

Request For Qualifying Providers
Belcroft Bible Church
Bowie, Maryland

DESIGN Ramp and Fence

- A. **Intent.** The Belcroft Bible Church Trustee Board desires a design for repouring the northwest entrance ramp (about 72' in length) so that it will: (1) Be compliant with all current applicable codes, including ADA code, in the event that the church loses its grandfathered status in the near future, and (2) Handle storm water properly. The design will include installation of a safety fence or railing above the ramp. It is contemplated that the existing ramp (not walls) will be demolished, that a new ramp with new drains, existing sump pump and new handrails will be installed, and that a safety fence or railing will be installed above the ramp. The designer will state whether the project needs to be permitted, and if so, that the designer will obtain the permit. The Board is looking for a cost-effective solution rather than bells and whistles.
- B. **Scope of Work.** For this RFQ "DESIGN Ramp and Fence" the successful respondent will design the project. The vendor's bid price will include securing or producing necessary plans, designs and drawings, and securing any required permits. A subsequent RFQ "CONSTRUCT Ramp and Fence" will address construction of the ramp.
- C. **Bid Opening.** Bid solicitation begins Monday, September 21, 2009.
- D. **Bid Closing.** All bid responses must be *received* by Trustee Chairman Steve Waskiewicz, II, by 5:00 p.m. Tuesday, October 13, 2009. Bids shall be delivered to his attention via e-mail to swaskiewicz@belcroftbiblechurch.org and one hard copy with original signature to 13000 Beechtree Ln, Bowie, MD 20715.
- E. **Pre-Bid Meeting.** An optional pre-bid meeting will be conducted by Jonathan Bosse at 1:30 p.m. Thursday, September 24, 2009 at the Belcroft Bible Church northwest entrance ramp at 13000 Beechtree Ln, Bowie, MD 20715. The church will offer a site diagram for reference purposes only. No allowance will be made to the successful bidder, at a later date, for additional work required because of his or her failure to observe existing conditions affecting the work, or to obtain precise dimensions, or to know applicable codes including ADA code.
- F. **Questions.** To receive further information about this project, send your name and e-mail address to Associate Pastor Jonathan Bosse at jbosse@belcroftbiblechurch.org. Any questions about this bid shall be sent via e-mail to Jonathan Bosse by 5:00 p.m., Thursday, October 1, 2009. Responses will be disseminated by e-mail by Tuesday, October 6, 2009.
- G. **Bid Requirements.** For the bid, the vendor shall write a proposed contract, stating:
1. **Company.** The vendor will state the company name and contact information.
 2. **Work to be done.** (The trustees will give a **40%** weight to this part of the proposed contract.) Descriptions below refer to the supplied site diagram. The vendor will state that his design will fulfill "A. Intent" above. It is contemplated that the vendor will specify:
 - Pouring sections #2, #4, and #6 with 1:12 slope (or more gradual).
 - Pouring landings #1, #3, #5, and #7 with 1:50 slope.
 - Sloping landings #1 and #3 to drain to their drains with 1:50 slope (or more gradual).

- Locating landing #5 360" or less from landings #3 and #7.
 - Making landing #1 at least 72" long, and landings #5 and #7 at least 60" long.
 - Making the sump pump outlet pipe and electric conduit emerge against the retaining wall; perforating the crock cover to admit storm water; ensuring that landing #1 is in all other respects smooth and clear.
 - Ensuring that the door threshold is not more than 1/2" high.
 - Installing an 8"-diameter drain in the center of landing #3 and connecting it to the drain pipe.
 - Ensuring that the perforations in both drains are no more than 1/2" wide, and that their long dimension runs perpendicular to the dominant traffic flow.
 - Making ramp section #6 at least 53.5" wide.
 - Installing continuous handrails on both sides of the ramp with 1.5" clearance from the walls, top of gripping surfaces 34"-38" above the ramp surface, not rotating within their fittings, and ends rounded or returned smoothly to ground, ramp, wall, or post.
 - Installing a safety fence or railing above the ramp to prevent children from accidentally falling into it, providing a description of the fence or railing.
3. **Price.** (The trustees will give a **35%** weight to this part of the proposed contract.) The vendor will state:
- The total guaranteed price for the project. See "B. Scope of Work" above. Notice that the church is exempt from Maryland sales taxes.
 - Any options offered, showing separate pricing.
 - Payment requirements.
 - For how long the bid is valid.
4. **Value Added.** (The trustees will give a **25%** weight to this part of the proposed contract.) The vendor will state:
- References, guarantees or other evidence that the vendor provides these qualities: cost-consciousness, familiarity with the Prince George's County permitting process if applicable, knowledge of ADA and any other applicable codes, knowledge of proper handling of storm water drainage, cooperativeness, quality proposed materials, and honesty.
 - The date on which the company will be available to begin the design, and estimated completion of the design and any applicable permitting.
 - The bidding firm's licensing credentials.
5. **Signature.** The signer's statement that he or she is authorized to make offers on behalf of the firm, plus the signer's signature, title, and date.

H. **Bonds.** No bid bond or performance bond is required.

I. **Disputes.** Any dispute arising under a contract awarded as a result of this RFQ which is not disposed of by agreement shall be decided by the Belcroft Trustee Board. Pending the final decision of the dispute, the vendor shall proceed with the contract performance. Nothing hereunder shall be interpreted to preclude the parties from seeking, after completion of the contract, any and all remedies provided by law.

J. **Bid Errors.** Bidders are assumed to be informed regarding conditions, requirements, and specifications prior to submitting bids. Submitting a bid without being so informed will be at the bidder's risk. Bids already submitted may be withdrawn without penalty prior to bid opening. Errors discovered after bid opening may not be corrected.

K. **Sub-Contracting.** The winning bidder may sub-contract any portion of the project but retains full responsibility for completion of every aspect of the project to the full satisfaction of Belcroft Bible Church.

- L. **Rejections and Cancellations.** Belcroft Bible Church reserves the right to accept or reject any or all bids in whole or in part for any reason, to make awards in the best interest of the Church, and to cancel this solicitation in whole or in part, in its sole discretion.