



REQUEST FOR PROPOSALS

**TALBOT COUNTY EDUCATION CENTER
POLE BUILDING CONSTRUCTION PROJECT**

**TALBOT COUNTY PUBLIC SCHOOLS
RFP #22.100**

Proposal Due Date: Friday, December 16, 2022 at 2:00 P.M.

Issued By:

Kevin Shafer – Director of Operations
Talbot County Public Schools
12 Magnolia Street
Easton, MD 21601

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SECTION 1: GENERAL INFORMATION

INTRODUCTION

Responses to this Request for Proposals (RFP) will be used by the Talbot County Board of Education to select a qualified contracting firm to erect a 30' x 50' x 14' pole building at the central office location (12 Magnolia Street, Easton, MD 21601). The desired outcome is to provide Talbot County Public Schools a quality pole building that meets all of the following specifications.

Talbot County Public Schools ("TCPS") is hereby soliciting sealed proposals for the purpose of selecting a qualified contractor to complete this project.

PRE-PROPOSAL MEETING

A pre-proposal meeting will be held on Tuesday, November 8, 2022 at 9:00 a.m. at the Talbot County Education Center, 12 Magnolia Street, Easton, MD 21601. Attendance at this meeting is recommended, but not required. No individual appointments subsequent to this meeting will be held. The purpose of this meeting is to discuss the associated proposal information with prospective respondents and to answer any questions concerning this RFP. Questions regarding the RFP process, after the date of the Pre-Proposal meeting, will be handled as stated below.

QUESTIONS OR CLARIFICATIONS OF RFP REQUIREMENTS

All questions regarding this RFP shall be submitted via email to the Issuing Officer. Emailed questions and inquiries will be accepted from any and all prospective respondents in accordance with the terms and conditions of this RFP.

All questions shall be submitted on or before Tuesday, December 6, 2022 by 5:00 P.M. and should be submitted to the Issuing Officer, Kevin Shafer, Talbot County Public Schools, Director of Operations, at the following email address: kshafer@talbotschools.org. All questions submitted via email must have the following in the subject line: TCPS RFP #22.100.

Interested firms or teams are to communicate solely with the individual listed above. **No contact is to be made with any other official or consultant of the school system unless specifically directed by the Issuing Officer. The Issuing Officer shall act as the sole point of contact between any interested parties and the Selection Committee on all communications.**

Should any prospective Respondent be in doubt as to the true meaning of any portion of this Request for Proposal or should a prospective Respondent find any ambiguity, inconsistency or omission therein, the Respondent shall make a written request for an official interpretation or correction. Such requests must be submitted via email to kshafer@talbotschools.org.

ADDENDA

Any changes or corrections, as well as any additional RFP provisions that TCPS may decide to include, will be made only as an official addendum that will be posted to [eMaryland Marketplace](https://www.marylandmarketplace.com) website and the TCPS web site talbotschools.org for all parties to download.

It shall be the Respondent's responsibility to ensure that they have received all addenda before submitting a proposal. Any addendum issued by the TCPS shall become part of the RFP and

shall be incorporated in the proposal.

Each Respondent must in its response, to avoid any miscommunications, acknowledge all addenda which it has received, but the failure of a Respondent to receive, or acknowledge receipt of any addenda shall not relieve a Respondent of the responsibility for complying with the terms thereof.

PROPOSAL SUBMISSION

All Proposals are due and must be delivered to the Talbot County Education Center on or before Friday, December 16, 2022 by 2:00 P.M. Proposals submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile **will not** be considered or accepted.

Each Respondent must submit one (1) original Proposal, and four (4) additional Proposal copies. One (1) original Fee Proposal shall be submitted in a separate sealed envelope contained within the Respondents sealed original proposal. A submitted Proposal must be clearly marked: RFP #22.100 Talbot County Education Center – Pole Building Construction Project, and then list Respondents name and address.

