



City of Hyattsville
RFP Razing & Removal:
5223 Baltimore Avenue
Hyattsville, Maryland 20781

Request for Proposal
RFP# CED05152017

5223 Baltimore Avenue
Hyattsville, Md. 20781

Issued: May 15, 2017

Mandatory Pre-Bid: May 31, 2017

Responses Due: June 12, 2017

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REQUEST FOR PROPOSAL

RAZING AND REMOVAL SERVICES CITY OF HYATTSVILLE, MARYLAND RESPONSE DUE DATE: June 12, 2017

The City of Hyattsville, Maryland is seeking the razing and removal services of a blighted residential structure located within the City of Hyattsville. Pursuant to a Court order from the District Court of Prince George's County.

A copy of this RFP is available for viewing at the City of Hyattsville Offices at 4310 Gallatin Street, upon request, on or after May 15, 2017

Sealed proposals must be received by mail by 4:00 PM on Monday, June 12, 2017 to the following:

Razing and Removal Services Proposal

RFP# CED05152017

City of Hyattsville

Attn: Laura Reams

City Clerk

4310 Gallatin Street, 3rd Floor

Hyattsville, Maryland 20781

Proposals will not be accepted after 4:00 p.m.

BACKGROUND AND OBJECTIVE

The City of Hyattsville is scheduled to receive a court order to raze and remove a blighted residential structure located at 5223 Baltimore Avenue, Hyattsville, Maryland 20781. The City is seeking to procure a contractor to coordinate utility service shut off, raze the existing structure, remove all debris on the premises, grading/backfill, seed/straw and provide sediment stabilization. A map of the subject site is included as Attachment 'B'.

RFP SOLICITATION SCHEDULE

The following RFP solicitation schedule is intended to provide a general overview of the solicitation process to those interested in preparing a proposal. These durations and dates are for information purposes only and the City reserves the right to revise any of the durations and to terminate and/or to not initiate any and/or all of the solicitation steps.

May 15, 2017: Solicitation I s s u a n c e
May 31, 2017: **Mandatory** Pre-bid Site Visit
June 5, 2017: Question Period Concludes by 2:00 PM
June 12, 2017: Bids Due by 4:00 PM
June 13, 2017: Bid Opening, 11:00 AM
June 13, 2017: Evaluation Period Commences
June 27, 2017: Evaluation Period Concludes
July 18, 2017: Notice of Recommended Firm

The City intends to select up to three (3) firms through this solicitation as “finalists”. The firm determined to best meet the needs articulated in this solicitation will be recommended the award of a contract by the City of Hyattsville.

PRE-BID CONFERENCE

The City will provide firms with a **mandatory** pre-bid conference/site visit at 5223 Baltimore Avenue, Hyattsville. Participation in a pre-bid site tour is not mandatory and we request that you notify the City in advance if a representative from your firm intends on participating. Participants will be provided the opportunity to ask questions at this time and a City staff member will present for the duration of the tour.

Date: May 31, 2017

Time: 9:00a.m. – 10:30a.m.

Location: 5223 Baltimore Avenue, Hyattsville, Maryland 20781

RSVP: Joseph Brewer jbrewer@hyattsville.org

SCOPE OF SERVICES

The scope of services are as follows:

- Contractor is responsible for all razing permits and associated gas and electric utility disconnections and “shut offs” including all necessary permitting and utility coordination including utilities serviced by the Washington Suburban Sanitary Commission (WSSC) and Washington Gas.
- Secure a razing permit from Prince George’s County Department of Environmental Resources;
- Submit a traffic control plan and staging plan for review by the City of Hyattsville. The inclusion of a traffic control plan should be considered an optional service by the City, but should be provided by the contractor within the “Sealed Dollar Bid”;
- Secure road closure permit from the City of Hyattsville Department of Public Works
- Removal of existing 4,350sq.ft. structure including brick and wood frame structure with cinder block basement foundation, wood deck, and misc. yard debris;
- Structure is to be razed and all associated materials removed;
- 4,350 sq. ft. site is to be backfilled, level, seeded with straw and sediment stabilization. Contractor must ensure the adjacent wall for the property at 5221 Baltimore Avenue is structurally sound and make necessary repairs if it has been compromised during the demolition;
- Site demolition must take into account that the subject structure is attached to an adjacent operating commercial property. Contractor must minimize any impact to adjacent commercial properties located on either side of the subject property;
- The subject site is located adjacent to City owned land, which will be made available to the Contractor, but it will be the responsibility of the Contractor to secure the site. The City will not be responsible for stolen or damaged property of the Contractor.
- No items on site may be removed for the personal use of any person working on the site. Items of value including money shall be immediately reported to a City official.
- All associated work must be performed and completed within 60-days of an executed contract. The selected contractor should anticipate receiving a notice to proceed in August of 2017. The contractor will be responsible to acquiring all permits associated with the work including capping off utilities.
- Removal of retaining wall is permissible during razing but must be repaired or replaced in a workman like manner with quality materials to ensure ground stability.

REQUIRED SUBMITTALS FOR PROPOSAL

Each prospective firm's proposal must consist of two **separate** sections, a "Technical" section and a "Sealed Dollar Cost Section" section, which are to be prepared in accordance with the following guidelines. For firms submitting bids via email, proposals must be submitted as separate pdf documents and must be clearly labeled as either the "Technical Section" or "Sealed Dollar Cost Section".

