



PRINCE GEORGE'S  
COMMUNITY COLLEGE

## PRINCE GEORGE'S COMMUNITY COLLEGE

### REQUEST FOR PROPOSAL #22-05

FOR

### 2022-2032 Facilities Master Plan Services

**ISSUE DATE: SEPTEMBER 10, 2021**

**NOTICE:** Prospective Offerors who have received this document from a source other than the Issuing Office are advised to contact the Issuing Office and provide their name and email address in order to ensure that amendments to the Request for Proposal or other communications can be sent to them. This is a courtesy, not a requirement of the College, 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. Visit: <https://www.pgcc.edu/community/doing-business-with-pgcc/procurement/>

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PRINCE GEORGE'S COMMUNITY COLLEGE  
301 Largo Road  
Largo, Maryland 20774  
[www.pgcc.edu](http://www.pgcc.edu)

## SOLICITATION SCHEDULE

### RFP #22-05 2022-2032 Facilities Master Plan Services

Issue Date:	September 10, 2021
Pre-Proposal Virtual Conference: Register by Sept. 14, 2020 2:00 PM	September 15, 2021, 2:00 PM
Last Day for Questions:	September 20, 2021 at 10:00 AM ET
Responses to Questions by:	September 27, 2021
Technical Proposal Due Date:	October 11, 2021 at 10:00 AM ET
Financial and Price Proposal Due Date:	October 11, 2021 at 10:00 AM ET
Oral Presentation/Discussion Session(s): For invited shortlisted firms only	October 18, 2021 (projected)
Contractor(s) Selection Anticipated to be finalized:	November 1, 2021 (projected)
Contract Commencement:	NLT November 15, 2021 (and, upon Board approval)

Note: Responses are to be provided by the due date noted above. Responses are to be submitted electronically to Issuing Office Contacts noted in this RFP. The Schedule is subject to change at the College's sole discretion.

**PRINCE GEORGE'S COMMUNITY COLLEGE**

**RFP #22-05**

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**APPENDIX A: Technical Proposal Documents and Forms**

- Acknowledgement of Receipt of Addenda, if any issued
- Bid/Proposal Affidavit
- Mercury Affidavit
- Conflict of Interest Affidavit and Disclosure
- MBE Utilization Affidavit
- MBE Participation Schedule
- References

**APPENDIX B: Price Proposal Documents and Forms**

- Financial and Price Proposal Form
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# REQUEST FOR PROPOSALS

## FOR

### Master Plan Services

## SECTION I. GENERAL INFORMATION

### Summary.

**1.1. Solicitation.** The intent of this Request for Proposal (“RFP” or “Solicitation”) is to provide firms an opportunity to present their qualifications and experience, to providing the scope of services in relation to the needs of Prince George’s Community College (“PGCC” or “College”). Proposals that concisely present the information requested in the order and manner requested will be considered more favorably than a Proposal (“Proposal” or “Offer”) from an Offeror of commensurate qualifications that displays a lack of organization, conciseness, or attention to detail.

It is the College’s intent to develop a 10- year Facilities Master Plan (FMP) which supports the institution's role and mission. The foundation of the plan is the collection, projection, and analysis of data, the identification of facility needs, assessment of existing facilities conditions, and the development of recommendations to meet these needs over a 10-year period. The collection of data shall be consistent and systematic to identify, evaluate, and address the conditions that affect the College’s capital program. This will lead to the development of sound capital programming to guide the physical development of the College’s facilities.

The awarded contractor shall also develop a 20-year land use plans.

**1.2. Procurement Regulations.** This RFP shall be conducted in accordance with College’s Policies and Procedures. The procurement method is Competitive Sealed Proposals.

### 1.3. Background.

Established in 1958, Prince George Community College is an award winning fully accredited public two-year institution offering credit programs leading to an associate degree, certificate, or letter of recognition. With a student body of approximately, 38,000 the College prepares its students for transfer to a four-year institution or for an immediate career. PGCC also offers extensive lifelong learning opportunities and noncredit, continuing education to those seeking career training or retraining, working to boost basic skills or pursuing new areas of interest.

In addition to the College’s academic focus towards student growth and achievement, the College culture is geared towards ensuring students succeed.

One of the ways Prince George’s Community College envisions success is by planning, constructing, renovating and maintaining its physical assets and resources. Three major construction and renovation projects, totaling approximately \$150,000,000 were recently completed, and the College recently commenced work and the renovation and addition to Marlboro Hall with an estimated construction budget of \$95,000,000. These recent and current projects exemplify an ambitious endeavor to create an environment where all students thrive and will

allow the College to better serve the evolving educational needs of Prince George's County. The College has other significant projects upcoming including, but not limited to, constructing the new Dr. Charlene Mickens Dukes Student Center, Athletic Facilities and Learning Center with a new 8 lane track, synthetic soccer field, and new site features within the athletics fields, Bladen Hall Renovation, North Parking Garage, South Parking Garage, Kent Hall Renovation and Addition, and the Health and Wellness Studies and Fitness Center. For more facts about Prince George's Community College, please visit [http://pgcc.edu/about\\_pgcc](http://pgcc.edu/about_pgcc).

## 2. Issuing Office.

### 2.1. Issuing Office:

Nena Charity, Procurement Manager  
Prince George's Community College  
Office of Procurement, Suite 264  
Largo, MD 20774-2199  
charitnl@pgcc.edu  
Telephone No.: 301-546-6000

and

Beth Vu Kirk, Director of Procurement  
Prince George's Community College  
Office of Procurement, Suite 264  
Largo, MD 20774-2199  
Kirkbv@pgcc.edu  
Telephone No.: 301-546-6000

2.2. 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.

## 3. Questions and Inquiries.

All questions and inquiries regarding this procurement must be directed to the individual(s) referenced with the Issuing Office above. Questions must be submitted in writing via email to the individuals listed above. Inquiries will receive a written reply/confirmation, submitted inquiries that are not confirmed by the College may not have been received. It is the sole responsibility of potential Proposers to ensure inquiries/questions are received for response. Copies of replies will be sent to all other Offerors, but without identification of the inquirer. All such questions and inquiries must be received by the date and time as listed in the Solicitation Schedule of this RFP.

Potential Proposers 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 before or after the above stated cut-off date for questions.

## 4. Pre-Proposal Conference and Drawings.

The virtual pre-proposal conference will occur on the date, time, and location detailed under the Solicitation Schedule and in this RFP.

A Pre-Proposal Conference will be held in accordance with the Solicitation Schedule to clarify the requirements of this solicitation. Potential Proposers are to attend virtually. **Interested parties are to register in order to be given access to the virtual pre-proposal conference.**

While attendance at the Pre-Proposal Conference is not mandatory, information presented may be very informative; therefore, all interested vendors are encouraged to attend in order to be able to better prepare acceptable proposals. Appropriate auxiliary aids and services for qualified individuals with disabilities may be provided upon request. Contact the Issuing Office with specific requests at least five (5) business days prior to conference. A list of attendees will be issued via an Addendum.