Proposals must be addressed and delivered to:

Talbot County Public Schools
Attn: Kevin Shafer, Director of Operations
12 Magnolia Street
Easton, MD 21601

All Proposals received on or before the due date will be considered but will not be opened publicly. No immediate decisions will be rendered as all proposals must be reviewed and evaluated utilizing the rubric included in this RFP.

Hand delivered Proposals will be date/time stamped/signed by the receptionist at the address above in order to be considered. Normal business hours are 8:00 a.m. to 4:00 p.m. Monday through Friday, excluding holidays. TCPS will not be liable to any Respondent for any unforeseen circumstances, delivery or postal delays. Postmarking on the due date will not substitute for receipt of the Proposal. Each Respondent is responsible for submission of their Proposal.

Additional time will not be granted to a single Respondent; however, additional time may be granted to all Respondents when TCPS determines that circumstances warrant it.

A Proposal will be disqualified if the Fee Proposal is not contained within a separate sealed envelope.

PROPOSAL TERMS AND REQUIREMENTS

TCPS reserves the right to reject any and all proposals, to waive or not waive informalities or irregularities in the response procedures, and to accept or further negotiate cost, terms, or conditions of any proposal determined by TCPS to be in the best interest of TCPS. All agreements resulting from negotiations that differ from what is represented within the RFP or in the Respondent's response shall be documented and included as part of the final contract.

The original Proposal must be signed in ink by an official authorized to bind the Respondent to its provisions for at least a period of one hundred eighty (180) days from the due date of this RFP. Failure of the successful respondent to accept the obligation of any subsequent contract may result in the cancellation of any award.

In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission may be adjusted to allow for revisions.

Proposals should be prepared simply and economically providing a straightforward, concise description of the requested information included in this document. The Proposal shall be no more than **20 pages total** in length (front of page only). Proposals should not include any plastic covers, binders, or other non-recyclable materials. All envelopes for the formal Proposal and separate Fee Proposal must be clearly marked "**Talbot County Education Center RFP #22.100 – Pole Building Construction Project**"

All proposals become the property of TCPS once reviewed, whether awarded or rejected.

To be considered, each respondent must submit a response to this RFP using the format provided in this document. No other distribution of proposals is to be made by the respondent. Respondents must submit one (1) original and four (4) copies of the Proposal and the single Fee Proposal must be in a separate sealed envelope. Price Quotations stated in the Fee Proposal shall be valid through the anticipated start of the project, which is June of 2023. Fees other than those stated in the Fee Proposal will not be allowed unless authorized by contract.

All information in a respondent's Proposal is subject to disclosure under the provisions of Maryland Public Information Act (COMAR 14.36.01.05) known as the "Freedom of Information Act." This act also provides for the complete disclosure of contracts and attachments thereto except where specifically exempt.

The selected Respondent will be required to provide TCPS an IRS form W-9 before a purchase order can be issued.

TCPS is exempt from all taxes. The Respondent, if awarded a contract for this work, shall be responsible for all "sales taxes" and "use taxes" as applicable to this work.

SELECTION PROCESS

The Board of Education will use the following process to select a firm to perform the services outlined in this Request for Proposal. The Board of Education or its designee reserves the right to disqualify any respondent at any time prior to final action by the Board of Education.

A. Part 1: Qualification Document Evaluation

1. The qualification requirements are specified in the "Qualification Document Submission" section of this document.
2. The pole building specifications recommended by contractors will be reviewed and scored by the selection committee and will determine the final ranking of all submissions. The best value as determined by TCPS will be determined by comparing the proposed product and the associated cost.

3. Based on the combination of final ranking of the proposal qualification documents and the fee proposal, the committee shall determine which contractor shall be selected.

By responding to this RFP, respondents accept the evaluation process and subsequently acknowledge and accept that the determination of the successful contractor may require certain subjective judgments by the owner. Proposers waive the right of protest on grounds of subjectivity of judgment. All proposals, submissions and/or follow-up documentation shall become the property of the Owner.