For firms submitting by mail, you must provide a **total of seven (7)** copies of each section of the proposal to include five (5) bound paper copies printed on 8"x11" paper, one (1) unbound copy printed on 8"x11" paper and one digital copy provided on a USB 'thumb' drive. All materials must be submitted to the City by **4:00 pm on June 12, 2017**

Failure to comply with any of the requirements described above will result in a disqualification of the proposal.

EVALUATION CRITERIA AND SELECTION PROCEDURES

Evaluation Criteria:

Selection of successful firm will be based upon the submission required in this section. The firm is required to provide responses to each of the following:

- The name of the firm, managing principal/executive director;
- The firm's principal place of business;
- The firm's tax status, company structure and board of directors;
- Identification experience and role of key individuals in the management team and proposed representative to serve as the City's Point of Contact.
- The City will base the selection of firms on documentation submitted in both the Technical Proposal and Sealed Dollar Bid Proposal. The City of Hyattsville will review all submissions and select the three firms receiving the highest scores in the evaluation process;
- The City will select the firm and authorize the staff to proceed with execution of an agreement. If the City is unable to agree to terms with the selected firm, the City will consider executing an agreement with the firm the received the second highest evaluation.

GENERAL CONDITIONS FOR PROPOSALS

Failure to read the (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 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 forth in the submission of qualifications.

The RFPs will be received by the City Clerk, no later than **4:00 pm, June 12, 2017** and shall be emailed, mailed or hand delivered to:

Proposal in Response to RFP#CED05152017
City of Hyattsville
4310 Gallatin Street
Hyattsville, Maryland 20781
Attn: Laura Reams, City Clerk

For additional information regarding the services specified in this request for proposals, contact Julius Wiggins, Manager of Grants, Contracts and Procurement in writing by email at jwiggins@hyattsville.org. Questions specific to this solicitation will be accepted until 2:00 PM on Monday, June 5, 2017.

TECHNICAL BID SECTION

No information regarding professional fees or costs should be included anywhere in the Technical Section.

The purpose of the technical section of the proposal is to identify the qualifications of your firm, competence and capacity of the firms seeking to undertake scope of services stated in this request for proposals. The technical section must include the following:

- Must be completed on company letterhead and must clearly identify the firm's owner or CEO as well as the firm's point of contact concerning the proposal, the firm's main and/or local addresses, telephone number, and email address where the contact person can be reached. If the firm must also identify a project manager in this section that will serve as the City of Hyattsville's point of contact.
- Demonstrate the qualifications of the firm and identify the particular staff to be assigned to this engagement.
- Include a brief statement clearly articulating the understanding of the work to be performed and must specify the intended scope of work of the proposal. Firms are encouraged to clearly state whether they are proposing to conduct all of the work "in-house" or will sub-contract a specific phase of the scope of work.
- Must indicate the firm's anticipated availability for the project and an estimated performance schedule, if selected for the project.
- The proposal must identify two (2) relevant samples of work performed. Each sample should be limited to a **single page**, include a photo a brief project scope and relevant details.

SEALED DOLLAR BID SECTION

The “Sealed Dollar Cost Section” must be submitted in a **separate document** from the “Technical Proposal” documents. The sealed dollar cost bid section must include a completed bid form, which is listed as **Attachment A**.

The Sealed Dollar Cost Section of the proposal must contain all pricing information relative to providing the work as described in this request for proposals.

The City of Hyattsville will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal.

EVALUATIONS OF PROPOSALS AND AWARD OF CONTRACT

The submitted proposals (not including the Sealed Dollar Cost Bid) will be publicly opened and read on **June 13, 2017 at 11:00 AM in the Mary Prangley Room, 2nd Floor, of the City of Hyattsville’s Municipal Building, 4310 Gallatin Street, Hyattsville, Maryland.**

The separate Technical Bid of the proposals submitted will be reviewed and evaluated first. The qualifying firms from this section will have their sealed dollar cost bid opened and evaluated. The firm best meeting the experience, approach and cost requirements will then be selected.

The City of Hyattsville reserves the right to reject any and all RFP submissions and further reserves the right to re-issue the RFP.

Evaluations will take place between the days of June 13, 2017 – June 27, 2017. If necessary, the recommendation of a contractor will go the City of Hyattsville Mayor and Council for consideration of approval in July/August of 2017. Once approved, the City will execute a contract for services and will submit a Purchase Order (PO) to the selected contractor.

PRICE TO REMAIN FIRM

Any costs proffered with a proposal must be valid for a period of **90-days** from the due date of the proposal once the firm is picked.

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 proposal 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

Firms, 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 submitting an application under this Program. A firm that submits a proposal that is found to have been suspended and/or debarred from conducting business within Prince George's County, Maryland, such firm will be reported to the State's Attorney General and Comptroller's Office.

PRESENTATION OF SUPPORTING EVIDENCE

Firms 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

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

SUB-CONTRACTORS

The City of Hyattsville must approve any and all subcontractors utilized by the successful respondent prior to any such subcontractor commencing any work. Respondents acknowledge by the act of submitting a proposal that any work provided under the contract is work conducted on behalf of the City of Hyattsville and that the City Administrator or their designee may communicate directly with any subcontractor as the City of Hyattsville deem to be necessary or appropriate. It is also understood that the successful respondent shall be responsible for all payment of fees charged by the subcontractor(s). The successful respondent shall provide a performance evaluation of any subcontractor promptly to the City. The successful respondent must provide the majority of services described in the Scope of Services.

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

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

END OF RFP