



# PRINCE GEORGE'S COMMUNITY COLLEGE

## OFFICE OF PROCUREMENT AND CONTRACTING

### REQUEST FOR PROPOSAL DESIGN-BUILD #23-13 WORKFORCE DEVELOPMENT & INNOVATION TECHNOLOGY CENTER PHASE I ANNEX A RENOVATION

**Issue Date: May 5, 2023**

**PRE-BID CONFERENCE:**

**DATE: May 9, 2023    TIME: 10:30 A.M.**  
Prince George's Community College  
Annex A Project Site  
301 Largo Road  
Kent Hall, RM. 262  
Largo, Maryland 20774  
To register please email Nena Charity at [charitnl@pgcc.edu](mailto:charitnl@pgcc.edu) by  
May 8, 2023 10:00AM

**BID DUE DATE:**

**DATE: May 31, 2023    TIME: 2:00 P.M.**  
Prince George's Community College  
Office of Procurement and Contracting  
301 Largo Road  
Kent Hall, Rm. 264  
Largo, Maryland 20774

**PROCUREMENT / ISSUING  
OFFICE**

Prince George's Community College  
Office of Procurement and Contracting  
301 Largo Road  
Kent Hall, Rm. 264  
Largo, Maryland 20774

**PROCUREMENT OFFICER:**

Nena Charity, Procurement Manager  
Prince George's Community College  
Office of Procurement, Suite 264  
Largo, MD 20774-2199  
[charitnl@pgcc.edu](mailto:charitnl@pgcc.edu)  
Telephone No.: 301-546-0025

**DEADLINE TO SUBMIT BID  
QUESTIONS:**

**May 19, 2023 @ 1:00 p.m.**

**COLLEGE RESPONSE DATE NO LATER THAN May 24, 2023, BY CLOSE OF BUSINESS TO BID QUESTIONS:**

**NOTE: ALL ADDENDA WILL BE ISSUED VIA A POST ON PRINCE GEORGE'S COMMUNITY COLLEGE (PGCC) WEBSITE.** Visit: <https://www.pgcc.edu/community/doing-business-with-pgcc/procurement/>. The College does not take responsibility if any Prospective Offeror is not informed of communication issued under this RFP. It is the sole responsibility of any Prospective Offeror to visit the College's website for all documents relating to this RFP. The Issuing Office shall be the sole point of contact with the College for purposes of the preparation and submittal of proposals in response to this solicitation.

**\* \* \* BIDS MUST BE HAND DELIVERED TO THE PROCUREMENT OFFICE AT THE ADDRESS SHOWN ABOVE, NO LATER THAN THE ANNOUNCED DATE AND TIME OF CLOSING. BIDS SENT BY FACSIMILE WILL NOT BE ACCEPTED.**

***PRINCE GEORGE'S COMMUNITY COLLEGE  
REQUEST FOR PROPOSALS***

***Table of Contents***

1. Purpose of Renovation
2. Award Steps
3. Technical Proposal & Pricing Proposal (Bid) Process
4. Award Process
5. Technical Submission Requirements
6. Minority Business Enterprise (MBE) and Local Businesses
7. Scope of Work
8. Existing Annex A Flor Plan (Provided under a separate cover)
9. Proposed Concept Plan View (Provided under a separate cover)
10. Appendix A Technical Proposal Forms
11. Appendix C: Contract Documents and Forms (Provided under a separate cover)
12. Appendix M: MBE Information and Forms (Provided under a separate cover)
13. Appendix S: Solicitation Terms and Conditions (Provided under a separate cover)

## 1. PURPOSE OF RENOVATION

General Requirements for Bidders: Prince George's Community College, 301 Largo Road, Largo, Maryland 20774, requests a technical proposal and pricing proposal (Bid) be submitted from invited firms with previous experience providing Design-Build delivery method including drawings and specifications documentation, and construction services for Colleges and Universities for similar sized institutional or technical building renovation projects. Previous experience must support the firm's capability to provide general design documentation supporting renovation projects similar to the project defined herein. Firms must have construction experience with projects over 10,000 Gross Square Feet (GSF) and construction administration experience with classroom and training laboratory buildings or spaces.

The Workforce Development & Innovation Technology Center Phase I Annex A Renovation Project will convert approximately 8,225 Net Assignable Square Feet (NASF) of interior classroom space into new workforce development training laboratory space. The current total Annex A existing building size is approximately 12,625 Gross Square Feet (GSF). The project will also add approximately 6,200 Gross Square Feet (GSF) of exterior training laboratory work yards enclosed behind architectural metal panel fencing.

In an effort to provide more efficient facilities to support the College's future growth and ease of accessibility to the County Community, a study was done by the Facilities Team regarding the viability of relocating the current Westphalia Center and Skills Trades Center workforce training programs to the Largo Campus. This relocation would also support the new workforce development degree programs in that students could complete their degreed program of study in a single campus location. Therefore, the Facilities Team relocation study concepts are herein presented:

- a. Based on Annex A existing Gross Square Footage, the College would renovate this structure into a single-story building housing current Westphalia Center and Skill Trades Center training labs for carpentry, plumbing, electrical, mechanical, beginning welding, and locksmithing technology. General Purpose Classrooms, Computer Technology Center, and Administrative / Faculty Offices would be temporarily housed in Annex B or Annex C. This would be Phase I of a multi-phase project in the project.

The College has not established a requirement of LEED Certification for this project, however, the College requires energy efficiency and sustainability efforts to be employed in all College renovation projects.

The College has established a preliminary design build budget cost range between \$1,200,000 to \$1,500,000 for design costs and construction costs for the project as defined herein. This budget does not include relocation costs of existing equipment from the College's satellite locations moving to the Largo Campus but does include costs for the installation of the existing equipment.

The design build team will be responsible for adherence to both State and Prince George’s County requirements on this project.

