



The Maryland-National Capital Park & Planning Commission
Department of Finance - Purchasing Division

6611 Kenilworth Avenue, Suite 300 • Riverdale, Maryland 20737 • 301-454-1600 Fax: 301-454-1606

January 14, 2022

Project: Concord Manor Exhibition Design Services

Bid No.: 42-116

SUBJECT: Addendum Number One – Technical Responses

The following changes and/or clarifications to the above referenced project are being provided to all prospective Bidders:

To clarify REQUEST FOR PROPOSAL:

The deadline for return of proposals **has been extended**. All proposals must be received on or before 10:00 A.M., January 24, 2022. Sealed proposals will be received via the Commission's e-Procurement Portal, ProcureNow, Monday, January 24, 2022, prior to 10:00 am EDT.

The Technical Responses are attached. As well as the Required Forms included in the Vendor Questioner.

All other terms and conditions of the bid document apply.

Bidders **must** acknowledge receipt of this Addendum by signing and returning with their bid.

Lawrence Taylor – Electronic Signature

Lawrence Taylor
Procurement Specialist

Acknowledge Receipt by
Authorized Representative

Name of Firm Submitting Bid

Typed Name/Title

Date

Questions and Responses for Clarification - RFP 42-116 Concord Manor Exhibition Design Services

Procurement Related Questions

1. Can M-NCPPC post the list of firms participating in the mandatory pre-bid meeting on Jan. 4?
Answer: Posted
2. Can M-NCPPC post the presentation from the mandatory pre-bid meeting on Jan. 4?
Answer: Posted
3. Question 7 in the Vendor Questionnaire is a request for a State of Maryland Business License. Can you confirm that a State of Maryland Business License is not required to perform this scope of work and that "N/A" is an acceptable response to this question?
Answer: The vendor is REQUIRED to be licensed and in good standing the State of MD.
4. Question 13 in the Vendor Questionnaire is the Statement of Evidence of Responsibility and it requires "at least one reference for each of the Proposer's two most recent projects." Can you confirm that these are in addition to the references requested in Question 4 in the Vendor Questionnaire and that these references can be duplicates of the references listed in response to Question 4?
Answer: The reference requested in Vendor Questionnaire can be utilized to fulfil the requirement for references.
5. Question 14 in the Vendor Questionnaire requires us to download and complete a "Sample Contract." The "Sample_Contract" that is downloadable via the link in Question 14 in ProcureNow is different from the Attachment "A - Sample Contract" that is on the "Downloads" page of ProcureNow. Can you clarify which of the two sample contracts we are supposed to download and complete and do you want us to make corrections to references to "2012" in "A - Sample Contract" or to "2020" in "Sample_Contract"?
Answer: The Offeror does not have to download and complete a "Sample Contract". The Sample Contract is for informational purposes only.
6. Also related to Question 14 in the Vendor Questionnaire and the "Sample_Contract" can you clarify what we're supposed to fill in for the contract execution date as well as the dates for the Addendum that have yet to be issued? Alternatively, perhaps you could consider removing the "Sample_Contract" download & complete & upload requirement?
Answer: The Offeror does not have to download and complete a "Sample Contract". The Sample Contract is for informational purposes only.
7. Question 15 relates to the Vendor Registration process. Can you confirm that we are not required to complete the Vendor Registration process in advance of an award by M-NCPPC?
Answer: The Offeror is NOT required to register in advance of an award by M-NCPPC Holiday Schedule is just for informational purposes only.

8. Question 16 relates to the Commission 2021 Holiday Schedule. Can you confirm that we are not required to upload any files or response to this question?

Answer: The Offeror is NOT required to upload any files or respond to this question, the Holiday Schedule is just for informational purpose.

9. Can you confirm that we are not required to upload a W-9 Form or a Certificate of Insurance in advance of an award of contract?

Answer: The Offeror is not required to upload a W-9 Form or a Certificate of Insurance until award.

10. Section IV.B.5 - Required Forms - Can you confirm that the forms required in Part VI are actually the forms listed in Section IV.E?

Answer: The forms listed in Part VI are the same forms as listed in Section IV.E.

