PROGRAM

The Proposer shall review the programs described on the “Maryland’s Clean Energy Program” website at: <http://www.mdcleanenergy.org> to determine if any proposed upgrades to the mechanical and/or electrical equipment and systems for this project qualify for “Maryland Clean Energy Program” rebates and incentives such as SmartStart, Pay4Performance, Direct Install or any other incentives.

The Proposer shall be responsible to complete the appropriate registration forms and applications, provide any applicable worksheets, manufacturer’s specification sheets, calculations, attend meetings, and participate in all activities with designated representatives of the programs and utility companies to obtain the entitled financial incentives and rebates for this project. All costs associated with this work shall be estimated by the Proposer and the amount included in the base bid of their fee proposal.

XII.ALLOWANCES

A. PERMIT FEE ALLOWANCE

The Proposer shall obtain and pay for all the project permits in accordance with the guidelines identified below.

1. Permits:

The Proposer shall determine the various State permits, certificates, and approvals required to complete this project.

2. Permit Costs:

The Proposer shall determine the application fee costs for all the required project permits, certificates, and approvals (excluding the Maryland Uniform Construction Code permit) and include that amount in their fee proposal line item entitled “**Permit Fee Allowance**”. A breakdown of each permit and application fee shall be attached to the fee proposal for reference.

NOTE: The Maryland Uniform Construction Code permit is excluded since it is obtained and paid for by Client.

3. Applications:

The Proposer shall fill out and submit all permit applications to the appropriate permitting authorities and the costs shall be paid from the Proposer’s permit fee allowance provided. A copy of the application(s) and the original permit(s) obtained by the Proposer shall be given to the Project Manager for distribution during construction.

4. Proposer Fee:

The Proposer shall determine what is required to complete and submit the permit applications, obtain supporting documentation, attend meetings, etc., and include the total cost in the base bid of their fee proposal under the “Permit Phase” column.

Any funds remaining in the permit allowance account will be returned to the State at the close of the project.

XIII. SUBMITTAL REQUIREMENTS

A. CONTRACT DELIVERABLES

All submissions shall include the Contract Deliverables identified in Section XIV of this RFP.

B. CATALOG CUTS

The Proposer shall provide catalog cuts as required by the Client Plan and Code Review Unit during the design document review submissions. Examples of catalog cuts include, but are not limited to: mechanical equipment, hardware devices, plumbing fixtures, fire suppression and alarm components, specialized building materials, electrical devices, etc.

C. PROJECT DOCUMENT BOOKLET

The Proposer shall submit all the required Contract Deliverables to the Project Manager at the completion of each phase of the project. All reports, meeting minutes, plan review comments, project schedule, cost estimate in CSI format (2004 Edition), correspondence, calculations, and other appropriate items identified on the Submission Checklist form provided in the A/E Manual shall be presented in an 8½" x 11" bound "booklet" format.

D. DESIGN DOCUMENT CHANGES

Any corrections, additions, or omissions made to the submitted drawings and specifications at the Permit Phase of the project must be submitted to Client's Plan and Code Review Unit as a complete document. Corrected pages or drawings may not be submitted separately unless the Proposer inserts the changed page or drawing in the original documents. No Addendums or Bulletins will be accepted as a substitution to the original specification page or drawing.

The Proposer must still develop the Construction Cost Estimate (CCE) for each trade and the amount shall be included on the Client Project Cost Analysis form where indicated. This document shall be submitted at each design phase of the project and updated immediately prior to the advertisement to bid.

XIV. CONTRACT DELIVERABLES

The following is a listing of Contract Deliverables that are required at the completion of each phase of this project. The Proposer shall contact the Client's Project Manager with any questions regarding the deliverables required for each item listed below.

DESIGN DEVELOPMENT PHASE: 50% Complete Design Documents (Minimum)

7.1 Project Schedule (Update Bar Chart Schedule)

7.2 Meetings and Minutes (Minutes within seven (7) calendar days of meeting)

7.3 Correspondence

7.4 Submission Requirements

- 7.4.1 A/E Statement of Site Visit, As-Built Drawing Verification (if available)
- 7.4.2 Space Analysis and Program Requirements
- 7.4.3 Special Features Description: special structural features, etc.
- 7.4.4 Site Evaluation
- 7.4.5 Borings, Surveys, and Soils Analysis (provided with plan submission)
- 7.4.7 Design Rendering/Sketches
- 7.4.8 Regulatory Agency Approvals
- 7.4.9 Confirm Utility Availability (On Site and Public) Storm Water Electric Service
- 7.4.10 Drawings: six (6) sets
 - Cover Sheet
 - Site Parking Plan
 - Site Utility Plan
 - Storm Water Plan
 - Electrical Drawings, Lighting Design
 - Elevations
 - Sections/Details
- 7.4.11 Specifications: six (6) sets
- 7.4.12 Current Working Estimate in CSI Format and Cost Analysis 38 Form
- 7.4.13 Bar Chart of Design and Construction Schedule
- 7.4.14 Oral Presentation of Submission to Project Team
- 7.4.15 RFP Compliance Statement
- 7.4.16 This Submission Checklist
- 7.4.17 Deliverables Submission in Booklet Form: seven (7) sets

