

OFFICE OF PROCUREMENT

TIME AND MATERIALS ON-CALL PAVING SERVICES

RFP NO.: 619-008

RFP CLOSING DATE AND TIME: APRIL 24, 2019 @ 3:00 PM

ADDENDUM #1

Issued on April 18, 2019

THIS ADDENDUM IS FOR THE PURPOSES OF:

- Item 1-1 3rd line of 6th paragraph, Page 001119-1 & 4th line of Part 3.1, Page 002113-1, delete “Bid Bond”.
- Item 1-2 Delete 3rd paragraph, Page 001119-2 in its entirety and replace with the following:

“BID AND PERFORMANCE SECURITY REQUIREMENTS APPLY: NO BID BOND IS REQUIRED FOR PROPOSAL SUBMISSION. 100% PERFORMANCE BOND AND 100% PAYMENT BOND MAY BE REQUIRED FOR INDIVIDUAL TASK ORDER EXCEEDING \$100,000.”
- Item 1-3 Part 10.2A. e., Page 002113-5, replace “Exceptions to the Form of Contract, if applicable” with “Any exceptions to the General and Supplementary Conditions of the Contact, if applicable”.
- Item 1-4 Part 10.2 B, Section 002113-5, add the following paragraph:

“Contractor must fill out each blank and must submit prices requested for all line items in the Price Proposal form, in order to be considered for award: failure to do so may deem an offer non-responsive.
- Item 1-5 Part 4.1, Page 002213-1, replace “Time and Material Electrical On-call Services” with “Time and Materials On-call Paving Services”.
- Item 1-6 Page 002413-3, Part 1.2, add the following:

“H. Acknowledgement of Receipt of Addenda, if applicable

I. Mid-Atlantic Purchasing Team Rider Clause (optional)”

Section 002413 Required Submission is revised and reissued in its entirety for Contractor’s convenience. See attached.
- Item 1-7 Part 5.G., Page 004213 A-2, replace “Any exceptions to the FORM OF CONTRACT, if applicable” with “Any exceptions to the General and Supplementary Conditions of the Contact, if applicable”.

Section 004213 A is hereby reissued for Contractor’s convenience. See attached.
- Item 1-8 Provide Section 006276 Application and Certification for Payment, which is missing from the RFP documents.

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Item 1-9 Add Appendix A: Mid-Atlantic Purchasing Team Rider Clause, and update the Table of Contents accordingly. See attached.

Index of Attachments to Addendum

Specification Sections or Portions Reissued in Entirety:

- 000110 Table of Contents
- 002413 Required Submissions
- 004213A Technical Proposal Form (Part A)
- 006276 Application and Certification for Payment
- Appendix A Mid-Atlantic Purchasing Team Rider Clause

Drawings Reissued in Entirety: NONE.

Sketches: NONE.

Items Issued for Informational Purposes: NONE.



Patrick Johnson, MBA
Director of Procurement

Please **sign** below to acknowledge receipt of this Addendum and return with the **Technical Proposal submission**. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

NOTE: ACKNOWLEDGEMENT OF RECEIPT OF RFP ADDENDA WILL NOT BE ACCEPTED BY FACSIMILE OR E-MAIL.

Company Name

Authorized Signature

Date

Printed/Typed Signature

TABLE OF CONTENTS

INTRODUCTORY INFORMATION

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000110	Table of Contents

Div. 00 – PROCUREMENT AND CONTRACTING REQUIREMENTS

PROPOSAL REQUIREMENTS

001119	Invitation Letter of Request for Proposal
002113	Instructions to Contractors
002213	Supplementary Instructions to Contractors
002413	Required Submissions
003119	Information Available to Contractors
004213A	Technical Proposal Form (Part A)
004213B	Price Proposal Form (Part B)
004513	Contractor's Qualification Statement
004539	Minority Participation Form
004540	Procurement Office Questionnaire

CONTRACTING REQUIREMENTS

006113.13	Montgomery College Standard Performance Bond
006113.16	Payment Bond
006276	Application and Certificate for Payment
007200	Montgomery College General Conditions of the Contract
007300	Montgomery College Supplementary Conditions of the Contract

TECHNICAL SPECIFICATION SECTIONS

DIVISION 03 - CONCRETE

033000	Concrete
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DIVISION 31 - EARTHWORK

312000	Earthmoving
321216	Asphalt Paving
329113	Soil Preparation

DRAWINGS

A-6	Tree Protection Fence Detail
B-1	Stabilized Construction Entrance
C-5	Temporary Asphalt Berm
E-1	Silt Fence
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E-6	Filter log
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D3	Mill and Overlay Detail
D4	Typical Curb Sections
D5	Typical Concrete Sidewalk Sections
D6	Typical Concrete Sidewalk against Curbs
D7	Typical Sign Posts Detail
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APPENDIX A: MID-ATLANTIC PURCHASING TEAM RIDER CLAUSE

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REQUIRED SUBMISSIONS

TO: PROSPECTIVE OFFERORS

FROM: PROCUREMENT OFFICE
MONTGOMERY COLLEGE

Proposals, **one original and three copies, including all Attachments, of the Technical Proposal Form (Part A)**, and **one original and two copies, including all Attachments, of the Price Proposal Form (Part B)** shall be submitted on the enclosed Proposal Forms, properly signed with the required Attachments, if any, in separately sealed envelopes and addressed to:

Office of Procurement
Montgomery College
9221 Corporate Boulevard
Rockville, MD 20850

Any size envelope may be used. However, all envelopes must be marked with the Contractor's name and address, RFP number and description for which the proposals are submitted, as well as date and time of receipt of proposals in the College's Procurement Office.

