



Angela D. Alsobrooks
County Executive

THE REDEVELOPMENT OF PRINCE GEORGE'S COUNTY
REQUEST FOR QUALIFICATIONS
NO. 2024-1
Construction Management Services
for
Various Projects at the Redevelopment Authority Of
Prince George's County, MD

ISSUE DATE: MAY 1, 2024

PREBID CONFERENCE: MAY 15, 2024

PROPOSAL CLOSING: MAY 31, 2024

This document is available from the Redevelopment Authority website at:
<https://www.princegeorgescountymd.gov/departments-offices/redevelopment-authority/solicitations>

REDEVELOPMENT AUTHORITY OF PRICE GEORGE’S COUNTY
RFQ NO.: 2024-01 CONSTRUCTION MANAGEMENT SERVICES

TABLE OF CONTENTS

SECTION I: INTRODUCTION	<u>PAGE NO.</u>
1.1. Summary Statement	2
1.2. Proposal Closing Date	2
1.3. Questions and Inquiries	2
1.4. Public Review Process.....	3
1.5. Proposal Acceptance.....	3
1.6. Duration of Proposal Offer	3
1.7. Notice to Offerors	3
 SECTION II: GENERAL INFORMATION	
2.1. Economy of Preparation/Incurred Expenses	5
2.2. Addenda to the Request for Proposals.....	5
2.3. Oral Presentations	5
2.4. Confidentiality/Proprietary Information	5
2.5. Allowance of In-House Work	6
2.6. Withdrawal of Proposal	6
2.7. Formation of Agreement/Contract with Successful Contractor.....	6
2.8. Affidavits, Certifications and Affirmation	6
 SECTION III: SCOPE AND REQUIREMENTS	
3.1. Background	8
3.2. Site Description	8
3.3. Development Objectives.....	8
 SECTION IV: PROPOSAL SUBMITTALS	
4.1. Technical Proposal Format Outline.....	10
4.2. Format Description	10

REDEVELOPMENT AUTHORITY OF PRICE GEORGE’S COUNTY
RFQ NO.: 2024-01 CONSTRUCTION MANAGEMENT SERVICES

TABLE OF CONTENTS

SECTION V: EVALUATION AND SELECTION PROCESS	<u>PAGE NO.</u>
5.1 Selection Process	14
5.2 Evaluation and Selection Committee.....	14
5.3 Qualifying Proposals	14
5.4 Evaluation Criteria.....	14
5.5. Final Ranking and Selection	15
5.6 Exclusive Rights Option Fee.....	15
5.7 Proposals Property of the RA.....	15

TABLE OF CONTENTS

SECTION VI: APPENDICIES

- Appendix A-1: Vendors Oath and Certification
- Appendix A-2: Statement of Ownership and Bidder Qualification Affidavit

SECTION I

INTRODUCTION

REDEVELOPMENT AUTHORITY OF PRICE GEORGE'S COUNTY
RFQ NO.: 2024-01 CONSTRUCTION MANAGEMENT SERVICES

SECTION I: INTRODUCTION

1.1 SUMMARY STATEMENT

The Redevelopment Authority of Prince George's County, Maryland (hereinafter referred to as "RDA") is soliciting proposals from qualified Construction Management Firms, to provide construction management services for multiple upcoming construction projects at RDA owned or sponsored properties in Prince George's County, MD. These properties include a diverse portfolio ranging from single-family homes, multifamily buildings, mixed-use development, and retail/commercial.

1.2 PROPOSAL CLOSING DATE

The proposer must submit original and 4 copies of the "Technical Proposals", 4 copies of the "Cost Proposals" and a zip drive with the complete application in a sealed package and address to:

Patricia Omondi
Senior Construction Manager
Redevelopment Authority
9200 Basil Court, Suite 504
Largo, Maryland 20774

Proposals must be received, and time stamped by the Redevelopment Authority no later than May 31st, 2024, at 5:00 PM. The submittals must be sealed, and the outside envelope must be clearly marked "RFQ No. 2024-01". Emailed submissions will not be accepted.

Late proposals will not be considered. Offerors mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the RDA. The Offerors shall prepay any shipping/delivery charges, as applicable, for all documents submitted.

