



Redevelopment Authority
of Prince George's County

REDEVELOPMENT AUTHORITY OF PRINCE GEORGE'S COUNTY

REQUEST FOR PROPOSALS

NO. 2017-8

*Construction Management Services for Site Work Construction
at the*

Towne Square at Suitland Federal Center Development

ISSUE DATE: 05/04/2017

PRE-PROPOSAL CONFERENCE: 05/18/2017, 10:00 am

PROPOSAL CLOSING: 06/01/2017, 12:00 Noon



This document is available from the Redevelopment Authority Webpage at:
<http://www.princegeorgescountymd.gov/sites/RedevelopmentAuthority/Developers/Opportunities/Pages/default.aspx>

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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 firms to provide Construction Management services for site work construction at the Towne Square at Suitland Federal Center development project. The Construction Management services will generally involve construction oversight and administration of: Site Demolition; Rough Grading; installation of Storm Water Management features; finish grading operations; and, installation of utilities and infrastructure.

The RDA has employed the services of Cober Johnson & Romney PLLC as it's Owner's Representative and Development Manager to oversee all activities of the prosecution and delivery of the project requirements hereunder.

1.2 PROPOSAL CLOSING DATE

The proposer 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:

Stephen Paul
Associate Director
Redevelopment Authority
9200 Basil Court, Suite 504
Largo, Maryland 20774

Proposals must be received and time stamped by the Redevelopment Authority no later than June 1, 2017 at 12:00 noon EST. The submittals must be sealed, and the outside envelope must be clearly marked "**RFP No. 2017-8**".

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

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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 Request for Proposals closing date to: Patricia Omondi, Senior Construction Adviser at:

Paomondi@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. A Pre-Proposal Conference will be held at the site in front of 4670 Suitland Road on May 18, 2017 at 10:00 a.m. EST. Attendance at the pre-proposal conference is not mandatory, but is strongly recommended.

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. 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 Request for Proposals. This period may be extended by mutual written agreement between the Offerors and the Redevelopment Authority.

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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 of the items and conditions referred to herein.

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SECTION II: GENERAL INFORMATION

2.1 ECONOMY OF PREPERATION/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 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.

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).

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2.5 ALLOWANCE OF IN-HOUSE WORK

No section or portion of this RFP or the Contract shall be construed or interpreted to preclude the Redevelopment Authority from accomplishing any task or undertaking of any operation or project utilizing its own work force and that of the Owner's Representative.

2.6 FORMATION OF AGREEMENT/CONTRACT WITH SUCCESSFUL CONTRACTOR

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

2.7 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 RFP.

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SECTION III: SCOPE AND REQUIREMENTS

3.1 BACKGROUND/PROJECT DESCRIPTION

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.

Beginning in the early 2000's, the RDA began acquiring the dilapidated and blighted properties in the Suitland Manor Subdivision, along Homer Avenue, Huron Avenue, Hudson Avenue, Lewis Avenue and Chelsea Way. The Acquisition, totaling 22 acres, was complete in 2007. The tenants were relocated and all buildings were demolished.

In late 2014, the RDA, together with its development consultant team began planning the development of a new mixed-use community anchored by the Suitland Federal Center which houses the new headquarters of U.S. Census Bureau. Working collaboratively and assembling adjacent property owners, the development team in 2015, guided the property through the entitlement process obtaining approval of the Preliminary Plan of Subdivision and the MUTC Special Permit. With adjacent property owners the total land area of the approved plans is approximately 25 +/- acres.

The vision for the Towne Square at Suitland Federal Center is to establish an active and vibrant mixed-use, pedestrian-oriented community that enhances the lifestyles of residents of the immediate and surrounding neighborhoods. Since the adoption of the Suitland Sector Plan 9 years ago, market needs have shifted. The proposed plan enhances the original intent of the Development Plan while meeting current market needs and design trends.