To register: Click on the link provided below by 2:00PM ET, September 14, 2020. Late request may not be responded to prior to the scheduled conference. Attendance is not required to submit a proposal. Only registered firms will be sent a virtual link to attend. It is the sole responsibility of interested Proposers to ensure a link is provided prior to the scheduled virtual meeting. Questions during the Pre-Proposal may be included in a subsequent Addendum. However, Proposers are advised to follow-up in writing with any and all questions in order for responses to be considered incorporated and made part of this RFP. The Pre-Proposal Conference shall not be recorded.

Pre-Proposal Registration Link:

[https://pgcc-edu.zoom.us/webinar/register/WN\\_TcbXNwflT0Sufx7cFnhcBw](https://pgcc-edu.zoom.us/webinar/register/WN_TcbXNwflT0Sufx7cFnhcBw)

### **Campus Tour.**

Due to COVID- 19 pandemic a tour of the campus will not be formally held. Proposers may visit the College's Largo Campus at their leisure to develop a better understanding of the master plan as it relates Largo Campus. Satellite campus locations are primarily office building types excluding the Westphalia Campus. The College does maintain an archive of drawings for the campus buildings. The College will make available the archives of drawings to the awarded firm. No drawings will be issued during the proposal and evaluation time period.

College visitors must adhere to the College's COVID policies and procedures as provided below and periodically updated. The College may restrict/deny access for any individual/s at its sole discretion due to the College's COVID requirements.

PGCC COVID Policies and Procedures: <https://www.pgcc.edu/coronavirus/return-to-college/>

## **5. Technical Proposal Submission. SUBMIT ONE PDF: "FIRM NAME Technical PROPOSAL"**

**5.1.** Proposals are to be provided to the Issuing Office in accordance with the Solicitation Schedule. Proposals that are submitted electronically must be attached to an e-mail in portable document format (.pdf). Hyperlinks to software products sent to PGCC's Issuing Office that indicate that the Proposal is posted by the Proposer on an electronic site may be rejected or considered non-responsive if contract terms and conditions (i.e., a Click-Through Agreement) are required to be accepted by PGCC in order to download the Proposal. By providing the Proposal to PGCC electronically, the Proposer grants the College the unlimited right to generate additional electronic and/or paper copies for distribution solely for the purpose of evaluation and review.

The College may deem a submission non-responsive if received after the due date and time. The date time the email is received by the Procurement Officer shall be the official date and time of submission to Procurement.

Technical Proposals are to be submitted under a separate PDF from the Price Proposal.

## **Fee/Price Proposal Submission. SUBMIT ONE PDF TITLED: "FIRM NAME\_ Price PROPOSAL"**

**5.2.** Proposals are to be provided to the Issuing Office in accordance with the Solicitation Schedule. Proposals that are submitted electronically must be attached to an e-mail in portable document format (.pdf).

Hyperlinks to software products sent to PGCC's Issuing Office that indicate that the Proposal is posted by the Proposer on an electronic site may be rejected or considered non-responsive if contract terms and conditions (i.e., a Click-Through Agreement) are required to be accepted by PGCC in order to download the Proposal. By providing the Proposal to PGCC electronically, the Proposer grants the College the unlimited right to generate additional electronic and/or paper copies for distribution solely for the purpose of evaluation and review.

The College may deem a submission non-responsive if received after the due date and time. The date time the email is received by the Procurement Officer shall be the official date and time of submission to Procurement.

Price Proposals are to be submitted under a separate PDF from the Technical Proposal.

**5.3** Neither Technical nor Price Proposals will be opened publicly. The identity of Offerors will not be disclosed prior to the Contract Award.

**5.4** The Technical Proposal and/or Price Proposal, either individually or collectively, is considered by PGCC to be an Offer.

## **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. Acceptance of Terms and Conditions.**

By submitting a Proposal, an Offeror shall be deemed to have accepted the terms, conditions, and requirements set forth in this RFP. The RFP including all addenda in total shall be incorporated into the Contract by reference. Any exceptions to the terms and conditions shall be submitted as specified in the Response Requirements section of this Solicitation. Contract exceptions not provided in the format required under this RFP shall not be accepted nor be made part of any Contract, if awarded.

**8. Contractual Agreement and Term.**

It is intended that one (1) will result from this Solicitation.

Any Contract arising from this RFP action shall commence on the date the Contract is executed on behalf of PGCC, or such other date as PGCC and the Contractor shall agree.

**9. Confidentiality of PGCC's and Offeror's Information.**

Refer to Appendix S, (Provided under a separate cover) for the terms of confidentiality of PGCC's and Offeror's information.

**10. Post-Award Confidentiality.**

Refer to Appendix C (Provided under a separate cover) for the confidentiality obligations of awardees and PGCC.



## SECTION II. SCOPE OF WORK

### 1. Overview.

The Contractor shall be required to perform a comprehensive review and evaluation of existing facilities at multiple campus locations; an identification of current and anticipated program needs; and to develop a plan that matches facility resources with college-wide needs. Campus locations to be included in the 2022-2032 Master Plan include:

Largo Campus (Main Campus – 150 Acres)  
Westphalia Campus (Satellite Training Campus)  
Andrews Air Force Base (Satellite Campus Office Building)  
University Town Center (Satellite Campus Office Building)  
Laurel College Center (Satellite Campus Office Building)  
Skilled Trades Center (Satellite Training Campus)  
Southern Campus (Future Second Main Campus – 230 Acres)

### 2. Scope of Work

Services shall include and be in accordance with COMAR, Title 13B, Chapter 4 Construction Procedures, Regulation 02 Facilities Master Plan for the complete text of the regulation. Refer to Special Conditions Part I; for additional Requirements.

At a minimum, the following disciplines are required for the Contractor's team/staff:

- a) Facilities Condition Assessment - Condition of existing facilities and infrastructure
- b) Space Needs Analysis - Current and future use of space
- c) Technology and Infrastructure Review
- d) Technology and its role in academic instruction and administrative initiatives
- e) Signage Evaluation aligned with strategic planning objectives
- f) Enrollment trends and demographics
- g) Current and future academic programming
- h) Continuing education
- i) Energy efficiency
- j) Security and safety
- k) Intercollegiate athletics
- l) Environmental Scan

The 2022-2032 Prince George's Community College (PGCC) Facilities Master Plan shall present information based on each of the following elements: the need to accommodate people, modernize or replace existing facilities, and provide comprehensive and customary space for services or programs. The Facilities Master Plan shall evaluate current conditions and projected needs, develop proposals for addressing any deficiencies noted, and present a recommendation which will enable the college to meet its strategic goals over the plan period. The Facilities Master Plan shall include:

#### A. Executive Summary

This section shall contain a narrative highlighting any deficiencies or needs identified, and proposals to deal with them.