1.3 QUESTIONS AND INQUIRIES

Questions and inquiries must be submitted via email no later than Wednesday, May 22, 2024. Submit questions to:

REDEVELOPMENT AUTHORITY OF PRICE GEORGE'S COUNTY
RFQ NO.: 2024-01 CONSTRUCTION MANAGEMENT SERVICES

Patricia Omondi
Paomondi@co.pg.md.us

Emailed responses will be sent to all proposers listed by the Redevelopment Authority as receiving a copy of this Request for Qualifications (RFQ) and have provided their contact person and email address to the RDA.

1.5 PROPOSAL ACCEPTANCE

The RDA reserves the right to accept or reject any and all proposals, in whole or in part, received as a result of this solicitation and to waive minor irregularities. Further, the RDA reserves the right to make a whole award, partial award, or no award at all.

1.6 DURATION OF PROPOSAL OFFER

Proposals are to be held valid one year following the closing date for this Request for Qualifications. This period may be extended by mutual written agreement between the Offerors and the Redevelopment Authority.

1.7 NOTICE TO OFFERORS

Before submitting a proposal, Offerors are to completely familiarize themselves with the requirements of the solicitation. Failure to do so will **not** relieve the Offeror of responsibility to fully perform in accordance therewith. No consideration will be granted for any alleged misunderstanding of the material to be furnished or work to be done, it being understood that the submission of a proposal is an agreement with all of the items and conditions referred to herein.

SECTION II

GENERAL INFORMATION

REDEVELOPMENT AUTHORITY OF PRICE GEORGE'S COUNTY
RFQ NO.: 2024-01 CONSTRUCTION MANAGEMENT SERVICES

SECTION II: GENERAL INFORMATION

2.1 ECONOMY OF PREPARATION/INCURRED EXPENSES

Proposals should be prepared simply and economically, providing a straightforward, concise delineation of the Offeror's capabilities and description of the offer to meet the requirements of this RFQ. The RDA will not be responsible for any costs incurred by any Offeror in preparing and submitting a response to this solicitation.

2.2 ADDENDA TO THE REQUEST FOR PROPOSAL

If it becomes necessary to revise any part of this RFQ, addenda will be provided via email to all firms listed by the RDA as receiving a copy of the RFQ. Written acknowledgement of receipt of all issued amendments, addenda or changes issued shall be required from all Offerors responding to this RFQ and in the form required by the solicitation documents.

2.3 ORAL PRESENTATIONS

The RDA reserves the right to conduct individual interviews with finalists and to request best and final offers from any or all finalists. Those Offerors may be required to provide oral presentations to discuss their proposed management techniques, answer questions from the RDA's Proposal Analysis Group, and/or clarify their technical submittal.

2.4 CONFIDENTIALITY/PROPRIETARY INFORMATION

Offerors must specifically identify those portions of their proposals, if any, which they deem to contain confidential, proprietary information or trade secrets and must provide justification why such material should not, upon request, be disclosed by the RDA in accordance with the Maryland Freedom of Information Act, 10-601 et. seq., State Government Article, Maryland Annotated Code County Section 203 and County Administration Procedure 133. Offerors must clearly indicate each and every page that is deemed to be confidential/proprietary or a trade secret (it **IS NOT** sufficient to preface your proposal with a proprietary statement).

REDEVELOPMENT AUTHORITY OF PRICE GEORGE'S COUNTY
RFQ NO.: 2024-01 CONSTRUCTION MANAGEMENT SERVICES

2.5 ALLOWANCE OF IN-HOUSE WORK

No section or portion of this RFQ or the Contract shall be construed or interpreted to preclude the RDA from accomplishing any task or undertaking of any operation or project utilizing its own work force.

2.6 WITHDRAWAL OF PROPOSAL

Proposals may be withdrawn upon written request from the Offeror at the address shown in the solicitation prior to the time of closing. Negligence on the part of the Offeror in preparing the proposal confers no right of withdrawal after time fixed for closing of the proposals.