11. Also related to Section IV.B.5 - Required Forms, can you confirm that the forms required in the Technical Proposal include the Proposal Declaration Form, the Nondiscrimination in Subcontracting form the Insurance Checklist, and the Statement of Evidence of Responsibility and - further - that if the Proposal Declaration Form, the Nondiscrimination in Subcontracting Form, and the Statement of Evidence of Responsibility Form are completed and uploaded through ProcureNow as part of the Vendor Questionnaire, these forms do not need to be included in the Technical Proposal PDF?

Answer: The required forms in the Technical Proposal are the Proposal Declaration, the Nondiscrimination in Subcontracting form, the Insurance Checklist, and the Statement of Evidence of Responsibility.

If the Proposer complete and uploaded the Declaration Form, the Nondiscrimination in Subcontracting Form, and the Statement of Evidence of Responsibility Form through ProcureNow as part of the Vendor Questionnaire, these forms do NOT need to be included in the Technical Proposal PDF.

12. Regarding the IV.B.5 - Required Forms reference to "Insurance Checklist" can you confirm that this is a reference to the "Insurance Requirements" section of the Vendor Questionnaire and also confirm whether or not we are required to provide a Certificate of Insurance with our proposal or if that is required only upon announcement of an award?

Answer: The Certificate of Insurance is not required with your proposal. The organization must understand the insurance requirements as provided for in this solicitation and will comply in full if awarded this contract.

13. Section IV.B ("Technical Proposal Format") outlines a Technical Proposal organization that is similar to the one identified in Section IV.A.B, but slightly different. It also begins with a title page, then flips the next two sections and changes "Design and Content Development Approach" to "Design, Methodology, and Approach" and changes "Introduction/Prior Experience" to "Qualifications and Experience". This new "Qualifications and Experience" section does not include the list of items included in Section IV.A.C but it does ask for more information about the team members and the subconsultants. It also asks for five relevant project examples and references the project manager's role and experience. Given the differences between the "Proposal Organization" directions and the "Technical Proposal Format" directions, can you confirm that M-NCPPC is looking for the following and that the following format is acceptable as a submission in two volumes? Technical Proposal (a single PDF that includes the following): * Title Page * Firm Information including responses to items 1-3 (including 3a-

3j) in section IV.A.C * Key Personnel and Subconsultants (including an org chart) * Relevant Past Projects (a minimum of five completed projects from the last 10 years) * References (a minimum of three) * Design Approach (including responses to eight items listed in section IV.A.D) * Project Management Approach Price Proposal (a single PDF that includes the following): * Title page * Letter identified in section IV.C.1 * Price Proposal Form A identified in section IV.C.2 * Detailed Cost Breakdown identified in section IV.C.3 * Hourly rates as identified in section IV.C.4 * Form D - Subcontractor Utilization Report

Answer: The acceptable format outlined in Section IV.B Technical Proposal Format in the solicitation.

14. Can you identify where, within the ProcureNow platform, we are to attach the Technical Proposal PDF? There is a place in "4. Company Profile" for "Documents / Other Documents" ... Is that where we are supposed to attach the Technical Proposal PDF?

Answer: The Technical Proposal is to be uploaded in ProcureNow with the required forms outlined in the solicitation.

15. During the mandatory pre-bid you put up a slide about "Minority, Female, and Disabled (MFD) Subcontracting Level of Participation". That slide indicated that "An MFD subcontracting level of participation of thirteen percent (13%) has been established for this RFP." Can you clarify what this means? Does this mean that an offeror who does not demonstrate that they will subcontract a minimum of 13% of the work for this phase to MFD businesses will be ineligible for consideration?

Answer: It is the policy of the Commission that any bidder/offeror seeking to contract with the Commission shall not discriminate against MFDs in the selection of subconsultants /suppliers on Commission projects. Specifically, bidder/offerors are required to provide MFDs the opportunity to submit bids/offers as Subconsultant/suppliers and to award those MFDs submitting low bids the subcontracts unless there are legitimate reasons not to do so. Within the form is two options for the offerors to select.

16. Are there any file size limitations for submittals uploaded to the ProcureNow portal?

Answer: There is not any file size limitation for submittals of proposals to ProcureNow portal.