## 2. AWARD STEPS

*Note: dates are subject to change*

### **PHASE I** (*Estimated Time Period: (29 Calendar Days)*)

- RFP posted on PGCC website – May 5, 2023
  - Pre-proposal meeting/site/building walk-thru – May 9, 2023 @ 10:30am
  - Sealed technical proposal and pricing proposal (Bid) due – May 31, 2023 @ 2:00pm
  - Technical proposal (Bid) evaluation review process by Prince George’s Community College
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### **PHASE II** (*Estimated Time Period: (20 Calendar Days)*)

- Oral Presentation (if requested by the College) – June 6, 2023, Time (TBD)
- Pricing proposal (Bid) evaluation review process by Prince George’s Community College
- The College recommendation for award to the College’s Board of Trustees – June 15, 2023
- The College notifies the Design-Build Contractor of intent to award of contract – June 16, 2023

The College completes contract agreement with selected Design-Build Contractor – June 20, 2023

## 3. TECHNICAL PROPOSAL & PRICING PROPOSAL (BID) PROCESS

RFP Technical Proposals and Pricing Proposals (Bid) for the “Workforce Development & Innovation Technology Center, Phase I Annex A Renovation”, RFP #23-13, will be received for the Board of Trustees of Prince George’s Community College by the Procurement Officer, Kent Hall, Room 264, Prince George’s Community College, 301 Largo Road, Largo, Maryland, 20774-2199, until 2:00PM, May 31, 2023, and at that time will **NOT** be publicly opened. Late bids will not be accepted. Each technical proposal and bid proposal will be received in a sealed envelope or box, which shall be plainly marked as follows:

**Project Title: “WORKFORCE DEVELOPMENT & INNOVATION TECHNOLOGY CENTER,  
PHASE I ANNEX A RENOVATION”  
PRINCE GEORGE’S COMMUNITY COLLEGE  
LARGO CAMPUS**

### Technical Proposal Submission:

An original PDF and three (3) copies on a USB Flash Drive, to be clearly identified in the file name of the Technical proposal must be submitted to the College in order to be considered for the Workforce Development & Innovation Technology Center, Phase I Annex A Renovation project. Note, the Workforce Development & Innovation Technology Center, Phase I Annex A Renovation *pricing proposal (Bid)* **MUST NOT** be listed anywhere in the Technical Proposal. The Technical Proposal should be absent of any specific Workforce Development & Innovation Technology Center, Phase I Annex A Renovation costs.

### Pricing Proposal (Bid) Submission:

An original PDF and three (3) copies on a USB Flash Drive, to be clearly identified in the file name of the Pricing Proposal must be submitted to the College in order to be considered for the Workforce Development & Innovation Technology Center, Phase I Annex A Renovation project. The pricing proposal should include all fixed fee and lump sum costs including allowances for items not covered.

Delivery Instructions:

*Hand deliver both proposal Flash Drives to:*

Prince George's Community College  
301 Largo Road, Largo MD 20774  
Office of Procurement  
Kent Hall, Room 264  
(Attn: Nena Charity)

Note: Delivery by carriers such as FedEx and UPS will not be accepted.

#### 4. AWARD PROCESS

Invited firms will submit technical proposals and pricing proposals (Bids) to be evaluated by the College's Facilities and Procurement selection committee.

The college will employ a weighted score sheet method in evaluating the technical proposals. The committee will assign scores and these scores will be multiplied by the assigned weights, giving weighted scores. Scores will be assigned solely upon the judgment of the selection committee.

**Optional Oral Presentation:** Based on the technical proposal evaluation, the short-listed firms will be invited to the college to make an oral presentation to the selection committee. Visual aids are recommended and preferred for the oral presentation, but not required. The Design-Build Contractor should NOT mention or discuss their proposal fee or price during the oral presentation. The committee will evaluate each presentation. Following the oral presentations if requested by the College have been completed, the submitted pricing proposals (Bids) will be reviewed by the selection committee.

**Basis for Award:** Technical merit may have a greater weight than financial and price in the final ranking. Award may be made to the Offeror with a higher technical ranking even if its Financial and Price Proposal is not the lowest. The Procurement Officer retains the discretion to examine all factors to determine the award of the contract. The goal is to contract with the Offeror(s) that would best meet the needs of the College as set forth in the RFP.

#### Pre-Bid Proposal Conference and Site Visit

Note: To avoid disturbing classes, a one-time site visit for the Workforce Development & Innovation Technology Center, Phase I Annex A Renovation project will be arranged. A Pre-bid Proposal Conference will be held May 9, 2023 @ 10:30AM in Kent Hall Room 262. If the College is CLOSED the Pre-bid conference will take place at the same time on the next day the

College is open for business. The Pre-bid conference is not mandatory; however, the College encourages participation. No other site visits will be scheduled other than May 5, 2023. Immediately **after** the Pre-bid, a representative from the College will be made available to guide interested firms through the Annex A building. Following the guided tour firms may independently walk, survey, and perform due diligence if desired. Contractors are encouraged to bring subconsultants and subcontractors if deemed necessary or valuable.

### **Available Drawings**

The College has some existing drawings of the Annex A building and will share them upon request. The College is providing as part of this RFP the proposed new training laboratory plan layouts to help clarify the scope of work to be included in the pricing proposal (Bid).

### **RFP Questions**

RFP questions must be emailed to the attention of Nena Charity at [charitnl@pgcc.edu](mailto:charitnl@pgcc.edu) Office of Procurement and Contracting no later than 1:00PM May 19, 2023. Bidders are advised that the College reserves the right to use its best judgment in choosing to respond or not to respond to any questions received **after** the above stated cut-off date for questions. Firms must carefully examine the RFP and related documents. Should any firm find discrepancies or omissions in this RFP or be in doubt as to the context or meaning of any aspect of this document, the firm should direct inquires and/or requests for clarification of the documents in writing to procurement.

### **Debriefings**

**Request:** Unsuccessful Offerors may request a debriefing. A request must be submitted in writing to the Procurement Officer **within ten (10) days** after the date on which Offeror knows, or should have known, that its Proposal was unsuccessful. Debriefings shall be conducted at the earliest feasible time.

**Discussion:** Debriefings shall be limited to discussion of the Offeror's Proposal only and shall not include a discussion of a competing Offeror's Proposal. The debriefing may include information on areas in which the unsuccessful Offeror's Proposal was deemed weak or insufficient. The debriefing may not include discussion or dissemination of the thoughts, notes, or ranking from an individual Evaluation Committee Member.

## **5. TECHNICAL PHASE SUBMISSION REQUIREMENTS**

Technical proposals will be evaluated by the college using the **Technical Phase Selection & Evaluation Criteria and Rating Form** included in these documents. The following requirements and responses must be clearly detailed in the Design-Build Technical Proposal.

**Design-Build Contractor must structure and label their RFP responses into the following sections:**

**a. Cover Letter**

**b. Section I: A/E Firm Information for Design-Build Design Documentation**

Qualification Statement / AIA Document B305; List Name of Firm (Prime); Year Firm was established; Type of Ownership; Name of Parent Company (if any); Name and contact information of not more than Two principals to contact; Present Offices; Total Personnel; Personnel by Discipline; History and Information about the Firm.

**c. Section II: Consultant Information for Design-Build Design Documentation**

Include a Diagrammatic Chart showing subconsultant companies and their roles on the team. For each consultant provide: Detailed Description & History of the consultant (limited to 2-page maximum per firm). At minimum list Name of Firm; Year Firm was established; Type of Ownership; Name of Parent Company (if any); Name and contact information of not more than Two principals to contact; Present Location and Address of Offices; Total Personnel; Personnel by Discipline; and History and Information about the Firm.

**d. Section III: Project Design-Build Team members**

Detail the proposed Project Team members and provide resumes of key persons, specialist, and individual consultants. List ONLY the individuals who will directly contribute to the project and have a defined role. Include on the Resume: Name & Title; Project assignment; Name of firm associated with; Year's experience with firm; Total year's experience; Education; Degrees, Active Registrations, and experience and qualifications relevant to the proposed project. *(If awarded the contract, the contract shall require the assignment of these same participants to the project. No substitutions will be permitted unless approved by the college. The college's approval will not be unreasonable withheld.)*

**e. Section IV: Related Design-Build Projects**

Provide a minimum of four and maximum of eight related projects completed or in progress similar to the project represented in this RFP. Include: Project Name; Client's Name; Client Point of Contact to include name & phone number; Location of project; Total Design-Build Project Cost; Total construction change order amounts; Current Phase; Scheduled Completion Date; LEED Level (if any), key team members involved in the related project (if any). Pictures and additional detail are recommended. At least two projects referenced must be completed through construction.

**f. Section V: Related Design-Build Projects (from Consultants)**

Include Representative projects from selected major consultants and engineers to be engaged in this project which shall include: Mechanical; Electrical; Plumbing; Structural; and Site/Civil. Representative projects should be provided for each major subconsultant listed. The project(s) presented by any of the consultant(s) may be the same as presented by the Architect of Record.



g. **Section VI: Project Specific Information**

Provide a written narrative describing the *Architect of Record and Design-Build Contractor's* unique understanding and narrative of the Project Scope and initial thoughts to renovate Phase I Annex A building into a state-of-the art Workforce Development Training Center for the trades presented. Include a narrative of potential problem-solving ideas, project challenges, including schedule challenges, that will be solved as part of the Design-Build Contract, and items to consider that may not have been considered in the development of the current project scope-of-work.

h. **Section VII: References and Letter of Recommendation**

Submit Three to Five Client References and Three to Five Client Letters of Recommendation. References should include contact name and phone number, project associated with, and a brief description of the project associated with.

i. **Section VIII: Supporting Information**

Provide answers to the following questions and requests:

1) **Minority Participation Plan & History**

Include Minority Participation History on past projects, the current plan for reaching Minority Participation goals, and the projected Minority Participation schedule for the project. The Minority Participation Schedule should include the firm, address, contact number, MBE Classification, MBE Certification Number, work to be performed, and agreed percentage of contract. ONLY include the contract percentage of the subconsultants (do NOT include any price information).

3) **Cost Control:**

Technical Proposal shall include information from the *Design-Build Contractor* relating to comparison of cost estimates between INITIAL Cost through FINAL Cost. A minimum of three (3) projects are required; more than five (5) are preferred. Preferably, projects included in the "Related Projects" Section should be included along with others.

4) **Schedule Control and Response Time:**

Discuss (*not to exceed 2 pages*) schedule control, contract and construction administration procedures. Explain and detail exact not to exceed time durations the firm will respond to Construction items including Submittals, RFI's Change Order's, and Payment. Explain how the quoted time frames will be met.

5) **Management of Resources:**

Clearly explain how geographic location (of all firms on the project) will affect the management of the project (including cases where firms may not be located

close to the College). Detail what steps will be taken to ensure timely meetings and site visits on campus and urgent on-site matters are handled to the College's expectations.

List an address and location for all firms on the project team if known at the time of submission. Explain and detail how various subs, consultants, specialists, and even groups or individuals within the same company will form a concise team that can and will address the College's project needs. Explain how coordination of engineering disciplines will be addressed.

**6) Sustainability and Energy Conservation:**

Discuss familiarity with Energy conservation measures and familiarity with of this type of project. Discuss overall project expectations and team experience with achieving these expectations.

**j. Section IX: Additional Information**

This section can also be used to include additional information as deemed appropriate by the firm.

**6. Minority Business Enterprises (MBE) and Local Businesses.**

Minority participation is important to PGCC. Prince George's Community College strongly encourages qualified local minority businesses and local business to provide goods and services for the performance of College functions. Minority Business Enterprises (MBE) firms are strongly encouraged to respond to this solicitation. An MBE is defined by the College as follow: A Minority Business Enterprise (MBE) is any legal entity, other than a joint venture, organized to engage in commercial transactions which is at least 51% owned and controlled by one or more minority persons (African Americans, Hispanics, American Indians, Asians, women and the physically or mentally disabled), or a non-profit entity organized to promote the interest of the physically or mentally disabled.

Although State certification is not required, Offerors shall be required to provide adequate proof that each MBE proposed/utilized meets the College's requirement/status and be required to execute the College's MBE Affidavit or other execute/provide other required documents determined by the College, at a later date.

Potential proposers that are not certified by the Maryland Department of Transportation (MDOT), are encouraged to initiate certification as soon as possible. For more information on the State's MBE program or questions related to certification, please contact MDOT's Office of Minority Business Enterprise/Equal Opportunity, telephone 800-544-6056 or view the MDOT website: <http://www.mdot.state.md.us/mbe/index.html>.

**MBE Contract Participation Goal/Commitment: 25%**

The MBE goal is the minimum percentage the awarded vendor will retain for MBEs of the total overall contract(s) value that is established for this solicitation/awarded contract, unless waived by the College. This subcontracting goal will become part of the contract. The MBE goal may be fulfilled by an MBE prime, if awarded the contract.

**Proposers are to provide within their proposal a completed and signed MBE Utilization Affidavit and include a completed MBE Participation Schedule. Proposers are strongly encouraged to include local (Prince George's County based company/ies) MBEs within your firm's proposal. The Procurement Officer may deem the proposal not susceptible of the award, if the MBE documents are not provided within the Technical Proposal.**

**7. SCOPE OF WORK**

(Refer to Special Conditions Part I; The Architect's Engineer's Services for additional Requirements)

**PART 1 - DESIGN-BUILD CONSTRUCTION DOCUMENTS**

1. In general, the following disciplines are anticipated for the Design-Build Contractor construction documents team:
  - a) Architect of Record
  - b) Mechanical (HVAC Engineer, HVAC Controls)
  - c) Plumbing Engineer
  - d) Electrical Engineer including a Lighting Specialist
  - e) Energy Analyst
  - f) Structural Engineer
  - g) Site Civil Engineer
  - h) Landscape Architect
  - i) Fire Protection Engineer
  
2. The Design-Build Contractor shall submit for approval to the College the name of an individual either in his/her own work force or as a consultant, to act as Energy Analyst for the renovation project. The Energy Analyst shall have proven experience in energy design analysis and shall be a registered engineer or architect. The role of the Energy Analyst shall be to:
  - a. Coordinate all pertinent disciplines within the Design-Build Contractor team to achieve energy efficient design.
  - b. Review architectural, mechanical, electrical, and lighting submittals for compliance to energy guidelines prior to submission to the College

- c. Serve as the primary contact point for the College's Facilities Management department.
3. Design-Build Contractor consultants will need to provide to the College Construction Documents, In addition, if requested by the College, the Design-Build Contractor consultant shall also provide AutoCAD files.
4. The consultant shall complete all work based on a mutually agreed design schedule.
5. Attend a pre-design meeting and walk-thru of the existing facility.
6. Design installation of all components for a fully functional and state-of-the art Workforce Development Training Facility, capable of performing (but not limited to) the functions described herein. It will be the responsibility of the Design-Build Contractor to consult with the College to verify requirements, and recommend refinements to the program renovations and overall design of the laboratory spaces.
7. Work with a project team comprised minimally of representatives from the College's Facilities Management Department, Technology Services, and building occupants. The Design-Build Contractor consultant team should attend as many progress meetings with the College as are necessary and requested to prepare needed submission documents. The Design-Build Contractor consultant team will serve as the technical advisor to the College for specific problems or modifications that arise during the course of the design and construction. The Design-Build Contractor consultant team will be responsible during the duration of the contract to recommend solutions and alternatives that provide the College with creative, cost effective solutions that obtain the College's goal, which is to build a state-of-the art Workforce Development Training Facility.
8. Perform and provide a detailed survey of Annex A and the surrounding site areas. The survey's purpose is twofold; first the detailed survey shall provide the detailed information necessary to place the current building configuration into an electronic format that is dimensionally accurate. The second is to uncover and highlight unknown and questionable areas of the building so that high-level information can be shown on the construction drawings and eliminate contractor claims for additional work. Perform assessment and engineering analysis of existing systems (ex., civil, electrical, mechanical, plumbing, structural, security, communications, utilities, etc) as they relate to the renovation of the existing building. Any modifications required to existing systems shall be included in the scope of this work. Some documents and some modification plans are available for reference; however, there are no assurances that the reference files or records are complete or accurate. It shall be the responsibility of the Design-Build Contractor consultant team to complete any as-built drawings needed. The consultant is responsible for accurately defining existing condition dimensions and spatial relationships. The consultant will determine which components of the existing structure can be retained to incorporate the new requirements of the program. As part of the bid scope of work, the

consultant is responsible for, but not limited to, electrical load tests when deemed necessary, surveys, and any other means necessary to ensure accuracy of design work.

All outages anticipated or needed in assessment and investigation work must be coordinated with the College through the Facilities Management department in order to determine the best windows of opportunity for the outage. Once the window has been established, a minimum of ten days advanced notice is required prior to all outages.

The Design-Build Contractor consultant team shall prepare a survey that documents all existing conditions of the site. The extent of the information and work required by the survey shall include, but not be limited to, all existing topography, utilities, roads, parking lots and site improvements, sidewalks, pedestrian spaces, significant vegetation and natural features, and any legal restrictions that might be applicable.

9. It is expected that all engineering specialists and consultants on the Architect of Record team make site visits as necessary to perform site analysis, research, attend meetings and coordinate with the Architect of Record and/or College as necessary to complete the Construction Documents. All cost of this work shall be in the original bid of the project. Construction Administration and all required Post Construction services should also be included.
10. All designs shall comply with the latest applicable standards, regulations, and code sections, either now in effect or identified for future implementation, of:
  - a. Regulations of the Maryland Department of the Environment
  - b. Procedures for Implementation of Energy Conservation of the Maryland Department of General Services.
  - c. International Building Code
  - d. Code of Maryland Regulations
  - e. National Fire Protection Association
  - f. Americans with Disabilities Act
  - g. Washington Suburban Sanitary Commission
  - h. Boiler and Pressure Vessel Safety Act and Regulations
  - i. National Electric Code
  - j. National Energy Code, Standard 90, of American Society of Heating, Refrigerating, and Air-Conditioning Engineers
  - k. American Society of Civil Engineers
  - l. American Society of Mechanical Engineers

- m. American Society for Testing Materials
  - n. American Welding Society
  - o. Maryland Green Buildings Council
  - p. Prince George's Community College Technology Manual 2005
  - q. Department of General Services Procedure Manual for Professional Services, July 2010 edition.
  - r. Chapter 527 (Senate Bill 234) High Performance Building Act – Applicable to Community College Capital Projects
  - s. ASHRAE Standard 90.1-1989 Energy Standards
  - t. LEED Reference Guide for Green Building Design and Construction
  - u. Codes such as Mechanical (2009 IMC with modifications, 2006 International Mechanical Code); Electrical (2008 NEC, 2002 NFPA 70 National Electric Code and Subtitle 2 – Group 14B and Subtitle 9); Fire/Life Safety (2009 NFPA 101 Life Safety Code)
11. The Design-Build Contractor will be responsible for advising the College what permits are needed. Assist the College in obtaining permits (i.e. MDE, DPW&T, MNCPPC, Prince George's County, etc.) and approval for all construction documents required by State and local authorities.

