



May 11, 2022

For The Attention of All Consultants:

Request for Proposals (RFP) No. 23-06: Mechanical, Electrical and Plumbing Engineering Design Services

Columbia Association invites proposals from interested and qualified firms to perform general Mechanical, Electrical and Plumbing Engineering services on an “on-call” basis to Columbia Association, in accordance with this RFP. The following sections contain information related to the above project and are provided to all prospective Consultants:

1. Request for Proposal
This section contains the general description of the requested services; the time, date and location for submission of the proposal, and Columbia Association representative to whom inquiries may be made regarding the proposal.
2. General Instructions
This section contains the procedures for submitting, receipt, withdrawal and rejection of proposals, and award of the contract.
3. General Conditions
This section contains the general conditions regarding the scope of services, payment and completion of work.
4. Scope of Services
This section explains in detail the type of services requested by Columbia Association and procedures for initiating such work.
5. Special Conditions
This section contains certain specific conditions, if any, that are required in the bid and changes, if any, to the general conditions. **Included are the evaluation criteria that the award will be based upon.**

Section 1. REQUEST FOR PROPOSAL

RFP No.: 23-06

RFP Issue Date: May 11, 2022

RFP Project Name: Mechanical, Electrical and Plumbing Engineering Design Services

A virtual pre-proposal meeting will be held on Thursday, May 19, 2022 at 10:00 AM. If you wish to attend, please email the name of your firm, attendee's names, and email addresses to:

Kristin.Garvey@ColumbiaAssociation.org

Once registered, the link to the virtual meeting will be emailed to the registered attendee(s). Firms will be given the opportunity to ask questions during this meeting. Attendance at the pre-proposal meeting is not mandatory, but is strongly recommended.

Each proposal must be submitted via email as described below. Proposals submitted must include the Pricing Schedule, any explanatory comments or materials, and other attachments as required.

Each proposal must be received as follows:

E-mail: Procurement@ColumbiaAssociation.org

Date: **Wednesday, June 1, 2022**

Time: At or before 2:00 PM EST

Proposals delivered to any office location or by any other means will not be considered.

Emailed proposals must be time stamped at or before the due date and time for receipt of proposals. Emails that are time stamped after the due date and time will not be considered. Emailed proposals must have a signature affixed to the proposal prior to electronic submission. A confirmation email will be sent within one business day of receipt of the proposal. If a confirmation email is not received, please contact the Contract Administrator listed below.

Should you decide not to submit a proposal in response to this solicitation, please complete and return the No Bid Response Form which can be found on the last page of this document.

Questions regarding this Request for Proposal may be addressed to Kristin Garvey, Contract Administrator, at (410) 381-2947 or via email Kristin.Garvey@columbiaassociation.org.

Section 2. GENERAL INSTRUCTIONS

PRESUBMISSION INFORMATION

Examination of Proposal Documents

Consultants must examine all the RFP documents very carefully and must make their proposal after examination of the location and/or nature of the proposed work. The submission of a proposal indicates that the Consultant thoroughly understands all the terms and conditions, instructions, notices, and specifications of the proposal.

Assistance in Proposal Preparation

Columbia Association staff will not assist any Consultant or Consultant's agent in the actual preparation of the proposal.

Interpretation of Proposal Documents and Correction of Proposal Documents

Should a consultant require an interpretation or clarification of any provisions of the proposal documents or related information provided by the Columbia Association, or believe that there is an ambiguity, error, inconsistency or discrepancy in these documents or information, the consultant must notify the Columbia Association in writing at least 5 working days prior to the date set for receipt of proposal.

A Consultant who fails to request any such interpretation or clarification waives any claim for additional cost or time spent addressing any ambiguity, error, inconsistency or discrepancy in any such documents or information which is found to have been apparent at the time of receipt of proposal.

All interpretations, clarifications, corrections, changes or other directions related to these requests of Consultants will be provided in writing by the Columbia Association and sent to all prospective firms who obtained copies of the documents and information from the Columbia Association.

Extension of Proposal Due Date

Columbia Association may extend the proposal due date at its option. If the date is extended, Columbia Association will notify all prospective Consultants who have obtained copies of the proposal documents.

Response to Solicitations

In the event a Consultant does not submit a proposal on this solicitation, they should respond with an explanation as to why they were unable to do so. The return of a "No Proposal" is not considered a failure to respond.

PREPARATION and SUBMISSION of PROPOSALS

All proposals must be:

- Received on or before the time, date and at the location specified in Section 1 of the RFP.
- Initialed by the Consultant where there are erasures or other changes in the proposal.

- Signed in ink by authorized principals with the Consultant's legal name fully stated.
- Fully completed by the Consultant, including all information requested and any attachments that may be required.

RECEIPT OF PROPOSALS

Oral, telephonic and telegraphic proposals will not be accepted. Proposals received after the date and time specified for receipt of proposals will not be considered for award.

WITHDRAWAL OF PROPOSALS

All proposals shall be valid for a minimum period of ninety (90) calendar days following the due date and time specified for receipt, unless otherwise stated in Section 4, Scope of Services.

LATE PROPOSALS, MODIFICATIONS AND WITHDRAWALS

If a Consultant submits a proposal or request for withdrawal is made after the time set for receipt of proposals, the following applies.

- A late proposal, late modification or late request for withdrawal will not be considered.
- Any proposal or modification to a proposal received after the time set for receipt of proposals is late and will not be considered for award.
- Any request for withdrawal or request for modification received after the due date for proposals is late.
- A late proposal will not be considered for award.
- Exceptions to these rules may be made when a late proposal, modification, or withdrawal would have been timely but for the action or inaction of procurement personnel directing the procurement activity.

AWARD OF CONTRACT

The award will be made to the Consultant(s) whose proposal is most advantageous to Columbia Association. Discussions after proposals have been opened are permitted to allow clarification and changes in proposals. Judgment factors may be used not only to determine if the service offered meets the required criteria, as stated in this RFP, but also to evaluate competing proposals. Thus the quality of the service may be used as a trade-off against the price of the service and awards can then be made to the responsive and responsible Consultant whose proposal is most advantageous to Columbia Association.

Failure to enclose and submit requested data or comply with the requests as stated herein may be cause for rejection of the proposal as non-responsive.

A proposal from a non-responsible Consultant may be rejected. "Responsible" means the Consultant is capable to fully perform the contract requirements and has demonstrated integrity and reliability that assure good faith performance.

If the highest ranked Consultant(s) should fail to execute the contract or deliver any insurance certificates within the time specified:

1. The project will be awarded to the Consultant(s) ranked next under the evaluation criteria, who shall be required to fulfill all stipulations, or
2. Columbia Association may reject all remaining proposals.

Columbia Association reserves the right to award in the aggregate or to make separate awards.

Columbia Association reserves the right, when reviewing proposals for award, to waive minor informalities or irregularities. The Consultant to whom the award is made will be notified at the earliest possible date.

Columbia Association reserves the right to reject any or all proposals, and to reject any or all optional items included in the proposal.

Section 3. GENERAL CONDITIONS

1. ETHICS IN PROCUREMENT

By submitting a proposal, the Consultant agrees to adhere to Columbia Association's policy on ethics in purchasing. This policy prohibits an employee and any immediate family member from receiving incentives, gifts, gratuities or favors of any kind from Consultants seeking business or engaged in business transactions with Columbia Association. Neither the employee nor any of the employee's immediate family had or will have involvement in or influence in any way the selection of a Consultant to do business with Columbia Association whereby the employee or the employee's immediate family will receive personal benefit.

2. MINORITY BUSINESS ENTERPRISE POLICY

Minority Business Enterprises, Women Owned Business Enterprises and Disabled Owned Business Enterprises will be afforded equal opportunity to submit Bids or Proposals in response to this Procurement and will not be subject to discrimination on the basis of race, color, sex, or national origin in consideration for award.

Columbia Association will establish guidelines and document efforts to attain its goal to procure Fifteen Percent (15%) of the total dollar value in eligible procurements from MBEs, WBEs and DBEs.

CA recognizes Minority Business Enterprise (MBE) certification from the State of Maryland, Howard County, MD and the City of Baltimore. Please provide with your proposal a copy of your certificate if you are certified with any of these governmental agencies.