The Owner at its sole discretion reserves the right to the following:

1. To reject any Proposal and waive any formalities, informalities and/or technicalities therein.
2. To change and/or cancel in part or in its entirety any elements of this RFP.
3. To extend or change the submission deadline and/or schedule, to divide the project into multiple parts, to reject any and all proposals and re-solicit for new proposals, or to reject any and all proposals.
4. To request additional information, interviews and/or clarifications from any or all respondents to this RFP, and to visit the respondents place of business or other projects, to contact any references, and to collect any other information required during the evaluation process.
5. To contact any respondent and allow a respondent to correct any and all formalities and technicalities that may be in in the best interest of the Owner.
6. To make an award with or without negotiations.

PROPOSAL QUALIFICATION DOCUMENT SUBMISSION INFORMATION

All submissions shall address the following items in the order listed below and shall be designated A. through H. in the submission document:

- A. Interest Statement (5 points) – Briefly describe the particular or main interest the Respondent has in performing the services outlined in this RFP.
- B. Description of Firm and Experience (20 points) – Provide an overview regarding the size of your business, location, proof of licensure and insurance to perform work of this type in the State of Maryland, years in business, staffing capabilities, and specialized in-house expertise in projects of this size and scope. The *TCPS Contractor Qualification Questionnaire* shall be submitted as part of this section.
- C. Project Schedule (15 points) – Describe your firms' ability to construct the building and the estimated timing of construction should there be no limitations to the access of the site. Should there be limitations to the site, state your firms ability to meet the designated timeline.
- D. Project Specification Recommendations (15 points) – Identify the specific building products that your firm is recommending. This information shall include any and all information that support the recommended product, warranty information, certification/authorized installer information, and an explanation as to why the product should be considered.
- F. References (5 points) – Please provide a minimum of three (3) professional references, with greater preference given to those references that are associated with commercial projects

successfully executed on the Eastern Shore of Maryland.

G. Other (5 points) - Provide any additional information on firm's resources or experience that may be pertinent to this RFP.

H. Fee Proposal (35 points) - The Fee Proposal must be submitted in a separate sealed envelope at the time of proposal submission. The fee proposal form (ATTACHMENT A) included in this document should be the format in which fee proposals are submitted.

TYPE OF CONTRACT

The successful contractor shall be required to prepare a standard "AIA-101 Owner and Contractor Agreement" and submit the prepared contract to the issuing officer.

PERMITTING

The successful contractor shall be required to request and apply for all associated building permit and inspection needs associated with the successful completion of this project.

COST LIABILITY

TCPS assumes no responsibility or liability for costs incurred by a respondent prior to the execution of the subsequent formal contract. The liability of TCPS is limited to the terms and conditions outlined in the Agreement. By submitting a proposal, the Respondent agrees to bear all costs incurred or related to the preparation, submission and selection process for the proposal.

SCHEDULE

The following is the solicitation schedule for this procurement:

Activity/Event	Anticipated Date
Pre-Proposal Meeting	November 8, 2022 @ 9:00 AM
RFP Questions/Addendum Deadline	December 6, 2022 @ 5:00 PM
Proposal Due Date	December 16, 2022 @ 2:00 PM
Contractor Selection	January 19, 2023
Contract Execution	February 10, 2023

AWARD PROTESTS

All Proposal protests must be in writing and filed with the TCPS Director of Operations within five (5) business days of the award action email. The Respondent must clearly state the specific reasons for the protest. The protest shall be reviewed by the Assistant Superintendent of Administrative and Support Services (or designee), whose decision shall be final.

DEBARMENT

Submission of a Proposal in response to this RFP is certification that the Respondent is not currently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal departments or agency. Submission of a proposal to this RFP also serves as confirmation that the respondent holds all of the necessary licenses, certifications and the necessary insurance to perform the work specified in this document, and that TCPS will be notified of any changes in this status.

