

City of Hyattsville – RFP



Request for Solicitation Space Utilization and Growth Plan RFP #05042020

Issuance: May 4, 2022
Pre-Proposal Virtual Meeting: May 17, 2022
Proposal Responses Due: June 7, 2022

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REQUEST FOR PROPOSAL

The City of Hyattsville, Maryland invites sealed responses to perform an office space utilization plan.

The City intends on evaluating its existing space utilization and planning for the future growth of the organization. In its evaluation, the City is seeking a firm to assist in performing an assessment of office and indoor public meeting spaces. This effort will assess space needs by job function, adjacency, determining the necessity of multi-function spaces, and planned growth.

The purpose of this solicitation is for the City of Hyattsville to select a consultant to assist the City in performing this assessment and delivering to the City an office space utilization plan.

BACKGROUND AND OBJECTIVE

The City of Hyattsville is a Smart-Growth community making it a prime candidate for assistance offered by the State of Maryland and the Federal Government for investment. Hyattsville is located only one mile from Washington DC and is approximately 2.7 square miles of historic and urban residential, commercial, industrial and high-density mixed-use residential/commercial/office and development. The residential neighborhoods of Hyattsville were a short time ago, one of the community's best-kept secrets, however in more recent years, the local housing market has become very sought after.

The City of Hyattsville has convenient access to transit and transportation options for residents and visitors. We are located on the Metro's Green and Yellow line, served by two stations: West Hyattsville and Hyattsville Crossing. In addition to Metro, the City is traversed by an excellent network of roads, buses, freight transportation, and rail services including THE BUS, AMTRAK, and MARC. We are also located near the region's three airports: Baltimore Washington International, Reagan National (accessible via Metro) and Dulles.

The City of Hyattsville is in close proximity to the University of Maryland campus at College Park as well as many other private and public colleges and universities. Public and private schools for all age groups include Northwestern High School and the nationally recognized DeMatha Catholic High School.

Since 2010, the City has experienced significant population growth and commercial revitalization. The success of the community has been intentional and attributed to a variety of factors including the City's focus on reinvestment in public infrastructure, prioritization of walkable transit-oriented development, high quality public services and proximity to Washington DC. With a raised profile, the City's efforts are now focused on addressing the challenges that come with being a successful destination community.

In response to the City's planned growth, the City has made infrastructure investments necessary to support our growing resident and commercial base. The City has recently completed construction on a new Department of Public Works Operations Facility, which services the City's sanitation, street maintenance, fleet maintenance and building maintenance operations. The City is also finalizing a design and preparing for retrofitting a former banking facility to serve as the City's public safety operations center, housing the City of Hyattsville Police Department. The City has not yet determined a long-term vision for the City's existing Administration Building and this space utilization effort is intended to inform the space needs of City Council and Departments including, but not limited to Administration, Human Resources, Finance, Community & Economic Development, Community Services and Legislative Affairs.

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 4, 2022:	Solicitation Issuance
May 17, 2022:	Pre-Proposal Virtual Meeting
May 26, 2022:	Question Period Concludes
June 7, 2022:	Solicitation Responses Due
June 8, 2022:	Proposal Opening
June 9, 2022:	Evaluation Period Commences
June 17, 2022:	Notification of Selection of Top Proposals
June 28, 2022:	Virtual Interview of Top 3 Firms (optional)
June 30, 2022:	Evaluation Period Concludes
June 1, 2022:	Notice of Recommended Firm
July 18, 2022:	City Council Approval
August 4, 2022:	Notice to Proceed

The City intends to select up to three (3) firms through this solicitation process to perform a virtual interview in which the firm will be required to present its facilitation methodology and overall approach. The firm determined to best meet the needs articulated in this solicitation will be recommended the award of a contract by the City Council.

RECORDS & REPORTS

The City will require the firm to maintain an original set of records on work performed including dates, property address, specific work performed and Contract employees. The City will be provided a duplicate set of records, but upon request, may require the firm to provide specific records for the purpose of confirming City records or use in litigation.

PRE-PROPOSAL CONFERENCE

The City will provide firms with a pre-proposal virtual meeting on May 17, 2022. Participation in a pre-proposal conference call is not required, but we require you notify the City via email to jchandler@hyattsville.org if a representative from your firm intends on participating. Participants will be emailed the pre-bid conference call-in information by 3:00 PM on May 16, 2022. The purpose of the pre-bid conference is to provide the opportunity to ask questions regarding the procurement of services and solicitation document.

Date: May 17, 2022

Time: 10:00 AM

RSVP: jchandler@hyattsville.org

SCOPE OF PROPOSAL

Through this solicitation, the City will procure the services of a consultant to assist in the development of a space utilization plan, which will assess the City's current offices, conference rooms, training facilities, storage and public use spaces. The firm will develop an assessment of space needs by job function and programming requirements and assist the City in determining space requirements to accommodate future organizational growth and support the delivery of programming. While the City maintains an existing office building at 4310 Gallatin Street, Hyattsville, the space utilization plan is intended to serve as a space assessment tool that could be applied to alternative office locations for the City to operate.

