

**Request for Proposals
Architectural/Engineering Services
Garrett County Public Works Office Building
RFP #08-0220**

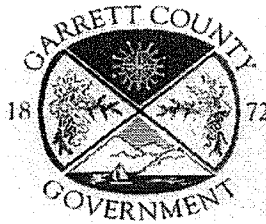


**Due Date: February 20, 2008
2:00 P.M. (Local Time)**

**GARRETT COUNTY
PURCHASING DEPARTMENT**

316 East Alder Street
Oakland, Maryland 21550

(301) 334-5003
Fax- (301) 334-5021
E-Mail purchasing@garrettcounty.org



Brian E. Bowers, CPPB

Purchasing Agent

Charles W. Junkins, Jr.

Buyer

Susan M. Wolf

Purchasing Assistant

**REQUEST FOR PROPOSALS
ARCHITECTURAL/ENGINEERING SERVICES
GARRETT COUNTY PUBLIC WORKS OFFICE BUILDING**

The Board of County Commissioners of Garrett County, Maryland will accept sealed proposals from qualified firms for architectural/engineering (A/E) services to design and prepare contract plans and specifications for the construction of an office building to be located on Pad 2 in the Garrett County Public Works Complex on Francis Sanders Drive. The A/E services required are from the preliminary design phase through the construction phase of the project including, but not limited to, civil, architectural, mechanical, plumbing and electrical. The project will consist of the design and construction of an approximately 13,000 square foot one-story office building to house the following County departments: Department of Public Utilities (11 employees); Roads Department (6 employees); Permits and Inspections (10 employees); and Engineering (7 employees).

A Pre-Proposal Conference will be held at 10:00 A.M. on Wednesday, February 6, 2008 in the Commissioners Public Meeting Room located at 203 South Fourth Street, Room 209 in Oakland, Maryland.

Proposal documents may be obtained in person from the Garrett County Purchasing Department, 316 East Alder Street, Oakland, Maryland 21550. A copy of the proposal documents can also be downloaded from the Purchasing Department's web site at www.garrettcounty.org/Purchasing/CurrentBids.aspx. Inquiries may be made by calling (301) 334-5003.

Sealed proposals must be submitted to the Garrett County Purchasing Department, 316 East Alder Street, Oakland, Maryland 21550 on or before Wednesday, February 20, 2008 at 2:00 P.M. (local time). An original and five (5) copies of the proposal should be submitted enclosed in a sealed envelope and should be clearly marked, "Request for Proposals-A/E Services-Garrett County Public Works Office Building" on the outside of the envelope. Any proposals received after the time due will not be considered and shall be retained as documentation for the proposal file.

The Board of County Commissioners of Garrett County, Maryland reserves the right to accept or reject any or all proposals, to cancel this request and to waive technicalities in any part thereof deemed to be in the best interest of Garrett County.

By Order of the Board

A handwritten signature in cursive script that reads "Brian E. Bowers".

Brian E. Bowers, CPPB
Purchasing Agent
Garrett County Purchasing Department

Table of Contents

	<u>Page</u>
Advertisement	
Introduction	1
Project Information	2
Scope of Services	4
County's Responsibilities	9
RFP Process	9
Submittal Format	10
Evaluation Criteria	12
Selection Procedure	13
References	13
Basis for Award	14
Indemnification	14
Insurance	14
Worker's Compensation	14
Compensation to the A/E Firm	15
Proposal Binding 90 Days	15
Local Preference	15
Further Information	15
Signature Sheet	16
Attachments	17

Request for Proposals
Architectural/Engineering Services
Garrett County Public Works Office Building RFP #08-0220

1. Introduction:

- 1.1** In seeking professional services to design and construct the Garrett County Public Works Office Building, the Board of County Commissioners of Garrett County, Maryland is requesting statements of qualifications from architectural and engineering firms (herein after referred to as A/E) with prior experience in projects that are of related scope.
- 1.2** A Pre-Proposal Conference will be held at 10:00 A.M. on Wednesday, February 6, 2008 in the Commissioners Public Meeting Room located at 203 South Fourth Street, Room 209 in Oakland, Maryland. While attendance at the Pre-Proposal Conference is not mandatory, this will be the A/E's opportunity to raise questions and/or concerns regarding the project.
- 1.3** The response to this solicitation should therefore emphasize the specific type of experience, identify the composition of the A/E team, including all necessary sub-consultants, and including biographies of all key personnel who will be assigned to the project. The County is also interested in references for past projects. The selected A/E team will be under contract to complete this project from the preliminary design phase through the construction phase for the project.
- 1.4** All proposals must be sealed and clearly marked, "Request for Proposals-A/E Services-Garrett County Public Works Office Building" on the outside of the envelope and be submitted to the Garrett County Purchasing Department, 316 East Alder Street, Oakland, Maryland 21550 on or before Wednesday, February 20, 2008 at 2:00 P.M. (local time).
- 1.5** Time is of the essence and any proposal or addenda pertaining thereto received after the announced time and date for submittal, whether by mail or otherwise, will not be considered and shall be retained as documentation for the proposal file. Each A/E firm is responsible for ensuring that its proposal is stamped by Purchasing Department personnel before the deadline indicated.
- 1.6** Nothing herein is intended to exclude any responsible A/E firm or in any way restrain or restrict competition. On the contrary, all responsible A/E

firms are encouraged to submit proposals. The Board of County Commissioners of Garrett County, Maryland reserves the right to accept any or all proposals and to waive technicalities in any part thereof deemed to be in the best interest of Garrett County.

- 1.7 Any proposal submitted MUST be signed by an individual authorized to bind the A/E firm. All proposals submitted without such signature will be deemed non-responsive, and may not be considered.
- 1.8 Responses should be prepared simply and economically, providing a straightforward and concise description of the A/E firm's capabilities to satisfy the requirements of this request. Emphasis should be placed on completeness of services offered and clarity of content. Attention is drawn to the limitation of pages as noted in Section 5.
- 1.9 If you are a registered firm and desire not to respond to this proposal, please forward your acknowledgment of NO PROPOSAL SUBMITTED to the above address. Failure to comply may be cause for the removal of your firm's name from the vendor list for this service.

2. Project Information:

2.1 Introduction

2.1.1 The Board of County Commissioners of Garrett County, Maryland will accept sealed proposals for architectural and engineering services to design an office building to be located on Pad 2 in the Garrett County Public Works Complex. The complex is located on Francis Sanders Drive in Mt. Lake Park, Maryland. The design will include all phases of architectural and engineering services including but not limited to civil, architectural, mechanical, plumbing and electrical for a complete project through construction and final acceptance. Daily on site inspection will not be required but contract administration including cost estimates, submittal review, answering RFIs and all other normal architectural and engineering service shall be included as requested below.