## **B. Overview of the Institution**

Provide a statement of the institution's role and mission describing the most significant characteristics of the institution which have impact upon the institution's facilities requirements. Provide background data and describe each of the academic and special programs offered to meet strategic goals emphasizing those that affect capital needs. Indicate planned new programs with their status of implementation. Include an appraisal of current conditions and evaluate factors expected to influence future operations at all campus locations. This section must be consistent with the institution's approved role and mission statement. The minimum requirements are:

1. Indicate the various institutional units, their interrelationships, and the programs and services each provides.
2. Discuss the degree to which the institution is meeting its responsibilities, any factors impeding progress, and the consequences of not resolving these problems.
3. Indicate any factors expected to influence future programs such as social, economic, cultural, or other trends, or innovations in techniques, practices, treatments, facilities, and equipment.

## **C. Institutional Background Data**

Provide institutional background data including historical use for each facility. The level of detail shall be meaningful enough that the information will firmly support any planning proposals made later in the facilities master plan.

1. Provide a comprehensive overview of the institution. Supply location maps, site plans, and narratives on the following:
  - a. Historical and contemporary factors that have influenced development of the main campus and satellite campuses,
  - b. Description of the physical characteristics of the institution,
  - c. Existing site acreage and available acreage for future development,
  - d. Circulation and parking,
  - e. Adequacy of utilities,
  - f. Consistency with adjacent land uses and conformity with master plans for the jurisdiction in which the institution is located.
2. Provide user data for the institution:
  1. Student Data. Indicate the overall size and composition of the student population. Include enrollment by level and division and other significant characteristics, such as part-time population. Explain any significant population trends. Provide student data in each of the five preceding years and the current year. Enrollment projections shall be for the life of the plan listed for each of the next five years, the 10th year, and as many five-year increments thereafter as possible. Indicate the projection methodology utilized.
  2. Employee Data. Indicate the number of full and part time faculty and staff supporting the implementation of the institution's role and mission. Employment projections shall be for the life of the plan listed for each of the next five years, the 10th year, and as many five-year increments thereafter as possible. Indicate the projection methodology utilized.

3. Assess and analyze existing facilities and acreage including facilities currently in use as well as those that are vacant. If available, supply reproductions of building floor plans. Provide a description, inventory and evaluation of all facilities and acreage including:
  - a. Name and location of each building,
  - b. Size of each building in NASF and GSF,
  - c. Capacity of each building when fully occupied,
  - d. Year of original construction and year of additions or renovations with descriptions for each building,
  - e. Assessment of physical condition, environmental compliance, and functional adequacy of the infrastructure with independent verification for each building,
  - f. Description of how each building is utilized by students and employees with indication of its continued usefulness,
  - g. Assess the adequacy of existing land,
  - h. Assess the capacity for future development,
  
4. Describe the programs, services, and operations that are provided in the institution and at which campus location. Indicate if they are to be discontinued, remain unchanged, or expanded. Indicate if any new programs or services will be initiated. Describe the following items in terms of their impact on facilities:
  - a. Indicate faculty/student ratios and class sizes,
  - b. Discuss scheduling issues,
  - c. Provide space guideline calculations to provide one estimate of space needed by type,
  - d. Describe the array of approved academic programs existing and projected during the life of the plan with the minimum and maximum participation rates,
  - e. Discuss significant new initiatives planned which have facilities implications,
  - f. Identify specific activities which need to be accommodated on the campus over at least the next 10 years,
  - g. Examine pedestrian access and movement within buildings,
  - h. Consider employee contract provisions that affect facility needs,
  - i. Describe policies, goals, or philosophies that determine facility needs,
  - j. Identify unique institutional characteristics,
  - k. Compare and contrast facilities information from peer institutions as appropriate.

#### **D. Institutional Evaluation**

Provide a comprehensive assessment and analysis of existing land and facilities, proposed new campuses or new site development, and evaluation of the requested background data of the institution. The existence or development of any problems shall be identified and the impact any such problems will have on facilities must be determined. The physical characteristics of the campus shall be described as well as the changes which are required to meet the objectives in the institution's stated role and mission defined in the PGCC Educational Master Planning Guide (Draft Edition dated January 2021) and component plans, provided under Appendix E.

1. Provide site analysis for all current campus locations and include conceptual site development and analysis for future new campus location. Comment on the adequacy of open space for development, the relationship of the institution to adjacent land uses, and the condition of parking, circulation, and utility systems. Specify any physical limitations that may impede the delivery of services and consider the Maryland Department of Planning Growth and Conservation map. Confirm new site development conforms with "A Better Maryland" Goals and Objectives and Guidelines for Capital Budgeting ([abetter.maryland.gov](http://abetter.maryland.gov))

2. Summarize the impact of user trends and the results of under or over utilization. Comment on the application of space guidelines, standards of capacity, or indicators of facility use.
3. Comment on the need for renovation, conversion, building modification, new construction, or demolition. Include building and fire codes, energy usage, and adaptability of buildings to new technological uses.
4. Indicate the suitability of facilities to accommodate present and future programs and services. Comment on accreditation standards or legal mandates that determine needs.
5. Comment on any factors not otherwise covered that may affect the need for, or the financing of facilities; for example, the award of a federal grant which includes funds for capital costs.

## **E. Facilities Master Plan Proposals**

Based on the evaluation of the background data, identify facility needs for the institution for the next ten years. List temporary administrative changes that might reduce construction needs such as changes in program goals, students served, or space utilized. Describe the full range of options including new construction, renovation, conversions, sharing space, leasing space, or purchasing space on the open market. Include an evaluation for potential land swap and new land acquisition for a second major campus location including demographic and geographic impacts.

1. List and evaluate alternatives for meeting needs. Include a comparison of the estimated impact each alternative will have on the institution's users, facilities and programs or services.
2. Discuss the need for surge space that may be necessary during implementation of any master plan proposals and how and where this space will be provided.
3. Provide estimated operating and capital costs for each alternative.
4. Indicate the likelihood and time frame of any facilities being funded with non-State capital funds, such as federal funds, special funds, or private grants.
5. Explain any plans to provide facilities by leasing, sale-leaseback, or purchase.
6. Consider the Maryland Department of Planning Growth and Conservation map for the consistency of plan proposals to the State's Smart Growth policies.

## **F. Recommendations**

Based on evaluation of the master plan proposals, select those that best allow the institution to achieve the missions, goals and objectives of the institution. Present a 10-year facilities master plan consisting of proposals to address each problem discussed. Indicate how these plan proposals shall be prioritized and phased. Prioritize these proposals into short-term, mid-term, and long-term objectives. The proposals shall be presented in phased priority order and be as specific as possible with respect to costs, locations, square feet of building space, types of programs and students served.