17. Are there any page limits for the proposal?

Answer: There are not any page limits for this proposal.

Project Related Questions

Archaeology

18. Section III.A, under “Archaeology Considerations” indicates that “archeology will play a vital role in the development of the visitor experience” and that “various archeology methods will be used during this process, and the selected contractor must be familiar with incorporating archeology into the exhibition plan.” Can you provide some additional context for what M-NCPPC means by “archeology will play a vital role in the ... visitor experience?”

Answer: Archaeology Excavations will be conducted throughout the site, and one of the objectives is to include the discoveries in future exhibitions. Our goal is for our visitors to learn about archaeology, from excavations to processing artifacts and learning about previous generations who used the objects.

19. In regards to the Archaeology considerations, what do you consider as being familiar with incorporating archaeology? Handling and conservation practices? Does this mean there is continuing archeological work currently on site, or does this mean information from historical archeological work will be featured in the exhibits? Please elaborate what role you see the contractor having in archeology.

Answer: Archaeology Excavations will be conducted throughout the site, and one of the objectives is to include the discoveries in future exhibitions. Our goal is for the selected vendor to be familiar with incorporating artifacts found during archaeology excavations into exhibition planning.

20. Archaeology is listed as a consideration, but there is no explicit inclusion in the specific scope. Can you clarify?

Answer: Archaeology Excavations will be conducted throughout the site, and one of the objectives is to include the discoveries in future exhibitions. Our goal is for our visitors to learn about archaeology, from excavations to processing artifacts and learning about previous generations who used the objects.

Budget

21. The production/installation budget is described as between \$250,000 - \$350,000. Does the M-NCPPC have any guidance about how the organization envisions that production budget (and the corresponding design budget) being allocated? For example, should we allocate equal resources to the design and production of the indoor exhibits as the outdoor exhibits, or does one aspect require a greater allocation than the other?

Answer: The discovery phase (Phase I) will inform both the design and fabrication budget with the different options that are available. Per the RFP, indoor and outdoor concepts will vary in both idea and cost. Based on these concepts, which will represent the full menu of design elements, we will take an a la carte approach to determine the final interpretive plan.

22. Also, regarding Phase IV Content Development, is there are specific line item for asset acquisition/clearances (\$5,000 - \$25,000?) that we should include in our pricing or should we include the asset acquisition as an “additional service” outside of the budget for the exhibit design services?

Answer: Per the RFP, cost estimates should be associated with all design assets, including in the content development phase. Purchasing is not a part of this RFP.

Interior and Exterior Interpretation

23. Section III.D indicates that the four indoor spaces in which the exhibition will be focused are Historic Parlor NW 105 (280 SF); Historic Parlor SW 104 (316 SF); Historic Parlor NE 101 (275 SF); and Historic Parlor SE 102 (390 SF). The section also indicates that Rooms 104 and 105 (cumulative space of approximately 600 SF) will be utilized as a traditional exhibition space for the exploration of architectural themes, family history, home history, enslaved population, as well as other stories that may include agriculture, liberation, land ownership. Room 102 is identified as a contemporary art space and Room 101 as an experimental evaluation/rapid response gallery. Given the initial and/or current thinking about how these four rooms can be utilized, what is the M-NCPPC's expectations for the selected firm in terms of Room 102? Does the selected firm's scope of work include the design of a contemporary art space including the research and acquisition of artworks?

Answer: Yes, the selected vendors scope includes designing the contemporary art space design. The firm is responsible for making recommendations for artwork but will work closely with the museum director for direction.

24. Given the initial and/or current thinking about how these four rooms (Rooms 101, 102, 104, 105) can be utilized, can you provide more information about the M-NCPPC's expectations for the selected firm in terms of Room 101 and the design requirements associated with an evaluation space?

Answer: The evaluation space should be multifunctional and not only serve as a space for evaluation, but for programming. We would like to capture visitor feedback about current and upcoming exhibitions in the space and promote upcoming programs from other historic sites.

25. Section III.D identifies seven potential locations for outdoor signage and additional commemorative/memorial exhibits. For the purposes of our proposal, should we include the specifications that we use for the pricing of our outdoor element design (such as six interpretive signs and one memorial/commemorative station)?