2.2 Background Information

2.2.1 The building pad for the office building has been developed under a previous contract. A complete set of design documents for the Public Works Complex will be available to the successful A/E. The developed building pad (Pad 2) will also include a future warehouse building and a car wash. Successful A/E shall keep these future improvements in mind when planning and laying out

the office building on the pad. The construction documents shall reference the future improvements and show extension of utilities to prevent disturbance and/or destruction of utilities installed under this contract.

2.2.2 The Public Works Complex currently has one (1) site (Pad 3B-Garrett Transit Facility) under construction and two (2) other sites (Pad 4-Oakland Roads Garage and Pad 1-Department of Public Utilities Maintenance Warehouse) under construction during the Spring of 2008. The outside appearance of the new office building should be compatible and compliment the other buildings located within the complex.

2.3 Building Requirements

2.3.1 The office building shall be designed to 2006 International Building Code Requirements and shall meet all local, state, federal and fire marshall requirements, including ADA. The successful A/E shall assist the County in obtaining all required agency reviews and permits.

2.3.2 The following County departments will be housed in the new office building: Department of Public Utilities (11 employees); Roads Department (6 employees); Permits and Inspections (10 employees); and Engineering (7 employees). A conceptual layout of the proposed building and footprint of the office building are included under the Attachments Section. The staff requirements for each department are minimums. Therefore, the building shall be designed with future expansion in mind.

2.3.3 The successful A/E shall meet with each department to determine its requirements for the office building. The projected size of each department is as follows: Department of Public Utilities-3,200 square feet; Roads Department-1,600 square feet; Permits and Inspections-2,000 square feet; Engineering-1,800 square feet; and Common Area of 2,000 square feet. The total size of the one-story building is estimated at 13,000 square feet.

2.3.4 The common area, as a minimum, shall include a reception area, a conference room (multi-purpose room), restrooms and an employee break room. Space for custodial services shall also be including in the building.

2.3.5 The design shall also include a paved asphalt parking lot designed per Garrett County Roads Department requirements. The design

shall also include the connections from all existing utilities (natural gas, water, storm and sanitary sewers, electrical, telephone and communications) shown on the development plans to the office building. The communications conduit shall terminate in a separate room within the office building, which will be used for fiber optics.

2.3.6 The design is not required to be LEED. However, energy efficiency and LEED considerations, where applicable, may be considered in the evaluation process.

2.4 Project Funding

2.4.1 The project is being solely funded by the County for both design and construction. The office building has a total project cost of \$2.6 million, including A/E services.

3. Scope of Services:

3.1 Basic Services:

3.1.1 A/E shall perform any and all professional services including basic architecture; landscape architecture; interior design; planning; structural, mechanical, civil, electrical services; and any surveying or related service incidental thereto. A/E represents that all tasks will be performed in accordance with generally acceptable professional standards and further represents that the advice and consultation provided shall be within its authority and capacity as a professional. A/E will comply with all regulations, laws, ordinances and requirements of all governmental agencies impacting the project.

3.2 Study and Preliminary Design Phase:

After authorization to proceed, responsibilities of the A/E shall include:

3.2.1 Consult with the County to determine its requirements and review available data and information.

3.2.2 Further define the scope of the project after consultation with the County and the using department as listed above..

- 3.2.3 Have all necessary research and field survey work performed when requested.
- 3.2.4 Based on the information contained in the preliminary design documents, submit an opinion of probable project cost including, but not limited to, construction costs and contingencies
- 3.2.5 Furnish preliminary design documents, A/E's opinion of probable project cost to the County and present and review them with the County.
- 3.2.6 Furnish all such documents, plans and design data as may be required; assist in the preparation of all required documents so that the County may obtain approvals of all governmental agencies and authorities that have jurisdiction over design criteria and environmental impacts applicable to the project; and assist in obtaining such approvals by participating in submissions to and negotiations with appropriate officials and authorities, including administrative hearings and meetings as are reasonably required to obtain such approval. This also includes preparing, applying and obtaining all necessary permits. Permit fees are the responsibility of the County.
- 3.2.7 Design shall include evaluation of existing utilities, including, but not limited to, natural gas, water, storm and sanitary sewers, electrical, telephone and communications and the preparation of connection plans associated with these utilities as described above.
- 3.2.8 Design shall comply with or exceed the requirements of all applicable building codes, including wind, snow load and ADA as described above.

3.3 Final Design Phase:

After the County and all governmental agencies and authorities that have jurisdiction over the design criteria and environmental impacts applicable to the project have accepted the preliminary design, the A/E firm shall be responsible for the following tasks:

- 3.3.1 Prepare the final project plans and specifications and contract documents (in cooperation with the Purchasing Department and regulatory agencies), which shall include bid forms, instructions to bidders, contract form, bonding and insurance requirements and where applicable, federal compliance requirements, and assist in the preparation of other related documents. The bid documents

shall be assembled in accordance with GASB 34 requirements, which require the County to identify types of assets involved in a project and assign a depreciable life to these assets. Please refer to the Attachments Section for types of assets applicable to the GASB 34 requirements.

- 3.3.2 Furnish all documents, applications, plans, and design documents as may be required for and assist in the preparation of the required documents so that the County may obtain approval (i.e. permit) of all such governmental agencies and authorities having jurisdiction over design criteria and applicable to the project; and assist in obtaining such approvals by participating in submissions to and negotiations with appropriate officials and authorities, including administrative hearings involving the project. The A/E firm will attend as many hearings and meetings as are necessary to obtain such approval (i.e. permit).
- 3.3.3 Prepare engineer's estimate of the construction cost of the project. The estimate shall be broken down by each department as described above.
- 3.3.4 Furnish a minimum of twenty (25) copies of all final documents, drawings specifications and bid packages to the Purchasing Department.

3.4 Bidding Phase:

Under this phase, the A/E firm shall be responsible for the following tasks:

- 3.4.1 Assist in obtaining bids. Send sets of plans and specifications at no additional charge to a minimum of 5 plan rooms as specified by the County.
- 3.4.2 Consult and advise the County as to the acceptability of the prime contractor, subcontractors and other persons and organizations proposed to complete elements of the work.
- 3.4.3 Consult and advise the County as to the acceptability of substitute materials and equipment proposed by a contractor. Attend pre-bid and pre-construction conferences. Prepare any needed bid clarifications and/or addenda. Prepare meeting minutes from the pre-bid meeting. Purchasing Department will assist in the distribution of any addenda or meeting minutes.

- 3.4.4 Assist the County in evaluating bids and in assembling and awarding contracts.
- 3.4.5 Prepare all documents necessary for the County and contractor(s) to enter into a contract for the construction of the project and forward all such documents to the Purchasing Department for execution by the County and successful contractor.

3.5 Construction Phase:

Under this phase, the A/E firm shall be responsible for the following tasks:

- 3.5.1 Furnish the County and the successful contractor(s) with an additional set of construction plans and specifications.
- 3.5.2 Consult with and advise the County and act as its representative normally expected of professional A/E firms. The A/E firm will issue the County's instructions to the contractor(s). The A/E firm will have the authority to act on the behalf of the County to the extent authorized by the County. Daily on site inspection will not be required for this project.
- 3.5.3 Make periodic visits to the site as necessary, or as defined for the project (minimum of once a month). The purpose of the visit is to observe, as an experienced design professional, the progress and quality of the executed work and to determine, in general, if the work is proceeding in accordance with the final plans, specifications, and the contract documents. The A/E firm will verify that the completed project conforms to the final plans, specifications, and to the contract documents. During such visits and on the basis of its on-site observations, the A/E firm shall keep the County informed in writing on the progress of work and shall endeavor to guard the County against defects and deficiencies in the work of the contractor(s); shall notify the County of any observed defects or deficiencies in the work of the contractor(s); and shall disapprove or reject work as failing to conform to the requirements of the final plans, specifications, or contract documents.
- 3.5.4 Take appropriate prompt action to review and respond to requests for information and review and approve submittals, shop drawings and samples, the results of tests and inspections and other data which contractor(s) is required to submit, for conformance with the design concept of the project and compliance with the information given in the final plans, specifications, and the contract documents;

determine the acceptability of substitute materials and equipment proposed by contractor; and receive and review maintenance and operating instructions, schedules, guarantees, bonds, and certificates of inspection, which are to be assembled by the contractor in accordance with the final plans, specifications, and contract documents.

- 3.5.5 Issue instructions to the contractor and prepare and review all change orders as required. The A/E may require special inspection testing of the work and shall act as interpreter of the requirements of the final plans, specifications, and the contract documents and judge the performance there under of the contractor.
- 3.5.6 Based on the A/E firm's on-site observations as an experienced and qualified design professional and on its review of the contractors applications for payment and the accompanying data and schedules, shall advise the County as to the amount owing to contractor(s) and indicate whether it approves such amount per month; such approvals for payment will be indicative to the County based on such observation and review, that the work has progressed to the point indicated and that, to the best of knowledge, information and belief, the quality of the work is in accordance with the final plans, specifications, and the contract documents.
- 3.5.7 Conduct monthly inspections to determine if the project is progressing according to schedule and conduct a final inspection to determine if the project has been completed in accordance with the final plans, specifications and contract documents. If each contractor has fulfilled all of his/her obligations, the A/E firm shall indicate to the County and other applicable governmental agencies, in writing, that final payment should be made to that contractor(s).
- 3.5.8 Conduct pre-construction meeting and monthly progress meetings. Provide minutes for these meetings.
- 3.5.9 Prepare a set of reproducible mylar records, prints of drawings showing those changes made during the construction process, based on the marked-up prints, drawings, and other data furnished by contractor(s) to the A/E firm and which the A/E firm considers significant.

Tentative Project Schedule

	<u>Duration</u>
Preliminary Design Phase	165 days

Final Design Phase	75 days
Bidding Phase	45 Days
Construction Completion	To Be Determined

4. County's Responsibilities:

- 4.1 Provide the A/E firm with all information in the possession of the County which relates to the requirements for this project or which is relevant to this project.
- 4.2 Assist the A/E firm in obtaining permission to enter upon public and private property as required for the A/E firm to perform its services. The County will acquire the necessary easements and/or property if necessary.
- 4.3 Examine all studies, test results, reports, sketches, drawings, specifications, proposals and other documents presented by the A/E firm.
- 4.4 Pay all advertising costs necessary to obtain bids from contractors. Pay all permit fees.
- 4.5 Designate a person(s) to act as the County representative(s) with respect to the work to be performed for this project. Such person(s) shall have the authority to transmit instructions, receive information, interpret and define policies and decisions with respect to materials, equipment, elements, and systems pertinent to A/E firm's services.

5. RFP Process:

- 5.1 A/E firms are to submit written proposals that present the firm's qualifications and understanding of the work to be performed. A cost proposal is also requested at the time of submission but should be sealed in a **separate** envelope and clearly labeled "Cost Proposal". The cost proposal should be broken down into the following phases: study and preliminary design, final design, bidding and construction. The cost proposal should also include the number of man-hours included in the cost for each phase along with the hourly rates for each classification of employee to be used on this project. Additionally, the cost proposal should include the following unit cost: a cost per meeting for attending any necessary public meetings.
- 5.2 The A/E firm is required to address each evaluation criteria in the order listed and to be specific in presenting its qualifications. The A/E firm's

proposal should provide all the information that it considers pertinent to its qualifications for the project and which responds to the Scope of Services and Evaluation Criteria described herein. **To assist in the evaluation process, each A/E firm should limit its response to thirty (30) typed pages.**

Tentative Schedule for Selection of the A/E Firm

RFP Issued	January 18, 2008
Pre-Proposal Conference	February 6, 2008; 10:00 a.m.
Question Deadline	February 8, 2008; 2:00 p.m.
Deadline for submission of RFP	February 20, 2008; 2:00 p.m.
Establish Short List	March 7, 2008
Interview (if required) Short Listed Firms	By March 21, 2008
Award By	April 1, 2008

6. Submittal Format:

- 6.1 The information to be submitted shall be prepared in accordance with, and in the order of, the format guidelines below:
- 6.2 **The maximum number of pages for your response is thirty (30) typed pages. One (1) original and five (5) copies of this requested information should be submitted to the address listed within this RFP. Supplemental information may be submitted but must be submitted separately from the specific response required below and elsewhere in the RFP. Complete Federal Standard Form 254 and 255 or 330 should be considered as supplemental information and not considered as part of the thirty (30) typed page maximum referenced above.**
 - 6.2.1 A discussion of the various tasks in narrative format needed to complete the project as described in the Scope of Services Section. This section should be used by the firm to demonstrate to the County that it has a complete understanding of the project and has the ability to successfully complete the project by performing the tasks indicated.