2.7 FORMATION OF AGREEMENT/CONTRACT WITH SUCCESSFUL CONTRACTOR

The Contract to be negotiated as a result of this RFQ (the "Contract") shall be by and between the Offeror as Contractor and the RDA and shall contain provisions included in this RFQ. By submitting a proposal in response to the RFQ, the Offeror accepts the terms and conditions set forth herein.

2.8 AFFIDAVITS, CERTIFICATIONS AND AFFIRMATIONS

Offerors are required to submit with their proposal certain certifications, affirmations and affidavits. These forms, which should be completed by all Offerors, are included as Appendix A of this RFQ.

2.9 COUNTY-BASED BUSINESS AND COUNTY-BASED SMALL BUSINESS PREFERENCE

RDA encourages businesses to locate and remain in Prince George's County through the provision of local bid and proposal preferences and participation requirements for County-based businesses and County-based small businesses in the award of contracts in direct Authority procurement.

REDEVELOPMENT AUTHORITY OF PRICE GEORGE'S COUNTY
RFQ NO.: 2024-01 CONSTRUCTION MANAGEMENT SERVICES

The Authority finds that the local bid and proposal preferences and local participation requirements in direct Authority procurement will serve the public interest because the resulting growth and development of County-based businesses and County-based small businesses will have a significant, positive impact on the economic health of the County by, among other things, increasing the County's commercial tax revenue and improving access to good paying careers for local residents.

SECTION III

SCOPE AND REQUIREMENTS

REDEVELOPMENT AUTHORITY OF PRICE GEORGE'S COUNTY
RFQ NO.: 2024-01 CONSTRUCTION MANAGEMENT SERVICES

SECTION III: SCOPE AND REQUIREMENTS

3.1 BACKGROUND

The Redevelopment Authority's mission is to contribute to the creation of a diverse and vibrant economy and living environment for Prince George's County, using community building techniques and providing responsible and responsive development and redevelopment that is designed to enhance quality of life, balanced growth, and job creation for diverse, sustainable communities. The Redevelopment Authority (RDA) develops, redevelops, revitalizes, and preserves targeted communities with an emphasis on communities within the Beltway in support of the County Executive's priorities of community development, transit-oriented development, and affordable housing. The RDA intends to award contracts to up to five Respondents, based on a combination of qualifications, experience, and other criteria as outlined in the RFQ to support its mission. The RDA will then solicit proposals pricing from within the pool of qualified construction management firms for specific construction projects as need arises.

3.2 SITE DESCRIPTION

The construction activities related to this RFQ will take place in the Redevelopment Authority of Prince Georges County project sites. They may include major and minor renovations, site and utility upgrades and repairs, hazardous materials remediation, upgrade and replacement of major and minor building systems and finishes, new construction, buildout of retail/commercial spaces and large-scale mixed-use development projects. The Construction Management services will generally involve construction oversight and administration of: Construction, Site Demolition, Infrastructure including installation of Storm Water Management and utilities, and vertical development in the RDA development projects.

3.3 OBJECTIVES

A) General Scope of Work

- Participation in design development with RDA, civil and geo-technical engineers and other consultants employed by RDA to provide input and advice on constructability

REDEVELOPMENT AUTHORITY OF PRICE GEORGE'S COUNTY
RFQ NO.: 2024-01 CONSTRUCTION MANAGEMENT SERVICES

and design alternatives as appropriate. Review construction documents for coordination purposes and efficiencies. Assist in value engineering process and perform site visits to verify existing conditions and areas to be developed and compare with design intent and provide comments on feasibility of design in relation existing conditions. Prepare cost budgets for use in earned value analysis and master project construction schedule identifying time frames for permit process, bidding process and construction. Assist in procurement of construction contracts including bid analysis. Assist with the development of project specifications, review of construction and contract documents, and development of project budgets. Participate in pre-bid, pre-construction, and construction status meetings. Review and evaluate bids received, submittals and provide recommendations, including value engineering options.

