

REQUEST FOR PROPOSALS

**REDEVELOPMENT AUTHORITY OF
PRINCE GEORGE'S COUNTY**

RFP NO. 2020 -1

**Land Planning and Civil Engineering for
Hospital Redevelopment (Cheverly) and Sustainable Townhome
Community Development (Forestville)**



**Redevelopment Authority
of Prince George's County**

**REDEVELOPMENT AUTHORITY
OF PRINCE GEORGE'S COUNTY**

RFP

NO. 2020-1

***Land Planning and Civil Engineering for Hospital Redevelopment in
Cheverly and Townhome Community in Forestville***

ISSUE DATE: 7/16/2020

PROPOSAL CLOSING: 8/27/2020, 12:00 Noon



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This document is available from the Redevelopment Authority Webpage at:

<https://www.princegeorgescountymd.gov/3537/Solicitations>

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SECTION I: INTRODUCTION

1.1 SUMMARY STATEMENT

The Redevelopment Authority of Prince George's County (RDA) is hereby soliciting proposals from qualified civil engineers, land planners/architects, and other disciplines as necessary to provide concept plans for two development projects. The first project consists of a hospital redevelopment comprised of approximately 26 acres located in the town of Cheverly. The second project is the construction of a connected and sustainable townhouse community comprised of approximately 32 acres in Forestville. The concept plan for each will include complete site details and accompanying flat and three-dimensional concept renderings.

Offerors are responsible for assembling the team of consultants necessary to perform the scope of work required by this solicitation. In responding to this RFP, the team assembled shall provide a consolidated proposal describing the capabilities, experience and role for each member of the team.

The offeror has two options for this RFP:

1. The offeror can submit a proposal for one of the two subject projects
or
2. The offeror can submit a proposal for both subject projects. However, the proposals must be submitted as two distinct submissions. Pricing should be submitted for each project separately and a combined price if offering a discount if awarded both projects. All of the requirements for the RFP must be satisfied for each project.

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1.2 SOLICITATION CLOSING DATE

The bidder must submit original and 4 copies of the proposal along with an electronic version on a compact disk (CD) in a sealed package and address to:

Ernest Williams
Senior 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 August 27, 2020 at 12:00 noon EST. The submittals must be sealed, and the outside envelope must be clearly marked "**RFP No. 2020-1**".

Late proposals will not be considered. Respondents to this RFP mailing proposals should allow enough mail delivery time to ensure timely receipt by the Redevelopment Authority. Offerors shall prepay any shipping/delivery charges, as applicable, for all documents submitted.

1.3 QUESTIONS, INQUIRIES AND PRE-PROPOSAL CONFERENCE

Questions and inquiries must be submitted via email no later than twelve business days prior to the RFP closing date to:

eywilliams@co.pg.md.us

Phone calls or faxed questions will not be accepted. All questions and answers will be posted to the RDA website no later than ten business days prior to the closing date. All potential respondents are responsible for checking the RDA website for any addendums. Considering COVID-19 there will be no Pre-Proposal conference. Please submit all questions to Ernest Williams.

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1.4 PROPOSAL ACCEPTANCE

The Redevelopment Authority 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. The Redevelopment Authority also reserves the right to make an award for the entire solicitation to one entity or multiple entities. Further, the RDA reserves the right to make a whole award, partial award, or no award at all.

1.5 DURATION OF PROPOSAL OFFER

Proposals are to be held valid for six months following the closing date for this RFP. This period may be extended by mutual written agreement between the Respondents to this RFP and the Redevelopment Authority.

1.6 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 the items and conditions referred to herein.

Additionally, before submitting a proposal, the potential responder must establish its own complete team of key personnel that will be able to fulfill all the RFP's requirements.