INDEPENDENT FEE DETERMINATION

1. By submission of a proposal, the respondent certifies, and in the case of joint proposal, each party thereto certifies as to its own organization, that in connection with this proposal:
 - a) They have arrived at the fees in the proposal independently, without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such fees with any other proposal respondent or with any competitor.
 - b) Unless otherwise required by law, the fees which have been quoted in the proposal have not been knowingly disclosed by the respondent and will not knowingly be disclosed by the respondent prior to award directly or indirectly to any other prospective respondent or to any competitor.
 - c) No attempt has been made or shall be made by the proposal respondent to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.
 - d) Each person signing the proposal certifies that she or he is the person in the proposal respondent's organization responsible, within that organization, for the decision as to the fees being offered in the proposal and has not participated (and will not participate) in any action contrary to 1.a), b), or c) above.
2. A proposal will not be considered for award if the sense of the statement required in the Fee Analysis portion of the proposal has been altered so as to delete or modify 1.a) or c). If 1.b) has been modified or deleted, the proposal will not be considered for award unless the respondent furnishes with the proposal a signed statement which sets forth in detail the circumstances of the disclosure and the Issuing Officer determines that such disclosure was not made for the purpose of restricting competition.

SECTION 2: SCOPE OF WORK

GENERAL REQUIREMENTS

Talbot County Public Schools (TCPS) is requesting proposals from capable contracting firms that have demonstrated experience in the technical requirements associated with the erection of a 30' x 50' x 14' commercial post frame building. The services required include submitting and acquiring the necessary permitting, site preparation, erecting the specified building structure, and ensuring the necessary inspections are performed.

SCHEDULE

The specific construction area will be available to the selected contractor after the conclusion of the school year, which will be on or around June 14, 2023. The entire project shall be complete by August 1, 2023.

GENERAL BUILDING SPECIFICATIONS

The contractor shall be responsible for all labor, materials, and equipment to provide the following general specifications:

- **POSTS:** 3 Ply 2x6 glulam posts, spaced 8' on center with gable posts extending to top of truss
 - i. Shall be manufactured in accordance with:
 - 1. ANIS Standard A190.1-1992, NER-486 Glued Laminated Timber Combinations
 - 2. AITC 1178-93 Manufacturing Standard specifications for Structural Glued Laminated Timber of Softwood Species
 - ii. Quality Control: The following tests shall be performed on each production lot:
 - 1. AITC T107 Block Shear
 - 2. AITC T110 Cyclic Delamination
 - 3. AITC T119 Finger Joint Tension
 - iii. Provide Manufacturer's Warranty/Engineering Specifications
- **CARRIERS:** Headers Engineered Per Code
- **SKIRTBOARD:** 2 x 8, pressure treated
- **PURLINS:** 2 x 4, spaced 2' on center
- **SIDE GIRTS:** 2 x 4, spaced 2' on center
- **TRUSSES:** 4/12 Pitch, engineered to be spaced 4' on center
- **FASTENERS:** Hurricane Ties Per Code
- **ROOFING:** Metal Sheeting 26 Ga., preferably with a Limited Lifetime Warranty (substitutions shall be considered)
- **SIDING:** Metal Sheeting 29 Ga., preferably with Limited Lifetime Warranty (substitutions shall be considered)
- **FOOTERS:** 24" Footers, 3500 PSI Concrete
- **OVERHANG:** 12" Vinyl Soffit & Painted Steel Fascia on eaves and gables of Building