- Conduct pre-construction review and kick-off meetings with RDA contractors to establish jobsite project protocols. Review and approve contractor baseline schedule submissions for incorporation in master construction schedule. Monitor construction including progress inspections as required or as directed by RDA. Preparation of weekly and monthly progress reports, including project progress photographs. Conduct regular site meetings for coordination, liaison and communication with contractors, Government agencies, utility companies, other RDA site vendors including preparation, circulation and maintenance of meeting records.
- Coordinate testing agencies retained by RDA and Contractor inspection requests. Review submittals and shop drawings for coordination purposes only; technical review and approval of submittals shall be the responsibility of the architect/engineer of record. Monitor, coordinate and expedite as necessary Contractor Requests-for-information (RFI), provided that any required technical response to an RFI shall be the responsibility of the architect/engineer of record; Monitor contractor progress against submitted baseline construction schedule. Prepare regular progress report for RDA identifying construction progress, earned value and actual cost trends vs budget. Maintain Change Order logs for Engineer-initiated field changes and RDA- initiated changes. Review and provide recommendation of the Contractors AIA G702,703 Applications for Payment. Coordinate written communications between RDA contractors, the engineer of record and RDA.

REDEVELOPMENT AUTHORITY OF PRICE GEORGE'S COUNTY
RFQ NO.: 2024-01 CONSTRUCTION MANAGEMENT SERVICES

- Carry out frequent field inspections and function as RDA's on-site representative. Confirm that all work is being carried out in compliance with industry and RDA standards and contract documents. Alert general contractor, RDA, and design team to significant issues that need to be addressed. Confirm that all work is carried out in accordance with plans, specifications and approved change orders, that the job site is safe and secure and that all work is carried out in a manner consistent with OSHA and MOSHA required and that all applicable permits have been obtained and that all necessary permit inspections are passed. Assist RDA and Engineer with final inspection, punch-list preparation and completion, and final reports as required. Conduct contract close-out for each contract package to include verification of final payments, finalize outstanding change orders, verification of all contractor obligations have been satisfied, obtain final lien releases and review warranties and operating manuals.

SECTION IV

PROPOSAL SUBMITTALS

REDEVELOPMENT AUTHORITY OF PRICE GEORGE'S COUNTY
RFQ NO. 2024-01: CONSTRUCTION MANAGEMENT SERVICES

SECTION IV: PROPOSAL SUBMITTALS

4.1 TECHNICAL PROPOSAL FORMAT OUTLINE

Each technical proposal shall have the following sections prominently displayed:

1. Title
2. Table of Contents
3. Development Team, Corporate Structure & Capacity
4. Qualifications and Experience
5. Project completed to date
6. References
7. Statement of no Conflict of Interest
8. Statement of no Pending or Threatening Litigation
9. Exceptions or Restrictions

4.2 FORMAT DESCRIPTION

Each proposal shall conform to the following order and format.

- 4.2.1 Transmittal Letter: The proposal shall include a transmittal letter prepared on the Proposer's business stationery. The purpose is to transmit the proposal; therefore, it should be brief. The letter must be signed by an individual who is authorized to bind the firm to all statements, including services and prices, contained in the proposal.
- 4.2.2 Title Page: Each proposal shall begin with a Title Page. It should display the words "**RFQ No. 2024-1**". It should also have the name of the company, and name, title, business address and telephone number of the person authorized to obligate the company.
- 4.2.3 Table of Contents: The proposal should contain a "TABLE OF CONTENTS" with page numbers indicated.
- 4.2.4 Proposal, Section I: Offeror must address each of the areas covered under the evaluation criteria in the order as provided below:

The Consultant Team and Capacity: Offerors must submit the names of the key

REDEVELOPMENT AUTHORITY OF PRICE GEORGE'S COUNTY
RFQ NO. 2024-01: CONSTRUCTION MANAGEMENT SERVICES

members of the proposed development team including the lead consultant, proposed partners, if any, the architect, engineer, and legal counsel. Resumes for each key member of the team should be submitted along with descriptions of projects of similar scope to the one proposed that have been successfully completed the team members. The proposed corporate structure of the team must also be described.

Experience, Qualifications, Certifications and Licenses: The submittal shall describe in detail the experience, qualifications, certifications and licenses of all relevant individuals and of the firm/individual(s) responsible for performing the scope of work. Submittal should provide three references that can be contacted and a Certificate of Good Standing from the State of Maryland.

Projects Completed: Offerors must submit a narrative description of projects completed to date, Building use, including square footage, number of stories of buildings, number of parking spaces, number and type of units, and type and size of any retail space. Systems, Process and Approach to be utilized for the projects.

