

RFQ 2024-01 Facilities Design and Build Services

ADVERTISEMENT

TOWN OF BERLIN

REQUEST FOR QUALIFICATIONS

2024 – 01

Facilities Design and Build Services

Due Date: Friday, March 29, 2024

Time: 3:00 P.M. EST

The Town of Berlin is seeking RFQ's for Design and Build Services for three (3) facilities owned and operated by the Town: 1) Partial Renovation of Town Hall; and 2) Complete Build of a new Public Works Facility; and 3) Complete Build of a new Community Center. Qualified firms are encouraged to visit the Town of Berlin website at berlinmd.gov/government/request-for-proposals/ for the official RFQ or contact Town Administrator Mary Bohlen at 410-641-4314 / mbohlen@berlinmd.gov for the official RFQ.

Sealed submissions will be accepted until 3:00 PM on Friday, March 29, 2024. EEO.

RFQ 2024-01 Facilities Design and Build Services

TOWN OF BERLIN

REQUEST FOR QUALIFICATIONS

RFQ # 2024 – 01

FACILITIES DESIGN AND BUILD SERVICES

by filing with the Town of Berlin, 10 William Street, Berlin, MD, 21811 until:

Date: Friday, March 29, 2024

Time: 3:00 P.M. EST

Deliver submittals to:

Mary Bohlen, Town Administrator
Town of Berlin
10 William St.
Berlin, MD. 21811
Attn: RFQ 2024 – 01

The Town of Berlin is seeking Statements of Qualifications for Design and Build Services for facilities owned and operated by the Town.

Submissions received after the due date will not be considered. Submitters accept all risks of late delivery of mailed submittals regardless of fault.

The Town of Berlin reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of their statement of qualifications. Furthermore, the RFQ does not obligate the Town to accept or contract for any expressed or implied services.

It is the Town of Berlin's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

The Town is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation. The successful firm must comply with the Town of Berlin's equal opportunity requirements.

General Information

ABOUT BERLIN: The Town of Berlin is a community of approximately 5,000 people located on Maryland's Eastern Shore. The Town operates under a Strong Mayor form of government. Berlin provides the following services to the community's residents: police, public works, parks, water and wastewater, stormwater, electric, economic development, planning, code enforcement, engineering (under contract), and general administration. The Town operates on a one-year budget cycle from July 1 through June 30.

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NOTICE: Notice is hereby given that letters of interest and statement of qualifications will be received by the Town of Berlin, Maryland for Facilities Design and Build Services by filing with the Town at the above location.

PURPOSE/BACKGROUND: The Town of Berlin, Maryland (the “Town”) is soliciting statements of qualifications for Facilities Design and Build Services as further described below.

Scope of Services

Qualified firms will have experience in the following areas as may be applicable:

- Design services, including, but not necessarily limited to: partial renovation of existing buildings, to include evaluation of existing conditions; new facilities including site planning, roadways and water, sewer, stormwater, and electrical infrastructure, and structure design;
- Surveying;
- Geotechnical Investigation, studies and services;
- Permitting;
- Right-of-way and easement acquisition;
- Creation of plans, specifications, cost estimates and analysis, including graphic representation, to proceed to bid phase;
- Bid phase services, including all aspects of the bid process including compilation of bid results and preparation and presentation of recommendations to the Mayor and Council;
- Construction management services including construction administration, inspection and Resident Project Representative Services.

This list is not intended to be a comprehensive itemization of all tasks and activities to be performed by the successful firm.

QUALIFICATIONS: These services will require the firm to have the following qualifications:

- Five (5) or more years of related experience
- Experience working with Maryland municipal or private entities on similar projects
- Appropriate certifications, licensure, or other applicable industry or regulatory requirements

SUBMITTAL REQUIREMENTS:

Responses to this RFQ must include the following information:

- A cover letter/statement of interest indicating the firm’s interest in the project and highlighting its qualifications. A summary of the firm’s experience in requested service areas.
- A description of the firm’s experiences working with municipal government.
- List of proposed sub-contractors (if applicable);
- Statement of qualifications, including related experience and specific qualifications as well as resumes of key team members.
- A minimum of three (3) references relating to the services being requested with full name, title, address, phone numbers and email addresses.
- If hardcopies submitted, responses should be limited to no more than ten (10) sheets of paper double sided excluding specific project examples, references, resumes and covers. An original plus four (4) copies must be submitted.
- A schedule of hourly rates.

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- A narrative summary description of the proposed effort and of the service(s)/products that will be delivered.
- **OPTIONAL:** In a separate sealed envelope: A cost estimate for each major component: design of Town Hall Renovation; of new Public Works Facility; of new Community Center; of Full Bid services for Town Hall Renovation; and for new Public Works facility; and for a new Community Center; as described in the Scope of Services. As the process included in this document is for RFQ submittals and not cost proposals this information is being sought for information only and will not be part of the consideration for award, however, such information will assist the Town in negotiations with the successful submitter and for budgeting purposes for the services. Again, this is a cost estimate only and will not obligate the successful bidder. Please mark the sealed envelope clearly.

• **PROPRIETARY MATERIAL:** As a government entity, the Town of Berlin is subject to respond to requests for documents under the Freedom of Information Act. Any proprietary information revealed in the submission should, therefore, be clearly identified as such and will be protected as allowed under the law.

• **SIGNATURES:** The Signature page located at the end of this document shall be submitted and signed by one of the legally authorized officers of said corporation. If awarded the contract, the Contract shall also be so executed.

