

SUITLEND CIVIC ASSOCIATION, INC.

Is Where We Rise and Shine

P.O. Box 1117
Suitland, MD 20746
Phone: 301-485-9766
Suitlandcivic@gmail.com
www.suitlandcivicassociation.org

REQUEST FOR ROPOSAL (RFP)
Parcels X at 4729 Silver Hill Road for
the Demolition and Design/Build New
Suitland Civic Association
Community Center

RFP No. 2024-1117

Issuance Date: Tuesday, January 2, 2024

Pre-Bid Conference Date: Monday, January 15, 2024, at 1pm

Deadline for Questions and Answers: Tuesday, January 23, 2024, at 3:00pm EST.

Proposal Closing: Tuesday, February 20, 2024, at 3:00pm EST.

**This document is available on the Suitland Civic Association, Inc. Website at:
Suitlandcivicassociation.org.**

LOGISTICS

The Suitland Civic Association, Inc (SCA) will endeavor to follow the timetable set forth below, however, activities and timelines are subject to change at SCA's sole discretion and without prior notice:

Selection Process Timetable (*subject to change*)

Issuance of RFP:	Tuesday, January 2, 2024
Pre-Bid Conference:	Monday, January 15, 2024
Due Date for Questions and Answers	Tuesday, January 23, 2024
RFP Proposal Submission Due Date	Tuesday, February 20, 2024, at 3:00pm EST.

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SECTION I: INTRODUCTION

1.1 SUMMARY STATEMENT

The Suitland Civic Association, Inc., (SCA) is hereby soliciting proposals from qualified contractors to provide complete demolition and new construction of a **one-story building**. The objective of this procurement is to secure a contractor for the: demolition of a one-story building, located at 4729 Silver Hill Road in Suitland Maryland 20746.

1.2 SOLICITATION CLOSING DATE

The offeror must submit 2 printed copies of the proposal to Suitland Civic Association, Inc., P.O. Box 1117, Suitland, Maryland 20746 and send an electronic copy to Suitlandcivic@gmail.com.

Proposals must be received by the SCA no later than February 20, 2024, 3:00 PM EST. The submittal must be sealed, and the outside envelope must be clearly marked "**RFP No. 2024-1117**".

Late proposals will not be considered. Respondents to this RFP mailing proposals should allow sufficient mail delivery time to ensure timely receipt.

1.3 QUESTIONS, INQUIRIES AND PRE-PROPOSAL CONFERENCE

Questions and inquiries must be submitted via email by no later than Tuesday, January 23, 2024, by 3:00pm EST.

Suitlandcivic@gmail.com

[Attn: Grant Committee](#)

Phone calls or faxed questions will not be accepted. All questions and inquiries must be submitted to SCA email by no later than Tuesday, January 23, 2024. All potential respondents are responsible for checking your email for any addendums sent by SCA. A Pre-Proposal Conference will be held at 4729 Silver Hill Road, Suitland, MD on Monday, January 15, 2024, time at 1pm. In case of inclement weather, you will be notified by email if Pre-Proposal Conference is rescheduled. Attendance at the Pre-Proposal Conference is not mandatory but is strongly recommended.

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1.4 PROPOSAL ACCEPTANCE

The SCA reserves the right to accept or reject all proposals, in whole or in part, received because of this solicitation and to waive minor irregularities. Further, the SCA 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 offerors and the SCA.

1.6 NOTICE TO PROPOSERS

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.

SECTION II: GENERAL INFORMATION

2.1 ECONOMY OF PREPARATION/INCURRED EXPENSES

Proposals should be prepared simply and economically, providing a straightforward, concise delineation of the offeror's capabilities and description of the offer to meet the requirements of this RFP. The SCA 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 SCA website. It is the responsibility of all potential respondents to regularly check the SCA website for any Addenda.

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2.3 ORAL PRESENTATIONS

The SCA reserves the right to conduct individual interviews with finalists and to request best and final offers from any or all finalists. Those Proposers may be required to provide oral presentations to discuss their proposal, answer questions from the SCA's Proposal Selection Committee (SPSC), 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 SCA in accordance with the Maryland Public Information Act, Title 4, State Government Article, Maryland Annotated Code. Offerors must clearly indicate each 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 FORMATION OF AGREEMENT/CONTRACT WITH SUCCESSFUL CONTRACTOR

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

2.6 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.

SECTION III: SCOPE AND REQUIREMENTS

3.1 BACKGROUND / PROJECT DESCRIPTION

The SCA was established in 1909 and is a 501 (C) (3) nonprofit organization that serves as an information network providing residents with local activities, services, programs, and county and state resources. The association aims to serve the community and adhere to the needs of every family and resident within the Suitland community. As an organized body of members that advocate for Suitland

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residents, we also focus on addressing various community concerns such as infrastructure issues, crime prevention, education and social issues with local political officials.

