

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

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 licensed Architectural Services to provide construction blueprints/drawings to install 4 to 6 fixed windows to the exterior rear wall of the Land Records Office located on the first floor of the Cecil County Circuit Court building.

1.2 Statement of Work

- 1.2.1 Contractor shall analyze the existing building/site. Site visit is required to properly measure and verify the field conditions to ensure the proposed windows do not affect the structural integrity of the building.
- 1.2.2 Contractor shall complete all design work in conformance with applicable county ordinances, zoning and other requirements, all applicable building codes and all state, federal and local ordinances, laws, rules and regulations.
- 1.2.3 Contractor shall design the proposed layout to promote compatibility in size, shape and color to match the existing architecture of the building.
- 1.2.4 Contractor shall design the project using energy-efficient and minimum maintenance materials and equipment.
- 1.2.5 Contractor shall submit within 15 calendar days from receipt of Purchase Order, a draft concept design to Project Manager for review, possible changes and approval. Contractor shall revise drawings based on Project Manager's input. Revisions shall be performed to the full satisfaction of the Project Manager. Contractor must complete all contract deliverables within 14 calendar days of Project Manager's input.
- 1.2.6 Contractor shall prepare required construction blueprints/drawing and documents to obtain all necessary building permits from Cecil County and any local jurisdictions.
- 1.2.7 Contractor shall design and prepare blueprints/drawings and construction documents and contain all information needed for respondents to bid on the project.
- 1.2.8 Contractor shall produce all engineering and structural analysis plans in AutoCAD LT format. Contractor shall provide five (5) sets of the final approved blueprints/drawings and one (1) CD. Blueprints shall be 2' x 3' in size. Scale of drawings shall be 1/8" = 1'. Final drawings shall be signed and stamped by licensed Architect.

1.3 Pre-proposal Meeting

Pre-proposal meeting has been scheduled for February 14, 2012 at 10:00am. Please meet at Cecil County Circuit Court, 129 East Main Street, Elkton, Maryland 21921.

1.4 Contract Type

The resulting contract (Purchase Order) shall be Firm Fixed Price, all inclusive and shall encompass all requirements of this RFP.

1.5 Contract Term

The AOC requires a one year contract.

1.6 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:

Kelly Moore, Procurement Officer
Administrative Office of the Courts
Telephone: 410-260-1583
Email: Kelly.Moore@mdcourts.gov

1.7 Form of Response

Proposals must be in writing. Two volumes must be separately prepared and submitted. Volume I – Technical proposals must not exceed five (5) pages in length (excluding attachments). Volume I must include a written response to the Statement of Work that demonstrates the offeror's capabilities and experience in providing the required services and include the following:

Provide three (3) current customer references where the customer is similar in size to the scope of work requested. Provide the following information for each client reference:

- Name of Client Organization
- Name, title, and telephone number of Point-of-Contact for client organization
- Value, type, and duration of contract(s) supporting client organization
- The services provided and scope of the contract,

Volume II – Price proposals must include the fully loaded fixed price for the specified architectural services proposed using Attachment A (Price Proposal Form).

1.8 Proposal Closing Date

All proposals must be received via Email to the Procurement Office at the email address listed in Section 1.5, no later than 12:00 PM (local time) on Monday, February 27, 2012, in order to be considered.

1.9 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.

ATTACHMENT A – PRICE PROPOSAL FORM

Fully loaded, all inclusive fixed price for Cecil County Circuit Court project:

\$ _____

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