- 6.2.2** Federal Standard Form 254 or 330 listing ONLY those projects similar to that proposed herein.
- 6.2.3** Federal Standard Form 255 or 330 containing the resumes of ONLY the staff to be assigned to this project on a day-to-day basis. Their project responsibilities shall be clearly identified.
- 6.2.4** A detailed project schedule incorporating the tasks requested in 6.2.1. The schedule should show the number of days needed to complete each phase of the project. The A/E firm should include a statement concerning the current total workload of the firm.
- 6.2.5** As a supplement to the above forms, expand on previous projects where expertise on projects of similar scope meeting the requirements of this solicitation have been demonstrated

Include:

- A.** Description and location of the projects, including a detailed description of your firm's responsibilities
- B.** Starting and completion date
- C.** Original cost estimate and final cost of services provided
- D.** Name/Phone Number of contact person for each project. The Selection Committee may check references regarding A/E firm's ability to meet schedule and deadline commitments as outlined below.
- E.** Identification of the lead firms on the project
- F.** Other firms on the project and its responsibilities
- G.** Names of architects and engineers assigned to the projects
- H.** Brief synopsis of these projects in 8 1/2" x 11" format, narrative form

- 6.2.6 An organization chart of the project team.
- 6.2.7 Resources of the A/E firm and office(s) where work will be performed.
- 6.2.8 A separate cost proposal as outlined in Section 5.1. The Cost Proposal Form is included in the Attachments Section.
- 6.2.9 Submit the following additional data:
 - A. A statement concerning whether lawsuits have been filed against the A/E firm, its principals or any joint venture partner for misfeasance or malfeasance or professional services and, if so, a detailed listing of the adverse action, cause, number, jurisdiction in which filed and current status. The statement shall address all present and prior business relationships of the principals or firms concerned.
 - B. Detailed disclosure of any financial or direct business relationship with any construction firms or material supply firms.

7. Evaluation Criteria:

These criteria are to be utilized by the Selection Committee in the evaluation of qualifications for development of the short list of those A/E firms to be considered for interviews and/or potential negotiations. Varying weights to illustrate their importance have been assigned to the criteria listed below in the form of points. The evaluation criteria are as follows:

- 7.1 The depth and variety of staff disciplines assigned to the A/E team on a day-to-day basis, including sub-consultants and their qualifications and experience with projects of a similar nature that meet the requirements of this solicitation. (15 points)
- 7.2 Demonstration of the A/E firms understanding of the complete project by providing a clear and concise narrative description of tasks needed to accomplish the project as described in the Scope of Services. (30 points)
- 7.3 The A/E firm's current total workload and capacity to accomplish the proposed work within the schedule indicated by the County for each phase of the project. (10 points)
- 7.4 Demonstration of the A/E firm's ability and past experience in performing A/E services on projects of a similar nature that meet the requirements of

the solicitation. This includes timely completion of past projects within budgetary constraints. (40 points)

- 7.5 The responsiveness of the firm to the submittal format instructions provided in Section 6. This includes submission of the following: correct number of copies of the proposal; Signature Sheet; acknowledgement of addendums as applicable; and a separate cost proposal. (5 points)

8. Selection Procedure:

- 8.1 Each member of the Selection Committee will read, review and evaluate each proposal based on the evaluation criteria listed above. Each committee member will develop an overall ranking of each A/E firm based on the evaluation. Once each member of the Selection Committee has rated each proposal, a composite rating (i.e. short list) is developed which indicates the committee's collective ranking of the highest rated proposals in a descending order. Based on this collective ranking, the Selection Committee will open and evaluate the cost proposals prior to individual discussions with the ranked A/E firms. The Selection Committee may interview the short listed A/E firms deemed fully qualified, responsible, and suitable as presented within the submitted proposal.
- 8.2 If interviews are to be held, A/E firms are encouraged to elaborate on its qualifications and past performance or staff expertise as it relates to the proposed project. Proprietary information from competing A/E firms shall not be disclosed to the public or to competitors.
- 8.3 Negotiations shall then be conducted, beginning with the A/E firm ranked first. If a contract satisfactory and advantageous to the County can be negotiated at a price considered fair and reasonable, recommendation for award shall be made for that firm. Otherwise, negotiations with the A/E firm ranked first shall be formally terminated and negotiations conducted with the next ranked firm, and so on until such a contract can be negotiated at a fair and reasonable price.
- 8.4 The Selection Committee will make a recommendation for contract award to the Purchasing Agent. The Purchasing Agent will review the recommendation of the Selection Committee and present it to the Board of County Commissioners during their weekly Public Session for their final approval.

9. References:

- 9.1 All A/E firms shall include a list of a minimum of five (5) references that could attest to the firm's quality of work, timeliness, diligence, and ability

to meet budget constraints. Include names, contact persons, and phone numbers of all references.

- 9.2 References may or may not be reviewed or contacted at the discretion of the Selection Committee. Typically, only references of the top ranked short-listed A/E firms are contacted. The Selection Committee reserves the right to contact references other than, and/or in addition to, those furnished by an A/E firm.

10. Basis for Award:

- 10.1 Information and/or factors gathered during interviews, negotiations and any reference checks, in addition to the evaluation criteria stated in this RFP, shall be considered in the final award decision.

11. Indemnification:

- 11.1 The A/E firm shall indemnify and hold harmless the Board of County Commissioners of Garrett County, Maryland, hereinwith the County, and its elected and appointed officials, agents and employees from and against any and all liabilities, judgments, settlements, losses, costs or charges, including attorney fees, as a result of any negligent acts, errors or omissions by the A/E firm, its subconsultants or agents, in the performance of these professional services. The County may require that the firm produce evidence of settlement of any such action prior to issuance of final payment.

12. Insurance:

- 12.1 The successful A/E firm will be required to provide a copy of its applicable Certificates of Insurance in the amounts outlined in the Insurance Table. The Insurance Table and insurance information are included in the Attachments Section. These certificates should be mailed to:

Ms. DaVina Griffith, Risk Manager
Garrett County General Services
Risk Management Division
313 East Alder Street, Room 105
Oakland, MD 21550

13. Worker's Compensation:

- 13.1 The A/E firm shall take out and maintain during the life of any contract adequate Workmen's Compensation Insurance for all his/her employees

employed at the site of the project, and in case any work is sublet, the A/E firm shall require the subconsultant similarly to provide Workmen's Compensation Insurance by the latter's employees, unless such employees are covered by the protection afforded by the A/E firm.