- 4.2.5 Exceptions or Restrictions, Section II: Should the Offeror take exception to any provision or requirement of this RFQ, it must be indicated in this section.
- 4.2.6 Affidavits, Certifications, and Affirmation, Section V: The Offeror is required to submit with the proposal certain certifications, affirmations and affidavits. These forms, must be completed by all Offerors. (See Appendix A)

SECTION V

EVALUATION AND SELECTION

REDEVELOPMENT AUTHORITY OF PRICE GEORGE'S COUNTY
RFQ NO. 2024-01: CONSTRUCTION MANAGEMENT SERVICES

SECTION V: EVALUATION AND SELECTION PROCESS

5.1 SELECTION PROCESS

The Proposals that best meet the RDA's requirements will be selected.

5.2 EVALUATION AND SELECTION COMMITTEE

The Proposal Analysis Group (PAG) will evaluate all proposals received by the closing deadline. The PAG may request additional technical assistance from any source within the County.

5.3 QUALIFYING PROPOSALS

The PAG shall first review each Proposal for compliance with the mandatory requirements of this RFQ. Failure to comply with any requirements of this procurement may disqualify an Offeror's Proposal. The RDA reserves the right to waive a requirement and/or minor irregularities when it is in the RDA's best interest to do so. Proposals will not be opened publicly.

5.4 EVALUATION CRITERIA

After determining compliance with the requirements of this RFQ the PAG shall conduct its evaluation of the technical and cost merit of the proposals. Each proposal received as a result of this RFQ shall be subject to the same review and evaluation process. The following criteria and percentage weight factor for each will be used in the evaluation of submitted proposals:

RDA's Evaluation Committee will review and rate each submission based on a 100-point possible score using the following criteria:

{a) Qualifications and Experience: Evidence provided by the Respondent which demonstrates their experience with similar projects and similar scope of work as described in the RFQ- **(45 points)**

{b) Systems, Process and Approach: Supporting materials and narrative description which demonstrate the Respondent's organizational structure, key personnel qualifications,

REDEVELOPMENT AUTHORITY OF PRICE GEORGE'S COUNTY
RFQ NO. 2024-01: CONSTRUCTION MANAGEMENT SERVICES

business focus, construction management strategies and processes, sample documentation, and tools and systems used by the Respondent to accomplish on time and on budget construction management results. **(25 points)**

{c} Local, Small and Minority Business Participation: Proposals effectively demonstrating that the respondent is Certified by the Supplier Diversity Division of the Prince George's County Office of Central Services as a (i) MBE, and (ii) Small or County Based Business. **(20 points – 10 points each)**

(d) References: RDA will select the responsive and responsible Respondents with the highest scores, with a minimum acceptable score of 80 points, for contract award. **(10 points)**

5.5 FINAL RANKING AND SELECTION

The evaluation criteria contained herein shall be scored by the PAG based upon the previously stated weight factors for each category. The PAG will make recommendations to the Executive Director for award of the based on the terms of the Offeror's submission.

Based on the PAG's initial review of proposals, the RDA may invite, without cost to itself, ranking finalists to make a presentation of their proposal and their capabilities as a further consideration in the selection process. The RDA reserves the right to make an award with or without negotiations or to request best and final offers. Only those Offerors who are deemed to be reasonably susceptible of being selected for award shall be offered the opportunity to participate in this process. The RDA also reserves the right to request supplemental information including audited or unaudited financial statements.

5.6 PROPOSALS PROPERTY OF THE RDA

All proposals submitted in response to this Request for Qualifications become the property of the RDA and may be appended to any formal documentation which would further define or expand the contractual relationship between the RDA and the successful Offeror.

SECTION VI
APPENDICIES

VENDORS OATH AND CERTIFICATION

Pursuant to Subtitle 10, Section 10A-110 of the Prince George's County Code, the Purchasing Agent requests as a matter of law that any contractor receiving a contract or award from Prince George's County, Maryland, shall affirm under oath as below. Receipt of such certification, under oath, shall be a prerequisite to the award of contract and payment thereof.

