

**STATE OF MARYLAND
MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS (AOC)
REQUEST FOR PROPOSALS (RFP) # 21430**

**ARCHITECTURAL SERVICES FOR ADDITION TO THE FRONT ENTRANCE
OF THE DISTRICT COURT IN SNOW HILL, MARYLAND**

This procurement is being conducted as a Small Procurement as described in the Maryland Judiciary Procurement Policy, not to exceed \$25,000.

1. Background

The AOC is seeking to contract for Architectural Services to provide specific construction documents for an addition to the Front Entrance at the District Court of Maryland, 301 Commerce Street, Snow Hill, Maryland 21863.

Additionally, Contractor shall provide architectural services on an as-needed basis to the District Court for optional miscellaneous projects.

2. Statement of Work

The ultimate objective of this procurement is to "build out" the entrance of the existing building (see attached photo); i.e. to build additional space off the main entrance. This new space is needed to house security equipment (X-Ray Machine and Metal Detector) and a small lobby. Final design must match the look of the existing entrance. Actual construction of the build-out is not part of this procurement and will be addressed by separate procurement.

Contractor Deliverables:

- Existing Conditions Survey: Analyze the relevant existing conditions of the site/building and document. Visit site and properly measure and verify the critical field conditions that will serve as the base drawings for the project.
- Code Review/ Schematic Design: Complete a thorough review of zoning and existing building code issues. Code issues to be evaluated include; Life Safety, ADA, electrical, mechanical, and all other building and fire separation issues. Develop a design that best incorporates the needs of tenant within code and project requirements and site survey information.
- Construction Documents: Based on approved schematic design, Contractor shall prepare required construction documents to obtain all necessary building permits from Worcester County and local jurisdictions. Mechanical, electrical and fire safety documents shall be included (only) if they are required to meet construction and permitting requirements or otherwise required by local code.

- “Biddable” Documents: Design and prepare “biddable” construction documents for tenant build out of the District Court in Snow Hill’s front entrance. Construction documents will be used to bid the construction project and shall contain all information needed for respondents to bid on the construction of the entrance build out.
- Design Draft: Within 21 calendar days from receipt of Purchase Order, present a draft concept design to District Court for review, possible changes and approval. Contractor shall revise design drawings based on District Court and tenant input. Revisions shall be performed to the full satisfaction of the District Court. Contractor must complete all contract deliverables within 14 calendar days after final District Court input.
- Plans: All plans shall be produced in AutoCAD LT format and presented to the District Court in disk format as well as paper floor plans. Architect shall provide the District Court with five (5) sets of the final approved drawings and one (1) CD or disc. Drawings shall be 2’ by 3’ in size. Scale of drawings shall be 1/8” = 1’. Final Drawings shall be signed and stamped by the Architect.
- Project related Optional Services (to be billed at proposed hourly rates): Contractor shall provide, upon written request from the District Court, additional services such as placement of furnishings and equipment, construction administration, meetings with contractor, site visits and other services related to the entrance build out project.
- Other Optional Services (to be billed at proposed hourly rates): Contractor shall provide architectural services on an as-needed basis (unrelated and in addition to the Snow Hill project). These projects may include, but need not be limited to, additional architectural/interior design work and professional consulting services. Upon request for services Contractor shall submit proposal that includes price for District Court’s review/approval.

3. Site Visit

A site visit has been scheduled for **Tuesday November 01, 2011 at 11:00am**. Please meet at the District Court of Maryland, 301 Commerce Street, Snow Hill, MD 21863 – Conference Room 1.

4. Contract Type

The resulting Contract (Purchase Order) shall be based on Firm Fixed Price and Time and Material.

5. Contract Term

1. The term of the Contract that results from this RFP is 12 months from Purchase Order issue.

6. Procurement Officer

The sole point-of-contact for purposes of this RFP prior to the award of any Contract shall be the Procurement Officer at the address listed below:

Karen Hoang, Procurement Officer
Administrative Office of the Courts
Telephone: 410-260-1582
Email: Karen.hoang@mdcourts.gov

7. Form of Response

Proposals must be in writing. Two volumes must be separately prepared and submitted.

Volume I – Technical proposal; must include a written response to the Statement of Work that demonstrates the offeror’s capabilities and experience in providing the required services (with three references), and a corresponding work plan.

Volume II – Price proposal must include the fully loaded fixed price for the specified architectural design services proposed using Attachment A (Price Proposal Form), and a list of fully loaded hourly labor rates for optional services

8. Proposal Closing Date

All proposals must be received via Email to the Procurement Office at the email address listed in Section 6. no later than 2:00 PM (local time) on **Thursday November 17, 2011**, in order to be considered.

9. Award Determination

The Contract resulting from this RFP will be awarded to the Offeror whose proposal is determined to be the most advantageous to the State based on the evaluated spectrum of services proposed and price.

- Experience
- Work Plan for this engagement
- Price

Attachment A – Price Proposal Form

All inclusive price for the Snow Hill Entrance project: \$ _____

All inclusive **hourly labor rates** for optional services.

- A) Architectural Design _____ \$
- B) Project Architect _____ \$
- C) Principle Architect _____ \$
- D) MEP Tech _____ \$
- E) MEP Principle _____ \$

Additional labor categories may be added and priced.

Submitted by Authorized Signature:
Date:
Print Name and Title:
Company Name:
Company Address:
Telephone:
Federal Tax Identification #: