



INVITATION FOR BIDS

For

STRUCTURAL PRECAST

For

CAPITAL REGION MEDICAL CENTER PARKING STRUCTURE LARGO, MARYLAND

PROJECT NO. – 19-10695

Date: June 21, 2019

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I. OBJECTIVE

The Revenue Authority of Prince George's County (the "Client") is seeking sealed bids from Structural Precast Contractors (hereafter called "Bidder(s)") for the design and installation of Structural Precast for the Capital Region Medical Center Parking Garage (hereafter called "Project") that the Client will construct at the Capital Region Medical Center to be located in the Largo Town Center, Largo, MD. The objective of this solicitation is to procure the Structural Precast for the 1,150-space parking structure.

The selected Bidder shall have sufficient organization, personnel and construction capability to perform the requested services set forth in this IFB (the "Work") in an expeditious and economical manner at the highest standards of the Bidder's profession. The Bidder shall furnish all labor, services, supplies, materials and equipment required to complete the Work using the Bidder's best efforts, skill, judgment, and abilities in accordance with this IFB. The Bidder accepts the fiduciary relationship of trust and confidence established between it and the Client by the awarded contract.

Bidders shall provide all design, fabrication and installation services necessary for the Work to support the construction of the Project. The approximate size and location of the Project is shown in Exhibit 'B' of this IFB. All criteria will be evaluated and confirmed by the successful Bidder along with project stakeholders during the early stages of project construction.

The full version of this IFB can be downloaded from the Client's website at <https://www.princegeorgescountymd.gov/bids>. Questions regarding this IFB should be directed to the Client's Representative, Richard Partlow at rpartlow@jmt.com:

Bidders shall submit their sealed bids no later than **July 05, 2019 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 bids shall be clearly labeled **"BID FOR STRUCTURAL PRECAST FOR CAPITAL REGION MEDICAL CENTER PARKING STRUCTURE, LARGO TOWN CENTER, LARGO, MD"**.

II. SUMMARY OF SERVICES

A. PROJECT BACKGROUND AND SUMMERY OF SERVICES:

The Client is seeking bids from Bidders to provide aggregate Structural Precast for the construction of a new parking structure consisting of a multi-story parking structure which will provide parking for the Capital Medical Center of Prince George's County.

III. BIDDER'S QUALIFICATIONS

A. BIDDER'S and SUB-CONSULTANT QUALIFICATIONS

The following is a list of qualifications for which the Bidder must possess at least 10-years experience.:

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. The Contractor's personnel shall include both a Project Manager and a Site Superintendent of whom will be in responsible charge full-time with the Superintendent on-site during the construction of the structural precast system.
4. The Superintendent shall have at least 10-years of experience including supervision and construction of at least three projects of similar scope, application and size in the past year and shall submit evidence of successful installation of similar structural precast under similar job conditions.
5. 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.
6. The Bidder shall have an organizational depth and technical resources in-house to perform the services in a manner consistent with the best interests of the Client.

B. CONTENTS OF BIDS

Bids should include the following:

1. Briefly describe your firm, organizational structure and support resources available to complete the Work outlined above in this IFB.
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 with structural precast of similar scope and magnitude as required for this project.
4. Provide references including name and phone number for recently completed projects with similar structural precast.
5. Provide a general work plan to complete the Work.
6. Provide a schedule for design / shop drawings, fabrication of the precast components and installation timing for the Work.
7. Provide a sample insurance certificate indicating the limits provided for the project.

C. SUPPLIER DIVERSITY

1. This IFB has a goal of at least forty percent (40%) certified County-based small business participation. All prime contractors, including certified MBE firms, are required to use best efforts to achieve this goal. All bids must be accompanied by a Supplier Diversity Plan. **Certified County-based small business identified in the Supplier Diversity Plan at time of bid opening cannot be changed without the prior approval of the Director of Purchasing and Supply Services.**
2. **The Client strongly encourages Bidders to maximize the use of qualified locally based minority and women-owned business within the geographical boundaries of Prince George's County. The Bidder shall 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.**
3. **Minority businesses are encouraged to submit bids in response to this IFB.**
4. If the Bidder is not a small business or MBE firm, please state so along with any participation that can be provided within your scope of services.