1. Specific plans and supporting documentation to meet identified needs may include:
  - a. Land use, land swap, new acquisitions, and divestiture plans,
  - b. Building use,
  - c. Restoration of facilities to satisfactory physical condition including infrastructure,
  - d. Need for renovations to meet programmatic standards, to provide more appropriate support for proposed uses, or to provide access for persons with disabilities,
  - e. Vehicular and pedestrian circulation,
  - f. Utilities extensions and improvements,
  - g. Long-range telecommunications plan needs which address the future requirements of the institution for voice, data, video, Wi-Fi, radio, security and any developing technology,
  - h. New construction,
  - i. Site development plan,

- j. Approach for updating plan.
2. Describe an implementation strategy including:
    - a. Summary of individual projects – title, brief description, and projected cost in current dollar value,
    - b. Recommended sequencing of projects including relative urgency of need and constraints which require that certain projects precede certain other projects,
    - c. Impact of implementation (and consequences of non-implementation) on educational programs, enrollments, and operating costs.
  3. Analysis supporting recommendations:
    - a. The Contractor shall evaluate the merits and needs of each project along with anticipated capital dollars and develop a multiyear implementation plan. Existing capital projects shall be included in this implementation strategy. It is expected that the Contractor will submit one or more drafts of this sequencing in order to build a consensus of opinion with the college administration. The college must have the opportunity to provide input to this process regarding timing of program needs, acknowledged campus urgent needs and potential supportable capital funding level.
    - b. The Facilities Assessment shall utilize the current existing plan and integrate new items as required. This assessment shall consist of the investigation and assessment of building components and systems including but not limited to architectural, electrical, mechanical, plumbing, structural, telecommunications, security, and ADA accessibility as required. Results of the investigation, photo documentation, building replacements values, and recommendations for remedial actions shall be reported.
    - c. The comprehensive Space Needs Analysis shall examine the existing departments, functional relationships and space requirements for each building with particular emphasis to be placed on the usage of classrooms and labs (capacity issues), and offices. The study shall specifically target the majority use of classrooms, labs, room sizes, average station sizes specific to academic disciplines, seat occupancy rates, and room utilization. Recommendations for the use of classrooms and labs, including the times of course offerings, shall be made to provide maximum efficiency of the College’s academic space. Recommendations shall be made upon determining the best utilization of existing space and support infrastructure that will meet current and future needs over the next ten years.
    - d. The Environmental Scan shall be completed with consideration to the College’s Educational Master Planning Guide and component plans and include the process of gathering, analyzing, and dispensing information for strategic purposes. The use of environmental scanning as it related to the College’s Educational Master Planning Guide and strategic planning will assist the College in adapting to a rapidly changing external environment. The external analysis shall include scanning, monitoring, forecasting, and assessing. This shall be merged with the internal analysis of the College’s mission, vision, values, strengths and weaknesses to formulate strategic directions and strategic plans.
    - e. The Technology and Infrastructure review shall seek to link technology and capital planning, both which affect the quality of the learning environment, business continuity and the fiscal efficiency of the College. The review shall address the introduction of new technologies into the learning environment, the urgency to upgrade technology while dealing with dated buildings, deferred maintenance, overcrowding, and new accessibility requirements. The

review shall assess the College's infrastructure including but not limited to cable management systems, fiber conduit and fiber connectivity within buildings to meet future network capacity for video, voice, and data communications. The analysis shall evaluate existing and future buildings; the impact of technology on academic programs, academic and student services, and institutional support; known trends in higher education planning for technology advances; and recommendations for technological advances and learning environments of the future.

## **G. Prince George's Community College Areas of Emphasis**

Prince George's Community College has several specific areas of emphasis that shall be addressed within the Facilities Master Plan:

1. Provide forward-thinking, strategic recommendations identified in the PGCC Educational Master Planning Guide and component plans to help shape the future direction of instructional planning and facilities management, considering the college's desire for sustainable and flexible designs. This endeavor shall look well beyond the ten-year horizon of the core of the master plan. Specific areas of emphasis include:
  - a. Options for expansion of Prince George's Community College in the southern portion of Prince George's County including land use, acquisition, and divestiture plans,
  - b. Consideration of infrastructure necessary to support future expansion on all campuses (e.g., parking, infrastructure, technology),
  - c. Impact of various course format and course delivery systems on facilities (e.g., accelerated cohorts, online or hybrid courses),
  - d. Restoration of facilities to satisfactory physical condition, including infrastructure,
  - e. Need for renovations to meet current and future academic programmatic requirements, to provide more appropriate support for proposed uses and/or provide access for persons with disability,
  - f. Utilities extensions and improvements,
  - g. Long-range telecommunications plan that addresses the future requirements including voice, data, video, radio, and security,
  - h. Approach for future updating of the Facilities Master Plan<sup>2</sup>. Analyze existing educational programs and delivery systems and project the type and amount of space needed to meet the future postsecondary needs of the region.
2. Identify innovative areas of study being offered across the country that Prince George's Community College shall consider adding.
3. Project future instructional and student support services needs of the college and the facilities needed to accommodate these needs through 2032.
4. Identify Largo Campus growth to include future 2+2 learning opportunities with other regional Universities.

## **H. Implementation Strategy**

Summary of individual projects – title, brief description, and projected cost in constant dollars.

The Contractor shall provide a summarized list of each individual project, renovation or restoration by phase if recommended for implementation. The Contractor shall present the projects in several forms:

1. One format shall present the projects sorted into, at least but not limited to, the following categories:
  - a. Land acquisition/divestiture,
  - b. Facility/infrastructure restoration/renovation projects,
  - c. Technology improvements/upgrades,
  - d. Utilities/infrastructure improvements,
  - e. New construction.
2. A second format shall present the projects sorted by campus.
3. A third format shall present the project listing in the order recommended for implementation.

## **K. Methodology**

The College will make available to the Contactor the relevant information in its files that may pertain to the scope of services required by this project. The College's information will include but are not limited to:

1. Facilities Manual for Maryland Community Colleges, prepared by the Maryland Higher Education Commission,
2. Approved College Mission Statement,
3. Prince George's Community College latest Campus Master Plan,
4. Capital Improvement Program and space inventory data,
5. Enrollment and personnel projections,
6. Existing site and building plans (owned and leased),
7. Any Facilities Condition Audits,
8. Other materials pertinent to the scope of work as it relates to both the College's current and future situation.

The College will arrange as necessary all meetings between the Contractor and the College departments and offices for the development of and review of this project.

The following procedures are required of the Contractor:

1. Meet initially with the Facilities Master Plan Steering Committee to clarify and confirm project goals and schedules.
2. Meet initially with the vice presidents and designated staff to clarify the College's long-range planning, specifically with:
  - a. The Executive Vice President and Provost of Teaching, Learning, and Student Success along with division deans and chairs to discuss the Environmental Scan and how it relates to the College's Academic Plan;

- b. The Vice President of Administrative and Financial Services to discuss costs, auxiliary services, current and future facilities, security protocols, sustainability, signage, and the Space Needs Analysis;
  - c. The Vice President of Enterprise Technology to discuss technology and infrastructure;
  - d. The Vice President of Student Affairs to discuss academic enrollment, planning data and projections, and student engagement.
3. Gather and analyze data based on meetings noted above. Meet with the vice presidents and designated staff to propose the firm's plan for gathering, assessing, forecasting, and coordinating the total project effort with all components.
4. Meet with local agencies and organizations in Prince George's County Government to discuss master planning activities and partnering opportunities.
5. Confer regularly with the Facilities Master Plan Steering Committee to review project status and the impact of alternate plans and approaches. Implement the College's components and the Contractor's College approved components into one complete Master Plan document. Support College officials in presentation of draft and final plans to Board of Trustees.
6. The minimum number and types of required meetings are shown below. These meetings may be adjusted during the master planning process at the College's discretion. If Contractor determines that additional meetings are required the Contractor shall inform the College as soon as possible to avoid any delays in the project.