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 Bidders' capabilities and description of the offer to meet the

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requirements of this RFP. 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 REQUEST FOR PROPOSAL

If it becomes necessary to revise any part of this RFP, Addenda will be provided on the RDA website. It is the responsibility of all potential respondents to regularly check the RDA website for any Addenda. The Proposal shall include a statement acknowledging receipt and understanding of all Addenda to this solicitation published on the RDA website.

2.3 ORAL PRESENTATIONS

The Redevelopment Authority 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 proposal, 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 Redevelopment Authority in accordance with the Maryland Freedom of Information Act, 10-601 et. seq., State Government Article, Maryland Annotated Code. 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).

2.5 ALLOWANCE OF IN-HOUSE WORK

No section or portion of this RFP or the resulting Contract shall be construed or interpreted to preclude the Redevelopment Authority from accomplishing any task or undertaking of

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any operation or project utilizing its own work force and that of the Owner's Representative.

**2.6 FORMATION OF AGREEMENT/CONTRACT WITH SUCCESSFUL
CONSULTANT**

The Contract to be negotiated as a result of this RFP (the "Contract") shall be by and between the Bidder as a Consultant and the Redevelopment Authority as Owner and shall contain provisions included in this RFP. By submitting a proposal in response to this RFP, the Bidder accepts the terms and conditions set forth herein.

2.7 AFFIDAVITS, CERTIFICATIONS AND AFFIRMATIONS

Bidders 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 RFP.

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SECTION III: SCOPE AND REQUIREMENTS

3.1 BACKGROUND/PROJECT DESCRIPTION – CHEVERLY HOSPITAL

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.

Cheverly Hospital Redevelopment – The UM Prince George's County Hospital currently occupies the 26 acres on the subject site, but is scheduled to relocate to new facility in Largo in the Spring of 2021.

The objective of this solicitation is to procure a contract for a civil engineer and land planner/architect, and other disciplines as necessary for the creation of a concept plan to include site details, and to provide cost estimate for the demolition of the existing structures on the site.

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Fig. 1. Development Boundary – Cheverly Hospital Site

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3.1.1 SITE DESCRIPTION – CHEVERLY HOSPITAL

Cheverly Site - The site is approximately 26 acres in size and is located right off the Baltimore Washington Parkway. The site is contiguous and located at the top of a hill. The current hospital structure houses over 350 beds. There are multiple buildings and parking lots on the site.

3.1.2 SCOPE OF SERVICES – CHEVERLY HOSPITAL

The consultant team procured through this RFP will be required to create a concept plan including site details. The site details are to include the following:

1. Density
2. Uses
3. Street layout
4. Lot layout
5. Traffic impact
6. Accommodation for green space
7. 3D and flat renderings
8. Parking layout
9. Other features as appropriate

The concept plan should conform with current sector plan, zoning, and proposed zoning.

The consultant team will also be required to provide a cost estimate for the demolition of the existing buildings on the site.

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3.2 BACKGROUND/PROJECT DESCRIPTION – FORESTVILLE

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.

Forestville Townhouse Community – PEPCO owns the site of 32 acres of undeveloped land in Forestville. PEPCO seeks to partner with Prince George's County to transform the property into a connected community of workforce housing. The community will be comprised of state of the art home construction, distributed energy sources, and smart home technologies.

The objective of this solicitation is to procure a contract for a civil engineer and land planner/architect and other disciplines as necessary for the creation of a concept plan to include site details.