PROJECT REQUIREMENTS:

1. The objective of this solicitation is to procure a contractor for the: demolition, removal, and disposal of building materials including concrete, lumber and small amounts of scrap metal based on a visual assessment of the building's interior space.
Note: Please be aware of possible handling of hazardous materials due to the age of the building and lack of maintenance over time.
2. Design/Build a new building (approx. 5,500 square feet) to include parking spaces, landscaping, and outdoor amenity area. See Appendix B for more details.

3.2 SITE DESCRIPTION

Location: 4729 Silver Hill Road, Suitland, MD 20746

Zoned: Suitland Mixed-Use Town Center (MUTC)

Year Built: 1932

Currently Two-Story Building

Gross Building Area: 4721 SQ. FT +/-

Land Area Approximately: 15,560 SQ. FT

Refer to Appendix B to view images of existing site conditions and building.

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3.3 SCOPE OF SERVICES

The Contractor procured through this RFP will be required to provide all labor, supervision, materials, and equipment required to complete the following in accordance with Proposal documents:

1. Demolition of existing structure and clearing, paving, and removing of fencing.
2. Creation of construction drawings and acquisition of all applicable permits.
3. Construction management services inclusive of budgeting, value engineering, scheduling, project phasing, project administration/management, and coordination of subcontractors.
4. Grading of existing site to meet optimal drainage, stability, and functionality of the new building location.
5. Construction of the new building and site to include parking spaces and other site amenities as shown in Appendix B.
6. Include furniture, fixtures, and equipment (FF&E) for the following spaces (refer to Appendix B to review layout design):
 - a. Community meeting room: Equipped with one soundproof and portable divider, interactive multi-media technology with several multimedia features, such as chat, audio, video, polling, whiteboard, and desktop sharing.
 - b. Warming kitchen: Equipped with contractor-grade appliances including a large stainless-steel sink, faucet, garbage disposals, refrigerator, ice making machine, warming cabinets, microwave, and stainless-steel preparation counter space. Must also include upper and lower cabinets, sufficient lighting and slip resistant flooring in the kitchen.
 - c. Reception/meet and greet space: Furnished with desk and seating at the main entrance.
 - d. Offices and meeting/conference rooms: Furnished with contractor-grade furniture.
 - e. Outside patio area: Equipped with lights, seating, and a contractor-grade barbeque and firepit.
 - f. Front entrance: Outdoor LED building sign with digital message board (please add in final design).
7. Professional sustainable landscaping, paved parking lot including handicap spaces. Parking must meet programmatic and zoning requirements.
8. Design scope shall also include full design and specifications, with a minimum of two options for basis-of-design for each of the (FF&E) for Good Manufacturing Practice (GMP) pricing.
9. LEED certified required.

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3.4 REQUIREMENTS

Demolition work scope shall comply with the proposal documents and the following:

- 1) Contractor shall comply with all Federal, State, County and local laws, regulations and ordinances.
- 2) Security. As soon as possible after contract award, Contractor shall post “No Trespassing” signs on all sides of the buildings to be demolished. Wherever necessary for protection of the public or where required by State or local laws, regulations or ordinances, the Contractor shall erect and maintain substantial temporary barricades or fences closing off access to the buildings, work site and open cellars. At no time shall there be any opening or void left uncovered and not posted.
- 3) Debris Removal and Disposal. Contractor shall remove all building material, rubbish, or refuse from the demolition site daily. No material or debris may be buried on site. Contractor shall provide all documentation regarding the proper disposal of all rubbish, soil, refuse, and any other debris. Contractor shall be responsible for all dump fees.
- 4) Salvage. Contractor may remove doors, windows, light fixtures, and other items as salvage from the jobsite for salvage value if desired.
- 5) Daily Cleanup and Dust Control. Contractor shall keep the surface of all streets and sidewalks affected by its work, including decking and temporary paving in a clean, neat, and safe condition, limiting to the extent possible dust and smoke on and around the demolition site. The Contractor shall sprinkle with water or otherwise treat the surface and surrounding areas being used by the Contractor sufficiently to keep down any dust generated during the progress of its work. Contractor shall remove all piles of dirt and debris. There shall be NO fires of any kind or burning of any debris.
- 6) Final Cleanup. The site of each demolished building shall be cleaned up and left in a condition satisfactory to the SCA.

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SECTION IV: PROPOSAL SUBMITTAL

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 & Minority Business Enterprise (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
11. Proposed budget (refer to Appendix C)

4.2 FORMAT DESCRIPTION

Each Proposal shall conform to the following order and format:

- 4.1.1 **Transmittal Letter:** The proposal shall include a transmittal letter prepared on the Proposer's business stationery. The purpose is to identify the Proposer and transmit the Proposal to the SCA 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.
- 4.1.2 **Title Page:** Each proposal shall begin with a Title page. It should display the words "**RFP No. 2024-1117.**" 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.
- 4.1.3 **Table of Contents:** The Proposal shall contain a "TABLE OF CONTENTS" with page numbers indicated.
- 4.1.4 **Proposal:** The Offeror shall present their offer on double spaced typed pages.