PART 1 – ITEMS REQUIRED FOR ALL TECHNICAL PROPOSAL (PART A) SUBMISSIONS

- 1.1. Technical Proposal Form, Section 004213 A
- 1.2. Attachments specified in Technical Proposal Form Section 004213 A, including:
 - A. Contractor's Qualification Statement including Financial Statements, Section 004513
Contractor is required to provide copies of financial statements for the last two years, preferably audited, including your organization's balance sheet and income statement showing Current Assets, Net Fixed Assets, Other Assets, Current Liabilities and Other Liabilities. Include name and address of firm preparing attached financial statement(s), and date(s) thereof. Information provided in the Financial Statements is for the express purpose of assisting Montgomery College in its assessment of the Contractor's suitability for providing services as a Contractor for the referenced project.
 - B. A copy of Contractor's Maryland License
 - C. Contractor's Relevant Project Experience
 - 1) Submit a list of the major projects your organization has completed in the last three years, giving the name of the project, owner, architect/engineer, the contract amount, date of completion and percentage of cost of the work performed with your own forces.

Two of the projects included shall be within the Metropolitan Baltimore-Washington region. Document successful completion of paving projects with concrete curb and gutter replacement of roughly 1.5 to 2.75 acres, within the last three years, such as:

- Demonstrated experience with projects whose construction value is above \$500,000.
 - Demonstrated experience with comparable projects for academic institutions.
 - Demonstrated experience of sequencing and coordinating paving work with other separately contracted prime trade contractors hired by the owner to work on the same project.
 - Demonstrated experience with tree protections and maintenance of sediment control protection measures during construction.
 - Demonstrated experience managing projects with finite schedule requirements.
- 2) Submit three (3) of the above relevant project references of similar scope, size and complexity completed within the past three years. Two (2) of the project references shall be within the Metropolitan Baltimore-Washington areas.

Provide a brief description of the scope of work identifying whether the paving work performed were for new installation or resurfacing of existing pavement and list each project's size, construction cost (including general conditions, OH&P), change order value (excluding or annotating Owner directed scope changes), duration of the project and an Owner's reference contact person's name and current telephone number. Please make sure the references and contact persons are current. Use separate sheets if necessary and include these with the submission.

- D. Proposed Project Management/Supervisory Personnel List (including Construction Superintendent) and their Professional Qualifications and Technical Competence. Contractor shall list the names and describe previous experience by the personnel who will be assigned to the College's project in providing project management and supervision services for paving work of similar size, complexity and scope together with a statement as to the extent to which these personnel will be full-time or part-time.
- 1) Submit resumes and/or other relevant information demonstrating the qualifications and technical competence of proposed project team members including, at a minimum:
- Project Manager
 - Project Superintendent
 - Quality Control Manager
- 2) Demonstration that team members have prior work experience together is preferred.
- 3) Demonstration that team members have prior work experience on comparable paving projects for academic institutions.
- E. Quality Control Program
- 1) Submit a statement outlining the process by which you will assure compliance with the RFP documents.

- 2) Explain how your site housekeeping and maintenance procedures, management of temporary conditions and/or constraints and sequencing of trades affect quality control outcomes.
- F. Minority Participation Form per Section 004539
 - G. Exceptions to the General and Supplementary Conditions of the Contract, if applicable
 - H. Acknowledgement of Receipt of Addenda, if applicable
 - I. Mid-Atlantic Purchasing Team Rider Clause (optional)

PART 2 – ITEMS REQUIRED FOR ALL PRICE PROPOSAL FORM (PART B) SUBMISSIONS

- 2.1 Price Proposal Form, per Section 004213B
- 2.2 Bonding Company Letter Guaranteeing the Required 100% Performance, Labor and Material Payment Bonds
 - A. Contractor shall submit **one original** and **two copies** of a letter from the Contractor's bonding company stating that it guarantees to furnish the required 100% performance and labor and material payment bonds, upon request by the College for any future projects exceeding \$100,000, if the Contractor is recommended for contract award. Letter provided shall not be generic, but must be written specifically for this project.

END OF REQUIRED SUBMISSIONS

TECHNICAL PROPOSAL FORM (REVISED)

To: Montgomery College

Re: RFP No.: 619-008
Time and Materials On-call Paving Services

Attn.: Procurement Office
Montgomery College
9221 Corporate Boulevard
Rockville, Maryland 20850

From: _____
(Provide Your Company’s Name)

PART 1 - Contractor must submit **one original plus three copies**, marked “Original” or “Copy” accordingly of the Technical Proposal Form and all Attachments (see PART 5 – Proposal Submittal Attachments).