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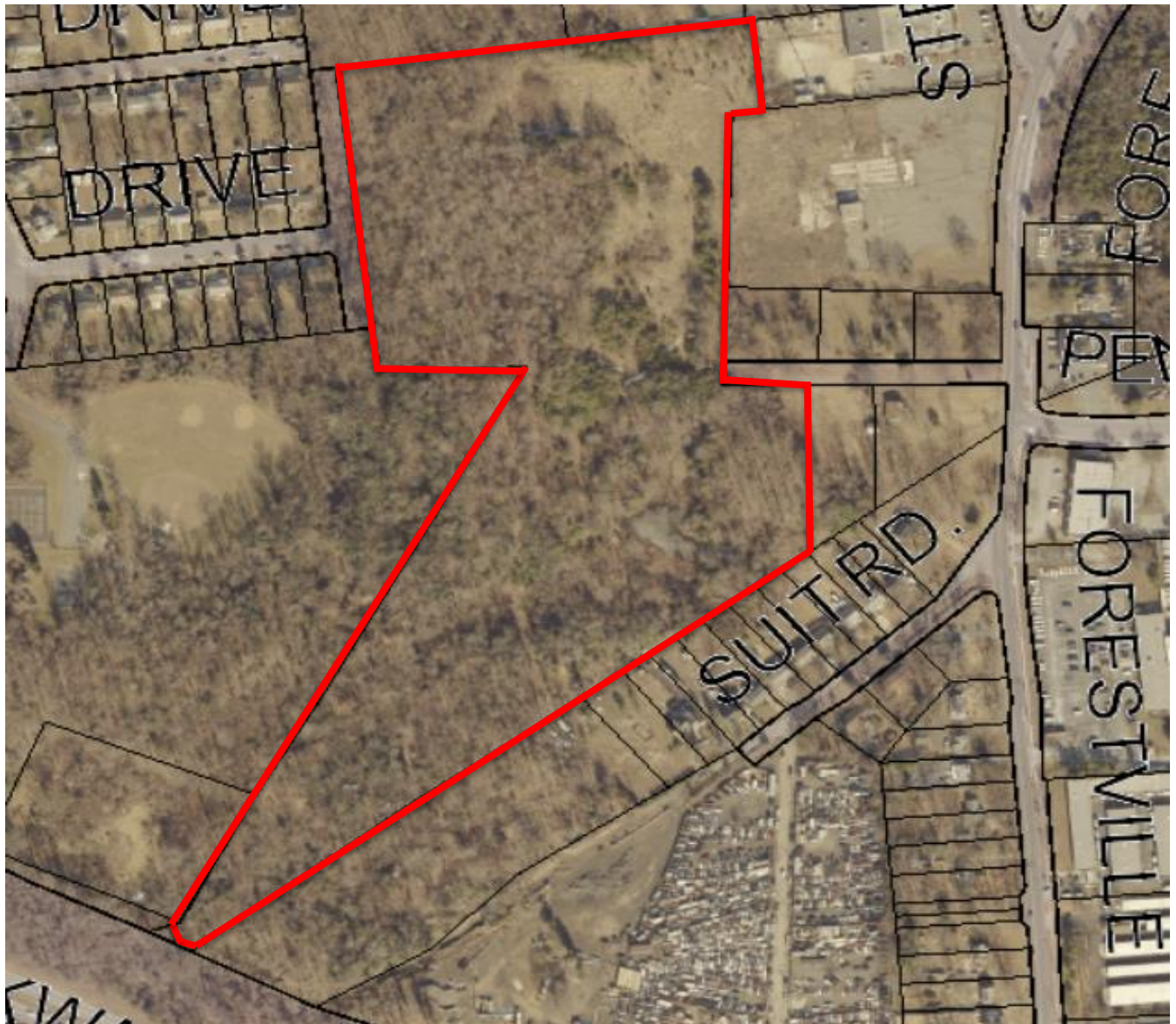


Fig. 2. Development Boundary – Forestville Site

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3.2.1 SITE DESCRIPTION – FORESTVILLE

Forestville Site – This site is approximately 32 acres in size and is located near the intersection of Suitland Parkway and Forestville Road. The site is undeveloped and mostly covered in trees. Additionally, there is a section of wetlands in the middle portion towards the east boundary.

3.2.2 SCOPE OF SERVICES – FORESTVILLE

The consultant team procured through this RFP will be required to create a concept plan including site details. The site details are to include the following:

1. Density
2. Uses
3. Street layout
4. Lot layout
5. Traffic impact
6. Accommodation for green space
7. 3D and flat renderings
8. Parking layout
9. Other features as appropriate

The concept plan should conform with current sector plan, zoning, and proposed zoning.