Answer: Yes

26. Regarding Phase II Community Engagement, can you confirm that the Concord Manor team will be responsible for promoting and advertising the community listening sessions and that the selected firm will focus on facilitating the sessions (not on attracting the audience or promoting the sessions)?

Answer: Yes, the Concord Team will be responsible for promoting and advertising the community listening sessions. Selected vendor is responsible for facilitation of the meetings with the assistance of the Concord team.

27. Regarding Phase IV Content Development, can you provide some insight into what existing assets - audio/visual elements, images - are available? Should we assume the content development is starting from zero with no assets or is there a resource from which the content developer can draw?

Answer: The Concord Manor Team is in the early stages of acquiring and collecting assets. This RFP includes image identification, purchasing of images is a part of the future fabrication RFP. We have three collections within our division (Black History Program Collection, Archaeology Collection, and The Central Collection) that maybe used for this project. To date, we have not determined if there are any connections to Concord Manor in these collections. Concord **does not have a dedicated collection. The selected vendor should have a full understanding and appreciation for the importance of collections, and the ability to incorporate material culture into exhibition design.**

28. Regarding Section III.E - Phases of Work and Schedule, can you confirm that the required timeline for completion listed in the RFP is based upon a NTP (Notice to Proceed) of March 1 and that the timeline will be adjusted accordingly should the NTP be delayed beyond the tentative March 1 date?

Answer: Yes, the timeline will be adjusted if necessary

29. Section IV.A, subsection B ("Proposal Organization") says that the proposal shall include a title page plus three specific sections (Introduction/Prior Experience, Design and Content Development Approach, Project Management Approach) followed by forms A, B, C and D. * For Section IV.A.B.1 - Can you confirm that the Introduction/Prior experience section response should be limited to addressing items 1-3 (including 3a-3j) included in Section IV.A.C? **Answer: Confirm**

* For Section IV.A.B.2 - Can you confirm that the Design and Content Development Approach section response should be limited to addressing the eight items listed in Section IV.A.D? * Can you confirm that IV.A.B.5 Form B, Additional Services, Unit Prices is not a separate form but is actually part of the Concord_Manor_PRICE_PROPOSAL_1"? **Answer: Confirmed**

* Can you provide directions on where we can find Section IV.A.B.6 Form C, Subphase Prices, or clarify what you're looking for? **Answer: See attached. These forms are also included in the Vendor Questioner.**

* Can you provide directions on where we can find Section IV.A.B.7 Form D, Hourly Rates, or - if there is no Form D - confirm that what you're looking for is the Hourly Rates information identified in Section IV.C.4? **Answer: See attached. These forms are also included in the Vendor Questioner.**

30. For the Project References identified in Section IV.A.D.7, can you clarify how many references you're looking for? It sounds like you are looking for a minimum of three project references, with each project reference tied to a relevant project as well as an additional reference for each Key Personnel team member. Is that correct, or are you looking for something else?

Answer:

IV.A PROPOSAL SUBMISSION AND EVALUATION - 7. Project References The solicitation requires Provide a minimum of one (1) professional reference for the Prime Offerer's three (3) similar, relevant projects, and one (1) professional reference for each Key Personnel's relevant projects.

IV.D EVALUATION GUIDELINES 1. Demonstrated Performance on Similar Projects (0-35 points) – The Consultant shall submit details and references for at least five projects of similar scope completed within the past 10 years, including location, contact person/owner, telephone number, contract amount, contract duration, and cost.

IX.D References*

Please provide a minimum of three (3) references to include the following for each reference:

31. Section IV.B.4 - Licenses/Responsibility - Can you confirm that if the scope of work does not include building renovations, no licenses are required for the design scope of work identified in this RFP? If you cannot confirm that licenses are not required, can you identify what licenses you believe are required?

Answer: Building renovations are not included

32. Under D. Design and Content Development Approach, # 8 - Registered Design Professionals. Does the exhibit design contractor need to be registered as business in the state of Maryland to bid on this proposal? It states firms providing architectural services do, do you for-see architectural services being needed? Are we required to include an architect on the team?

Answer: The contractor must be registered as a business in the State of MD to bid on proposal. Architectural services will not be required.