13.2 The A/E firm shall at all times indemnify and hold harmless the County of and from all claims for Workmen's Compensation which may be made by any of the employees of the A/E firm or by any of the employees of any subconsultant to whom the A/E firm may have let the performance of any part of the work embraced by any contract. The A/E firm will appear for and defend the County against any and all such claims.

14. Compensation to the A/E Firm:

14.1 The A/E firm will in no way be compensated for the preparation of this submittal.

15. Proposals Binding 90 Days:

15.1 Unless otherwise specified all proposals submitted shall be binding for ninety (90) calendar days following the date due, unless the A/E firm, upon written request from the County, agrees to an extension.

16. Local Preference:

16.1 Please be advised that the Local Preference Program established by Resolution 2006-11 does not apply to an Request for Proposals.

17. Further Information:

17.1 Questions regarding this RFP should be asked at the Pre-Proposal Conference. If you are unable to attend the Pre-Proposal Conference, you may fax written questions to Brian Bowers, Purchasing Agent of the Garrett County Purchasing Department, at (301) 334-5021. The Purchasing Department will formally respond to questions via Addendums to the RFP. Please be advised that questions will be entertained until 2:00 P.M. on Friday, February 8, 2008. Questions asked after this time will not be formally answered.

17.2 Prior to contract award, any contact initiated by the A/E firm with an County representative(s), other than the Purchasing Department concerning this RFP is prohibited. Any such unauthorized contact may be cause for disqualification of the A/E firm from this procurement opportunity.

**Request for Proposals
Architectural/Engineering Services
Garrett County Public Works Office Building RFP #08-0220**

Signature Sheet

My signature certifies that the proposal as submitted complies with all Terms and Conditions set forth in this RFP.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce.

My signature also certifies that this A/E firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest to the County, and that there are no principals, officers, agents, employees, or representatives of this A/E firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to the County, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the County.

I hereby certify that I am authorized to sign as a Representative for the A/E firm:

Name of Firm or Individual: _____

Address: _____

Fed ID No. _____

Signature: _____ Title: _____

Name (type/print): _____

Telephone: _____ Fax Number: _____

Date: _____

To receive consideration for award, this signature sheet must be returned to the Garrett County Purchasing Department as it shall be a part of your response. The A/E firm acknowledges receipt of Addendum(s), if any, by initialing the following:

Addendum #1 _____

Addendum #3 _____

Addendum #2 _____

Addendum #4 _____

ATTACHMENTS

ATTACHMENT 1

Insurance: Liability insurance on all major divisions of coverage for each and every Contractor at his/her own expense will be required for the length of the Contract. The Contractor acknowledges that failure to obtain such insurance on behalf of the **Board of County Commissioners of Garrett County, Maryland** constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the County. The Contractor is required to provide the County with a Certificate of Insurance with an Additional Insured Endorsement naming: **The Board of County Commissioners of Garrett County, Maryland** as *Additional Insured and Certificate Holder* prior to the commencement of any work or use of County facilities. Additionally insured does not apply to Professional Liability or Workers Compensation/Employers Liability. The failure to object to the contents of the Certificate of Insurance or the absence of same shall not be deemed a waiver of any and all rights held by the County.

Each Contractor agrees to assist in every manner possible in the reporting and investigating of any accident, and upon request, agrees to cooperate with all interested insurance carriers in the handling of any claims by securing and giving evidence and obtaining the attendance of witnesses as required for any claim or suit.

In the event the Contractor utilizes a Subcontractor for any portion of the services outlined within the scope of its activities, the Subcontractor will be required to provide insurance to the Contractor of the same type or types and to the same extent of coverage as that provided by the Contractor. The Contractor agrees to obtain certificates from the Subcontractor evidencing such coverage and produce evidence upon County's request. All insurance required of the Subcontractor shall name the **Board of County Commissioners of Garrett County, Maryland** as an *Additional Insured* for all those activities performed within its contracted activities for the contract as executed.

A Certificate of insurance will be required of a Vendor for the term of the Contract. The Vendor shall provide the Certificate of Insurance to the County within ten (10) calendar days after receiving a request for it. Failure to provide an acceptable Certificate of Insurance within the time frame stated above will cause to terminate the Contract(s).

Certificate of Insurance shall provide that there will be no cancellation or reduction of coverage with out thirty (30) days prior written notice to the **Board of County Commissioners of Garrett County, Maryland**. Contractor's certificates including additional insured endorsement shall be furnished for two (2) years following the completion of the project. If a policy does expire during the life of the Contract, a renewal certificate must be sent to the County fifteen (15) days prior to the expiration date. Failure to maintain or renew coverage or to provide evidence of renewal may be treated as a material breach of contract.

Vendor and Contractor Certificate of Insurance will be sent to:

Ms. DaVina Griffith, Risk Manager

Garrett County General Services Risk Management Division

313 East Alder Street, Room 105

Oakland, Maryland 21550

**Insurance Requirements for
Board of County Commissioners of Garrett County, Maryland**

General Liability Insurance: Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability form including Products/Completed Operations and, if necessary, **Commercial Umbrella Insurance** .

Minimum Limits

\$1,000,000	Each Occurrence
\$1,000,000	Products & Completed Operations
\$1,000,000	Personal Injury and Advertising Injury
\$2,000,000	Annual Aggregate
\$1,000,000	Fire Damage
\$5,000	Medical Expense Each Person
\$100,000	Medical Expense Each Occurrence

Automobile Liability Insurance: Coverage sufficient to cover owned, hired and non-owned coverage, including bodily injury, per person and occurrence and property damage per occurrence.*

Minimum Limits

\$1,000,000	Combined Single Limit
-------------	-----------------------

**Required for all contracts EXCEPT architectural design, review and/or engineering services and planning, research and/or policy projects.*

Statutory Workers Compensation and Employer's Liability Insurance: Workers Compensation Coverage shall meet statutory limits as required by the State of Maryland or other applicable laws and Employers' Liability Insurance as follows.*

Minimum Limits

\$500,000	Each accident for bodily injury by accident
\$500,000	Policy limit for bodily injury by disease and
\$500,000	Each employee for bodily injury by disease

**Workers' Compensation and Employer's Liability Insurance is required for all contracts who has employees or subcontractors.*

Professional Liability Insurance: Coverage for errors, omissions, and negligent acts per claim and aggregate, with one year discovery period.*

Minimum Limits

\$1,000,000	Each Occurrence
\$5,000	Deductible

**Required for all Professional Service Contracts ONLY including but not limited to architectural design, review and/or engineering services.*

Pollution Liability Insurance: Coverage for bodily injury, property damage, defense, and cleanup as a result of pollution conditions.*

Minimum Limits

\$1,000,000	Each Occurrence
\$1,000,000	Aggregate

**Required for contracts with remedial hazardous material operations.*

Builders Risk Insurance: Coverage equal to the full value of project*

**Required for all property construction projects*

**Cost Proposal Page
Request for Proposals
Architectural/Engineering Services
Garrett County Public Works Office Building
RFP #08-0220**

Study and Preliminary Design Phase: \$ _____

Number of man-hours included in the cost for this phase: _____

Include the hourly rates for each classification of employee to be used for this project in the space provided below or on a separate sheet.