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SECTION IV: PROPOSAL SUBMITTALS

4.1 PROPOSAL FORMAT

Each Proposal shall have the following sections prominently displayed:

1. Title Page
2. Table of Contents
3. Project Approach & Methodology
4. Fee (Not to Exceed), including unit rates.
5. Local & MBE Participation
6. Timeline
7. Exceptions or Restrictions
8. Statement of no Conflict of Interest
9. Statement of no Pending or Threatening Litigation
10. Certificate of Good Standing

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 consultant's business stationery. The purpose is to identify the bidder and transmit the proposal to the RDA and should therefore be brief. The letter must be signed in ink 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 "RFP No. 2020-1." It should also have the name of the company, and name, title, business address, email address and telephone number of the person authorized to obligate the company.
- 4.2.3 **Table of Contents:** The proposal shall contain a "TABLE OF CONTENTS" with page numbers indicated.
- 4.2.4 **Proposal:** The Offeror shall present their offer on double spaced typed pages. Proposal's must address each of the areas covered under the evaluation criteria in the order as provided below:

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The Project Approach and Methodology: Offerors must submit a narrative description of the proposed staffing, equipment, organizational structure and other resources required to provide the services required by this RFP. The narrative should include a description and explanation of any management, cost control and scheduling software to be utilized. The description should also clearly lay out the roles and responsibilities of each of the team member.

Experience and Key Personnel: Offerors must provide examples of a minimum of three relevant completed projects where it has provided for the assembly of a team that contains the key personnel that have the skill sets to complete this project. Descriptions of successfully completed projects by the team members of similar scope to the one proposed and shall include the timeline for completion, and total cost. Offerors must identify the key members of the proposed conceptual plan team. Resumes for each key member of the team should be submitted and shall be limited to three pages each.

Fee: The Offeror has two options:

A – The Offeror can submit the proposed fee for one of the two subject projects.

The fee shall include the cost for operations and all miscellaneous expenses and fees such as, but not limited to office administration, telephone, mailings, and other expenses. Offerors must submit the fee proposal using the fee template (Exhibit B). Please do not make any changes to the format of the fee template

Or

B - The Offeror can submit the proposed fee for both subject projects. However, the proposed fee must be submitted with a distinct breakdown for each project as well as the aggregated fee.

Each fee shall include the cost for operations and all miscellaneous expenses and fees such as, but not limited to office administration, telephone, mailings, and other expenses. Offerors must submit the fee proposal using the fee template (Exhibit B). Please do not make any changes to the format of the fee template

Local and Minority Business Involvement: The RDA seeks to have local and minority participation at all levels of the Project. Please identify all local and minority businesses that are part of the design team. The RDA encourages Local and Minority Businesses to submit as prime consultant if qualified.

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- 4.2.5 Exceptions or Restrictions: Should the Offeror take exception to any provision or requirement of this RFP, it must be indicated in this section.
- 4.2.6 No Conflicts of Interest: The Offeror is required to make a statement of no knowledge of any potential conflicts of interest with the Redevelopment Authority or Prince George's County.
- 4.2.7 No Pending Litigation: The Offeror must affirm that they are not party to any pending litigation against the Redevelopment Authority or Prince George's County.
- 4.2.8 Certificate of Good Standing: The Offeror must provide a Certificate of Good Standing from the State of Maryland.

4.3 OFFEROR QUALIFICATIONS

- Offeror must show through entity and/or key personnel experience a track record of having provided consulting services of similar scope.
- Offeror must provide evidence of organizational and financial capacity to deliver the proposed services.