IV. BID FORM

A. BID FORM AND PROPOSAL

**Revenue Authority of Prince George's County
Capital Region Medical Center Garage
Structural Precast**

From: _____
(Proper Name of Bidder)

ACKNOWLEDGEMENT OF GENERAL CONDITIONS

The Client reserves the right to reject any or all proposals and to enter into contract negotiations with the selected project manager or to take any other actions that may be deemed to be in the best interest of the Client. The Contractor shall not disclaim knowledge of the meaning and effect of any term or provision of these General Conditions, and Supplemental Conditions, if any, and agrees to strictly abide by their meaning and intent. In the event the Contractor fails to sign this acknowledgement, the Client shall have the right to reject the Bid.

CONTRACTOR'S SIGNATURE: _____

Print Name: _____

Title: _____

	Total Price
Base Bid (To include all required Scope for Precast)	\$
Wage Scale Requirement	\$
SWaM/MBE/DBE	\$
Permit/DPIE Fee Allowance	\$
Sub Total	\$
Total Proposed Fee	\$

- ❖ Include bid on bidder's letter head with confirmation of complete scope of work and any clarifications necessary to evaluate complete bid.

V. PROJECT SCHEDULE

A. BID SCHEDULE

Schedule of Bid Activities to Award	Date
IFB Release	6/21/19
Deadline for Questions	6/28/19
Sealed Bids Due to the Authority	7/05/19 at 2:00PM
IFB Review Period	7/08/19 to 7/12/19
Announcement of Successful Bidders	7/15/19
Contract Award and Start Date	7/26/19

B. BIDDER'S DESIGN AND CONSTRUCTION SCHEDULE

The Bidder shall submit a project design bar chart schedule with their bid. The bar chart schedule developed by the Bidder shall reflect their recommended project phases, phase activities, activity durations for design / shop drawings, fabrication and all installation activities.

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

This schedule and narrative will be reviewed by the Bidder Selection Committee as part of the evaluation process.

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: 301-850-5057
E-Mail No: REDevelopment@co.pg.md.us

2. Client 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. BIDDER'S SCOPE RESPONSIBILITIES

STRUCTURAL PRECAST CONCRETE SCOPE OF WORK

A. STRUCTURAL PRECAST CONCRETE

1. Provide all Structural Precast Concrete Work per the Documents retrieved from the link below:

[Download Attachments](#)

2. Provide design calculations, shop drawings and erection plans with professional engineer's seal. The sealed erection plans will include; erection sequence, connections, grouting and bracing requirements for the erection process. The drawings shall include all openings for doors, windows and louvers and any required mechanical, electrical or plumbing openings or sleeves, including elevator call buttons and floor indicators. The openings to be provided as cast-in and will be 12" or larger in any direction, though all openings regardless of size to be indicated. The shop drawings and calculations to be signed and sealed by an Engineer licensed in the State of Maryland. The structure is to be designed and provided to meet current IBC codes.

3. Provide pre-stressed concrete double tees in the length and widths required and including all necessary hardware and connection devices. The work includes all double tees pre-topped. The structure is to be designed for the required live loads, dead loads, lateral and seismic loads and all other loads specified.
4. Provide precast concrete beams, columns, walls, and spandrels to support and stabilize the double tees. The work includes all cast-in embeds for necessary attachments. The work includes the shear wall panels, stairs and elevator towers, stairs, panels, landings, and elevator roof caps. This Contractor includes precast roof slabs over the stairs and elevator tower and any precast or steel supports required for the stairs.
5. Provide architectural exterior perimeter spandrel panels, panels, columns, beams and enclosures for elevations and floors as indicated on the plans. Architectural finishes and custom spandrel architectural form as specified on construction documents.
6. Provide precast color samples and mock-ups.
7. Provide stair landing units in specified concrete mix color. Include typical nosings and slip resistant treads, with galvanized embedded hardware as shown on the construction documents.
8. Furnish and install all floor and roof drains on elevated levels as specified in the size and location as shown on the construction documents. Drain covers will be delivered to the plumber for installation. Final tie-ins of drains to be performed by others. Provide positive drainage to all cast-in floor drains.
9. Precast Contractor shall provide precast washes and pre-topped inverted tee beams.
10. Include all required welding for work installed.
11. Include corrosion inhibitor as specified.
12. Provide finish for connection as specified.
13. The work includes the cast-in of embedded materials for electrical and mechanical items, handrails, railings, metal screening and other embedded items to be installed by others. Install rigid conduit in size specified with PVC coating embedded in the roof level columns for all roof-top light poles, junction boxes and anchor bolts for exterior lights, include light pole bases in the precast structure. The work also includes any cast in wood blocking required for other trades.
14. Remove roadway mud and other soiling accumulated during transportation after installation.
15. The work is to be performed in accordance with the project documents and include PCI MNL 116 – Manual for Quality Control for Plants and Production of Structural Precast Concrete Products,

