



Date: June 14, 2021

RFP #DPW21-005

# City of Hyattsville – RFQ



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 QUALIFICATIONS**

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. This Request for Qualifications is the first step of a two-step procurement process. In order to be invited to proceed to the second step of the procurement process; an offeror must timely respond to this RFQ and be selected to receive a Request for Proposal.

### **RFQ/RFP Solicitation Schedule:**

- June 14, 2021 – Solicit RFQ
- June 21, 2021, at 1:00PM – Pre RFQ meeting via Zoom, link to be posted a min of (1) week in advance on City website
- June 22-25, 2021 – Site visits by appointment only
- June 25, 2021, at 5:00PM – Questions due
- July 7, 2021, at 1:00PM – RFQ is due
- July 7, 2021, at 1:10PM – RFQ is publicly opened
- July 13-15 and 20-22, 2021 – Interviews with Selected Firms. Interviews will be held at 10AM, 12PM, and 2PM and will be scheduled first come first served. Selected firms will be contacted at random to setup the interview. Interviews will be a max of (1) hour, with a presentation by the firm taking no more than 20 minutes and a Q&A session of 30 minutes.
- July 27-29, 2021 – Site Visits with selected Firms. There will be a 9:00AM and a 1:00PM site visit time slot available each day. Site visits will be scheduled at the end of the interview.
- August 4, 2021 – RFP posted and sent to selected firms
- August 9, 2021 – RFP pre-proposal meeting via Zoom, link to be posted a min of (1) week in advance on City website
- August 13, 2021, at 5:00PM – Questions for Addendum #1 are due, Addendum is expected to be issued within 2 business days
- August 25, 2021, at 5:00PM – Questions for Addendum #2 are due, Addendum is expected to be issued within 2 business days
- September 1, 2021, at 1:00PM – RFP responses are due
- September 1, 2021, at 1:10PM – RFP responses are opened
- September 10, 2021 – Notice of Award
- September 20, 2021 – First Council meeting, presentation by selected firm may be required
- October 4, 2021 – Second Council Meeting, acceptance, and approval of the contract

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 June 21, 2021, at 1:00PM. The link will be posted on the City's website. An optional tour of the locations by appointment only on a first come, first served basis. To setup a tour between June 22<sup>nd</sup> and 25<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 are intentionally not made part of this RFQ.

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

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.

- The City of Hyattsville will review all submissions and select no more than the (6) firms receiving the highest scores in the evaluation process.
- The no more than (6) firms receiving the highest score will be invited to participate in an interview with the City. The firms are requested to limit the number of participants in the interview to no more than 3 and should include a principal of the firm. (Date, time, and location of the interview will be determined)
- The no more than (6) firms that are interviewed will be asked to setup a site visit to a current project site, or to a project that has been completed within the last 18 months.
- The no more than (6) firms will then be provided a detailed RFP for which each will submit a cost proposal. The firm best meeting the experience, approach, and cost requirements will then be selected.

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 Qualifications (RFQ) 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 RFQ 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 July 7, 2021, 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, Interim Deputy Director or Public Works, by email to [hmetzler@hyattsville.org](mailto:hmetzler@hyattsville.org) no later than 5:00PM on June 25, 2021.

## **PROPOSAL DOCUMENTS**

The firm is requested to provide responses to the following:

- The name of the construction company and the managing principal.
- The project team members and their locations. This should include key consultants and contractors for specialty systems.
  - Preference will be given to firms within reasonable locality to the City
- The size of the firm's staff and current workload.
- A record of previous relevant experience in the construction of municipal public safety, police station, or similar projects.
- A list of references including names, addresses, and phone numbers of no more than 6 individuals or organizations familiar with the firm's performance.
- A list of any projects designed for construction in a Maryland municipality over the last ten years.

A Contractor responding to this RFQ 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 **6 total copies of their Proposal. These copies must adhere to the following format: one (1) bound, four (4) 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 **July 7, 2021, 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. Not more than the top (6) qualifying firms from this section will be chosen to participate in the RFP. The firm best meeting the experience, approach and cost requirements will then be selected. Evaluation Criteria will be provided with the Bid Package

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

### **PRICE TO REMAIN VALID**

All Proposals must be valid for a period of **120 days** from the due date of the RFP.

### **AMENDMENT OR CANCELLATION OF THE RFO**

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 no liquidated damages for this RFQ.

### **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.**

**END OF RFP**