3. SUSTAINABILITY

Columbia Association is committed to the procurement of goods and services that have less detrimental environmental and social impacts than competing goods and services. IFBs and RFPs shall endeavor, to the extent possible, to specify sustainable goods and services, and at the same time consider the value received and benefit to the environment in return for the expenditure. Goods and services should, for example, be more energy efficient, conserve water, reduce the use of fuel, generate less pollution and toxins, use recycled materials, and/or minimize waste.

4. SPECIFICATIONS

All work must be furnished in accordance with the Scope of Services Section of the RFP.

5. ESTIMATES MADE BY THE COLUMBIA ASSOCIATION

Any quantities or dollar values given by Columbia Association as estimates or approximates, or as-needs requirements, are given as a general guide for preparing the proposal but are not guaranteed amounts. They represent the best estimate of Columbia Association but are subject to increase or decrease, or modification. Any such variance will not change the unit prices to be paid for the product or services.

6. PAYMENT

Columbia Association will make payment after acceptance of the work and submission by the Consultant of a properly prepared invoice within thirty days. Invoice shall be structured

to have a line item for each phase of work with the appropriate amount assigned to that phase of work. The Consultant shall submit a monthly invoice, billing for that percentage of work completed. With each invoice, Consultant shall submit a description of work performed for which they are billing.

7. COMPLETION OF WORK

Upon award, Consultant must be prepared to complete and deliver the work within the time stated in Section 4. Scope of Services.

8. TAX STATUS

Columbia Association is a non-profit corporation under the laws of the State of Maryland. Columbia Association is subject to the State of Maryland 6% sales and use tax.

9. TERMINATION FOR DEFAULT

If the Consultant fails to fulfill its obligations under this contract properly and on time, or otherwise violates any provision of the contract, Columbia Association may terminate the contract by written notice to the Consultant. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished work provided by the Consultant shall, at Columbia Association's option, become Columbia Association's property. Columbia Association shall pay the Consultant fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the amount of damages caused by the Consultant's breach. If the damages are more than the compensation payable to the Consultant, the Consultant will remain liable after termination and Columbia Association can affirmatively collect damages.

10. TERMINATION FOR CONVENIENCE

The performance of work under this contract may be terminated by Columbia Association in accordance with this clause in whole, or from time to time in part, whenever Columbia Association shall determine that such termination is in the best interest of Columbia Association. Columbia Association will pay all reasonable costs associated with this contract that the Consultant has incurred up to the date of termination and all reasonable costs associated with termination of the contract. However, the Consultant shall not be reimbursed for any anticipatory profits that have not been earned up to the date of termination.

11. CONFIDENTIALITY

Consultants should identify those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide justification why such materials, upon request, should not be disclosed.

12. MARYLAND LAW

The laws of the State of Maryland shall govern the interpretation of the contract resulting from this RFP and enforced in any court of competent jurisdiction in Howard County, Maryland.

13. FEDERAL TAX IDENTIFICATION OR SOCIAL SECURITY NUMBER

Columbia Association requires that all invoices be identified with the Consultants Federal Tax Identification number or Social Security Number.

Section 4. SCOPE OF SERVICES

BACKGROUND

Columbia Association (CA) is a nonprofit community services corporation that works in the service of Columbia, Maryland, a nationally recognized planned community that's home to approximately 100,000 people and several thousand businesses. The mission of this unique organization is to enhance the quality of life for people living and working in Columbia. It has grown with the community into a multimillion-dollar operation that is integrated into nearly every aspect of Columbia life.

The CA team strives each and every day to enrich the quality of life in Columbia by cultivating meaningful experiences and providing unique opportunities in our community, all through the lens of responsible stewardship. CA is committed to offering a wide range of services, programs and facilities that prioritize inclusion, protect the environment and promote wellness in all aspects. CA owns and operates a comprehensive network of community facilities and amenities, many of which are free and accessible to anyone who wishes to utilize them. These spaces ensure we are respecting and protecting the environment while giving people of all ages and backgrounds a place to learn and grow. That includes:

- Three lakes and more than 40 ponds
- Nearly 3,600 acres of open space
- 165 tot lots
- 95 miles of pathways
- 23 outdoor pools
- An indoor swim center and Splashdown
- Three large fitness/recreation clubs
- Columbia Ice Rink, an indoor Olympic-sized facility
- Columbia Art Center
- Youth & Teen Center
- Two indoor tennis clubs, including the nationally-recognized Long Reach Tennis Club
- Three outdoor tennis clubs
- Two golf clubs
- SportsPark with mini-golf, batting cages, a skate park and picnic pavilions

In addition to managing these facilities and open space assets, which includes a large selection of classes, workshops, coaching and social leagues, CA provides a wide variety of programming across Columbia, including year-round events at the Downtown Columbia Lakefront, before and after school care, international and multicultural events and a variety of summer camps.