- **DOORS:**
 - Two (2) 10' x 12' commercial overhead garage doors
 - Insulated
 - No Glass or Inserts
 - Standard Track & Framing
 - No Opener
 - Two (2) 3'0" x 6'8" standard service entry doors
- **GUTTERS:** 6" seamless gutters on both eaves of building with four (4) downspouts
- **FOUNDATION PROTECTION:**
 - (a) Post Protectors – To be supplied and Installed
 - (b) Skirtboard Protectors – To be supplied and Installed
- **VENTED RIDGE:** Continuous vented ridge
- **INSULATION:** (a) 5/16" rFoil reflective moisture barrier insulation under **Roof Steel**
(b) 5/16" rFoil reflective moisture barrier insulation on **Side Walls**
- **FIRE BLOCKING:** Standard fire blocking shall be installed around perimeter of building
- **CONCRETE & CONCRETE PREP:** 3500 PSI, 6 Mil Poly (vapor barrier) under interior pad, fiber reinforced, saw cut to control cracking.
 1. Two (2) 4" x 5' x 5' Thickened Area(s) for Future Lift
 2. 6" x 30' x 50' Pad
 3. 6" x 3' x 50' Apron
 4. Two (2) 4" x 4' x 4' Service Pad(s)
- **FILL DIRT:** Provide a unit cost for fill dirt in the attached cost proposal.
- **PERMIT:** Permit to be pulled by successful contractor.
- **DRAWINGS:** Stamped architectural drawings **with** engineer seal (structural only) shall be provided by the contractor.
- **SILT FENCE:** Contractor is responsible for the installation and removal of the silt fence around the construction project.
- **DEBRIS REMOVAL:** Any leftover debris and/or building materials are the contractor's responsibility to remove, excluding excess fill dirt.

SECTION 3: APPENDICES

Appendix A – FEE PROPOSAL

Appendix B – SITE MAP

Appendix C – CONTRACTOR PRE-QUALIFICATION FORM

(ATTACHMENT A)**TALBOT COUNTY PUBLIC SCHOOLS**

**REQUEST FOR PROPOSAL #22.100
Talbot County Education Center
Pole Building Construction Project**

THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED IN A SEALED, MARKED ENVELOPE, AFFIXED ONLY TO YOUR ORIGINAL PROPOSAL.

THE CONTRACTOR AGREES TO PERFORM ALL WORK AS SET FORTH IN THIS REQUEST FOR PROPOSAL, AND IN ACCORDANCE WITH THE TERMS AND CONDITIONS AT THE PRICES QUOTED ON THIS FORM.

ITEM	DESCRIPTION	COST
<u>Generic Pricing Formulation:</u>		
1.	Cost for Site Preparation	\$ _____
2.	Cost to Construct Specified Building	\$ _____
3.	Cost for Substitution Materials (Add/Deduct)	\$ _____
4.	Total Estimated Cost for Fill Dirt (Unit Cost: \$ _____)	\$ _____
5.	Cost for Specified Concrete Installation	\$ _____
6.	Total Project Cost (Sum of Items 1-5)	\$ _____

SIGNATURE OF AUTHORIZED RESPONDENT: _____

******* RETURN THIS FORM SEALED WITH ORIGINAL PROPOSAL *******

Note: The costs provided shall be inclusive of all profit, fees, travel expenses, and all other expenditures. No additional payment will be made for related expenses or miscellaneous costs.

ATTACHMENT B

Critchlow Adkins preschool



Talbot County Education Center

Magnolia St



12 Magnolia St,
Easton, MD 21601

30' x 50'
Building Site

Easton Rails-To-Trails

Easton Rails-To-Trails

NOT TO SCALE

**TALBOT COUNTY PUBLIC SCHOOLS
CONTRACTOR'S QUALIFICATION QUESTIONNAIRE
FOR
PUBLIC SCHOOL CONSTRUCTION PROGRAM**

IMPORTANT

This questionnaire serves as a basis for establishing the qualifications of Contractors for undertaking Construction Work under the jurisdiction of the Board of Education of Talbot County.

If a Contractor has not submitted to the Board this form setting forth his/her qualifications to the satisfaction of the Superintendent of Schools, he/she (the Contractor) shall be ineligible to receive construction documents for bidding or for contract award for such work as may be handled through the Board of Education. Certification of Qualifications shall be valid for one (1) calendar year only.

I. General

(a) Legal Title and Address of Organization Telephone _____

(b) Maryland Representative's Name, Title and Address

(c) Corporation _____ Co-Partnership _____ Individual _____ (Check One)

(d) If a Corporation-- (State:)

Date of Incorporation _____ State in which Incorporated _____

Name and Title of Principle Officers	Date of Assuming Position
_____	_____
_____	_____

(e) If a Co-Partnership-- (State:)

Date of Organization 20__ Nature of Partnership (Gen.,Ltd.,Assoc.)