• **EVALUATION CRITERIA:** Evaluations will be based on the criteria listed below:

- Experience of firm with similar projects
- Experience of proposed project team and key team members
- Overall quality of statement of qualifications
- Project understanding
- Anticipated project cost

The Town may select a limited number of submitters for in-person interviews before a selection committee.

• **QUESTIONS:** Questions regarding this project may be directed to Town Administrator Mary Bohlen via e-mail at mbohlen@berlinmd.gov. Any oral communications or communications with any other party may be considered unofficial and non-binding on the Town.

• **REJECTION OF SUBMITTALS:** The Town reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of their qualifications. Furthermore, the RFQ does not obligate the Town to accept or contract for any expressed or implied services.

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- **CONTRACT AWARD:** The Town reserves the right to make an award without further discussion of the submittals. The firm selected as the apparently successful submitter will be expected to enter into a contract with the Town. Following selection, the successful submitter shall prepare a proposal and scope of work for review by the Town. Once the Town and successful firm have reached an agreement on the scope of services, a final contract will be prepared by the Town. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during the negotiations of the final Contract. If the selected firm fails to sign the Contract within ten (10) business days of delivery of the final Contract, the Town may elect to negotiate a Contract with the next-highest-ranked firm. The Town shall not be bound, or in any way obligated, until both parties have executed a Contract. No party may incur any chargeable costs prior to the execution of the final Contract.
- **CONTRACT NEGOTIATION:** The Town reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract by the Town.
- **EQUAL OPPORTUNITY EMPLOYMENT:** The successful firm or firms must comply with the Town of Berlin's equal opportunity requirements. The Town of Berlin is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, or disability.
- **TITLE VI:** It is the Town of Berlin's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.
- **INSURANCE REQUIREMENTS:** The Firm shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property, errors and omissions or professional liability that may arise from or in connection with the performance of work hereunder by the Firm, his agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the Firm.
- **BONDING REQUIREMENTS:** Bonding is not required as part of the RFQ process, however, may be required as part of the contract award, subject to negotiation with the successful submitter.
- **NON-ENDORSEMENT:** As a result of the selection of a firm to supply products and/or services to the Town, firm agrees to make no reference to the Town in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the Town.
- **COMPLIANCE WITH LAWS AND REGULATIONS:** In addition to nondiscrimination and affirmative action compliance requirements previously listed, the firm or firms ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

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DEADLINES AND IMPORTANT DATES: All dates/times indicated herein are Eastern Standard Time (EST); submittals must be received by the dates/times indicated to be eligible for consideration. Submittals beyond the dates/times indicated will not be considered.

Window for on-site visit(s): Monday, March 11, 2024 to Friday, March 15, 2024 from 8:30 AM to 1:00 PM by appointment only. To schedule a date/time, please contact Jimmy Charles, Public Works Director at jcharles@berlinmd.gov or 410-641-4001.

Wednesday, March 20, 2024, by 4:00 PM: Deadline to submit questions: Questions from potential submitters are due via email to each of the following email addresses:

mbohlen@berlinmd.gov

kdaub@berlinmd.gov

info@berlinmd.gov

Please note: Questions that are phoned, faxed, sent through regular mail, or submitted via any other method or to any other email address or individual will not be accepted. Oral responses or responses to questions submitted in any other format or to any other person will be non-binding.

Friday, March 22, 2024, by 4:00 PM: Posting of Responses: Responses to questions from potential submitters will be posted at the following link by the deadline. It is the responsibility of potential submitters to visit the website for this information berlinmd.gov/government/request-for-proposals/.

Friday, March 29, 2024, by 3:00 PM: Due Date for Submissions:

If hardcopy: An original and four (4) copies of the submission must be received by the deadline. Submissions must be in a sealed envelope and addressed to: Town of Berlin, Attn: Mary Bohlen, 10 William Street, Berlin, MD 21811. The outside of the envelope must be clearly marked "RFQ # 2024 - 01". Submissions received after that date and time will not be considered.

If digital/electronic: Must be submitted in pdf format by the deadline and sent to each of the following email addresses:

mbohlen@berlinmd.gov

kdaub@berlinmd.gov

info@berlinmd.gov

Digital/electronic submittals must contain the Subject: "Deadline Submission for RFQ # 2024 - 01"

Regardless of submittal format it is the responsibility of the submitter to ensure delivery by the date(s)/time(s) indicated.

Addenda: Should addenda be issued which alters any aspect of this RFQ, including pertinent deadlines, such Addenda shall be posted to the Town of Berlin website: berlinmd.gov/government/request-for-proposals/ and to the Demandstar bidding site as well as notification sent to known interested parties. It is the responsibility of the interested submitter to ensure that it is aware of any such addenda.

Following receipt and review of submissions, one or more submitters may be invited to appear before a selection committee, at which time additional information may be requested.

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Bidder: _____

SIGNATURES

I, the undersigned, am an authorized agent of the firm listed below and am authorized to submit the attached response to the RFQ as indicated above. I certify that all information included herein is true and correct to the best of my knowledge. I further acknowledge the conditions and requirements expressed in the RFQ and the agreement to adhere to same.

Signature: _____

Date: _____

Printed Name: _____

Firm Name: _____

Tax/EIN: _____

DBA (if different than above): _____

Address: _____

City, State Zip: _____

Phone: _____