33. Will the same firm awarded this project be able to bid on phase II fabrication/installation?

Answer: Yes

34. Are the 14-day approval times included in schedule?

Answer: Yes

35. Environmental Effects & Technological Enhancements mentioned under III.C Interpretive Goals - will the designer be designing and programming the audio experiences/scent experiences/projections/media or will programming be part of the Fabrication and Installation RFP that will be released later?

Answer: The concept will be established by the selected vendor. The execution will be addressed in the second RFP.

36. If the Fabrication and Installation RFP includes media design and production, will the awarded designer be able to bid on the following RFP as well?

Answer: Yes

37. Will the museum organize and select the attendees for the community engagement workshops?

Answer: The Concord Manor team will assist with organizing the community engagement workshops, but it would be beneficial if the selected vendor has roots in the local community to increase the community outreach efforts.

38. How many charrettes will take place in Phase III - Concept Design and Implementation? Are these with museum staff?

Answer: One charrette for indoor, and one charrette for outdoor. The Concord team will review the charrettes

39. When you discuss the 10 concepts under Phase III - Concept Design and Implementation, are these sketches or complete full-color renderings?

Answer: Sketches will be appropriate

40. Do we need to include an allowance for rights and usage for photographs?

Answer: No, cost estimates should be included for the rights and usage for proposed photographs. The actual procurement will be covered in the second RFP.

41. Are the interiors of remaining extant buildings (corn crib, sheds, barn) included in the scope of work?

Answer: No

42. The RFP states that the design team would be responsible for providing "narratives" and working with the Concord team to develop content. Is the design team responsible for content development (research and writing) or just editing provided content?

Answer: The design team is responsible for writing and editing content

43. From what collections will the vendor suggest objects?

Answer: We have three collections within our division (Black History Program Collection, Archaeology Collection, and The Central Collection) that maybe used for this project. We have not determined if there are any connections to Concord Manor to date. Concord does not have a dedicated collection. The selected vendor should have a full understanding and appreciation for the importance of collections, and the ability to incorporate material culture into exhibition design.

44. Does MNCPPC have collections or is collection building and policy creation part of this scope?

Answer: We have three collections within our division (Black History Program Collection, Archaeology Collection, and The Central Collection) that maybe used for this project. We have not determined if there are any connections to Concord Manor to date. Concord does not have a dedicated collection. The selected vendor should have a full understanding and appreciation for the importance of collections, and the ability to incorporate material culture into exhibition design.

45. Does MNCPPC have an ideal number of images in mind since image rights and permissions are part of this scope?

Answer: The Number of images is dependent on the finalized stories that will be showcased in the exhibition. This RFP is limited to providing cost estimates for the procurement of images for the fabrication RFP. The selected vendor is responsible for identifying the images, not purchasing.

46. Are there any existing interpretive planning documents that detail the interpretive goals and themes? Will that be provided to contractor upon award?

Answer: RFP, includes all relevant interpretive plans developed up to this point. All research related documents will be provided to the selected vendor. (Please see Section D: Interpretive Goals for additional information)

47. Has the Maryland-National Capital Park and Planning Commission (M-NCPPC) identified any potential object or image resources as part of their initial planning for this project?

Answer: The Concord Manor Team is in the early stages of acquiring and collecting assets. This RFP includes image identification, purchasing of images is a part of the future fabrication RFP. We have three collections within our division (Black History Program Collection, Archaeology Collection, and The Central Collection) that maybe used for this project. To date, we have not determined if there are any connections to Concord Manor in these collections. Concord does not have a dedicated collection. The selected vendor should have a full understanding and appreciation for the importance of collections, and the ability to incorporate material culture into exhibition design.

48. What is the schedule for the current "major historic restoration project?"

Answer: The current projection is fall 2022.

49. Is the contractor responsible for any lighting design or specifications services?

Answer: Yes. The contractor is responsible for all lighting and design specifications in the four front rooms of the home, including cost estimates.

50. Does the project schedule on page 27 include M-NCPPC review periods?

Answer: Yes

51. Based on a contractor's past experience, they may recommend adjustments to the schedule and phasing of this project. Is M-NCPPC open to an alternative project schedule/phased approach?