16. Precast Contractor shall be a certified PCI fabricator and installer.
17. The work includes all costs to deliver and erect the work including over the road permits. Erection will be done, for the most part, from inside the building footprint. Precast Contractor shall provide their own crane, crane operators and rigging necessary to unload and install structural and pre-cast concrete. Work includes all crane logistics, crane mobilization / demobilization, setup location(s), crane sizing, truck routing, temporary stone roads necessary to install precast, and any shoring needed to be designed to accommodate the crane surcharge loads. Precast Contractor shall furnish all crane certificates of inspection prior to erection of the precast.
18. Furnish all welding certificates, PCI plant certifications, erector certifications, crane plans, rigging plans, material certificates, and plant quality control reports
19. The erection includes a field check of foundations and anchor bolts by the erector as outlined in PCI MNL 127 - Erector's Manual - Standards and Guidelines for the Erection of Precast Concrete Products, based on building controls set by the General Contractor. The erection includes shims and grouting to set the components in place. The precast provider to furnish and install covers for all precast lifting connections at the Garage consisting of infill at horizontal connection points and premanufactured covers at vertical connection points.
20. Provide temporary safety railings at stair towers, openings and leading edges.
21. Provide cold weather protection and approved add mixtures as required for the work.
22. Precast Contractor shall exclude:
 - Final cleaning of the precast at substantial completion of the project
 - Caulking, firesafing, expansion joints, doors, louvers, metal railings, flashings, vertical grout, and electrical wiring
 - Structural concrete foundations, slab-on-grade, topping slabs and washes
 - Access road and pad for crane staging
23. Include cost for the Payment and Performance Bond.

B. GENERAL SCOPE REQUIREMENTS

1. No Smoking: There will be no smoking within the project site during the performance of this contract.
2. This Contract includes all business fees, taxes, freight, insurance, trade permits, licenses, and everything necessary for a complete and proper installation
3. Precast Contractor acknowledges the following mandatory schedule:
 - a. Work hours are to be restricted to Prince George's County standard regulations.

- b. All deliveries must be coordinated with onsite General Contractor personnel in advance and must adhere to the same above restrictions.
4. On-site parking will be limited and permitted at the sole discretion of the General Contractor.
5. Precast Contractor's attendance at all General Contractor scheduled safety, quality control, and construction coordination meetings is mandatory.
6. This Precast Contractor is responsible for daily cleanup of all scrap and waste generated as the work is performed. The work area is to be cleaned at the end of each work day of all waste materials, banding, pallets, etc. All scrap, trash and garbage is to be deposited into dumpsters provided by the General Contractor.
7. Precast Contractor will prepare and submit shop drawings generated from a three dimensional CAD file developed by the Precast Contractor for the scope of work of this Contract. All shop drawings are to be prepared and delivered in a 3-dimensional file format. Two model types are required. The first type is the native file format (*.RVT *.DWG, *.DGN, etc.) which is the model with no export performed, it is delivered in the format with which the model was generated. The second format is an interoperable format, preferably an *.NWC file format, that will be used for tasks in Autodesk Navisworks for clash detection, timeline sequencing and coordinated reviews. Models are to be provided to a level that illustrates proper size and exact locations.
8. Provide all submittals required for this work. Precast Contractor will prepare and submit six (6) hard copies and one (1) electronic copy of their submittals to meet the submittal review, procurement, fabrication times and the overall project schedule. Submittals must be approved prior to the start of the applicable work onsite.
9. Engineered Shop drawings, as required by the Project Specifications, are to be prepared, signed, and sealed by a qualified Professional Engineer licensed in the State of Maryland. The pre-cast contractor is responsible for submitting the fully prepared, signed, and sealed design and shop drawing to Prince George's County Department of Permitting, Inspections and Enforcement (DPIE) for review and approval.
10. Time is of the essence throughout this Project. Some adjustments to start dates in the Precast Contractors portion of CPM Schedule may be required as the result of the early completion of other work, which dictates the start of this Precast Contractor's work or because of delays. Precast Contractor must be ready to start each item of work as scheduled and / or when directed by the General Contractor.
11. Provide suitable protection for this Precast Contractor's new and existing work in place, as required. This Precast Contractor is also responsible for insuring that its work activities do not damage the work of other trades and includes dust control, safety, and the protection of surrounding properties, vehicles, site equipment, etc.