Final Design Phase: \$ _____

Number of man-hours included in the cost for this phase: _____

Include the hourly rates for each classification of employee to be used for this project in the space provided below or on a separate sheet.

Bidding Phase: \$ _____

Number of man-hours included in the cost for this phase: _____

Include the hourly rates for each classification of employee to be used for this project in the space provided below or on a separate sheet.

Construction Phase: \$ _____

Number of man-hours included in the cost for this phase: _____

Include the hourly rates for each classification of employee to be used for this project in the space provided below or on a separate sheet.

Additional Unit Costs:

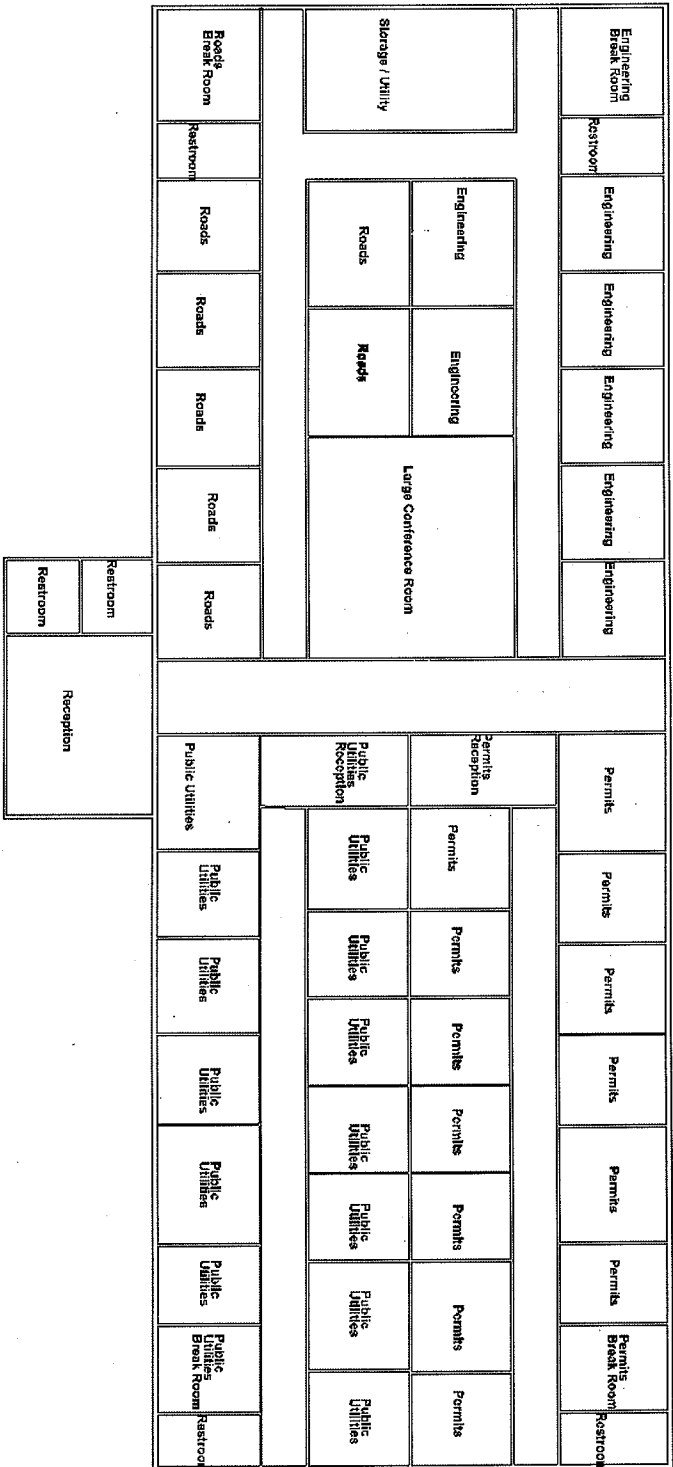
Cost per meeting for attending any necessary public meetings: _____