Required Meetings:

1. Kickoff Meeting, Initial Charrettes, Initial Workshops, 2 meetings at 4.0 hours per meeting,
2. Monthly meetings with Steering Committee, 7 meetings at 1.5 hours per meeting,
3. Meetings/Focus Groups with Academic Affairs Area, 2 meetings at 2.0 hours per meeting,
4. Meetings/Focus Groups with Administration & Finance Area, 2 meetings at 2.0 hours per meeting,
5. Meetings/Focus Groups with Information Technology Area, 2 meetings at 2.0 hours per meeting,
6. Meetings/Focus Groups with Student Services Area, 2 meetings at 2.0 hours per meeting,
7. Meetings/Focus Groups with President's Area, 2 meetings at 1.0 hour per meeting,
8. Meetings/Focus Groups with institutional Research, 2 meetings at 2.0 hours per meeting,
9. Meetings/Focus Groups with Public Relations & Marketing, 1 meeting at 1.0 hour,
10. Meetings/Focus Groups with Constituency Groups/Cross-Functional Teams, 3 meetings at 1.0 hour per meeting,
11. Meetings/Focus Groups with Student Groups, 2 meetings at 1.0 hour per meeting,
12. Meetings/Focus Groups with County Partners, 3 meetings at 1.5 hours per meeting,
13. Meetings/Focus Groups with County & Community Partners for TDMP, 1 meeting at 1.5 hour,
14. Meetings/Review Sessions with President's Team, 2 meetings at 1.5 hours per meeting,
15. Community Meetings/Presentations – pre-planning and post-planning, 2 meetings at 1.0 per meeting,
16. Progress Presentations – for reports 1, 2, and 3 alternating monthly mtgs, 3 meetings at 1.0 per meeting,
17. Presentations to Board of Trustees, 2 meetings at 0.5 hour per presentation,
18. College-wide Presentation to Campus Community, 1 meeting at 0.5 hour.



7. The Master Plan shall be in conformance with MHEC capital budget guidelines and the terminology of the State capital budget guidelines shall be consistently applied.
8. Produce three progress reports prior to the completion of the final master plan:
  - a. Progress Report 1 – proposed Campus Plans to include layout of buildings, land use, existing structures, new construction, and site development. **(Due date: February, 2022 for presentation at the Board of Trustees meeting in March, 2022).**
  - b. Progress Report 2 - a general critique of the existing building and renovation program, college growth and program projections, environmental scanning, technology assessment, space utilization, access and traffic patterns. **(Due date: Early Summer 2022 – College will work with the Contractor to establish date).**
  - c. Progress Report 3 – comprehensive review of draft master plan prior to submittal of final plan. **(Due date: Late Summer 2022 – College will work with the Contractor to establish date).**
9. Contractor shall make a presentation to the College’s Board of Trustees on the Campus Plans at start of the project, College will work with Contractor to establish date. Contractor shall make a presentation to the College’s Board of Trustees on the final Master Plan document scheduled in September 2022.
10. Contractor shall prepare a final Master Plan which incorporates Master Plan Steering Committee and Board of Trustees’ comments.
11. Contractor shall provide as a part of the project price proposal the following items:
  - a. Progress Report 1 – 10 copies, 1 electronic copy
  - b. Progress Report 2 – 10 copies, 1 electronic copy
  - c. Progress Report 3 – 10 copies, 1 electronic copy
  - d. Final Report – 10 copies, electronic copy, pdf version for web, and a camera-ready copy for College reproduction.
12. The final Facilities Master Plan shall be prepared in a loose-leaf report with an appropriate mechanism for dating each report page for ease of updating. The report and drawings shall also be provided to the College on a flash/thumb drive. A separate version of the drawings shall also be provided on a separate flash/thumb drive in the native format the document was created in, and in AUTOCAD or other appropriate format, depending on the nature of the graphics.

*The documents and drawings prepared by the Contractor as a part of this project are, and shall remain, the property of the College.*

**L. Schedule Milestones** (Subject to change, at the College’s sole discretion)

It is the College’s intention to award this contract at the **November or December 2021, the College’s Board of Trustees approval may be required.** A notice to proceed will be issued as soon as possible. All services included in the base contract shall be completed such that a final product can be approved by the Board of Trustees at its **September 2022** meeting which will allow for the approved document to be submitted to State agencies **before the end of October 2022.** The Contractor shall provide the College with a **project schedule within five (5) days of the notice to proceed encompassing the due dates and requirements included within this Scope of Work and as provided at a later date**

**SECTION III.**  
**Article 1. TECHNICAL PROPOSAL REQUIREMENTS**

**1. General Requirements**

**1.1 Submission.**

Proposals are to be provided to the Issuing Office in accordance with the Solicitation Schedule. Proposals that are submitted electronically must be attached to an e-mail in portable document format (.pdf). Hyperlinks to software products sent to PGCC's Issuing Office that indicate that the Proposal is posted by the Proposer on an electronic site may be rejected or considered non-responsive if contract terms and conditions (i.e., a Click-Through Agreement) are required to be accepted by PGCC in order to download the Proposal. By providing the Proposal to PGCC electronically, the Proposer grants the College the unlimited right to generate additional electronic and/or paper copies for distribution solely for the purpose of evaluation and review.

The College may deem a submission non-responsive if received after the due date and time. The date time the email is received by the Procurement Officer shall be the official date and time of submission to Procurement.

Technical Proposals are to be submitted under a separate PDF from the Price Proposal.

**1.2 Transmittal Letter:** A transmittal letter prepared on the Offeror's business stationery must accompany the Technical Proposal. The letter should be an executive summary that clearly and concisely summarizes the content of the Technical Proposal. The letter must be signed by an individual who is authorized to bind the firm to all statements, including services and financial statements, contained in the Proposal. Include the Offeror's official business address and state in which it is incorporated or organized (if Offeror is not an individual). An appropriate contact name, title, phone number, and email address should also be provided for PGCC's use during the procurement process. Do not include price information in the transmittal letter.

**1.3 Signing of Forms:** A Proposal, if submitted by an individual, shall be signed by the individual. If submitted by a partnership, a Proposal shall be signed by such member(s) of the partnership with authority to bind the partnership. If submitted by a corporation, a Proposal shall be signed by an officer, and attested by the corporate secretary or an assistant corporate secretary; if not signed by an officer, there must be attached a copy of a board resolution or that portion of the by-laws, duly certified by the corporate secretary, showing the authority of the person so signing on behalf of the corporation.