12. Mobilizations(s) required to perform this work are included in this Precast Contractor's Scope of Work. Precast Contractor is required to inspect site prior to starting work.
13. Precast Contractor shall protect work, adjacent structures, persons, and property from injury or damage due to contractor's operations, weather, and normal activities at the site until accepted by Owner's Representative.
14. Precast Contractor shall maintain Daily Reports at the Project site, and shall submit them daily to the General Contractor. Reports should be specific as to manpower, weather, and work description for each day.
15. Coordinate the Work of this contract with General Contractor. Precast Contractor is required to obtain written approval from General Contractor 72 hours in advance of commencing any work that may affect normal operations, utilities or prohibit subsequent work from proceeding as scheduled.
16. Under no circumstances will the jobsite superintendent be responsible for the validity of a ticketed claim against the General Contractor. The site superintendent shall verify time and material involved only.
17. Primary access to the building will be in accordance with the site utilization plan prepared by the General Contractor. Precast Contractor to coordinate staging area with General Contractor Superintendent in the event there are conflicts with other work or trades.
18. Safety & Risk Management Requirements: The following requirements below are outlined in addition to the requirements as specified in CFR 1926 and 1910 OSHA guidelines. All safety requirements as defined by OSHA, MOSH, ANSI, NEC, NFP and state and local standards must be met at all times while working on the project. Additionally, Precast Contractor is required to provide risk management as set forth below.

Safety Requirements for Submittal:

- Site Specific Fall Protection Plan.
- Documented Training for workers engaged in work requiring fall protection.
- Activity Hazard Analysis for Definable features of work prior to beginning any/all work (as outlined in the Site Specific Safety Plan).
- Named competent person for scaffold erection/inspection.
- Named competent person for excavation and trenching.
- Lockout/Tag-out Program (site specific).
- Documented training for forklift operators.
- Documented training for Power Activated Tools (HILTI Gun).
- Crane Annual Inspection (requires 48 hours notification to the General Contractor).
- Submit MSDS Sheets (Material Safety Data Sheets).

Minimum Safety Requirements on the Project:

- 100% Eye Protection worn at all times.

- 100% Hard hat required while on the project.
- All employees must wear a safety vest while on the project site.
- All workers must attend the General Contractor's Mandatory Safety Orientation and Activity Hazard Analysis review prior to the start of work on the project.
- Each trade must conduct a weekly tool box talk while on the project (copy to be turned into the General Contractor's Superintendent).

Risk Management Requirements:

- Housekeeping - the site will be maintained clear of all construction rubbish with all trash being removed on a 24 hour basis. Failure to remove promptly will result in removal charge back.
 - Subs of Precast Contractors - a list of all Precast Contractors including those that are Precast Contractors of Precast Contractors will be listed, updated, and provided to CWCI.
 - Experience Modification Rating (EMR) - all Precast Contractors must submit their company's workers compensation EMR Rating prior to beginning any/all work.
19. A CPM Schedule shall be incorporated into the General Contractor's CPM Schedule and used in billing that portion of the Precast Contractor's work completed each calendar month. Upon award of the contract, it will be the requirement of the Precast Contractor is to submit a Schedule of Values in the format acceptable to the Construction Program Manager and Owner prior to approval of the initial payment.

VIII. BID PROCEDURES AND OBJECTIVES

A. GENERAL CONSTRUCTION ADMINISTRATION OVERVIEW

This section of the IFB is intended as a guide for the Bidder 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 Owner's Representative 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 Owner's Representation shall develop a Bulletin(s) to clarify the bid documents in a format acceptable to the Client. The Owner's Representative will then distribute the document to all Bidders.