Name and Addresses of Partners

(f) If Individual-- (State:)

Full Name and Address of Owner _____

(g) List major items of equipment fully owned by organization, giving approximate value and age. (If not fully owned, so state. Use separate sheet if necessary)

<u>Item</u>	<u>Age</u>	<u>Value</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(h) Is any member of your organization employed by the County, related to an employee of the County, or in any way officially connected with the local Government? _____
If yes--Explain _____

(i) Give name and data concerning any construction projects you may have failed to complete

(use separate sheet if necessary)

(j) Has your organization ever been party to any litigation as a result of anything related to your construction projects. _____ If yes--Explain _____

(k) Has any officer or partner in your organization ever been an owner, partner or officer of another organization when it failed to complete a contract or agreement? If yes--Explain (Use separate sheet if necessary)

(l) Has the organization or any partner or officer received a citation for non-compliance with any *federal, state or local* regulations. If yes--Explain _____

II. Financial

(a) Give value of all construction equipment owned by your organization

\$ _____

(b) Give value of total assets of organization (including equipment value in (IIa) above)

\$ _____

(c) Give value of total liabilities of organization \$ _____

(d) Give total contract value of work accomplished by your organization in each of the last three

(3) years.

\$ _____ 20_

\$ _____ 20_

\$ _____ 20_

(e) Give contract value of work presently being accomplished by, or pending award to your organization \$ _____ Date _____

(f) Give value of any judgments or liens outstanding against your organization \$ _____

(g) Has any Bonding Company refused to write you a bond on any construction work? _____

If yes--Explain _____

(h) Give maximum value of contract work for which you could obtain Bond \$ _____

(i) Name and address of Bonding Company

III. Experience

(a) Indicate type of contracting undertaken by your organization and year's experience:

General YEARS	_____	Sub YEARS	_____	Type YEARS	_____
Type YEARS	_____	Type YEARS	_____		

(b) State construction experience of principal members of your organization:

Construction Experience

Name	Title (As Pres., Mgr., Etc.)	Const. Experience Years	Type of Work (Such as houses, apts., etc.)	In What Capacity (Foreman, Supt., etc.)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(c) Give any special qualifications of firm members (Registered Engineer, Surveyor, etc.)

(Use Extension Sheet if Necessary)

(d) List some principal projects completed by your organization:

Name of Work	General or Sub (If sub, what type of work)	Your Contract Amount
1) _____	_____	\$ _____
2) _____	_____	\$ _____
3) _____	_____	\$ _____
4) _____	_____	\$ _____
5) _____	_____	\$ _____

Year	Designing Architect or Engineer	Owner's Name and County
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____
5) _____	_____	_____

(e) If General Contractor, list some sub-contractors in various fields who have worked under you:

(f) If Sub-contractor, list some General Contractors for whom you have worked:

(g) 1. What is the monetary value of the largest project accomplished by your organization?

\$ _____

2. Maximum value in last three (3) years \$ _____

3. Maximum value you prefer to undertake \$ _____

4. Price range of work your organization is deemed best adapted to undertake \$ _____

(h) Is your organization licensed in the State of Maryland for the current year? _____

Give date _____

* * * * *

The above statements are certified to be true and accurate.

Dated at _____ this _____ day of _____ 20__

By _____

(Title of Person Signing)

(Name of Organization)

State of _____

County of _____

_____ Being duly sworn states that he is _____

_____ of _____ and that the answers to the

(Office)

(Name of Organization)

Foregoing questions and all statements therein contained are true and correct.

Sworn to before me this _____ day of _____ 200__

(Notary Public)

My Commission expires _____

Do not fill in these spaces:

Year Filed: _____ Application: _____ Reviewed by: _____ Date: _____