**2. Initial Technical Criteria:**

Clear, concise, yet detailed responses to the technical criteria below are to be provided in the Technical Proposal. In addition, the Bid/Proposal Affidavit and Acknowledgement of Receipt of Addenda (if applicable) must be included. Standard sales material may be provided, but must be attached as an appendix rather than included within the body of the Proposal. *Offerors must paginate the Technical Proposal and are requested to provide tabs to separate responses to each of the technical criteria.*

The following information must be furnished in the Technical Proposal per this solicitation. Failure to include any of the items listed below may disqualify your firm's response. Offerors are requested to compile their Proposals in the same order. It is the Offeror's responsibility to tailor its response to demonstrate its qualifications to perform the scope of work specifically for PGCC.

### 3. Initial Technical Response Requirements:

Firms are to provide one PDF organized exactly as outline and organized below, by TABs listed below. PDF that are too large to share via email, firms may provide a link to download the PDF.

The Technical proposal should be divided by tabs referencing the sections provided below:

**Tab 1: Table of Contents.**

Include a Table of Contents displaying the organization of the proposal being submitted.

**Tab 2: Transmittal Letter.** This letter will summarize in a brief and concise manner, the Proposer's understanding of the Scope of Work and make a positive commitment to provide the services during the contract term. The letter must be signed by an official authorized to make such commitments and enter into a contract with the College. The letter must indicate the official's title or authority. The letter should not exceed two pages in length.

**Tab 3:**

**a. Section I: Firm Information.**

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 Offices; Total Personnel; Personnel by Discipline; History and Information about the Firm.

Include a Diagram/Chart showing Firm's personnel, sub-contractors companies/firms and their roles on the team.

**b. Section II: Project Team members.**

Provide the Project Team members and their resumes of key persons and specialist. List ONLY the individuals who will directly contribute to the project and have a defined role.

Include on the Resume: Name & title; Project assignments; Name of firm associated with; Years' experience with firm; Total years' 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.

**c. Section III: Experience and Related Facilities and Land-Use Master Plan Projects.**

Proposer are to provide a written response and examples to demonstrate their abilities and experience for the following:

1. The College is seeking a firm with substantial experience. Submitting firms must have facilities master plan and land-use plan development experience for institutions of equal or greater in size to the College.

- Provide at minimum 1 (maximum 3) facilities and land-use master plan project/s your firm served as the prime contractor within the last 10 years.

Include the following information:

1. Name of client
2. Size of the facilities master plan
3. Date of completion

- Provide at minimum 1 (maximum 3) facilities master plan project/s your firm served as the prime contractor within the last 10 years.

Include the following information:

1. Name of client
2. Size of the land-use plan
3. Date of completion

**d. Section IV. Building Types and Square Footage Experience.**

It is strongly desired submitting firms have facilities master plan development that involve the following buildings, but not limited to the noted building types, with the approx. square footage:

- a. General Academic Buildings ranging in size from 50,000 to 200,000 GSF
- b. General Science Buildings ranging from 50,000 to 100,000 GSF
- c. Library and Tutoring Buildings ranging from 25,000 to 125,000 GSF
- d. Student Union Buildings ranging from 75,000 to 125,000 GSF
- e. Athletic Buildings including indoor sports arenas ranging from 75,000 to 250,000 GSF
- f. Athletic Fields including supporting facilities which include Track & Field, Soccer, Baseball, and Softball Team Sports
- g. General Administration Buildings ranging 50,000 to 75,000 GSF

Provide two (2) examples of project that demonstrate experience developing a facilities master plan involving the various building types listed above.

- e. Section V. Presenting Experience.** It is strongly desired that the submitting firms has experience presenting the developed master plan to various governing bodies and stakeholders and provide a comprehensive explanation and justification of their study.

Provide two (2) examples demonstrating this capability.

**f. Section VI. Project Categories and Structure.**

Provide a list of proposed project categories with a description of work/services to be provided under each category and the number of hours as determined by Proposer. The following list is the minimum of categories to be included in the proposal. Additional categories may be added by the Proposer as considered appropriate.

1. Facilities Condition Assessment - Condition of existing facilities and infrastructure

2. Space Needs Analysis - Current and future use of space
3. Technology and Infrastructure Review
4. Technology and its role in academic instruction and administrative initiatives
5. New construction and improvements
6. Enrollment trends and demographics
7. Current and future academic programming
8. Security and safety
9. Environmental scan

Include interviews, meetings and presentations not included in above categories.

- g. Section VII. Schedule.** Provide a schedule outlining the master plan study deliverables and project categories/activities Explain in detail not to exceed time durations for the deliverables/project categories outlined in this RFP.

If a Proposer determines that additional meetings or other deliverables/project categories are required that are not included in this RFP the Proposer shall state these additional items in their Technical Proposal submission and during the Oral Presentation, if invited to present.

**Tab 4: Three (3) Client Letter of Recommendation**

Submit Three Client Letters of Recommendation.

**Tab 5: Appendix A Forms:**

1. **Acknowledgement of Receipt of Addenda Form:** If any addenda to the RFP documents are issued prior to the due date and time for Proposals, this form (found in Appendix A) must be completed, signed, and included in the Offeror's Technical Proposal.
2. **Proposal Affidavit:** Complete and sign the Proposal Affidavit enclosed in Appendix A and enclose with the Technical Proposal.
3. Mercury Affidavit
4. Conflict of Interest Affidavit and Disclosure
5. MBE Utilization Affidavit
6. MBE Participation Schedule
7. References
8. **Insurance:** Provide a copy of a Certificate of Insurance verifying your firm's Coverage for Professional Liability, Commercial General Liability, Workmen's Compensation, Automobile Liability Insurance, and Professional Liability.

**Tab 6. Acknowledgement of Review of Contract:** The PGCC Contract for this Procurement will contain the provisions in Appendix C as well as any additional terms required by the College. By submitting a Proposal, the Offeror warrants that they have reviewed Appendix C and will execute a contract: a) in substantially the same form; and b) with these terms and conditions upon request by PGCC. For accounting purposes only, PGCC will also issue a purchase order to the awarded Contractor.

Any exceptions to the Contract or terms and conditions are to be addressed and provided in this section of the Proposer's proposal/submission.

4. **Modifications of Technical Proposal.**

Offerors may modify their Technical Proposals by e-mail or facsimile communication at any time prior to the due date and time, provided that the Issuing Office is satisfied that a written confirmation of the modification with the signature of the Offeror was mailed prior to the Proposal due date and time. Technical Proposals may not be modified, supplemented, cured, or changed in any way after the due date and time, unless specifically requested by the College.

5. The College reserves its right to request additional Technical Response Requirements as the procurement progresses to only the shortlisted firms at any given phase of this procurement to further ascertain the shortlisted firm's capabilities.