4.4 DEMONSTRATION OF EXPERIENCE

Bidders shall identify three (3) similar consulting projects, completed or in process of completion, comparable to Bidder's proposed services and which Bidder or their key personnel have had primary involvement. For each relevant project, the Bidder shall identify the following:

- a. Project name;
- b. Location or address of the project;
- c. Description of the project, including work performed and total acreage;
- d. Period of performance;
- e. Estimated total project costs, if the project is not yet complete or actual total development costs, if project has been completed;
- f. Projected commencement and completion date, if project is not yet complete or actual commencement and completion date, if project is complete;

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- g. Name and contact information for Project Owner or representative provided as a reference.

Offerors must be fully licensed in the State of Maryland for the type of work required by this solicitation no later than the date that proposals are due. Offerors who are not fully licensed and certified shall not be found qualified.

The Project will require the Consultant to provide proof of the following insurance coverages prior to commencement of Work:

- Commercial General Liability insurance having limits of at least 1 million dollars per occurrence, 2 million dollars aggregate;
- Umbrella Liability insurance of at least 2 million dollars;
- Commercial Auto (including owned, leased, non-owned and hired) having limits of at least \$500,000; and
- Workers Compensation Insurance at statutory amounts.

4.5 COUNTY LOCAL AND MINORITY OWNED BUSINESS PARTICIPATION

A priority for Prince Georges County Government and a mission of the RDA is to create jobs and opportunities for local residents, County located business enterprise (CLB), minority-owned businesses (MBE) and women-owned businesses (WBE) certified businesses. The goal is to build capacity for such firms to grow and compete effectively with their majority-owned counterparts.

The total contract value for this solicitation, must include 40% local participation and 20% MBE/WBE participation. These are minimum thresholds and it is expected that successful respondents will exceed these thresholds as described in this Section.

For businesses with a headquarters located outside of Prince George's County, the following will be considered as CLB for the purpose of achieving the 40% local participation requirement:

- the business has an established office within Prince George's County with at least 5 full-time-equivalent (FTE) employees working in the county located office; or
- the business has at least three FTE employees in the county located office, with at least two of those being residents of Prince George's County; or
- the business has an ownership interest in the building housing the county located office.

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SECTION V: EVALUATION AND SELECTION PROCESS

5.1 SELECTION PROCESS

The Bidder that best meets with the Redevelopment Authority's requirements in this solicitation in terms of capabilities and price will be selected.

5.2 EVALUATION AND SELECTION COMMITTEE

The Selection Committee (SC) will evaluate all Proposals received by the closing deadline. The SC may request additional technical assistance from any resource at its discretion.

5.3 QUALIFYING PROPOSALS

The SC shall first review each proposal for compliance with the requirements of this RFP as set forth in Section IV. Each proposal received as a result of this RFP shall be subject to the same review and evaluation process. Failure to comply with any requirements of this procurement may disqualify a Bidder'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. The RDA also reserves the right to request supplemental information from Bidders during the evaluation period. The following criteria will be used in the evaluation of submitted proposals.

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5.4 EVALUATION CRITERIA

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

Project Approach & Methodology (narrative demonstrates understanding = higher score)	20
Experience (more experience = higher score)	20
Key Personnel (better appropriate credentials = higher score)	10
Fee (Not to Exceed) (lowest realistic fee = higher score)	20
Local Business Involvement (more LB involvement = higher score)	10
Minority Business Involvement (more MB involvement = higher score)	10
Delivery Timeline (more realistic timeline = higher score)	10
<i>Total</i>	<i>100</i>

5.5 FINAL RANKING AND SELECTION

The evaluation criteria contained herein shall be scored by the SC based upon the stated weight factors for each evaluation criteria. The SC will make recommendations to the Executive Director who will make the final selection.

Based on the SC's initial review of proposals, the RDA may invite, without cost to itself, ranking finalists to make a presentation to the SC of their proposal and their capabilities as a further consideration in the selection process. The RDA also reserves the right to request supplemental information including, but not limited to, audited and unaudited financial statements of all equity partners.

5.6 PROPOSALS PROPERTY OF RDA

All proposals submitted in response to this RFP 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.