



STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts
REQUEST FOR PROPOSALS (RFP)
Project Name: Paving & 2 Handicap Spaces APod
Project # K17-0045-25N

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

Purpose

The Administrative Office of the Courts (AOC) issues this Request for Proposals (RFP) to provide all labor and materials to excavate turf, remove existing curb, gutter and sidewalk area for 2 new ADA compliant handicap spaces. Stripe new spaces. Mark 2 spaces off Sachs Drive as handicap spaces, mark access aisles and crosswalk. Remove curb, gutter and sidewalk and create ADA compliant curb and ramp.

1. Scope of Work

The Contractor shall provide all labor, materials, insurance, supervision, etc. required to perform:

1. Excavate existing turf area as necessary to install two (2) new ADA compliant handicap parking spaces between the existing parking spaces and the ramp to the Maryland Judicial Center.
2. Remove existing curb, gutter and sidewalk as necessary to install two (2) new ADA compliant handicap parking spaces between the existing parking spaces and the ramp to the Maryland Judicial Center.
3. Install a minimum of 4" compacted graded aggregate base.
4. Install a minimum of 2-1/2" of hot mix asphalt base course.
5. Install a minimum of 2" of surface course asphalt.
6. Stripe the new parking spaces and access aisles, and mark the parking spaces in accordance with ADA requirements. Metal signage shall be by others.
7. Mark the first two parking spaces on the drive leading from Sachs Drive to the church as handicap spaces. Mark access aisles and a crosswalk between the parking spaces and the sidewalk in front of the Murphy Courts of Appeal Building.

8. Remove curb, gutter and sidewalk to create the ADA compliant curb cut and ramps, including cast in place tactile warning surfaces.

MATERIALS:

- A. Asphalt for the new surface course shall be Hot Mix Asphalt Superpave 9.5mm, PG 64-22, Level 2, or approved equal.
- B. Concrete for the new curb cut, ramp and associated sidewalk repairs shall be 3,500 psi minimum, air entrained.
- C. The cast in place tactile warning surface shall be by ADA Solutions, Inc., or approved equal.

ENVIRONMENTAL REGULATIONS:

The contractor shall comply with all applicable State and Federal Environmental Regulations pertaining to the work required herein.

EXECUTION:

- A. All work shall be performed as called for in these written specifications.
- B. All work shall coordinated with the AOC Project Manager during the work initiation meeting
- C. All work shall be accomplished at night or on a single Saturday and be completed no later than December 31, 2016.
- D. The completed work will be subject to inspection and approval of the AOC Project Manager.

WARRANTY:

The contractor shall warrant for a period of two (2) years from the final acceptance date that the work and materials will, under normal use and service, be free from defects and faulty workmanship.

REFERENCES:

- A. Names of three (3) similar projects in size and scope.
- B. Contact person and phone number for each project.

2. Locations:

Maryland Judiciary Center
Administrative Office of the Courts
580 Taylor Ave
Annapolis, MD 21401

Murphy Courts of Appeal Building
361 Rowe Boulevard
Annapolis MD 21401

3. MANDATORY Walk-Through and Pre-Proposal Conference will be held on Wednesday, October, 19, 2016 **beginning at 10 AM at 580 Taylor Ave, Annapolis, MD 21401.** Attendance at the Conference is mandatory in order to facilitate better preparation of proposals.

4. Contract Type

The resulting contract shall be for Fixed Price.

5. Contract Term

The Contract resulting from this RFP shall begin **upon execution of the contract**, and extend for a base period of 2 years (two years).

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:

Lisa Lee, Procurement Officer
Maryland Judiciary
Procurement and Contract Management
Telephone: 410-260-1263
Email: Lisa.Lee@mdcourts.gov

7. Form of Response

Proposals must be in writing.

- a. **Part I** – Technical proposal must include a written response to the Scope of Work that demonstrates the Offeror’s work plan, capabilities and experience in providing the required services, and
- b. **Part II** – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

8. Proposal Closing Date

All proposal must be received via email to the Procurement Office at the email address listed in Section Number 6, **no later than 2:00 PM (local time) on Thursday, October 27, 2016** 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:

- Experience

- Availability
- Work Plan for this engagement
- Price