**SECTION III**  
**Article 2. TECHNICAL EVALUATION PROCESS**

1. Qualifying Proposals.

**1.1 Procurement Officer Review:** The Procurement Officer shall first review each Technical Proposal for compliance with the mandatory requirements of this RFP (i.e., susceptibility of award). Failure to comply with any mandatory requirement will normally disqualify a Proposal. The College reserves the right to waive a mandatory requirement when it is in its best interest to do so.

Offerors responding to this solicitation must meet all requirements contained herein. If a Proposer does not meet all technical proposal submission requirements, the College may classify the Proposers' bid as unresponsive/unacceptable. Should a proposal be found unacceptable or if an offeror is found not responsible, the proposal will neither be scored nor considered further.

The following criteria must be met for firms interested in submitting technical and price proposals for the listed project. For consideration and to submit a technical proposal, firms must clearly illustrate they meet the stated criterion in their technical proposal.

- A. Submitting firms must have one project experience submitted that demonstrate your firm's experience completing a 10-year facilities master planning experience, in the last 10 years as the prime awardee/contractor.
- B. Submitting firms must have one project experience submitted that demonstrate your firm's experience completing a 20-year land-use planning experience, in the last 10 years as the prime awardee/contractor

See Response Requirements pertaining to: Experience and Related Facilities and Land-Use Master Plan Projects

**1.2 Evaluation and Selection Committee:** All Qualifying Proposals will be reviewed by a PGCC Evaluation and Selection Committee (the "Committee") established by the Procurement Officer. As the procurement progresses, the Committee may seek input from other appropriate College staff or request additional technical assistance from any other source.

2. Technical Evaluation of Qualifying Proposals.

**2.1 Initial Technical Evaluation:** Following the Procurement Officer's qualifying review, the Committee shall conduct its evaluation of the technical merit of the Proposals in accordance with the Evaluation Criteria listed in Article 1, § 2, above. Minor irregularities contained in Proposals, which are immaterial or inconsequential in nature, may be waived wherever it is determined to be in the College's best interest. The decision for progressing in the procurement process will be made based on the strengths, weaknesses, advantages, and deficiencies that the Technical Proposals represent. The College's Technical Proposal Evaluation team will rate and score the proposals based on the Proposers' experience and ability to meet the requirements.

**2.2 Shortlisting:** In accordance with the Evaluation Criteria set forth in Article 1, § 2, a shortlist may be developed based on the Initial Technical Evaluation results. All Offerors will be notified of the results as they pertain to their respective Technical Proposal.

### **3. Interviews/Oral Presentations/Discussion Sessions.**

**3.1 Purpose:** Based on the Evaluation Committee's Initial Technical Evaluation, the College may invite, without cost to itself, the shortlisted Offerors to an oral presentation/discussion session ("Discussion Session"). The purposes of the Discussion Session are as follows:

- (i) To provide the Offeror the opportunity to demonstrate its product;
- (ii) To discuss/clarify any and all aspects of the Technical Proposal, in particular the proposed product, cost model options, approach/methodologies, implementation process, schedule, staffing of the contract, and ongoing support of the product and other applicable professional services;
- (iii) To allow the College to meet the Offeror's key personnel and for these personnel to convey directly their experience and expertise in the proposed product and its implementation; and
- (iv) To provide an opportunity to clarify the scope of services for the intended contract and discuss any items addressed in the Technical Proposal that may require additional clarification.

**3.2 Format:** The Discussion Session will be informal, as the College is not interested in a sales presentation by executives and business development staff; rather, the College is requesting evidence of the Offerors ability to meet the College's requirements and an interactive discussion with each of the shortlisted Offerors. It is important that those key personnel who are proposed to be assigned to the College fully participate in the presentation and discussion. Ample time will be available for the College and the Offeror to ask questions and discuss issues and concerns related to the product, the scope of the services, and the Offeror's capabilities and qualifications. We anticipate that the Discussion Session will be approximately 90 minutes in length.

Each shortlisted Offeror will be required to have the key personnel team proposed in the firm's proposal attend the session in Largo, Maryland: Principal in Charge, PGCC's Following the Discussion Session, additional follow-up, clarification documentation may be requested of each Offeror.

**3.3 Date:** The times and dates for the Discussion Session(s) will be set upon completion of the Initial Technical Evaluation; however, it is anticipated that the Discussion Session(s) will be conducted on the times and dates listed per the Solicitation Schedule, as well as on the cover of this RFP. Offerors are therefore advised to set this(ese) date(s) aside in its (their) entirety on the calendars of the appropriate key personnel.

### **4. Second Phase Technical Evaluation.**

**4.1 Criteria:** Following the Discussion Session held with shortlisted Offerors, a Second Phase Technical Evaluation will be conducted. The Evaluation Committee will re-evaluate all criteria of the Technical Proposals of shortlisted Offerors, incorporating assessments of the Discussion Session and outcomes of reference checks, if performed. The College reserves the right to make a determination that an Offeror is not shortlisted prior to completing reference checks. The order of Evaluation Criteria remains the same, unless modified as needed by the Procurement Officer to further evaluate technical capabilities or to further short-list firms

**4.2 Process:** Further shortlists may result as the procurement progresses. At each phase of the process, those firms that do not remain shortlisted will not progress in the procurement. All Offerors will be notified of the results of the Technical Evaluation as they pertain to their respective Technical Proposals. It is PGCC's intent to incorporate references prior to establishing the final shortlist of proposals. However, the College reserves the right to modify scoring if pertinent information regarding a



Proposer's capability is obtain prior to an award. Once a final shortlist of proposals is established, the Committee will rank the remaining Technical Proposals from highest to lowest.

**4.3 Additional Technical Information.** The College may include additional technical requirements at any time during the procurement process to further ascertain the firms' technical capabilities. The additional information shall be issued to only Proposers shortlisted at any given phase to further determine technical capabilities that may result in a newly established shortlist of firm, those firms will further progress into the procurement process.

**SECTION III**  
**ARTICLE 3. PRICE PROPOSALS**

**1. Submission.**

Price Proposals must be received at the Issuing Office by the specified due date and time per the Solicitation Schedule. Offerors must use the Price Proposal form included in Appendix B.

**2. Content.**

The Financial Proposal should consist of, but not limited to:

- Total Fee/Cost for services as described in this RFP, by phases of work or deliverables. The Proposer may use their submitted Schedule to indicate the fee/costs associated with each phase of work or the completion of specific deliverables
- Hourly rates by Team Member/Consultant.

**3. Evaluation.**

The College may elect to request Best and Final Price Proposals (BAFO's).

The Committee will establish a financial ranking of the final Financial and Price Proposals from lowest to highest total offers. The pricing rating shall be incorporated/considered in the overall proposal score. The College reserves the right to review and rank pricing upon the completion of the technical review and/or to establish the final ranking. The College may only review/evaluate the top ranked firms established upon the completion of the technical evaluations.