PART 2 - Please read the questions, note what is requested, then provide appropriate responses. Failure to answer any of the applicable questions contained in this section will make the proposal non-responsive and be grounds for rejection of the entire proposal. **Conditional proposals will not be accepted.**

PART 3 - Contractor acknowledges receipt of the following Addenda:

Number _____ Date _____

Number _____ Date _____

Number _____ Date _____

Number _____ Date _____

Number _____ Date _____

PART 4 - The Contractor proposes to provide all of the necessary labor, materials, equipment, and insurance for the Time and Materials On-call Paving Services as specified in the Request for Proposal documents. The work to be performed by the Contractor shall include all items accepted by the College as part of the Contractor's submittal. It is understood that Montgomery College (hereinafter referred to as College) will be the sole judge as to the acceptance of the proposals and award of the contract. All work shall be done in accordance with the accompanying Technical Specifications and Drawings for the amount listed on the Price Proposal Form, and accepted Alternates, if any, as applicable in accordance with the terms of the Request for Proposal documents. The Contractor is reasonably expected, given the existing conditions and required construction, to respond to the on-call service requests within the time limit as set forth in the Request for Proposal documents.

PART 5 - PROPOSAL SUBMITTAL ATTACHMENTS

(Submit one (1) original plus three (3) Copies of the Technical Proposal Form and all Attachments)

- A. Contractor's Qualification Statement including Financial Statements, Section 004513-1
- B. Copy of Contractor's Maryland License
- C. Contractor's Relevant Project Experience
- D. Proposed Project Management/Supervisory Personnel List (including Construction Superintendent) and their Professional Qualifications and Technical Competence
- E. Quality Control Program
- F. Minority Participation Form, Section 004539-1
- G. Any exceptions to the General and Supplementary Conditions of the Contract, if applicable
- H. Acknowledgement of Receipt of Addenda, if applicable
- I. Mid-Atlantic Purchasing Team Rider Clause (optional)

PART 6 – The undersigned agrees, if selected as the Contractor, to execute a Contract in accordance with the terms of this Request for Proposal and Contract documents, within five (5) days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the College.

PART 7 - The undersigned further certifies under the penalties of perjury that this proposal is in every respect bona-fide, fair and made without collusion or fraud with another person, joint venture, corporation, partnership or other business or legal entity.

PART 8 - The undersigned acknowledges the right of the College in its sole discretion to accept any Proposal or to reject any or all Proposals.

PART 9 - SIGNATURES:

(Date) _____ (Company Name)

(Address)

(Telephone Number)

(Facsimile Number)

By: _____
SEAL IF A CORPORATION Authorized Agent & Title (Print)

Signature

(F.E.I.N.)

(Contractor License Number)

(Contact E-mail Address)

BE SURE TO SIGN YOUR PROPOSAL

APPLICATION AND CERTIFICATE FOR PAYMENT

Use AIA Document G702, Application and Certificate for Payment, latest edition, and relevant attachments, unless otherwise indicated.

APPENDIX A

MID-ATLANTIC PURCHASING TEAM RIDER CLAUSE



Cooperative Rider Clause

The Mid-Atlantic Purchasing Team (MAPT) is the agreement between the Metropolitan Washington Council of Governments ("MWCOG") and the Baltimore Metropolitan Council ("BMC") to aggregate the public entity and non-profit purchasing volumes in the Maryland, Virginia and Washington, D.C. region ("region").

Format

A lead agency format is used to accomplish this work. The Lead Agency in this procurement has included this MAPT Cooperative Rider Clause in this solicitation indicating its willingness to allow other public entities to participate pursuant to the following Terms and Conditions:

1. Terms
 - 1.1 Participating entities, through their use of the Cooperative Rider Clause, agree to the terms and conditions of the resulting contract to the extent that they can be reasonably applied to the participating entity.
 - 1.2 Participating entities may also negotiate additional terms and conditions specific to their local requirements upon mutual agreement between the parties.
2. Other Conditions - Contract and Reporting
 - 2.1 The contract resulting from this solicitation shall be governed by and "construed in accordance with the laws of the State/jurisdiction in which the participating entity officially is located;
 - 2.2 To provide to MWCOG and/or BMC contract usage reporting information, including but not limited to quantity, unit pricing and total volume of sales by entity, as well reporting other participating entities added on the contract, on demand and without further approval of contract participants;
 - 2.3 Contract obligations rest solely with the participating entities only;
 - 2.4 Significant changes in total contract value may result in further negotiations of contract pricing with the lead agency and participating entities.

In pricing and other conditions, vendors are urged to consider the broad reach and appeal of MAPT with public and non-profit entities in this region. A list of the participating members of the Mid-Atlantic Purchasing Team can be found at the following web links:

www.mwcog.org/purchasing-and-bids/cooperative-purchasing/member-links/ and
<http://www.baltometro.org/our-work/cooperative-purchasing/brcpc-representatives>