7.5 Approval

7.5.1 Respond to Submission Comments

7.6 Submission Forms

Figure 7.4.12 Current Working Estimate/Cost Analysis

Figure 7.4.16 Submission Checklist

FINAL DESIGN PHASE 100% Complete Construction Documents

This Final Design Phase may require more than one submission based on the technical quality and code conformance of the design documents.

8.1 Schedule (Update Bar Chart Schedule)

8.2 Meeting and Minutes (Minutes within seven (7) calendar days of meeting)

8.3 Correspondence

8.4 Submission Requirements

8.4.1 A/E Statement of Site Visit

8.4.2 Space Analysis

8.4.3 Special Features Description: special structural features, etc.

8.4.4 Site Evaluation

8.4.5 Borings, Surveys, Soils Analysis (provided with plan submission)

8.4.7 Photographs

8.4.8 Regulatory Agency Approvals (Include itemized list specific to this project)

8.4.10 Drawings: six (6) sets

8.4.11 Specifications: six (6) sets

8.4.12 Current Working Estimate in CSI Format and Cost Analysis 38 Form

8.4.13 Bar Chart of Design and Construction Schedule

8.4.14 Oral Presentation of this Submission to Project Team

8.4.15 Plan Review/RFP Compliance Statement

8.4.16 This Submission Checklist

8.4.17 Deliverables Submission in Booklet Form: seven (7) sets

8.5 Approvals

8.5.1 Respond to Submission Comments

PERMIT APPLICATION PHASE

This Permit Application Phase should not include any additional design issues. Design documents shall be 100% complete at the Final Design Phase.

8.6 Permit Application Submission Requirements

- 8.6.1 - 8.6.7: If all the deliverables of these sections have been previously submitted to the Client and approved, there are no further deliverables due at this time
- 8.6.8 Regulatory Agency Approvals
 - (a) UCC Permit Application and Technical Sub-codes completed by A/E
- 8.6.9 Utility Availability Confirmation
- 8.6.10 Signed and Sealed Drawings: 6 sets
- 8.6.11 Signed and Sealed Specifications: 6 sets
- 8.6.12 Current Working Estimate/Cost Analysis
- 8.6.13 Bar Chart Schedule
- 8.6.14 Project Presentation (N/A this Project)
- 8.6.15 Plan Review/RFP Compliance Statement
- 8.6.16 Submission Checklist

BIDDING AND CONTRACT AWARD

9.1 Bidding Phase Requirements

- 9.1 Original Drawings signed and sealed by A/E and drawings on compact disk (CD) in *Adobe Portable Document Format (.pdf)*
- 9.2 One Unbound Specification Color Coded and specifications on compact disk (CD) in *Adobe Portable Document Format (.pdf)*
- 9.03 Bid Documents Checklist
- 9.4 Bid Proposal Form
- 9.5 Notice for Advertising