Answer: The M-NCPPC team is open to discuss adjustments to the proposal schedule after the vendor has been selected.

52. Is the M-NCPPC team open to community engagement throughout the process, rather than just a single phase?

Answer: Yes

53. Who is responsible for coordinating the attendees for the community meetings or surveys?

Answer: Yes, the Concord Team will be responsible for promoting and advertising the community listening sessions. Selected vendor is responsible for facilitation of the meetings with the assistance of the Concord team.

54. On page 25, the RFP states, "After M-NCPPC award of the construction phase contract, the Consultant shall be responsible for providing and transmitting original Production-Ready Graphic files via hard drive to the selected Exhibit Contractor."

Answer: Incomplete question

55. Will the design consultant complete this work under a separate, fabrication administration-focused contract?

Answer: The fabrication services will be a part of a separate RFP

56. Will the cost of image use rights be carried under this project's production budget?

Answer: This RFP includes image identification. Purchasing images is a part of the future fabrication RFP.

57. Deliverables/Drawings must include exterior paths, confirm these will just be on the 5-7 main acres and not the full 20. Will new pathways need to be installed or are there paths already in use/existence? Can a drawing of current existing pathways be provided?

Answer: Yes, the central focus is on the 5-7 acres. Currently there are no walking paths on the site. New pathways will need to be installed which is not a part of this RFP.

58. Page 19 of the RFP indicates that wayfinding will be needed inside the museum. Do you anticipate a need for wayfinding for the site's exterior elements?

Answer: Yes

59. The RFP states that most of the site is on the National Register of Historic Places. Can we have clarification of which parts of the site are and are not on the register?

Answer: Please see addendum

60. The RFP states that the Concord team will edit the emerging content 3 times. In what stages of Phase IV will the edits occur?

Answer: Once the vendor has submitted all deliverable materials in this phase, the Concord teams will review and resubmit the package back to the vendor with appropriate comments with two additional edits after initial review.

61. Is the Contractor responsible for writing and editing copy? Will Contractor be acting as a Project Manager and hire writer and editor?

Answer: Yes, the selected vendor is responsible for writing and editing and acting as the Project Manager.

62. Who determines the object/image list? Is Contractor responsible for image research or will images be provided by Museum?

Answer: This RFP includes image identification, purchasing of images is a part of the future fabrication RFP.

63. Is Contractor responsible for purchasing any artwork needed to complete the project?

Answer: This RFP includes artwork identification, purchasing of images is a part of the future fabrication RFP.

ALL OFFERORS MUST SUBMIT THE FOLLOWING REQUIRED FORMS WITH YOUR PROPOSAL WHICH ARE ALSO INCLUDE IN THE VENDOR QUESTIONER.

1. **PRICE PROPOSAL FORM – FORM A.** The Price Proposal Form shall be completed in its entirety.
2. **PROPOSAL DECLARATION FORM – FORM B.** The Proposal Declaration Form shall be completed in its entirety and signed by an authorized person.
3. **NONDISCRIMINATION IN SUBCONTRACTING – FORM C.** This form gives directions for documenting compliance with the nondiscrimination policy. A Nondiscrimination in Subcontracting Form must be completed and signed by an authorized person in order for the Proposal to be deemed responsive to this RFP.
4. **SUBCONTRACTOR UTILIZATION REPORT – FORM D.** This report documents Subconsultants to be utilized for this RFP, and includes the subconsultant's firm name, type of contract (services provided or discipline), total sub-contract amount, percentage of total contract amount, and MFD status.
5. **INSURANCE CHECKLIST – FORM E.** The Insurance Checklist must be signed by the authorized member of the firm and the firm's insurance agent. ***Failure to complete and submit this form may result in your Proposal being deemed non-responsive.*** The Offeror shall be required, prior to the execution of the Contract, to furnish a Certificate of Insurance with satisfactory proof of all insurance required by the Insurance Checklist.
6. **STATEMENT OF EVIDENCE OF RESPONSIBILITY – FORM F.** The Offeror shall be required to complete and sign this form, attach all required supporting documentation, and include with the Proposal.