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Proposal must address each of the areas covered under the evaluation criteria in the order as provided below:

The Project Approach and Methodology: Offerors must submit a narrative description of the proposed staffing, equipment to be deployed, organizational structure and other resources required to provide the demolition 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 for the installation of erosion and sediment control features, building demolition services and other activities relevant to this solicitation. 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 Construction Management team. Resumes for each key member of the team should be submitted and shall be limited to three pages each.

Fee (Lump Sum): The Offeror must submit on the Proposal Form (Appendix A) the proposed lump sum fee for the total scope of work and services to be provided. The fee shall include the cost for mobilization, operations, demobilization and all miscellaneous expenses and fees such as, but not limited to office administration, telephone, mailings, dump fees, site overheads and other expenses. Offerors must also provide on the Appendix A - Proposal Form the Unit Prices to be used for changing quantities of work items. Please do not make any changes to the format of the Proposal Form.

Local and MBE Involvement: The SCA seeks to have local and MBE participation at all levels of the Project. Please identify all local and minority businesses that are part of the Construction Management team. The SCA encourages Local and MBE to submit as prime consultant if qualified.

Timeline: The Offeror shall present the Project timeline in a weekly or monthly format as may be convenient identifying the overall duration for the work and major activities.

4.1.5 Exceptions or Restrictions: Should the offeror take exception to any provision or requirement of this RFP; it must be indicated in this section.

No Conflicts of Interest: The offeror is required to make a statement of no knowledge of any potential conflicts of interest with the SCA and State of Maryland.

4.1.6 No Pending Litigation: The offeror must affirm that they are not party to any pending litigation against the SCA or State of Maryland.

4.1.7 Certificate of Good Standing: The offeror must provide a Certificate of Good

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Standing from the State of Maryland.

- 4.1.8 Proposed budget: The offeror must use the provided budget template sheet to submit the proposed budget. Refer to Appendix C.

4.3 OFFEROR QUALIFICATIONS

- Offeror must show through entity and/or key personnel experience a track record of having provided similar construction activities, including installation of erosion and sediment control features, building demolition and finish grading activities.
- Offeror must provide evidence of organizational and financial capacity to deliver the proposed services.

4.4 DEMONSTRATION OF EXPERIENCE

Offerors shall identify three (3) similar demolition 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 offerors 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.
- 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.

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The Project will require the Contractor 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 SMALL BUSINESS PARTICIPATION

A priority for the SCA and a mission of the State of Maryland and Prince George's County is to create jobs and opportunities for residents, County located business enterprise (CLB), 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.

SCA encourages that the total contract value for this solicitation, include 40% local and 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 Prince George's 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 state located office

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SECTION V: EVALUATION AND SELECTION PROCESS

5.1 SELECTION PROCESS

The offeror that best meets the SCA’s requirements in this solicitation in terms of capabilities and price will be selected.

5.2 EVALUATION AND SELECTION COMMITTEE

The SPSC will evaluate all proposals received by the closing deadline. The SPSC may request additional technical assistance from any resource at its discretion.

5.3 QUALIFYING PROPOSALS

The SPSC shall first review each proposal for compliance with the requirements of this RFP as set forth in Section IV. Each proposal received because 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 offeror’s proposal. The SPSC reserves the right to waive a requirement and/or minor irregularities when it is in the SCA’s best interest to do so. Proposals will not be opened publicly. The SPSC 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 EVALUATING CRITERIA

After determining compliance with the requirements of this RFP the SPSC shall conduct its evaluation of the technical and cost merit of the proposals. Each proposal received because 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)	10
Experience (more experience = higher score)	20
Key Personnel (better appropriate credentials = higher score)	10
Fee (Not to Exceed) (lowest realistic fee = higher score)	30
Local Business Involvement (more LB involvement = higher score)	5
Minority Business Enterprises Involvement (more MBE involvement = higher score)	15
Timeline (more realistic timeline = higher score)	10
Total	100

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5.5 FINAL RANKING AND SELECTION

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

Based on the SPSC's initial review of proposals, the SPSC may invite, without cost to itself, ranking finalists to make a presentation to the SCA of their proposal and their capabilities as a further consideration in the selection process. The SCA 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 SCA

All Proposals submitted in response to this RFP become the property of the SCA and may be appended to any formal documentation which would further define or expand the contractual relationship between the SCA and the successful offeror.

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5.7 SECTION VII: APPENDICES

**APPENDIX A - PROPOSAL
FORM**

I (we) _____, Company Name Tax ID No. _____
Propose to furnish all labor, materials, equipment, and services and supervision required by
the contract documents for the entire work, in accordance with the contract documents and
scope of work for SCA Club House demolition, design and build a complete new SCA
Community Center at 4729 Silver Hill Road, Suitland, Maryland for the lump sum price of
\$ _____.

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**APPENDIX B - Refer to the attached
SCA CONCEPT DESIGN PACKAGE**

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**APPENDIX C – Refer to the attached
BUDGET TEMPLATE**