The City performed a similar space utilization assessment in 2011 and will make that plan available to the selected firm, however the 2011 assessment no longer reflects the space requirements, nor job functions, for the City in 2022. The assessment will also factor opportunities hybrid, virtual and co-locating space needs based on specific job functions in its assessment.

The City anticipates the selected firm will be responsible for performing and delivering the following project scope:

- Employee interviews and job description reviews;
- Review of existing floor plans and related documentation;
- Three (3) to four (4) group presentations, which may be either Senior Staff and/or City Council;
- Space Utilization Assessment
 - Recommendations on space utilization by job function and programming;
 - Office and programming space growth projection for 5-year, 10-year and 15-year;
 - Space utilization modeling of existing offices or alternate office space;

COMPENSATION FOR SERVICES (FEE)

The City intends to enter into a professional services contract(s) for the proposed project term. Compensation for the services rendered, will be based upon a contract and is not to exceed \$25,000 in fees provided in the response to this proposal. The compensation for goods and services solicited in this proposal should be represented by the following:

- Organizational Review: Review of organizational charts and position descriptions.
- Stakeholder Interviews: Virtual interviews of department heads and programming staff to determine conditions and programming requirements;
- Delivery of Space Utilization Plan: Summary of existing conditions and projection of space needs by:
 - Department
 - Public Uses/Programming Requirements
 - Projected Growth: 5-year, 10-year and 15-year
 - Modeling of Existing Facility and Alternate Facility
- City Council Presentation
- Project Updates: Participate in conference calls to discuss project status
- Travel Reimbursement: Not to exceed 10% of total contract value

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:

- Clarity in detailing proposed methodology for documenting current office and programming and projecting future (5 year, 10 year and 15 year) space needs for the City operations.
- Letter of commitment from the firm that all services detailed in this solicitation and further detailed in the firm's proposal will be available starting August, 2022 with document delivery by October 10, 2022 and presentation to City Council on October 17, 2022.
- Acknowledgement of the City's project schedule.
- Statement advising the City of Hyattsville of the firm's scheduled, contracted or prospective, commitments to other clients. The firm is responsible to advise the City if there are any time commitments and/or conflicts that would alter the current project schedule.
- Quality of work samples detailing similar work in which the responding firm participated. The response must specify the firm's role as either the lead contractor or sub-contractor.
- References: Point of contact information of three (3) clients
- The City will base the selection of firms on documentation submitted in both the Technical Proposal and breakdown of contract hours included in the Sealed Dollar Bid Proposal.

Selection Procedures:

- The City of Hyattsville will review all submissions and select the three firms receiving the highest scores in the evaluation process;
- The firms receiving the three (3) highest score will be invited to participate in an interview with the City (date, time, and location of the interview will be determined) and provide a demonstration of their products.
- Following the firm interviews, the selection committee will provide a recommendation to the City Council.
- The City Council will select the firm and authorize the staff to proceed with negotiation and execution of an agreement. If the City is unable to agree to terms with the selected firm, the City will consider negotiating and 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 the herein.

SUBMISSION OF QUALIFICATIONS

The RFPs will be received by the City Clerk, no later than **4:00 pm, on Tuesday, June 7, 2022**, and shall be submitted via email to rfp@hyattsville.org to the attention of the following:

**The 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 qualifications, contact Jim Chandler, Assistant City Administration in writing by email at jchandler@hyattsville.org. Questions specific to this solicitation will be accepted until 3:00 PM on May 26, 2022.

TECHNICAL BID SECTION

A firm responding to this Request for Proposal (RFP) for “City of Hyattsville: Office Space Utilization Study” must submit a technical proposal prepared in accordance with the guidelines stated in the RFP. Failure to comply with these requirements will result in a disqualification of the application. The Technical Proposal Section must include the following information:

- 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 Account Representative to serve as the City’s point of contact.
- Identification of any proposed sub-contractors
- One to two-page summary of three (3) space utilization studies completed within the past 5 years:
 - Project purpose timeline
 - Specific services provided to client(s) by firm and/or subcontracted
 - Deliverable(s)
 - Contact information for relevant client personnel
- Letter of commitment from the firm that all services detailed in this solicitation and further detailed in the firm’s proposal will be available from August October 2022, provided a Notification of Award and agreement are executed by August 2, 2022.

SEALED DOLLAR PROPOSAL SECTION

Firms must submit a separate Sealed Dollar Proposal in PDF format. Each firm will be evaluated, rated and/or ranked, based on information provided in their proposal. The Sealed Dollar Proposal must include the following information:

- Summary of project hours by activity
- Fee schedule for firm's personnel assigned to the project
- Travel Reimbursement: Not to exceed 10% of total contract value.
- Fee schedule for additions services offered by the responding firm.

EVALUATIONS OF PROPOSALS AND AWARD OF CONTRACT

The RFPs will be publicly opened and read on, **June 8, 2022 at 10:00 AM via Zoom**. **A Zoom link will be published and provided to all responding firms.**

Proposals from all firms meeting the minimum qualifications detailed in this solicitation will be reviewed and evaluated. The firms best meeting the experience and approach will then be selected for interviews.

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

PRICE TO REMAIN FIRM

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

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. If a firm that submits a proposal 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.

THIS SOLICITATION IS NOT A CONTRACT

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

SUB-CONTRACTORS

The firm 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.

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