FORM A: PRICE PROPOSAL

	DESIGN PHASE	PRICE
1	NTP to 15% Submission	\$
2	30% Submission	\$
3	70% Submission	\$
4	90% Submission	\$
TOTAL PRICE (SUM OF LINES 1 - 4)		\$ _____
(A detailed breakdown of cost must be attached – see Section 4.C.2-Part V)		
TOTAL PRICE WRITTEN IN WORDS:		
<p>_____</p> <p>The Total Lump Sum Price is the sum for which the Offeror proposes to perform the Work as described in this RFP. The points assigned to Price Proposal as described in Part V will be applied to the Total Lump Sum Price only.</p>		
<p>Potential Additional Services, if required (total lump sum):</p> <p> Additional Service 1 \$ _____</p> <p> Additional Service 2 \$ _____</p>		
<p>Unless otherwise provided for by the Proposal Documents, Proposals submitted shall be irrevocable for a period of One Hundred Twenty (120) calendar days following the date of Proposal opening.</p> <p>The undersigned hereby certifies that the Offeror has examined and fully comprehends the requirements and intent of the plans, scope of work, and addendum number(s) _____ for the above project; that the Offeror has visited the site and examined all conditions affecting the work and proposes to furnish all labor, material, tools, equipment, engineering, supervision, etc., necessary for or incidental to, the proper execution of the work.</p>		
OFFEROR INFORMATION		
AUTHORIZED SIGNATURE:		DATE:
PRINT NAME:		
TITLE:		
WITNESS:		

FORM B: PROPOSAL DECLARATION

Made this _____ day of _____ 2020

By [Name of Company]

a [STATE] [corporation, limited liability company, etc.]

Business Address

The Offeror declares that the only person, firm or corporation that has or have any interest taken, is or are the undersigned; that this proposal is made without any connection or collusion with any person, firm or corporation making a proposal for the same work; that the documents herein have been carefully examined and are understood; that as careful examination has been made as is necessary to become informed as to the character and extent of work that may be required; and that if any Proposal or Bid is accepted, the Offeror will contract to do the required work in the manner set forth in the Contract documents.

If this proposal shall be accepted and the undersigned shall refuse or neglect, within ten (10) days after receiving the Contract for execution, to execute the same then the Offeror shall be deemed to have abandoned the Contract, and thereupon this proposal and the acceptance hereof shall be null and void and any deposit accompanying the proposal shall be forfeited.

Signature

Name & Title

Check one: Individual Partner Officer

(NOTE: The Offeror or Offerors must sign here, and the address of each must be given. In case of firms, the firm's name must be signed and subscribed to be at least one member. In case of corporations, corporate name must be signed by some authorized officer or agent thereof who shall also subscribe his name and office. If practicable, the seal of the corporation shall be affixed.

The names and addresses of all members of a firm, or the names, addresses and titles of every officer of a corporation, as is the case, must be given here by the member of the corporation who signs the proposal.) Attach additional pages if necessary.

Primary Point of Contact (PPOC)

Name of PPOC

Email Address

Telephone number

Fax Number

FORM C: NONDISCRIMINATION IN SUBCONTRACTING FORM

**The Maryland-National Capital Park and Planning Commission
Nondiscrimination in Subcontracting Form**

This form gives directions for documenting compliance with the nondiscrimination policy. A Nondiscrimination in Subcontracting Form must be completed and signed by an authorized person in order to be deemed responsive to this RFP.

It is the policy of the Commission that any Bidder/Offeror seeking to contract with the Commission shall not discriminate against MFDs in the selection of subcontractors/suppliers on Commission projects. Specifically, Bidders/Offerors are required to provide MFDs the opportunity to submit Proposals/offers as subcontractor/suppliers and to award those MFDs submitting low Proposals the subcontracts unless there are legitimate reasons not to do so.

INDICATE COMPLIANCE WITH THIS POLICY BY CHECKING ONE OF THE FOLLOWING TWO STATEMENTS.

Statement 1. The Bidder/Offeror will not contract with any subcontractors or materials suppliers to perform any portion of this contract and has not normally contracted with subcontractors or materials suppliers as a part of similar contracts in the past two years. Within five (5) days of notice, the Bidder /Offeror will show evidence as requested that it has not normally subcontracted portions of similar contracts within the past two years.