For additional information about Columbia Association, visit our website at ColumbiaAssociation.org.

PURPOSE

CA seeks proposals from qualified and experienced mechanical, electrical and plumbing (MEP) engineering firms interested in performing professional services on an "on-call" basis to Columbia Association. CA is responsible for the development of new and the renovation of existing recreational facilities in Columbia, Maryland. To accomplish that responsibility, CA periodically has the need for consulting MEP engineering services. Typical project needs would include: design of new and replacement HVAC equipment, commissioning services for new HVAC equipment, design of new and replacement plumbing equipment, design of new and replacement electrical equipment, permit applications and securing approvals from regulatory agencies. CA does not have a specific

list of potential projects for which MEP engineering services may be needed at this time. Responses to this invitation are to primarily address the consultant's qualifications, rates for the persons performing the services (hourly billing rates), and past experience.

The awarded firm or firms shall provide mechanical, electrical and plumbing engineering services as requested. Consultant shall have demonstrated knowledge and experience in local and state building codes, ASHRAE standards, building energy codes, national plumbing and electrical code standards and ADA code requirements. Consultant shall develop complete mechanical, electrical and plumbing design plans and specifications, and provide support to the bidding, request-for-information (RFI) process, and construction management as needed. Consultant shall also:

- Develop heating and cooling load calculations, electrical load calculations, fault-current analysis and life cycle cost analysis.
- Support equipment selection and comparative analysis.
- Support evaluation of existing conditions and/or project requirements to inform design scope.
- Support applications for various types of utility rebates.
- Ensure all deliverables (Design documents and specifications) shall be made available in electronic format including, but not limited to, WORD format, Adobe Reader format, and AutoCAD format.
- Assist CA in obtaining required approvals from any authorities having jurisdiction.
- Assist CA in evaluating General Contractors' proposals for the work.
- Provide commissioning services for new or large construction projects
- Support energy audits and/or facility condition assessments for MEP systems

INTENT

The intent of this Request for Proposals is to solicit proposals for MEP engineering services at various Columbia Association facilities. New construction and large renovation projects greater than \$50,000 will be bid separately.

CONTRACT TERM

The initial contract term will be July 1, 2022 through June 30, 2023. This contract may be renewed for four (4) additional one year periods upon mutual agreement of both parties.

ESTIMATED ANNUAL EXPENDITURE

The estimated annual expenditure for MEP engineering services is \$200,000.

TERMS AND CONDITIONS

A. *Terms of Proposed Consultant Agreement:*

1. Initial twelve month contract beginning July 1, 2022 through June 30, 2023 with the option to renew for four (4) additional one year periods upon mutual agreement of both parties.
2. If the option to renew a contractual agreement for an additional year is exercised, the price adjustment upward or downward in accordance with increases or decreases in prices announced by the U.S. Department of Labor, Consumer Price Index, all items, unadjusted, urban areas (CPI-U) for the twelve (12) month period ending in December of each contract year, may be requested with the written approval of the Columbia Association.
3. The Consultant agreement shall identify and confirm hourly rates at which services provided would be invoiced, for all "labor" categories. A complete itemized list of hourly billing rates must be submitted in your proposal.
4. The list of hourly billing rates should include all markups and "factors", including: profit, overhead, insurance, direct labor cost, etc.
5. Once the need for a task is established and the estimated value of that task is under \$50,000, the project will be assigned to one of the MEP firms under contract, and CA's commitment will be evidenced in the form of a Purchase Order.
6. Projects for which Consultant services are needed and are expected to exceed \$50,000 will be formally bid separately.
7. Prior to final approval by Columbia Association, the Consultant shall correct and revise all documents, as necessary to comply with the original request and directives of the Owner.
8. All submissions shall be subject to update and editing, as determined by reviewing agencies comments and jurisdictional staff input, without additional cost to Columbia Association.
9. The Owner shall not be liable for any costs due to changes or revisions which would increase the scope of work originally negotiated and agreed to, unless a change order has been formally negotiated which authorizes additional services.
10. Payments to the Consultant for services agreed to and contracted for (via a Purchase Order) will be made monthly in proportion to services performed, upon submission of a proper invoice.