C. BID OPENING

The Bidders do not have to attend the bid opening. In the event that the construction bids received exceed the Owner's approved final cost estimate by 5% or more, the lowest responsible and responsive Bidder, in cooperation with the Owner, 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 of Maryland 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, shall be undertaken by the Bidder at no additional cost to the Client.

D. POST BID REVIEW MEETING, RECOMMENDATION FOR AWARD

The Client Representative, in conjunction with the Project Manager, shall review the bid proposals submitted by the various Bidders to determine the lowest responsible and responsive bid for the Work. The Client Representative, in conjunction with the Project Manager and the Project team members, shall develop a post bid questionnaire based on the requirements below and schedule a post bid review meeting with the Bidder'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 Work in strict accordance with the plans and specifications.

1. Post Bid Review:

The Client Representative, in conjunction with the Project Manager, shall 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; and 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:

The Client Representative, in conjunction with the Project Manager, shall arrange a meeting with the apparent low bid Bidder to discuss their bid proposal and other issues regarding the award of the contract. The Client Representative, in conjunction with the Project Manager, shall request the Bidder to confirm that their bid proposal does not contain errors, and review and confirm alternate pricing and unit pricing and document acceptance or rejection as appropriate. And the Client Representative, in conjunction with the Project Manager shall comment on all omissions, qualifications and unsolicited statements appearing in the bid; review any special circumstances of the project; and ensure the Bidder's signature appears on all post bid review documents.

E. DIRECTOR'S HEARING

If a Bidder submits a bid protest, they must attend any Director's hearing(s). The Bidder 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 Client shall submit a new "Letter of Recommendation" for contract award.

F. BID PROCESS, PROCEDURES, AND FORMS

Bidders shall be responsible to utilize the complete set of Design Development Documents from Walker Consultants and their consultants per the link below:

[Download Attachments](#)

Bidder Responsibility

It is the Bidder responsibility to examine all specifications and conditions thoroughly, and comply fully with specifications and all terms and conditions. Bidders must comply with all Federal, State, and City laws, ordinances and rules, and meet any and all registration requirements where required for contractors.

Readability

Bidders are advised that the Revenue Authority of Prince George's County's ability to evaluate bids is dependent in part on the Bidder's ability and willingness to submit proposals which are well ordered, detailed, comprehensive, and readable. Clarity of language and adequate, accessible documentation is essential.

Changes or Corrections in Bid Submittal

Prior to the submittal closing date and time, a Bidder may make changes to its bid, if the change is initialed and dated by the Bidder. No change shall be allowed after the closing date and time. Note that you cannot change, mark-up or cross-out any condition, format, provision or term that appears in this bid package. If you need to change any of your own prices it must be made in pen, initialed, and be clear in intent. Do not use white-out.

Errors in Bids

Bidders are responsible for errors and omissions in their bid. No such error or omission shall diminish the Bidder's obligations to the Revenue Authority of Prince George's County.

Withdrawal of Bid

A submittal may be withdrawn by written request of the Bidder, prior to the bid closing date and time.

Rejection of Bids and Rights of Award

The Revenue Authority of Prince George's County reserves the right to reject any or all bids at any time with no penalty. The Client Representative, in conjunction with the Project Manager, shall also has the right to waive immaterial defects and minor irregularities in any submitted

Incorporation of IFB and Proposal in Contract

This IFB and the Bidder's response, including all promises, warranties, commitments, and representations made in the successful bid process leading up to Award that are accepted by The Revenue Authority of Prince George's County, shall be binding and incorporated by reference in The Authority's Contract with this Vendor.

G. DRAWINGS

1. Shop Drawings:

The successful Bidder 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 successful Bidder shall review all shop drawing submissions for conformity with the Garage construction documents within seven (7) calendar days of receipt. The successful Bidder 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 successful Bidder shall keep the contract drawings up to date at all times during construction and upon completion of the Work, submit their AS-BUILT drawings to the Owner with the Bidder'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 successful Bidder shall review the AS-BUILT drawings with the Owner's Representative at each job progress meeting to ensure that they are up to date. Any deficiencies shall be noted in the progress meeting minutes.