"I (We) hereby declare and affirm under oath and the penalty of making a false statement that if the contract is awarded to our firm, partnership or corporation that no officer or employee of the County whether elected or appointed, is in any manner whatsoever interested in, or will receive or has been promised any benefit from, the profits or emoluments of this contract, unless such interest, ownership or benefit has been specifically authorized by resolution of the Board of Ethics pursuant to Section 1002 of the Charter of Prince George's County, Maryland; and

I (We) hereby declare and affirm under oath and the penalty of making a false statement that if the contract is awarded to our firm, partnership or corporation that no member of the elected governing body of Prince George's County, Maryland, or members of his or her immediate family, including spouse, parents or children, or any person representing or purporting to represent any member or members of the elected governing body has received or has been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder's fee, political contribution, or any other similar form of remuneration and/or on account of the acts of awarding and/or executing this contract, unless such officer or employee has been exempted by Section 1002 of the Charter of Prince George's County, Maryland.

Handwritten Signature of Authorized Principal(s):

Name: _____ Title:

STATEMENT OF OWNERSHIP AND BIDDER QUALIFICATION AFFIDAVIT

Part A below requires a business entity, when responding to a bid or proposal solicitation, to provide a statement of ownership as a condition of eligibility to receive a contract from Prince George's County.

Part B is an affidavit of "No Conviction" for bribery, attempted bribery, or conspiracy to bribe, and is required under Section 16-311 of the Maryland State Finance and Procurement Article.

NOTE: Submission of completed document is prerequisite to award.

PART "A" - OWNERSHIP Date

1. Full name and address of business

City and State Zip Bus. Phone w/area code

2. Is the business incorporated? ___yes ___no

3. Other names used by business i.e., T/A

Non-Corporate Business

If response to Item #2 above is No, list the name and business and residence address of each individual having a ten percent (10%) or greater financial interest in the business.

Name Business Address Residence Address

Corporate Business Entities

Is the corporation listed on a National Securities Exchange? ___yes ___no

4. List the names of all officers of the corporation, their business and residence addresses and the date they assumed their respective offices.

Residence Date Office
Name Office Business/Address Assumed

5. List the names of all members of the current Board of Directors, their business and residence addresses, the date each member assumed office and the date his/her term as a Director shall expire (if any).

Date Date Term of
Name Business/Address Office Assumed Office Expires

APPENDIX A-2

- 6. List the names and residence addresses of all individuals owning at least ten percent (10%) of the shares of any class of corporate security, including but not limited to stocks of any type or class and serial maturity bonds of any type or class.

Name	Residence Address
------	-------------------

This Financial Disclosure Statement has been prepared by _____

_____ on this _____ day of _____, 19__.

Signed by Preparer

PART "B" - AFFIDAVIT (BIDDER'S QUALIFICATION STATEMENT)

1. I am the _____ of _____ a party interested in obtaining a contract with Prince George's County under conditions set forth in documents for Bid No. _____.
2. Upon examination of relevant records and to the best of my knowledge, no officer, director, partner or employees of the aforementioned business entity has on the basis of acts committed after July 1, 1977, been convicted of, or entered a plea of nolo contendere to, a charge of bribery, attempted bribery or conspiracy to bribe under the laws of the State of Maryland, any other state, or the federal government other than those listed on the attachment to this affidavit (attachment should list name, title, offense, place and date of conviction or plea);
3. I have been authorized to make this statement on behalf of the aforementioned party.

(Signature)

ACKNOWLEDGMENT (Corporate)

I, _____ certify that
Name (Printed)

I am the _____ of _____ and that
Title and Business Entity

_____ who signed the above Affidavit/
Name (Printed)

is _____ of said entity; that
Title

APPENDIX A-2

I know his/her signature, and his/her signature thereto is genuine; and that the above Affidavit/Statement of Ownership was duly signed, sealed, and attested for on behalf of said entity by authority of its governing body.

Further, under penalty of perjury I solemnly affirm that the contents of the foregoing Affidavit and Statement of Ownership are true to the best of my knowledge, information and belief.

_____ (SEAL)
(Name Printed)

_____ (SEAL)
(Signature)

_____ (SEAL)
Corporate Seal (as applicable)