**SECTION III**  
**ARTICLE 4. FINAL EVALUATION, RANKING AND SELECTION**

**1. Recommendation of Award or Further Discussions.**

The Committee may recommend an Offeror for contract award(s) based upon the Offeror's Technical Proposal and Price Proposal without further discussion. However, should the Committee find that further discussion would benefit the College, the Committee may recommend such discussions to the Procurement Officer. Should the Procurement Officer determine that further discussion would be in the best interest of the College, the Procurement Officer shall establish procedures and schedules for conducting discussions and will notify responsible Offerors.

**2. Final Ranking and Selection.**

**2.1 Process:** Following evaluation of the Technical Proposals and the Financial and Price Proposals (and Best and Final Offers, if applicable), the Evaluation and Selection Committee will make an initial overall ranking of the Proposals and recommend to the Procurement Officer the award of the contract(s) to the Offeror whose Proposal(s) is (are) determined to be the most advantageous to the College. The decision of the award(s) of the Contract will be made at the discretion of the Procurement Officer and will depend on the facts and circumstances of the procurement. All Offerors will be notified of the award(s) selection.

**2.2 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.

**2.3. Negotiations:** The College may select for award one or more Offeror(s) to negotiate the terms and conditions of the Contract. The College reserves the right to make an award with or without negotiation.

**3. Debriefing.**

**3.1 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. The College will not hold debriefing requests sent after 10 days from the notice of status.

**3.2 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.

# **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
- References

**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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
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.**

\_\_\_\_\_  
Date

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

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: \_\_\_\_\_ % \$ \_\_\_\_\_

<p>Document Prepared By: (please print or type)          Name: _____ Title: _____</p>
---

MBE Participation Schedule, continued

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	

**REFERENCES**

EACH BIDDER MUST LIST BELOW AT MINIMUM, THREE CUSTOMERS OF A SIMILAR SIZE AND PROJECT WITH STATED TIMELINES COMPLETED WITHIN THE LAST THREE YEARS. FAILURE TO SUBMIT REFERENCES WITH BID RESPONSE MAY LEAD TO THE DISQUALIFICATION OF BIDDER.

1. Customer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

2. Customer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

3. Customer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

## **APPENDIX B**

1. Price Proposal Form
2. Fee Schedule/Hourly Rates

PROPOSAL NO.: RFP \_\_\_\_\_  
PRICE PROPOSAL DUE DATE: \_\_\_\_\_ AT \_:00 P.M.  
PROPOSAL FOR: \_\_\_\_\_  
PROPOSER: \_\_\_\_\_  
Federal Identification Number/Social Security Number: \_\_\_\_\_

**FINANCIAL AND PRICE PROPOSAL**

DATE \_\_\_\_\_

Nena Charity  
Prince George's Community College  
Office of Procurement  
301 Largo Road  
Largo, MD 20774

Dear Ms. Charity:

The undersigned hereby submits the Financial Proposal as set forth in RFP # \_\_\_\_\_ dated \_\_\_\_\_, 2021, and the following subsequent addenda:

Addendum \_\_\_ dated \_\_\_\_\_  
Addendum \_\_\_ dated \_\_\_\_\_  
Addendum \_\_\_ dated \_\_\_\_\_  
Addendum \_\_\_ dated \_\_\_\_\_

**We confirm that this Price Proposal is based on the Requirements per the RFP and any subsequent addenda as noted above.**

Having received clarification on all matters upon which any doubt arose, the undersigned proposes to provide services as described in this RFP and subsequent Addenda as noted above. By signing and submitting this response, undersigned hereby agrees to all the terms and conditions of this RFP including any issued addenda. Proposers are cautioned to verify their final proposals prior to submission, as PGCC cannot be responsible for Proposer's errors or omissions. Any price/fee proposal that has been accepted by PGCC may not be withdrawn by the contractor.

**A. Attached to this Price Proposal Form is our firm's lump sum fee for all services, reimbursables and expenses that will be provided to complete the project as outline in this RFP. We confirm that these rates/prices are fully loaded and include all costs and expenses.**

**We understand that by submitting a proposal we are agreeing to the terms and conditions included in the RFP documents, and that the Bid/Proposal Affidavit submitted as part of the technical proposal remains in effect.** The evaluation and subsequent final ranking of proposals will be in accordance with the RFP documents. We understand that technical weighs greater than financial.

We understand that the College reserves the right to award a contract (or contracts) for all items, or any parts thereof, as set forth in detail under the information furnished in the RFP document. We further confirm that the Team proposed in the Technical Proposal will be assigned to the PGCC Contract for the duration of this Contract. We understand that no changes in these assignments will be allowed without written authorization from the College via contract amendment prior to such changes being made.

Enclosure:

(Signatures should be placed on following page.)

The offeror represents, and it is a condition precedent to acceptance of this proposal, that the offeror has not been a party to any agreement to submit a fixed or uniform price. Sign where applicable below.

**A. INDIVIDUAL PRINCIPAL**

In Presence of Witness: \_\_\_\_\_

FIRM NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TELEPHONE NO. \_\_\_\_\_  
SIGNED \_\_\_\_\_  
PRINTED NAME \_\_\_\_\_  
TITLE: \_\_\_\_\_

---

**B. CO-PARTNERSHIP PRINCIPAL**

\_\_\_\_\_  
(Name of Co - Partnership)  
ADDRESS \_\_\_\_\_

In Presence of Witness:

TELEPHONE NO. \_\_\_\_\_

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

\_\_\_\_\_ as to

BY \_\_\_\_\_  
(Partner)

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

\_\_\_\_\_ as to

BY \_\_\_\_\_  
(Partner)

---

**C. CORPORATION**

\_\_\_\_\_  
(Name of Corporation)  
ADDRESS \_\_\_\_\_

Attest:

TELEPHONE NO. \_\_\_\_\_

\_\_\_\_\_  
[Printed Name of Corporate (or Assistant Corporate) Secretary]

\_\_\_\_\_  
[Corporate (or Assistant Corporate) Secretary Signature for Identification]

BY: \_\_\_\_\_

\_\_\_\_\_  
Signature of Officer and Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Consultant's Team/Staff	Hourly Rates for:
Architect	
Site Civil Engineer	
Geo-Technical Engineer	
Landscape Architect	
Mechanical Engineer (HVAC Engineer, HVAC Controls)	
Plumbing Engineer	
Electrical Engineer	
Lighting Designer	
Fire Protection Engineer	
Structural Engineer	
Telecommunications and Data Specialist	
A/V Technology Specialist	
Security Specialist	
Food Service Consultant	
Acoustical Consultant/Engineer	
County Peer Reviewer	
Interior Designer	
Energy Analyst	
Commissioning Agent	
LEED designer	
Cost Estimator	
Scheduler (Independent Consultant)	

For comparison and analysis purposes, Firms are to **include the number of hours they anticipate each phase by discipline** may be require. Hours provide will not constitute as the maximum or minimum hours required to complete the project/services. Firm's Price Proposal is the total lump sum cost/fee for all services required to complete the project, per the College's requirements.

Firms are to include an itemized list of reimbursable/expenses, if any.