The Owner's Representative 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.

The successful Bidder shall obtain the original RECORD-SET drawings from Owner's Representative 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 original RECORD-SET drawings.

The successful Bidder 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 Bidder.

Upon completion, the successful Bidder 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 Owner's Representative. 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.

H. CONSTRUCTION DEFICIENCY LIST

The successful Bidder shall prepare, maintain and continuously distribute an on-going deficiency list to the Contractor, Project Manager, and Owner's 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.

I. INSPECTIONS: SUBSTANTIAL AND FINAL COMPLETION

The successful Bidder and their subcontractor(s) accompanied by the Project Manager, Department of Inspection and Enforcement, Owner's 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 successful Bidder 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.

J. CLOSE-OUT DOCUMENTS

The successful Bidder 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 successful Bidder 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 successful Bidder shall also submit a letter certifying that the project was completed in accordance with the contract documents, etc.

K. TESTING, TRAINING, MANUALS AND ATTIC STOCK

The successful Bidder 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 successful Bidder shall ensure the testing procedures comply with manufacturers recommendations. The Bidder 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.

L. CHANGE ORDERS

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

1. Successful Bidder:

The successful Bidder 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. Recommendation for Award:

The Owner's Representative 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 the Construction Specification Institute format and all other considerations to substantiate that decision.

3. Time Extension:

When a Change Order Request is submitted with both cost and time factors, the successful Bidder's independent cost estimate is to take into consideration time factors associated with the changed work. The successful Bidder is to compare their time element with that of the Contractor's time request and if there is a significant difference, the successful Bidder 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 successful Bidder is to do an independent evaluation of the time extension request using a recognized scheduling formula.

4. Submission:

The successful Bidder 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 successful Bidder shall resubmit the package at no cost to the Client if the change order package contents are deemed insufficient by the Project Manager.

5. Meetings:

The successful Bidder 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.

6. Bidder Fee:

If the Owner's Representative requests a scope change; and it is approved by the Project Manager, the successful Bidder may be entitled to be reimbursed through an amendment and in accordance with the requirements stated in paragraph 'L' of this Section.

IX. PERMITS AND APPROVALS

A. REGULATORY AGENCY PERMITS

The Bidder 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. The Bidder shall provide a schedule for precast shop drawings and calculation to expedite the DPIE schedule (Building Permit will require full precast shop drawings and calculation) which will be on the project's critical path.

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

The Bidder shall submit the Structural Precast design and shop drawings with the permit application. Application fees are set in accordance with the County Code and the nature of the project.

The Bidder 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 Bidder 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 Bidder 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 Bidder's proposal.

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

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

The Bidder 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 IFB was developed, the Bidder 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 Bidder's responsibility to determine which prior approvals, if any, are required. The Bidder 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 Bidder, in cooperation with the Owner's Representative, shall assure that this project complies with the DPIE Barrier Free Sub code where applicable.

C. STATE INSURANCE APPROVAL

The Bidder 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 Bidder shall review all the comments and, with agreement of the Project Team, modify the documents while adhering to the project's IFB requirements, State code requirements, schedule, budget, and Bidder 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 Bidder shall attend and chair all meetings with Permitting Agencies necessary to explain and obtain the required permits for Structural Precast design.

F. MANDATORY NOTIFICATIONS

The Bidder shall include language in Division 1 of the Ground Improvement specifications 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.”

X. GENERAL REQUIREMENTS

A. SCOPE CHANGES

The Bidder must request any changes to the Scope of Work in writing. An approved Client Consultant Amendment Request form reflecting authorized scope changes must be received by the Bidder prior to undertaking any additional work. The Client’s form must be approved and signed by the Director of the County’s Office of Central Services and written authorization issued from the Project Manager prior to any work being performed by the Bidder. Any work performed without the executed Client Consultant Amendment Request form is done at the Bidder’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 Bidder and determine the actual amount of damages, if any, resulting from each negligent act, error or omission.

C. ENERGY INCENTIVE PROGRAM

The Bidder 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 Bidder 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 Bidder and the amount included in the base bid of their fee proposal.