## **PART 2 - DESIGN-BUILD RENOVATION CONSTRUCTION**

1. Annex A: The Design-Build Contractor Contract shall include the following specific requirements associated what is referenced to as the scope-of-work.
2. Classrooms 104, 105 and 106 to be converted into new Carpentry & Electrical Training Lab (2,465 NSF):
  - a. Remove existing ceiling tiles and ceiling grid.
  - b. Remove existing ceiling light fixtures and install new LED shop light fixtures per Design-Build Contractor Electrical / Lighting Engineer and College requirements.
  - c. Remove existing whiteboards and coordinate storage with College Facilities for future reinstallation.
  - d. Relocate existing College Blue Emergency Call Boxes per College direction and per Design-Build Contractor Electrical Engineer.
  - e. Relocate existing Fire Alarm Devices per Design-Build Contractor Electrical / Life Safety engineering requirements.
  - f. Remove existing walls and any electrical / low voltage wiring and devices complete.
  - g. Remove two (2) existing windows and provide new opening to floor for new storefront double access doors with side lights. Prepare opening for the door thresholds.

- h. Reposition existing air supply grills per Design-Build Contractor Mechanical Engineer requirements.
  - i. Reposition existing fire sprinkler for open ceiling coverage per Design-Build Contractor Fire Sprinkler engineering requirements.
  - j. Repair existing gypsum wallboard and framing where walls were removed at existing walls and along ceiling line where ceiling grid was removed creating a level finished wall line.
  - k. Relocate existing ceiling mounted projector mount and reinstall per College direction.
  - l. Provide two (2) new storefront double door panel exterior entry with full height side light(s).
  - m. Purchase and Install new wall mounted point-of-collection dust collectors. Dust collectors to be same manufacturer and model of units installed at the Center for Performing Arts Scene Shop.
  - n. Provide new electrical power devices and all associated wiring per Design-Build Contractor Electrical Engineer and College requirements.
  - o. Repair existing floor finish with similar or matching flooring materials where walls are removed and any other areas requiring repair.
  - p. Paint all walls and exposed ceiling including exposed mechanical ductwork, exposed electrical conduits and raceways, and exposed plumbing piping where practical.
  - q. Regrade and retain area noted to receive metal panel wall screen and metal panel gate entrances per Design-Build Contractor Civil Engineer and College requirements.
3. Classrooms 107, 111, and 116 to be converted into new HVAC Training Lab and Plumbing Training Lab (2,505 NSF):
- a. Remove existing ceiling tiles and ceiling grid.
  - b. Remove existing ceiling light fixtures and install new LED shop light fixtures per Design-Build Contractor Electrical / Lighting Engineer and College requirements.
  - c. Remove existing whiteboards and coordinate storage with College Facilities for future reinstallation.
  - d. Relocate existing College Blue Emergency Call Boxes per College direction and per Design-Build Contractor Electrical Engineer.
  - e. Relocate existing Fire Alarm Devices per Design-Build Contractor Electrical / Life Safety engineering requirements.
  - f. Remove existing walls and any electrical / low voltage wiring and devices complete.
  - g. Remove two (2) existing windows and provide new opening to floor for new storefront double access doors with side lights. Prepare opening for the door thresholds.
  - h. Reposition existing air supply grills per Design-Build Contractor Mechanical Engineer requirements.
  - i. Reposition existing fire sprinkler for open ceiling coverage per Design-Build Contractor Fire Sprinkler engineering requirements.
  - j. Repair existing gypsum wallboard and framing where walls were removed at existing walls and along ceiling line where ceiling grid was removed creating a level finished wall line.
  - k. Relocate existing ceiling mounted projector mount and reinstall per College direction.

- l. Provide two (2) new storefront double door panel exterior entry with full height side light(s).
  - m. Purchase and Install new wall mounted point-of-collection dust collectors. Dust collectors to be same manufacturer and model of units installed at the Center for Performing Arts Scene Shop.
  - n. Provide new electrical power devices and all associated wiring per Design-Build Contractor Electrical Engineer and College requirements.
  - o. Repair existing floor finish with similar or matching flooring materials where walls are removed and any other areas requiring repair.
  - p. Paint all walls and exposed ceiling including exposed mechanical ductwork, exposed electrical conduits and raceways, and exposed plumbing piping where practical.
  - q. Regrade and retain area noted to receive metal panel wall screen and metal panel gate entrances per Design-Build Contractor Civil Engineer and College requirements.
4. Classrooms 114 and 115 to be converted into Welding Training Lab (1,610 NSF):
- a. Remove existing ceiling tiles and ceiling grid.
  - b. Remove existing ceiling light fixtures and install new LED shop light fixtures per Design-Build Contractor Electrical / Lighting Engineer and College requirements.
  - c. Remove existing whiteboards and coordinate storage with College Facilities for future reinstallation.
  - d. Relocate existing College Blue Emergency Call Boxes per College direction and per Design-Build Contractor Electrical Engineer.
  - e. Relocate existing Fire Alarm Devices per Design-Build Contractor Electrical / Life Safety engineering requirements.
  - f. Remove existing walls and any electrical / low voltage wiring and devices complete.
  - g. Remove two (2) existing windows and provide new opening to floor for new storefront double access doors with side lights. Prepare opening for the door thresholds.
  - h. Reposition existing air supply grills per Design-Build Contractor Mechanical Engineer requirements.
  - i. Reposition existing fire sprinkler for open ceiling coverage per Design-Build Contractor Fire Sprinkler engineering requirements.
  - j. Repair existing gypsum wallboard and framing where walls were removed at existing walls and along ceiling line where ceiling grid was removed creating a level finished wall line.
  - k. Relocate existing ceiling mounted projector mount and reinstall per College direction.
  - l. Provide two (2) new storefront double door panel exterior entry with full height side light(s).
  - m. Construct eight (8) new welding booths. All welding booths shall be finished with unpainted cement board and shall be constructed with heavy gage metal framing.
  - n. Purchase and Install new wall mounted point-of-collection fume collectors. Fume collectors to be same manufacturer and model of units installed at the Center for Performing Arts Metal Welding Shop.
  - o. Provide new electrical power devices and all associated wiring per Design-Build Contractor Electrical Engineer and College requirements.



- p. Remove existing floor finish and grind smooth existing concrete slab-on-grade. Apply non-flammable floor coating approved by College.
  - q. Paint all walls except welding booths and exposed ceiling including exposed mechanical ductwork, exposed electrical conduits and raceways, and exposed plumbing piping where practical.
  - r. Regrade and retain area noted to receive metal panel wall screen and metal panel gate entrances per Design-Build Contractor Civil Engineer and College requirements.
5. Classrooms 112 and 113 to be converted into Locksmithing Training Lab (1,655 NSF):
- a. Remove existing ceiling tiles and ceiling grid.
  - b. Remove existing ceiling light fixtures and install new LED shop light fixtures per Design-Build Contractor Electrical / Lighting Engineer and College requirements.
  - c. Remove existing whiteboards and coordinate storage with College Facilities for future reinstallation.
  - d. Relocate existing College Blue Emergency Call Boxes per College direction and per Design-Build Contractor Electrical Engineer.
  - e. Relocate existing Fire Alarm Devices per Design-Build Contractor Electrical / Life Safety engineering requirements.
  - f. Remove existing walls and any electrical / low voltage wiring and devices complete.
  - g. Remove two (2) existing windows and provide new opening to floor for new storefront double access doors with side lights. Prepare opening for the door thresholds.
  - h. Reposition existing air supply grills per Design-Build Contractor Mechanical Engineer requirements.
  - i. Reposition existing fire sprinkler for open ceiling coverage per Design-Build Contractor Fire Sprinkler engineering requirements.
  - j. Repair existing gypsum wallboard and framing where walls were removed at existing walls and along ceiling line where ceiling grid was removed creating a level finished wall line.
  - k. Relocate existing ceiling mounted projector mount and reinstall per College direction.
  - l. Provide new electrical power devices and all associated wiring per Design-Build Contractor Electrical Engineer and College requirements.
  - m. Repair existing floor finish with similar or matching flooring materials where walls are removed and any other areas requiring repair.
  - n. Paint all walls and exposed ceiling including exposed mechanical ductwork, exposed electrical conduits and raceways, and exposed plumbing piping where practical.
6. General project scope-of-work:
- a. Repaint existing corridors and common areas to match existing painting scheme.
  - b. Repaint existing entry canopy structure to match existing painting scheme.
  - c. Remove existing covered walkway structure between Annex A and Annex B.
  - d. Pressure clean building exterior.

### **Phase I Proposed Project Timeline**

May 2023	Bid Scope of Work for Design-Build Contractor Services End of Spring Semester Relocate Annex A Occupant's Remove Annex A existing FF&E to Storage for Future Use
June 2023	Select Design-Build Contractor Begin Remodel of Interior Classrooms into New Training Labs
November 2023	Substantial Completion of New Annex A Training Labs
December 2023	Relocate Selected Existing Equipment to New Annex A Training Labs
January 2024	Spring 2024 Semester Begins in New Training Labs

## **10. APPENDIX A**

### **TECHNICAL PROPOSAL FORMS**

- Acknowledgement of Receipt of Addenda Form
- Bid Proposal/Affidavit
- Mercury Affidavit
- Conflict of Interest Affidavit and Disclosure
- MBE Utilization Affidavit
- MBE Participation Schedule

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM**

**RFP NO.:** \_\_\_\_\_

**TECHNICAL PROPOSAL DUE DATE:** \_\_\_\_\_ at X:XX AM/P.M.

**RFP FOR:** \_\_\_\_\_

**NAME OF OFFEROR:** \_\_\_\_\_

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

As stated in the RFP documents, this form is included in our Technical Proposal.

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Signature

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Printed Name

---

Title

**BID/PROPOSAL AFFIDAVIT**

**A. AUTHORIZED REPRESENTATIVE**

I HEREBY AFFIRM THAT:

I am the (title) \_\_\_\_\_ and the duly authorized representative of (business) \_\_\_\_\_ and that I possess the legal authority to make this Affidavit on behalf of myself and the business for which I am acting.

**B. AFFIRMATION REGARDING BRIBERY CONVICTIONS**

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business (as is defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies (as is defined in Section 16-101(f) of the State Finance and Procurement Article of the Annotated Code of Maryland), has been convicted of, or has had probation before judgment imposed pursuant to Article 27, Section 641 of the Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal, law, except as follows (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

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**C. AFFIRMATION REGARDING OTHER CONVICTIONS**

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies, has:

(a) Been convicted under state or federal statute of a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract, fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property;

(b) Been convicted of any criminal violation of a state or federal antitrust statute;

(c) Been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C. 1961, et seq., or the Mail Fraud Act, 18 U.S.C. 1341, et seq., for acts arising out of the submission of bids or proposals for a public or private contract;

(d) Been convicted of a violation of the State Minority Business Enterprise Law, Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;

(e) Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsection (a), (b), (c), or (d) above;

(f) Been found civilly liable under a state or federal antitrust statute for acts or omissions in connection with the submission of bids or proposals for a public or private contract;

(g) Admitted in writing or under oath, during the course of an official investigation or other proceedings, acts or omissions that would constitute grounds for conviction or liability under any law or statute described above, except as follows (indicate reasons why the affirmations cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved and their current positions and responsibilities with the business, and the status of any debarment):

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#### D. AFFIRMATION REGARDING DEBARMENT

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, excepts as follows (list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds of the debarment or suspension):

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#### E. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES

I FURTHER AFFIRM THAT:

(1) The business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and

(2) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows (you must indicate the reasons why the affirmations cannot be given without qualification):

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#### F. SUB-CONTRACT AFFIRMATION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

G. AFFIRMATION REGARDING COLLUSION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business has:

(1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or offer that is being submitted;

(2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the bidder or offeror or of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying bid or offer is submitted.

H. FINANCIAL DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, the provisions of Section 13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland, which require that every business that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate \$100,000 or more shall, within 30 days of the time when the aggregate value of the contracts, leases, or other agreements reaches \$100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

I. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, Article 33, Sections 30-1 through 30-4 of the Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State of Maryland, including its agencies or a political subdivision of the State, during a calendar year in which the person receives in the aggregate \$100,000 or more shall file with the State Administrative Board of Election Laws a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election.

J. DRUG AND ALCOHOL FREE WORKPLACE



(Applicable to all contracts unless the contract is for a law enforcement agency and the agency head or the agency head's designee has determined that application of COMAR 21.11.08 and this certification would be inappropriate in connection with the law enforcement agency's undercover operations.)

I CERTIFY THAT:

(1) Terms defined in COMAR 21.11.08 shall have the same meaning when used in this certification.

(2) By submission of its bid or offer, the business, if other than an individual, certifies and agrees that, with respect to its employees to be employed under a contract resulting from this solicitation, the business shall:

(a) Maintain a workplace free of drug and alcohol abuse during the term of the contract;

(b) Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of drugs, and the abuse of drugs or alcohol is prohibited in the business' workplace and specifying the actions that will be taken against employees for violation of these prohibitions;

(c) Prohibit its employees from working under the influence of drugs or alcohol;

(d) Not hire or assign to work on the contract anyone whom the business knows, or in the exercise of due diligence should know, currently abuses drugs or alcohol and is not actively engaged in a bona fide drug or alcohol abuse assistance or rehabilitation program;

(e) Promptly inform the appropriate law enforcement agency of every drug-related crime that occurs in its workplace if the business has observed the violation or otherwise has reliable information that a violation has occurred;

(f) Establish drug and alcohol abuse awareness programs to inform its employees about:

(i) The dangers of drug and alcohol abuse in the workplace;

(ii) The business' policy of maintaining a drug and alcohol free workplace;

(iii) Any available drug and alcohol counseling, rehabilitation, and employee assistance programs; and

(iv) The penalties that may be imposed upon employees who abuse drugs and alcohol in the workplace;

(g) Provide all employees engaged in the performance of the contract with a copy of the statement required by J(2)(b), above;

(h) Notify its employees in the statement required by J(2)(b), above, that as a condition of continued employment on the contract, the employee shall:

(i) Abide by the terms of the statement; and

(ii) Notify the employer of any criminal drug or alcohol abuse conviction for an offense occurring in the workplace not later than 5 days after a conviction;

(i) Notify the procurement officer within 10 days after receiving notice under J(2)(h)(ii) above, or otherwise receiving actual notice of a conviction;

(j) Within 30 days after receiving notice under J(2)(h)(ii), above, or otherwise receiving actual notice of a conviction, impose either of the following sanctions or remedial measures on any employee who is convicted of a drug or alcohol abuse offense occurring in the workplace:

(i) Take appropriate personnel action against an employee, up to and including termination; or

(ii) Require an employee to satisfactorily participate in a bona fide drug or alcohol abuse assistance or rehabilitation program; and

(k) Make a good faith effort to maintain a drug and alcohol free workplace through implementation of J(2)(a)-(j), above.

(3) If the business is an individual, the individual shall certify and agree as set forth in J(4), below, that the individual shall not engage in the unlawful manufacture, distribution, dispensing, possession, or use of drugs or the abuse of drugs or alcohol in the performance of the contract.

(4) I acknowledge and agree that:

(a) The award of the contract is conditional upon compliance with COMAR 21.11.08 and this certification;

(b) The violation of the provisions of COMAR 21.11.08 or this certification shall be cause to suspend payments under, or terminate the contract for default under COMAR 21.07.01.11 or 21.07.03.15, as applicable; and

(c) The violation of the provisions of COMAR 21.11.08 or this certification in connection with the contract may, in the exercise of the discretion of the Board of Public Works, result in suspension and debarment of the business under COMAR 21.08.06.

#### K. CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT

I FURTHER AFFIRM THAT:

(1) The business named above is a (domestic \_\_\_\_\_) ((foreign \_\_\_\_\_) corporation registered in accordance with the Corporations and Associations Article, Annotated Code of

Maryland, and that it is in good standing and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation, and that the name and address of its resident agent filed with the State Department of Assessments and Taxation is:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
(If not applicable so state.)

(2) Except as validly contested, the business has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Employment Security Administration, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

L. CONTINGENT FEES

I FURTHER AFFIRM THAT:

The business has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the business, to solicit or secure the Contract, and that the business has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of the Contract.

M. Repealed.

N. ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer and may be distributed to units of: (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of this bid or proposal shall be construed to supersede, amend, modify or waive, on behalf of the State of Maryland, or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: \_\_\_\_\_ By: \_\_\_\_\_  
(Authorized Representative and Affiant)  
**Mercury Content**

A. Mercury Content. If required under COMAR 21.11.07, a price preference not exceeding 5 percent shall be applied in the evaluation of bids or proposals in favor of products that are mercury free or if stated

elsewhere in the solicitation, to products containing the least amount of mercury. The following mercury affidavit shall be completed and returned with the bid or proposal.

B. Mercury Affidavit.

**MERCURY AFFIDAVIT**

**AUTHORIZED REPRESENTATIVE**

**THEREBY AFFIRM THAT:**

I am the \_\_\_\_\_ (Title) and the duly authorized representative of \_\_\_\_\_ (Business). I possess the legal authority to make this

affidavit on behalf of myself and the business for which I am acting.

**MERCURY CONTENT INFORMATION:**

The product(s) offered do not contain mercury.

OR

The product(s) offered do contain mercury.

(1) Describe the product or product component that contains mercury.

(2) Provide the amount of mercury that is contained in the product or product component.

Indicate the unit of measure being used.

**I ACKNOWLEDGE THAT** this affidavit is to be furnished to the procurement officer and may be distributed to units of (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this affidavit or any contract resulting from the submission of this bid or proposal shall be construed to supersede, amend, modify, or waive, on behalf of the State of Maryland, or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this affidavit, (2) the contract, and (3) other affidavits comprising part of the contract.

**I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.**

\_\_\_\_\_

By: \_\_\_\_\_

Date

Signature

Print Name: \_\_\_\_\_

Authorized Representative and Affiant

## **CONFLICT OF INTEREST INFORMATION**

A. Each solicitation that will result in the selection of a Contractor who will assist a unit in the formation, evaluation, selection, award, or execution of a contract shall provide notice of the requirement of this regulation.

B. "Conflict of interest" means that, because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the College or State, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

C. "Person" has the meaning stated in COMAR 21.01.02.01B (64) and includes a bidder, offeror, Contractor, consultant or subcontractor or sub consultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.

D. If the Procurement Officer makes a determination prior to award that facts or circumstances exist giving rise or which could in the future give rise to a conflict in interest, the procurement officer may reject a bid or offer under COMAR 21.06.02.03B.

E. After award the College may terminate the contract, in whole or in part, if it deems such termination necessary to avoid an actual or potential conflict of interest. If the Contractor knew or reasonably could have been expected to know of an actual or potential conflict of interest prior to or after award and did not disclose it or misrepresented relevant information to the Procurement Officer, the College may terminate the contract for default, institute proceedings to debar the Contractor from further contracts, or pursue such other remedies as may be permitted by law or the contract.

F. A conflict of interest may be waived if the Procurement Officer, with approval of the agency head or designee, determines that waiver is in the best interest of the State. The determination shall state the reasons for the waiver and any controls that avoid, mitigate, or neutralize the conflict of interest.

G. Each bidder or offeror responding to a solicitation that will result in the selection of a Contractor who will assist a unit in the formation, evaluation, selection, award, or execution of another College or State contract shall provide the affidavit and disclosures set forth in Subsection H of this regulation to the Procurement Officer with the bid or offer and such other times as may be required by the Procurement Officer.

