

**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 \$25,000.00.

1. Background

The Administrative Office of the Courts (AOC) is seeking an architect/engineer firm to provide design and construction administration for improvements to a warehouse located at 2001 Commerce Park Drive, Suite B in Annapolis, Maryland 21401.

1.2 Scope of Work

The services sought include design and construction of approximately 2,000 sq ft of warehouse space into office space. The layout needs to include offices, restroom, conference room, copy/storage room, reception area and kitchenette. All work must conform to generally accepted architectural and interior design standards and building codes for Anne Arundel County. The firm selected will work from beginning of design to completion of construction project. Firms must have demonstrated experience in providing similar architectural and engineering services. Firms must be capable of producing the desired service in a highly professional and cost-conscious manner.

EQUIPMENT

Contractor is responsible for supplying all equipment to perform the work outlined in this RFP.

SAFETY TRAINING

Contractor shall be responsible for all necessary safety training in compliance with local, state and federal regulations, including, but not limited to, the Occupational Safety and Health Administration rules and regulations.

SITE VISIT

A site visit has been scheduled for May 23, 2011 at 9:00am. Please meet at the Administrative Office of the Courts (AOC), 2001 Commerce Park Drive, Suite B, Annapolis, MD 21401.

1.3 Contract Type

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

1.4 Contract Term

The term of the Contract that results from this RFP shall be September 1, 2011 upon award of the Contract which is expected to be on or about June 24, 2011.

1.5 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:

Lisa Lee, Procurement Specialist
Administrative Office of the Courts
2003 Commerce Park Drive, Suite C
Annapolis, MD 21401
Telephone: 410-260-1263
Email: Lisa.Lee@mdcourts.gov

1.6 Form of Response

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 Scope of Work that demonstrates the offeror's capabilities and experience in providing the required services.

Volume II – Price proposals must include the fully loaded fixed price for the services.

1.7 Proposal Closing Date

All proposals must be received via Email to the Procurement Officer at the address listed in Section 1.6, no later than 2:00 PM (local time) on **June 1, 2011** in order to be considered.

1.8 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