XI. ALLOWANCES

A. PERMIT FEE ALLOWANCE

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

1. Permits:

The Bidder shall determine the various State permits, certificates, and approvals required to complete the Work.

2. Permit Costs:

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

4. Bidder Fee:

The Bidder 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 Client at the close of the project.

XII. EXHIBITS

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

Exhibit 'A' - Site Location Map

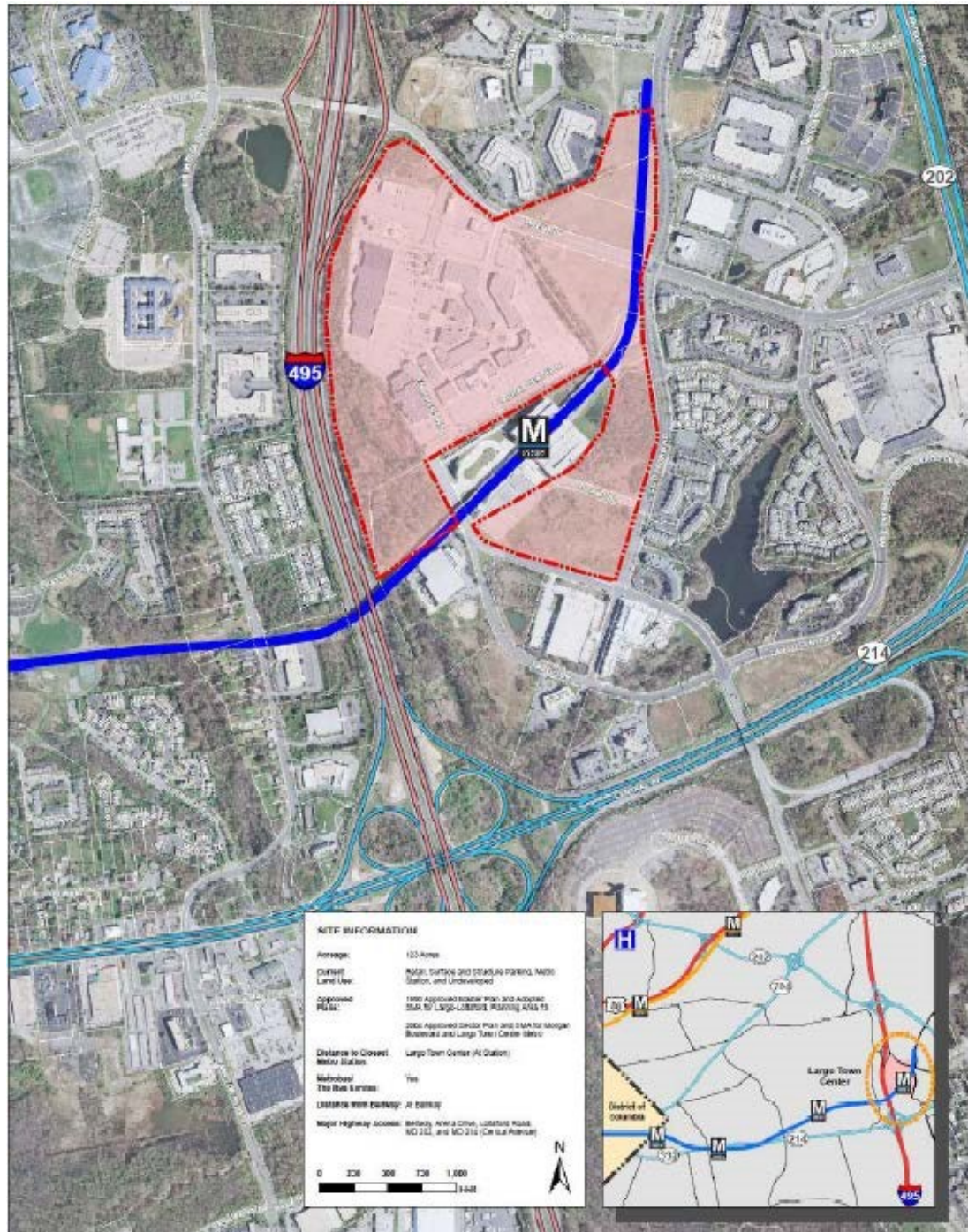


Exhibit 'B' - Site Location Plan