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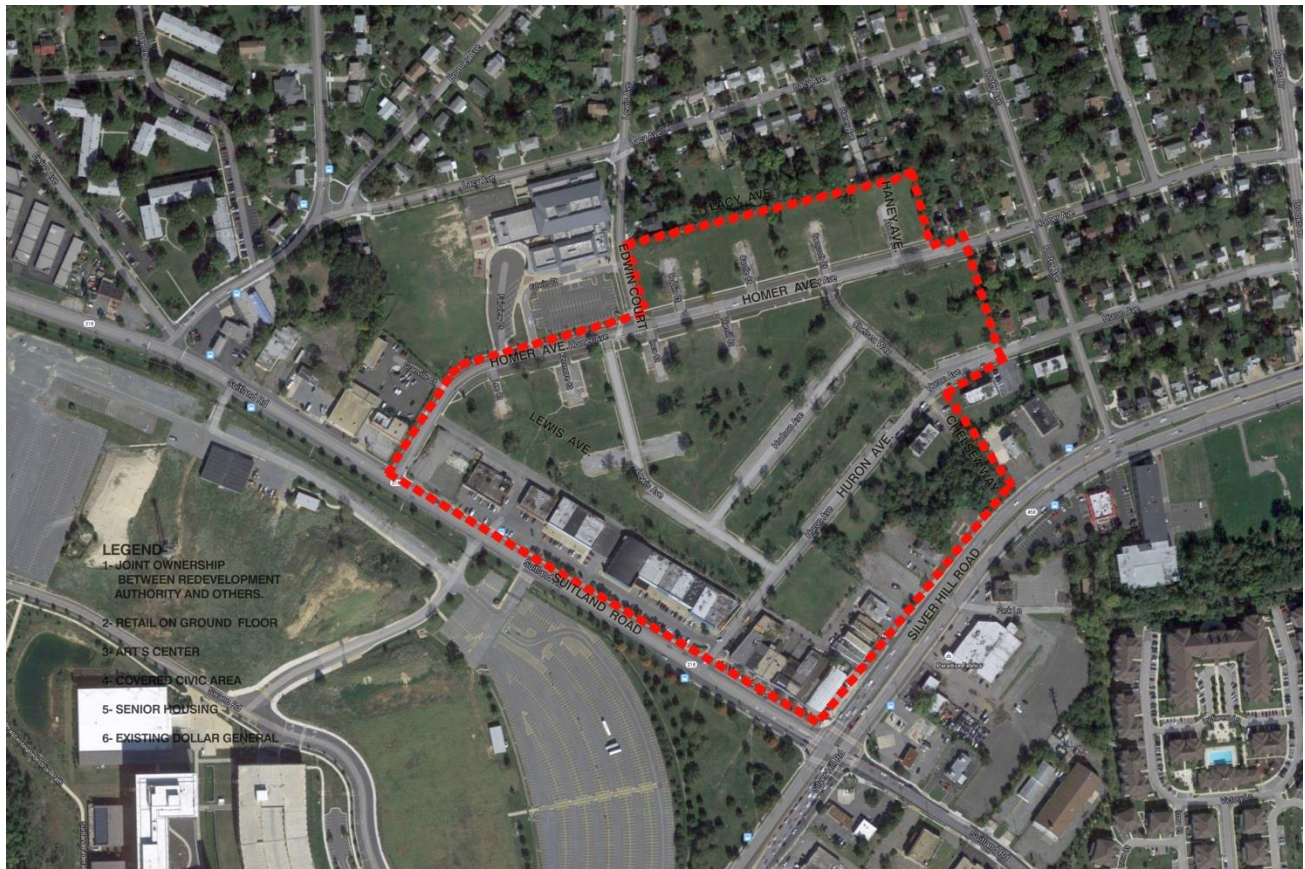


Fig. 1. Development Boundary

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3.2 SITE DESCRIPTION



Fig 2. Development Site Plan

The combined site is approximately 25 acres in size, contiguous and mostly flat. Although the buildings of the former Suitland Manor Subdivision have been demolished, the existing streets and alleys, including curbs and gutters remain and will be demolished. Existing utilities including water, sewer, electric and gas have been abandoned in place and will be identified on demolition and rough grading plans. As shown on Fig. 2, the new development will consist of 219 fee simple town house lots located in Blocks C, D, F and G, multi-unit senior housing in Block E, a community art center and public parks.

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It is the intent of the RDA to deliver the lots finished with the surrounding infrastructure, including new streets, water, sewer electric and gas utilities in place.