B. *Projects:*

Columbia Association does not have a specific list of potential projects for which MEP engineering services may be needed at this time. CA has HVAC equipment ranging from ¾ ton units to 40 ton units comprising of package units, ductless split systems, split systems, geothermal systems, oil burners and water source heat

pumps. CA has plumbing units ranging from insta-hots, tankless water heaters to boilers with associated storage tanks. Example projects include developing specifications and plans for:

- Replacement HVAC package units and or split systems
- Domestic hot water and or pool heating systems leveraging condensing boilers, on-demand water heaters, and tank water heaters
- Infrared space heating systems
- Solar photovoltaic systems (ground and roof mounted)
- Dehumidification system replacement
- Electrical service upgrades that may include new transformers, distribution panels, and breaker panels
- Domestic and pool plumbing system renovations
- Complex lighting retrofits with controls, dimming, and photometric performance requirements

ATTACHMENTS INCLUDED

1. EXHIBIT A: 2022 CA HVAC Mechanical Index

Section 5. SPECIAL CONDITIONS

COVID-19 TERMS AND CONDITIONS

The Contractor agrees that it shall comply with all COVID-19 restrictions, guidelines and protocols set by the Centers for Disease Control, the State of Maryland and Howard County, Maryland that are in effect during the term of this Contract. Such restrictions and guidelines may include, but are not limited to, requirements regarding social distancing, the use of face masks or other protective wear and limits on the number of persons permitted in the work area.

The Contractor acknowledges that COVID-19 is a highly contagious disease and even the most rigorous safety precautions cannot guarantee against the risk of exposure or infection. The Contractor further acknowledges the risk that any person employed by the Contractor may be exposed to or infected by COVID-19 while providing work under this contract and that such exposure or infection may result in bodily injury, illness, permanent disability and death. In providing work under this Contract, the Contractor assumes the risk of its employees' exposure to and infection from COVID-19. The Contractor agrees to accept responsibility for any injury (including, but not limited to, bodily injury, disability and death), illness, damage, loss, claim, liability, or expense, of any kind that the Contractor's employees, agents, or representatives may experience or incur in connection with the provision of work under this contract and agrees to indemnify CA against any such claims and liabilities.

INSURANCE REQUIREMENTS

The firm shall maintain the following insurance policies during the term of this Contract: Broad Form General Liability \$2,000,000 combined single limit for property damage and bodily damage; Business Automobile \$1,000,000 combined single limit for property damage and bodily injury; Workers compensation statutory limits; and Professional Liability coverage (E&O) minimum of \$1,000,000. All policies shall name CA as an additional insured and in the event that the Contractor receives from an insurer any notice of cancellation, non-renewal or any other modification of any of the insurance policies required under this contract, Contractor shall give written notice to CA within 24 hours of receipt of such document. Certificates of insurance evidencing such coverage's are to be supplied to CA at the time of Contractor's execution of the Contract.

AWARD

Award will be made to the responsive and responsible firm(s) that are rated highest in accordance with the evaluation criteria stated herein. Columbia Association reserves the right to interview firms prior to award.

PRIMARY, SECONDARY AWARDS

CA reserves the right to make multiple (primary, secondary, etc.) awards. Sources other than the primary source will be used only when service/response is required and cannot be provided by the primary source. "Back-Up" or secondary awardee agrees that they may or may not receive purchase orders from the resultant contract depending upon the performance of the primary awardee. However, secondary awardee for the entire contract period must honor its contract with CA as a backup with all terms, conditions, specifications and contract pricing remaining in full force and effect.

PROPOSAL FORMAT

The following section provides the requested format for submission of proposals. All proposals must comply with the following format to allow the selection committee to fairly evaluate all proposals. The proposal should be submitted with section dividers corresponding to the sections that follow.