Statement 2. The Bidder/Offeror has made efforts to provide MFD firms the opportunity to submit Proposals for subcontracting and/or materials supply components of this contract, and will document same using one of the two (2) options:

Option A Within five (5) days of notice, the Bidder/Offeror will show evidence of the efforts described by providing the Commission copies of documents such as letters or faxes to MFDs; advertisements for Proposals; telephone logs or other notes concerning contacts with MFDs; evidence of participation in pre-Proposal conferences where interest in MFD Proposals was communicated; Proposals received from MFDs and notes concerning evaluation of those Proposals. (The above-mentioned documents are only examples of possible documentation and are not exhaustive.) **OR**

Option B Within five (5) days of notice, the Bidder/Offeror will show evidence of efforts by producing letters of intent from MFD subcontractors and/or materials suppliers to perform at least 13% of the total dollar value of the contract.

Contractors are encouraged to contact the Purchasing Office (301) 454-1600 with any questions concerning compliance with the nondiscrimination in subcontracting requirements. The Purchasing Office can also provide a listing of MFD firms which may be considered for subcontracting.

I hereby declare and affirm under penalties of perjury that the contents of the foregoing document are true and correct to the best of my knowledge, information and belief.

Date: _____

By: _____
Authorized Signature

Printed Name/Title

NOTE: FAILURE TO FULLY COMPLETE AND RETURN THIS FORM MAY DEEM THE PROPOSAL NON-RESPONSIVE, RESULTING IN THE PROPOSAL BEING REJECTED.

FORM E: INSURANCE CHECKLIST

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
INSURANCE CHECK LIST**

COVERAGE REQUIRED		LIMITS (Minimums)	
1: Worker's Compensation		Statutory Employer's Liability	
<ul style="list-style-type: none"> • Accident (Each) • Disease (policy limits) • Disease (each employee) 		\$100,000 per person \$500,000 aggregate \$100,000 per disease	
2: General Liability		All items in No. 2:	
<ul style="list-style-type: none"> • Products Liability & Completed Operations • Contractual Liability • Premises & Operations • XCU for explosion and/or cave in • Independent Consultants • Personal Injury and Advertising • Medical Payment any one person 		\$2,000,000 Combined Single Limit of Bodily & Property Damage per Occurrence \$5,000 per occurrence	
3: Contractual Indemnity/Hold Harmless Exactly as Specified			
4: Automobile Liability			
Owned/Hired; Non-owned & Leased			
<ul style="list-style-type: none"> • Bodily Injury <ul style="list-style-type: none"> o Each person o Each occurrence • Property Damage <ul style="list-style-type: none"> o Each occurrence Or o Combined Single Limit 		\$ 500,000 \$1,000,000 \$ 300,000 \$1,000,000	
5: Excess Liability			
Combined Single Limit		\$1,000,000	
6: The Maryland-National Capital Park and Planning			
Commission named as additional insured on all policies. The coverage is primary to all coverage the Commission may possess.			
7: Other Insurance			
<ul style="list-style-type: none"> • Renovation over \$50,000 (N/A) • Professional Liability For errors, omissions and negligent acts; per claim and per aggregate; with one-year discovery period and no greater than a \$25,000 deductible. Combined Single Limit (Professional services contracts only)		\$ 250,000	
8: 45 days Cancellation Notice Required			
9: Best's Guide A rating or better/S&P Rating of BBB			

FORM F: STATEMENT OF EVIDENCE OF RESPONSIBILITY

1. Name of Proposer _____

2. Business Address _____

3. Where Incorporated _____ Date: _____

4. Give the numbers of years' experience under the present firm name _____

5. Give details if firm ever declared bankruptcy _____

6. Give details if firm has unsatisfied liens and/or judgments _____

7. Attach a **copy of latest Financial Statements** (Balance Sheet and Income Statement). Provide audited financial statements, if available. If not available, provide unaudited or staff prepared financial statements. If neither is available, provide copy of latest Federal tax return.

8. Other Comments _____

The above statements are true and the information submitted is accurate. The person signing below is authorized to sign for the Proposer.

Signature: _____ Date _____

Name & Title (type or print) _____

The National Register of Historic Places