9.2 Chair Pre-Bid Conference/Mandatory Site Visit

9.3 Prepare Bulletins

9.4 Attend Bid Opening

9.5 Recommendation for Contract Award

- 9.4.1 Prepare Letter of Recommendation for Award and Cost Analysis

9.6 Attend Pre-Construction Meeting

9.7 Submission Checklist

CONSTRUCTION PHASE

10.1 Site Construction Administration

10.2 Pre-Construction Meeting

10.3 Construction Job Meetings

10.3.1 Agenda: Schedule and Chair Construction Job Meetings

10.3.2 Minutes: Prepare and Distribute Minutes within 5 working days of meeting

10.3.3 Schedules; Approve Contractors' Schedule and Update

10.3.4 Minutes Format: Prepare Job Meeting Minutes in approved format, figure 10.3.4-a

10.4 Correspondence

10.5 Prepare and Deliver Conformed Drawings

10.7 Approve Contractors Invoicing and Payment Process

10.8 Approve Contractors 12/13 Form for Subs, Samples and Materials

10.10 Approve Test Reports

10.11 Approve Shop Drawings

10.12 Construction Progress Schedule

10.12.1 Construction Progress Schedule

10.13 Review and Recommend or Reject Change Orders

10.13.1 Scope Changes

10.13.2 Construction Change Orders

10.13.3 Field Changes

10.14 Construction Photographs

10.15 Submit Field Observation Reports

PROJECT CLOSE-OUT PHASE

- 11.1 Responsibilities: Plan, Schedule and Execute Close-Out Activities**
- 11.2 Commencement: Initiate Close-Out w/Client's Project Close-Out Form**
- 11.3 Develop Punch List and Inspection Reports**
- 11.4 Verify Correction of Punch List Items**
- 11.5 Determination of Substantial Completion**
- 11.6 Ensure Issuance of "Temporary Certificate of Occupancy or Approval"**
- 11.7 Initiation of Final Contract Acceptance Process**
- 11.8 Submission of Close-Out Documentation**
 - 11.8.1 As-Built and Record Set Drawings, 3 sets AUTOCAD Discs Delivered to the Client
 - 11.8.2 (a) Maintenance and Operating manuals, Warranties, etc.: 7 sets each
 - (b) Guarantees
 - (c) Shop Drawings
 - (d) Letter of Contract Performance
 - 11.8.3 Final Cost Analysis-Insurance Transfer
 - 11.8.4 This Submission Checklist
- 11.9 Final Payment**
 - 11.9.1 Contractors Final Payment
 - 11.9.2 A/E Invoice and Close-Out Forms for Final Payment
- 11.10 Final Performance Evaluation of the A/E and the Contractors**
- 11.11 Ensure Issuance of a "Certificate of Occupancy or Approval"**

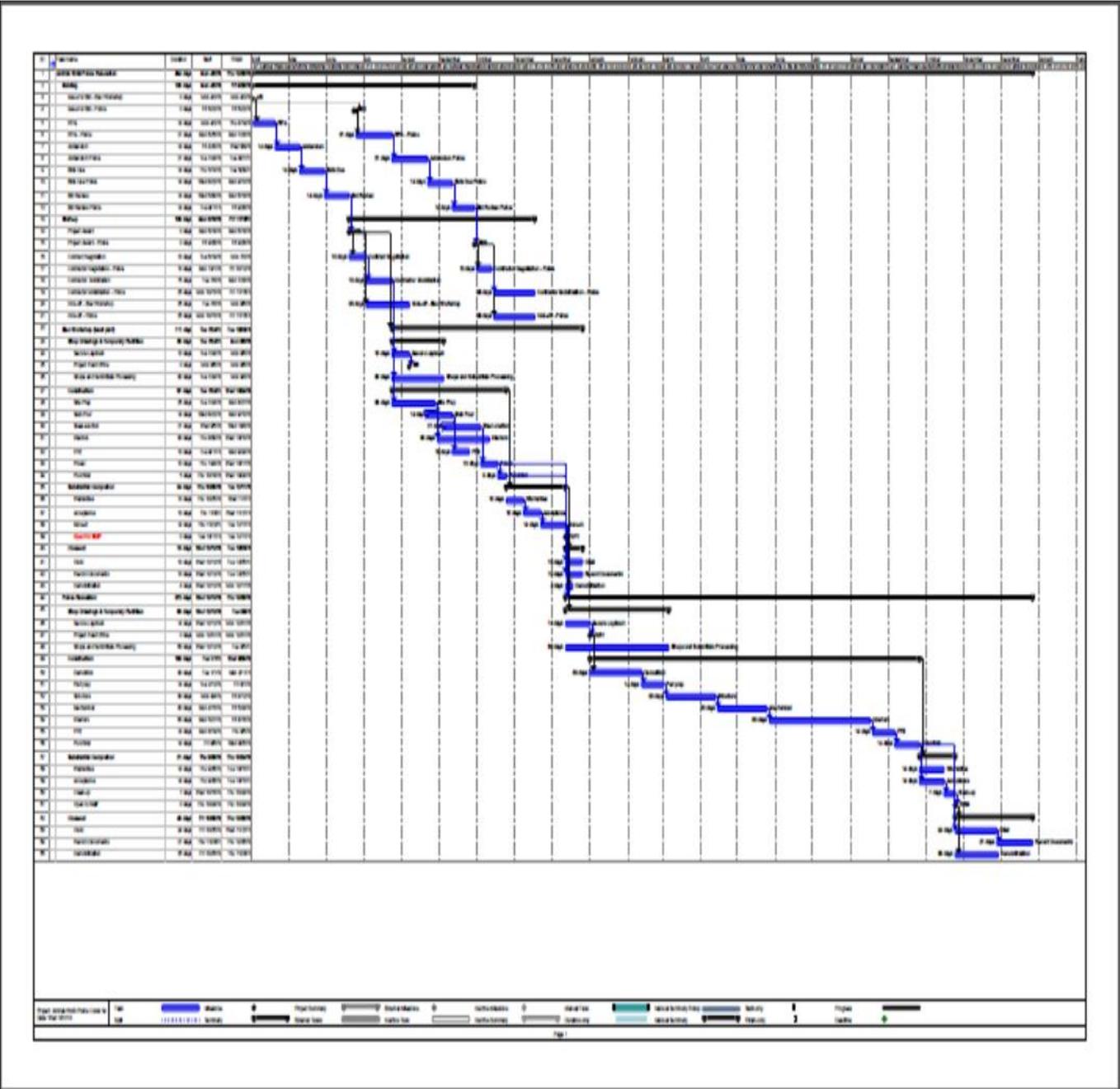
PROJECT NAME: Regional Medical Center Parking Structure
PROJECT LOCATION: Largo, MD
PROJECT NO: 17-10695
DATE: March 7, 2018

XIV. EXHIBITS

The attached exhibits in this section will include a sample project schedule, and any supporting documentation to assist the Proposer in the design of the project such as maps, drawings, photographs, floor plans, studies, reports, etc.

EXHIBIT 'A'

Sample Project Design Schedule



Site Location Map

EXHIBIT 'B'

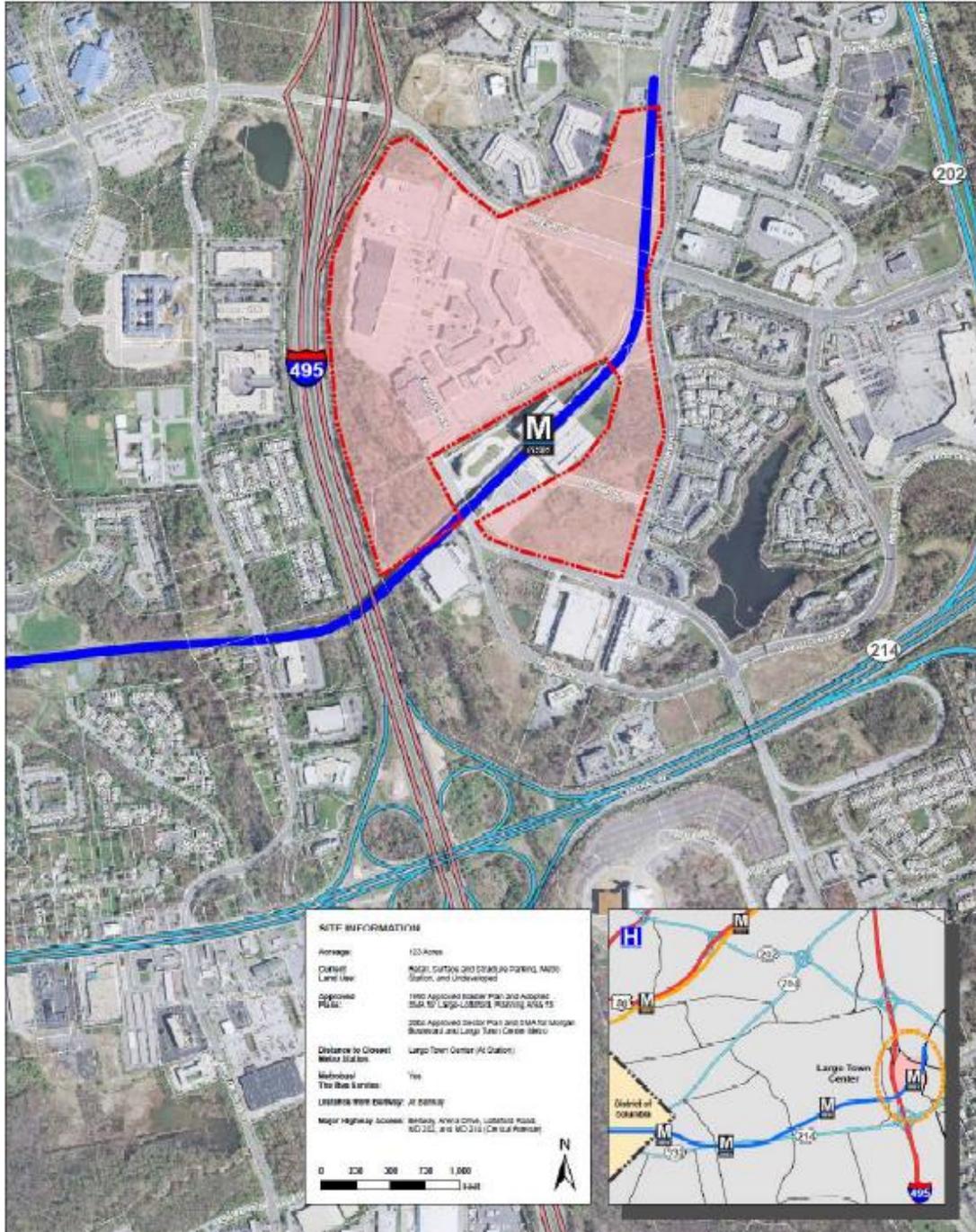
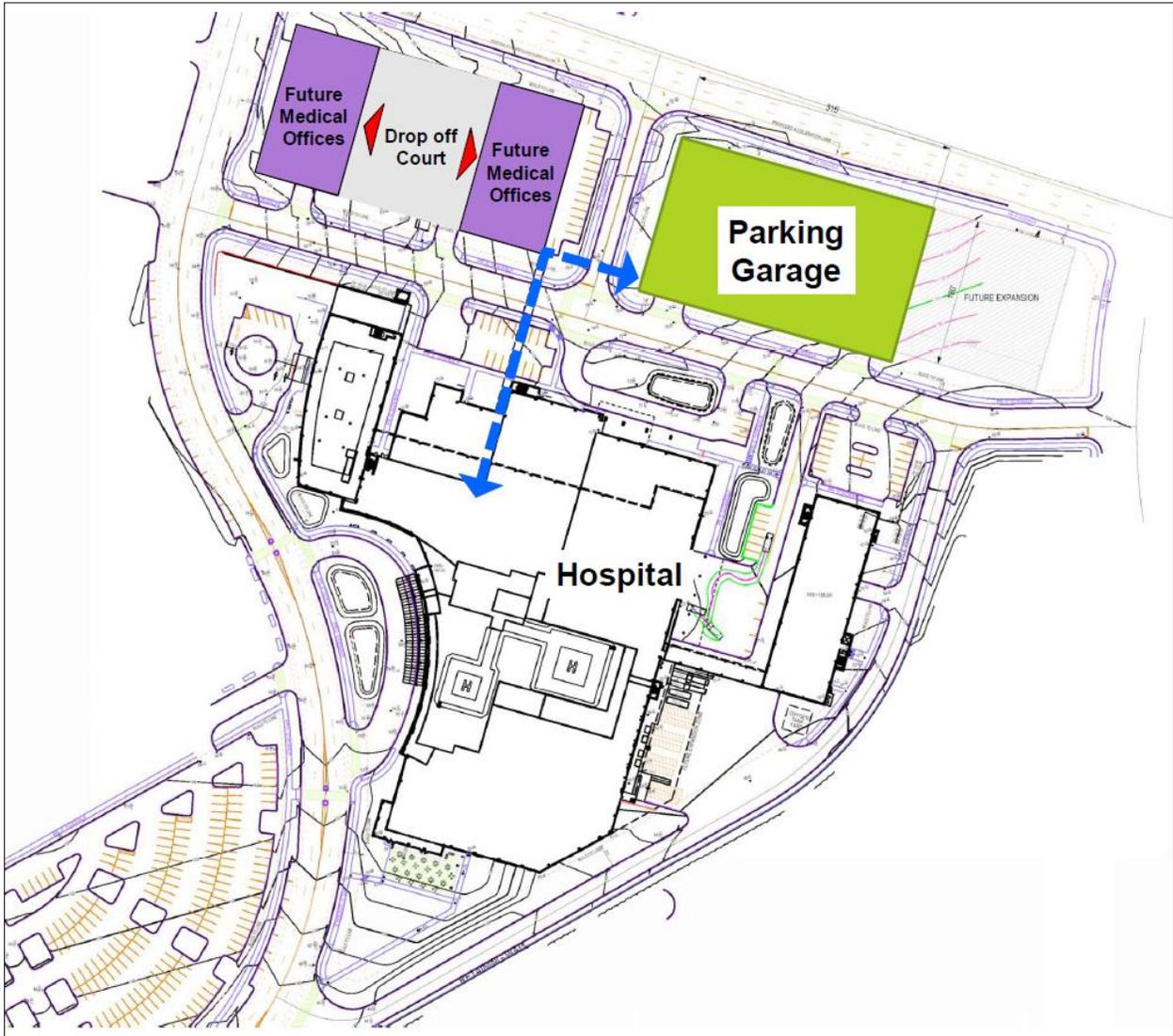


EXHIBIT 'C'

Site Location Plan



END OF RFP