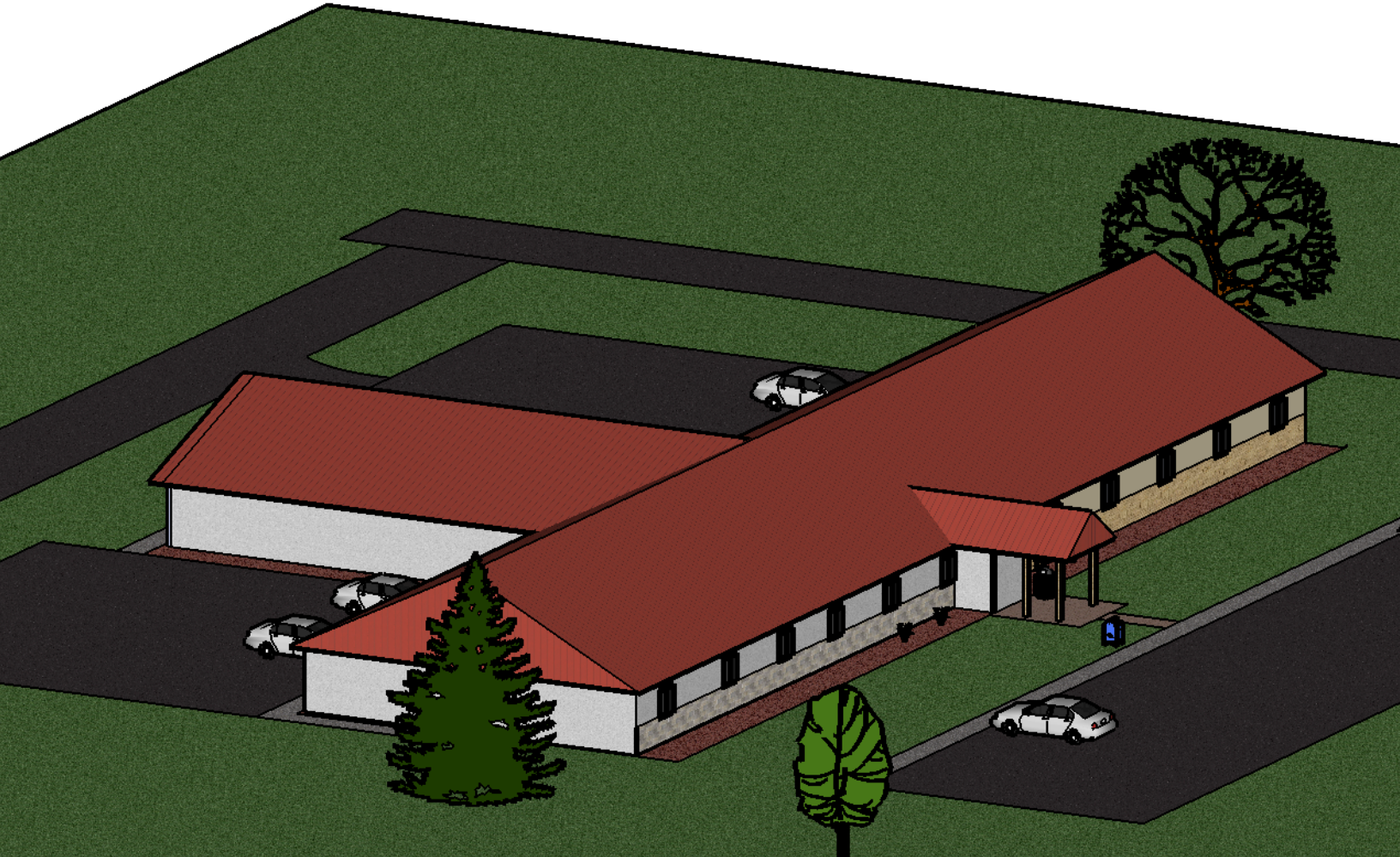
Types of Assets – GASB 34 Requirements

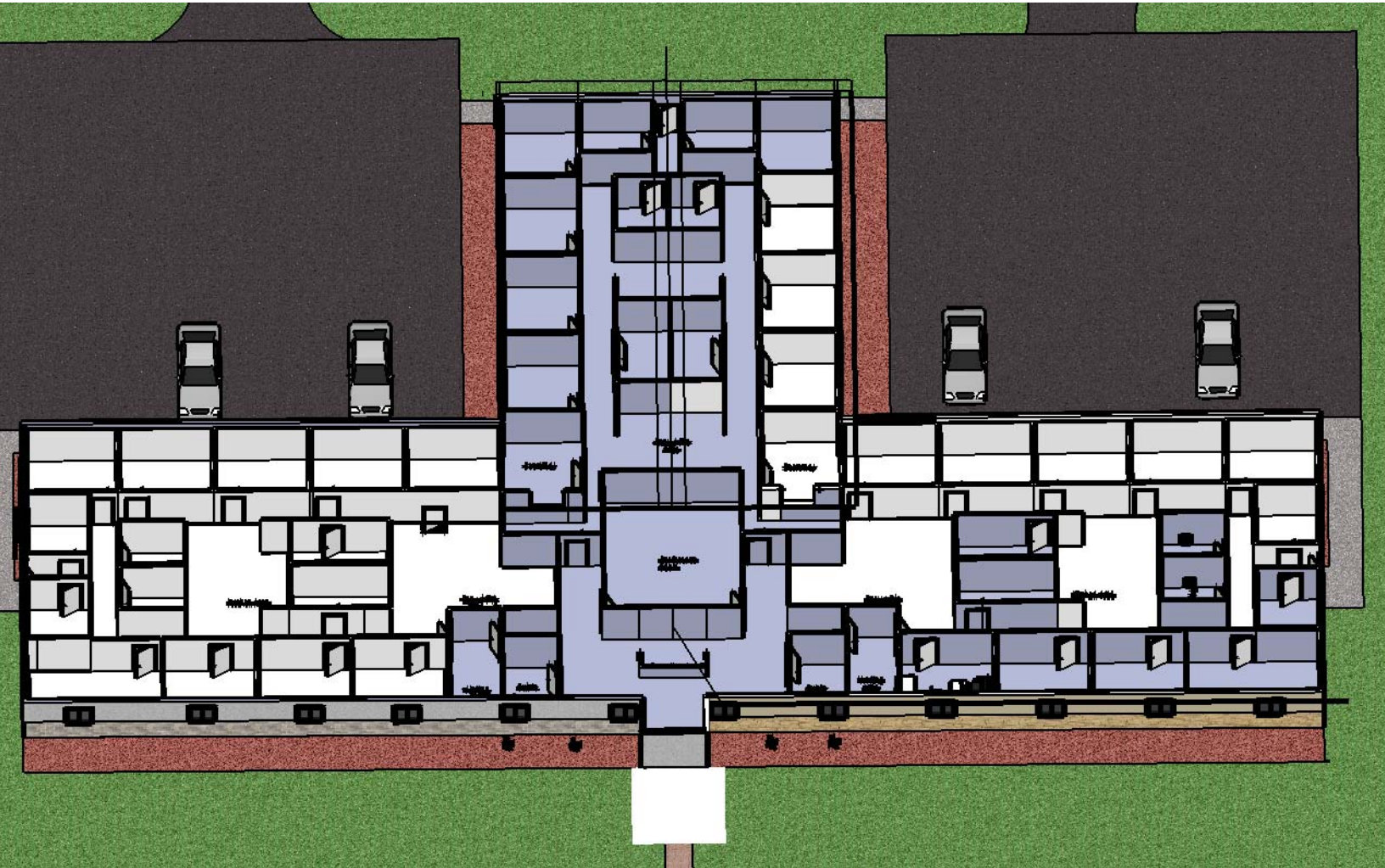
- 1) Land
- 2) Land Improvements
 - Parking Lots
 - Yard Lighting
 - Fencing
 - Septic Systems
 - Parking Barriers
 - Landscaping
 - Retaining Walls
 - Flagpoles
- 3) Buildings & Building Improvements
 - HVAC Systems
 - Roofing
 - Carpet
 - Electrical
 - Plumbing
- 4) Machinery & Equipment
 - Communications Equipment
 - Medical/Police/Fire Special Equipment
 - Custodial Equipment
 - Grounds Equipment
 - Outdoor Equipment
- 5) Furniture & Other Equipment
 - Office Furniture & Equipment
 - Computer Equipment
 - Telephone Equipment
- 6) Rolling Stock
 - Vehicles
 - Mobile Equipment
- 7) Easements and Right of Ways
- 8) Infrastructure
 - Streets/Roads/Highways/Alleys
 - Sidewalks
 - Curbs
 - Culverts
 - Traffic Lights/Signals
 - Street Signage
 - Street Lighting
 - Bridges
 - Guard Rails
 - Sanitary Sewer/Storm Sewer/Water
 - Distribution Piping
 - Drainage Ditches/Systems
 - Irrigation Systems
 - Fire Hydrants
 - Gas/Electric Distribution Systems
 - Fiber Optic Cabling Systems