H. The affidavits and disclosures required by Subsection G of this regulation shall be in substantially the same form as follows:

## CONFLICT OF INTEREST AFFIDAVIT AND DISCLOSURE

A. "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

B. "Person" has the meaning stated in COMAR 21.01.02.01B (64) and includes a bidder, offeror, Contractor, consultant, or subcontractor or sub consultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.

C. The bidder or offeror warrants that, except as disclosed in D below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.

D. The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explains in detail--attach sheets if necessary):

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E. The bidder or offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the bidder or offeror will immediately make a full disclosure in writing to the Procurement Officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the bidder or offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the Contractor shall continue performance until notified by the Procurement Officer of any contrary action to be taken.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.



By: \_\_\_\_\_

(Signature of Authorized Representative and Affiant)

Printed Name:

\_\_\_\_\_

Date: \_\_\_\_\_

Title:

\_\_\_\_\_

Federal Employer Identification Number (FEIN):

\_\_\_\_\_

**BOARD OF TRUSTEES OF PRINCE GEORGE'S COMMUNITY COLLEGE**

**MINORITY BUSINESS ENTERPRISE UTILIZATION AFFIDAVIT**

**REQUEST FOR PROPOSAL DESIGN-BUILD #23-13**

I hereby declare and affirm that I am the \_\_\_\_\_

(Title)

and the duly authorized representative of \_\_\_\_\_

\_\_\_\_\_  
(Name of Bidder)

1. I further declare and affirm that the Bidder acknowledges the Minority Business Enterprise participation goal of not less than the percent provided in the solicitation (\_\_\_\_%) of the total contract amount, and commits to make a good faith effort to achieve the goal.

Therefore, I will not be seeking a waiver pursuant to MBE provisions included in this solicitation.

**OR**

I conclude that I am unable to achieve the MBE participation goal and/or subgoals. I hereby request a waiver, in whole or in part, of the overall goal and/or subgoals. Within 10 business days of receiving notice that our firm is the apparent awardee, I will submit all required waiver documentation in accordance with the provisions included in the solicitation or as requested by the College at a later date.

2. If requested and/or required under this solicitation by PGCC to submit a- MBE Participation Schedule with our firm's Technical Proposal, I acknowledge that I will/have identify/ied the MBE's that meet the College's MBE status and goal requirements, per the solicitation documents.

3. I understand that if I am notified that I am the apparent awardee, I must submit the following additional documentation within 10 working days of receiving notice of the

potential award or from the date of conditional award, whichever is earlier.

(a) Outreach Efforts Compliance Statement

(b) Subcontractor Project Participation Certification

(c) Any other documentation, including waiver documentation, if applicable, required by the Procurement Officer to ascertain bidder or offeror responsibility in connection with the certified MBE participation goal.

I understand that if I fail to return each completed document within the required time, the Procurement Officer may determine that I am not responsible and therefore not eligible for contract award. If the contract has already been awarded, the award is voidable.

4. In the solicitation of subcontract quotations or offers, MBE subcontractors were provided (or will be provided) not less than the same information and amount of time to respond as were (are) non-MBE subcontractors.

5. I understand that my failure to comply with the requirements of this solicitation and the contract may result in my being assessed liquidated damages as stated in the Contract issued with this solicitation.

6. I solemnly affirm under the penalties of perjury that the contents of this paper are true to the best of my knowledge, information, and belief.

\_\_\_\_\_

Bidder/Offeror Name

\_\_\_\_\_

Signature of Affiant

\_\_\_\_\_

Address

\_\_\_\_\_

Printed Name, Title

---

Date

SUBMIT THIS AFFIDAVIT WITH INITIAL TECHNICAL PROPOSAL

**MBE Participation Schedule**  
**(for submission with Technical Proposal)**

This document must be included with the Proposal offer. If the Offeror fails to submit this form with the Proposal offer as required, the Procurement Officer may deem the bid non-responsive or shall determine that the Offer is not reasonably susceptible of being selected for award.

Prime Contractor (Firm Name, Address, Phone	Project Description
Project Number	Total Contract Amount \$
<b>List Information For Each Certified MBE Subcontractor On This Project</b>	
Minority Firm Name	MBE Certification Number
Work To Be Performed	
Dollar Amount or Percentage of Total Contract	
Minority Firm Name	MBE Certification Number
Work To Be Performed	
Dollar Amount or Percentage of Total Contract	
Minority Firm Name	MBE Certification Number

Work To Be Performed
Dollar Amount or Percentage of Total Contract

**USE THE ATTACHED CONTINUATION PAGE AS NEEDED**

**SUMMARY**

TOTAL MBE PARTICIPATION: \_\_\_\_\_ % \$ \_\_\_\_\_

TOTAL AFRICAN-AMERICAN MBE PARTICIPATION: \_\_\_\_\_ % \$ \_\_\_\_\_

TOTAL ASIAN-AMERICAN MBE PARTICIPATION: \_\_\_\_\_ % \$ \_\_\_\_\_

TOTAL HISPANIC-AMERICAN MBE PARTICIPATION: \_\_\_\_\_ % \$ \_\_\_\_\_

TOTAL WOMAN-OWNED MBE PARTICIPATION: \_\_\_\_\_ % \$ \_\_\_\_\_

TOTAL OTHER MBE PARTICIPATION: \_\_\_\_\_ % \$ \_\_\_\_\_

Document Prepared By: (please print or type)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

List Information For Each Certified MBE Subcontractor On This Project	
Minority Firm Name	MBE Certification Number
Work To Be Performed	
Dollar Amount or Percentage of Total Contract	
Minority Firm Name	MBE Certification Number
Work To Be Performed	
Dollar Amount or Percentage of Total Contract	
Minority Firm Name	MBE Certification Number
Work To Be Performed	
Dollar Amount or Percentage of Total Contract	
Minority Firm Name	MBE Certification Number
Work To Be Performed	
Dollar Amount or Percentage of Total Contract	
Minority Firm Name	MBE Certification Number
Work To Be Performed	

Dollar Amount or Percentage of Total Contract	
Minority Firm Name	MBE Certification Number
Work To Be Performed	
Dollar Amount or Percentage of Total Contract	
Minority Firm Name	MBE Certification Number
Work To Be Performed	
Dollar Amount or Percentage of Total Contract	