1. Cover Letter and Executive Summary – Include an introductory letter stating the prime consultant’s name and correspondence information, such as contact person’s name, e-mail address, firm address, telephone number, fax number and address. Include a discussion regarding the distinctive capabilities of the firm and why the firm is uniquely qualified to render the necessary services. Original signature of an officer or other person who is capable of contractually committing the firm.
2. An introduction to the firm, with a brief overview of relevant information regarding the firm and key employees.
 - A. Project references similar in type, nature and size to those anticipated.
 - B. Identify the key persons, their role in the firm and on past projects, and resumes for each.
3. Hourly invoice rates, identified according to the following labor/task titles, if appropriate:
 - A. Principal
 - B. Senior Mechanical Engineer
 - C. Mechanical Engineer
 - D. Senior Electrical Engineer
 - E. Electrical Engineer
 - F. Senior Plumbing Engineer
 - G. Plumbing Engineer
 - H. Draft Person / CADD Designer
 - I. Project Manager
 - J. Secretarial/Administrative
4. Photos or renderings of previous projects which highlight experience and capabilities.

PROPOSAL EVALUATION CRITERIA (SCORING)

1.	Qualifications and experience (with respect to projects similar in type, nature and size to those anticipated).	50 points
2.	Hourly rates	30 points
3.	References of prior clients from whom Consultant has provided similar services. Please include with your submittal the names, address and phone number of three references for similar contracts.	15 points
4.	Cover letter and executive summary.	5 points
TOTAL POSSIBLE POINTS		100 POINTS

POST CONTRACT AWARD PROCEDURES

SERVICES TO BE PROVIDED & PROCEDURES FOR REQUESTING MEP FIRM'S PROPOSALS

1. PROPOSAL DEVELOPMENT PHASE

When Columbia Association is in need of Consultant services, it will provide the Consultant with a statement of the services to be provided by the MEP firm in the form of a Request for Proposal. The time of performance, or the time in which the services are to be completed, shall also be specified by Columbia Association. The Consultant shall submit a proposal of hours required to complete the scope of work and a total not-to-exceed amount. Upon receipt of the firm's proposal Columbia Association reserves the right to either accept the proposal and authorize the Consultant to proceed, or reject the proposal, or negotiate further with the firm to reach a mutually agreeable proposal.

Columbia Association and MEP engineering staff may meet as necessary to discuss a proposed project or services, and review the requirements thereof prior to the firm submitting their proposal. Columbia Association reserves the right to reject all proposals.

2. DESIGN AND CONSTRUCTION DOCUMENT PHASE

Upon acceptance of the MEP engineering firm's proposal and the issuance of Columbia Association's Notice to Proceed/Purchase Order, the firm shall prepare detailed designs, and construction or "working" drawings and technical specifications as necessary. Said documents shall illustrate and describe all aspects of construction for each project in compliance with prevailing codes and ADA requirements, and be compatible with Columbia Association's desires and intent as represented by the guidelines provided by Columbia Association (in its request for proposal and/or any modifications thereafter). Upon approval of the drawings and specifications by Columbia Association, the firm will furnish:

- a. One (1) complete set of reproducible drawings for Columbia Association
- b. Three (3) complete sets of drawings with original wet engineering stamp and original wet signature on each drawing and three (3) complete sets of specification sheets with original wet engineering stamp and original wet signature on the cover page for the specification book suitable for submission to Howard County Division of Inspection, Licensing, and Permitting (DILP)
- c. One (1) complete set of drawings in Adobe Portable Document Format (.pdf) and AutoCAD on flash drive and/or sent electronically.
- d. One (1) set of the technical specifications in Microsoft Word or compatible software on flash drive and/or sent electronically.

Columbia Association acknowledges the MEP's engineering drawings and specifications as instruments of a professional service. The drawings and specifications prepared under this agreement by the Consultant and any Sub-Consultants shall become the property of Columbia Association upon completion of the work. Columbia Association may request a copy of the drawings in CAD format for future use. In such a case, Consultant will provide the Owner with the CAD drawings and the Owner will execute a release upon Consultant's request.

Columbia Association reserves the right to request (in its original request for proposal) progress submittals, such as the schematic phase and design development phase, for review approval.