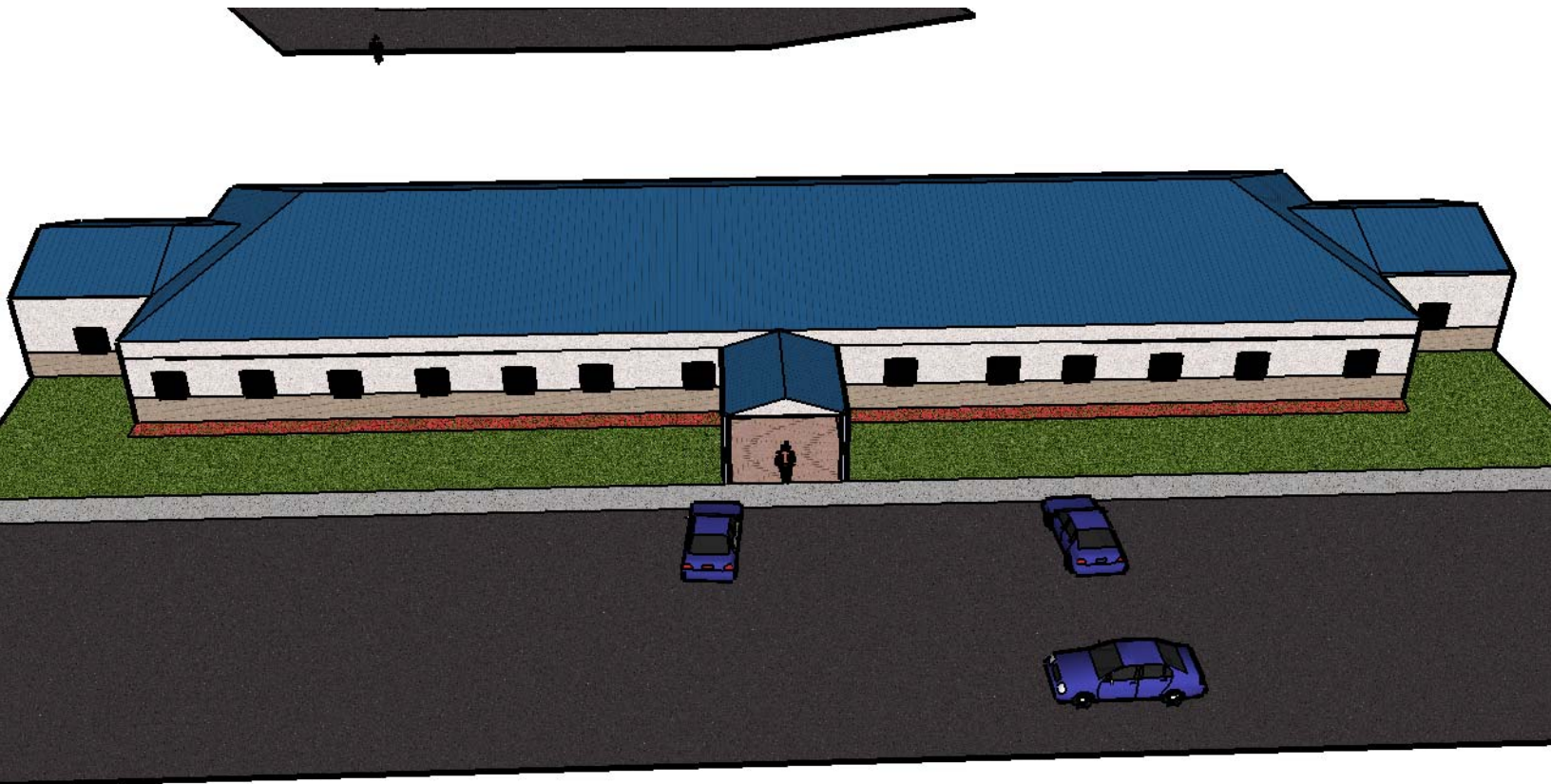
The drawings are for conceptual consideration. It is the designers responsibility to incorporate all aspects of the building into a working arrangement for the County Departments.

Floor Layout Concept	1
Three Wing Concept	2
Three Wing Floor Layout Concept	3
Rectangular Concept	4
Rectangular Floor Plan Concept	5
Minimum Area Estimated Requirements	6
Minimum Area Estimated Requirements cont'.	7











Office Building @ Public Works Complex

Common Area

- A. 1,920 sq. ft.
 - 1. Reception area (20' x25')
 - 2. Conference Room (20' x 25')
 - 3. Restrooms (2 @ 16' x 10')
 - 4. Corridors (50' x6')
 - 5. Common Area for Employees (kitchen-lunch-break area) 20' x 15')
- B. 0-1 employees
- C. 2 parking spaces (employee and visitor)

Public Utilities

- A. 3,200 sq. ft.
- B. 10 employees
- C. 15 parking spaces (10 employees – 3 company cars – 6 visitors)

Roads Department

- A. 1,600 sq. ft.
- B. 5-6 employees
- C. 10 parking spaces (6 employee – 4 visitor)

Permits and Inspections

- A. 1,850 sq. ft.
- B. 9 employees
- C. 15 parking spaces (9 employees – 6 visitors)

Engineering

- A. 1,800 sq. ft.

- B. 6 to 7 employees
- C. 10 parking spaces (7 employees – 3 visitors)

Totals

- A. 10,370 sq. ft.
- B. 29-32 employees
- C. 52- 60 parking spaces