The site will be developed in phases as shown on Exhibit A, Phasing Plan. Construction contract packages are being developed for issuance consistent with this Phasing Plan. A single contract package will be issued to cover Site Demolition and Rough Grading for Phases 1A – C, and Phase 2. Multiple contract packages will be issued sequentially for finish grading, utilities and infrastructure construction in Phases 1A, 1B, 1C and 2. Within Phase 3, there are existing commercial buildings which have not yet been demolished. Demolition of these buildings, as well as site demolition, rough grading and finish grading for Phase 3 are NOT part of the construction activities to be managed under the Construction Management Services covered by this RFP.

It is anticipated that, soon after finish grading, utilities and infrastructure construction for Phase 1A is completed, the town house builder will begin construction of Model Homes on designated lots within this Phase 1A. The builder for the multi-unit senior housing building will also begin construction within Phase 1A.

The current estimated duration for site work construction activities in Phases 1 A-C and Phase 2 is 14 months.

3.3 SCOPE OF SERVICES

The RDA seeks the services of a Construction Management firm to provide construction oversight and administration of multiple civil site preparation contract packages. The construction packages will include, but not limited to:

- Site Demolition and Rough Grading to include Phases 1A – C and Phase 2 as shown on Exhibit A;
- Infrastructure, Utilities and Finish Grading for Phase 1A;
- Infrastructure, Utilities and Finish Grading for Phase 1B;
- Infrastructure, Utilities and Finish Grading for Phase 1C;
- Infrastructure, Utilities and Finish Grading for Phase 2; and,
- Landscape Construction.

During the procurement phase for the above construction packages the Construction Manager will be required to provide assistance and recommendations to the RDA in the final assembly of all construction packages including Construction Drawings, Specifications, cost estimates, schedule logistics, etc. The purpose of such assistance and

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recommendations is advisory only and intended to achieve, if possible, cost and schedule savings and efficiencies consistent with the Construction Managers site work construction experience on similar developments. The Construction Manager will also assist with bid evaluations and Contractor qualifications.

During the construction phase for each contract package the Construction Manager will be responsible for:

- Monitor Contractor progress to assure achievement of schedule requirements;
- Review Contractor progress payment applications and make payment recommendations based on progress and performance;
- Contractor communications and coordination, including but not limited to scheduling and conducting regular site progress meetings and distribution of Meeting Minutes;
- Change Order management;
- Site safety, including monitoring Contractor operations for safe practices;
- Site Security; and
- Contractor coordination, including but not limited to, site access control, establishment and management of Contractor staging and laydown areas as required, management of interfaces between adjacent Contractor operations, etc.;

3.4 REQUIREMENTS

The consultant will be required to comply with all Prince Georges County Codes, including but not limited to the following:

- *Specifications and Standards for Roadways and Bridges in Prince George's County, Maryland*, Prince George's County Department of Public Works and Transportation (DPW&T), Revision 03/14/12
- *Standard Specifications for Construction and Materials*, Maryland Department of Transportation, State Highway Administration, Revision July 2008
- *Preliminary Plan of Subdivision 4-15005*, Maryland-National Capital Park and Planning Commission, Prince George's County Planning Department, Accepted 07/31/15

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- *Special Permit SP-15004*, Maryland-National Capital Park and Planning Commission, Prince George's County Planning Department, Accepted 10/20/15

The Project is required to achieve LEED ND Silver Certification and Sustainable SITES Initiative Silver Certification. In conjunction and consultation with the Owners Representative, the selected consultant will be required to support as needed the Owner's Representative and other consultants with the required documentation pertaining to construction operations.

The consultant should also, to the greatest extent possible, incorporate concepts of the Eco District protocol.

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SECTION IV: PROPOSAL SUBMITTALS

4.1 PROPOSAL FORMAT

Each technical 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 Proposer's business stationery. The purpose is to transmit the proposal; therefore, it should 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. 2017-8." 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 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. Offeror 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, management approach, organizational structure and other resources required to provide the Construction Management services required by this RFP. The narrative should include a description and explanation of any management, cost control and scheduling software to be utilized.

Experience and Key Personnel: Offerors must provide examples of a minimum of three relevant completed projects where it has provided Construction Management services. Descriptions of successfully completed projects by the team members of similar scope to the one proposed and shall include the timeline for completion, fee for Construction Management services and total cost. Offerors must identify the key members of the proposed Construction Management team. Resumes for each key member of the team should be submitted and shall be limited to three pages each.

Fee (Not to Exceed): The Offeror must submit the proposed not to exceed fee based upon the total person hours by hourly rate for the project. The fee shall include the cost for operations and all miscellaneous expenses such as, but not limited to office administration, telephone, mailings, printing, etc. 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 Construction Management team. The RDA encourages Local and Minority Businesses to submit as prime consultant if qualified.

Timeline: The Offeror shall present the Project timeline in a monthly format. Submission shall include major Project milestones and decision points.

- 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.

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- 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 delivered successful Construction Management services for a similar development site to include, but not limited to: utility and site demolition, earthworks, storm drain and paving construction, utility infrastructure construction, public and private storm water management construction, etc.
- Offeror must provide evidence of organizational and financial capacity to deliver the proposed services.

4.4 DEMONSTRATION OF EXPERIENCE

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

- a. Project Team name;
- b. Project name or title;
- c. Location or address of the project;
- d. Names and contact information for team members involved in the project, along with a description of each party's role in the project;
- e. Description of the project, including use(s) and total acreage;
- f. Period of performance;
- g. Estimated total project costs, if the project is not yet complete or actual total development costs, if project has been completed;
- h. 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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- i. Illustrative materials that will demonstrate the skill and experience of the team;
- j. References, no less than one per project, to include name, mailing address, email address, telephone number and letter authorizing each reference to respond to inquiries regarding the landscape architectural design services of that project.

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 Construction Management Services solicitation, including services not covered in this solicitation, must include 15% County-Based (MBE), Minority Business Enterprise (MBE) and/or Women Business Enterprise (WBE), participation requirement. Included in or in addition to the MBE/WBE requirement, 10% of the total contract value shall be allocated to County Located Business (CLB), as defined below. These are minimum thresholds and it is expected that successful respondents will exceed these thresholds as described in this Section.

The County seeks to have County Located Businesses and Minority business enterprise participation at all levels of the project. Submitting bidders should look to partner with firms that will allow RDA to meet or exceed these requirements. RDA encourages interested firms to make themselves familiar with the resources available in the local business community, including women and minority owed business and to take early steps to form business relationships that will align with the stated project goals. More information on MBE/WBE/CLB requirements and definitions is found on the Prince Georges County Government SDDD website. Due to the importance of MBE/WBE/CLB firm and inclusion and local hiring, the Owner's Representative will monitor the design and construction phase to best ensure that inclusion benchmarks are met.

As an important note, effective January 5, 2015, the Prince George's County Supplier Development & Diversity Division (SDDD) began administering a new County-Located Business certification program under a new law, Council Bill-67-2014, as an expansion of the Jobs First Act.

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The bill amends the bonus factors or preferences awarded to County-Based Small businesses and County-Based MBEs (15%), County-Based businesses (10%) and MBEs (5%) to include a seven percent preference or bonus points to County-located businesses. A certified County-Located Business is defined as a business who meets the following requirements, in accordance with the Prince George's County Code, Section 10A-174:

- Has a County Office, but is not a County Business; and
- Has at least five full time equivalent employees in the County office for the duration of the County's lease, or
- Has at least three full time equivalent employees in the County Office, with at least two of those being County residents for the duration of the County's Office lease, or If such business has an ownership interest in the building containing the office, it has at least three full time equivalent employees in the County office for the full duration of the businesses ownership interest of the building.

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SECTION V: EVALUATION AND SELECTION PROCESS

5.1 SELECTION PROCESS

The Proposal 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 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. The RDA also reserves the right to request supplemental information from Offerors during the evaluation period. The following criteria will be used in the evaluation of submitted proposals.

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:

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Project Approach & Methodology (narrative demonstrates understanding = higher score)	15
Experience (more experience = higher score)	20
Key Personnel (better appropriate credentials = higher score)	15
Fee (Not to Exceed) (lowest realistic fee = higher score)	20
Local Business Involvement (more LB involvement = higher score)	7
Minority Business Involvement (more MB involvement = higher score)	13
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 Request for Proposals 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.

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SECTION VI: APPENDICES AND EXHIBITS

Exhibit A

Phase Plan

Exhibit B

Fee (Not to Exceed) Template

<u>Name/Title</u>	<u>Hourly Rate</u>	<u>No. of Hours</u>	<u>Total NTE Fee</u>
<u>Miscellaneous</u>		<u>Total NTE Fee</u>	
• Travel			
• Printing, Mailing			
• Etc.			