VENDOR/FIRM INFORMATION

FEDERAL TAX IDENTIFICATION NUMBER: _____

FIRM NAME: _____

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

AUTHORIZED PERSON: (PRINTED) _____

AUTHORIZED SIGNATURE: _____

DATE: _____

PHONE NO. _____ **FAX NO.** _____

E-MAIL ADDRESS: _____

CA recognizes Minority Business Enterprise (MBE) certification from the State of Maryland, Howard County, MD and the City of Baltimore. Indicate below if your firm is certified with any of these governmental agencies and provide a copy of your certification letter with your bid.

MBE Status:

Hispanic Owned

African American Owned

Asian Owned

Disabled Owned

Native American Owned

Female Owned

REFERENCES

Reference #1:

Reference Firm Name: _____

Person to Contact: _____ Title: _____

Phone Number: _____ Email: _____

Project: _____ Time of Performance: _____

Contract Amount: _____

Change Order(s) and Amount(s) _____

Reference #2:

Reference Firm Name: _____

Person to Contact: _____ Title: _____

Phone Number: _____ Email: _____

Project: _____ Time of Performance: _____

Contract Amount: _____

Change Order(s) and Amount(s) _____

Reference #3:

Reference Firm Name: _____

Person to Contact: _____ Title: _____

Phone Number: _____ Email: _____

Project: _____ Time of Performance: _____

Contract Amount: _____

Change Order(s) and Amount(s) _____

COLUMBIA ASSOCIATION MINORITY BUSINESS ENTERPRISE (MBE) INSTRUCTIONS

Solicitation Title/No.: RFP 23-06 Mechanical, Electrical and Plumbing Engineering Design Services

The Minority Business Enterprise (MBE) Form must be submitted with the bid/proposal. Failure to accurately complete and submit this form may deem the bid unresponsive or may determine that the proposal cannot be selected for contract award.

1. The Contractor shall attempt to achieve fifteen percent (15%) or greater participation from certified Minority Business Enterprise firms for the performance of this contract, in accordance with CA's organizational goal. This may be in the form of a prime or subcontractor participation.
2. The Contractor is encouraged to use a diverse group of subcontractors and suppliers from the various MBE classifications. All MBE firms must be certified as specified in the Minority Business Enterprise paragraph of this solicitation. Only certified MBE firms shall be counted toward this requirement. Firms may obtain a listing of certified Minority Business Enterprise firms from the Maryland Department of Transportation (MDOT) directory which can be found through the following link: <https://mbe.mdot.maryland.gov/directory/>
3. After Contract award, the Prime contractor will be required to submit a completed Subcontractor Tracking Form to Michael Bost (Michael.Bost@ColumbiaAssociation.org) for the duration of the contract. A sample tracking sheet is shown below.

Reporting Period: 10/1 - 10/31		MBE Subcontractor Expenditure Tracking Form																
Project Description: Lake Elkhorn Dredging		Contract Start Date: 7/1/2021		Total Contract Amount: \$100,000.00														
Prime Contractor: ABC Contractors				Total MBE Sub-Contract Expenditures: \$9,500.00														
MBE Participation																		
Solicitation Goals		Total MBE %	Hispanic	African American	Asian	Disabled	Female											
		12.0%	7.0%	0.0%	0.0%	3.0%	2.0%											
Current Participation (Based on Expenditures)		9.5%	6.0%	0.0%	0.0%	2.5%	1.0%											
Subcontractor/Supplier's Name	Description of Services/Supplies	MBE Cert #	Minority Status	Contract Amount	Total Amount Paid - Previous Periods	Amount Paid this Period	Total Amount Paid	Remaining Balance										
John Doe's Trucking	Haul Debris from Job Site to Dump	34-986	H	\$7,000.00	\$5,000.00	\$1,000.00	\$6,000.00	\$1,000.00										
Jane Doe's Supplies	Gravel and Sand	22-639	D	\$3,000.00	\$2,000.00	\$500.00	\$2,500.00	\$500.00										
MD Rental Store	Equipment Rental	33-556	F	\$2,000.00	\$500.00	\$500.00	\$1,000.00	\$1,000.00										
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Certification Statements:				*** Total Amount Paid = Total Amount Paid in Previous Periods + Amount Paid in Current Period														
I certify the information on this report is complete and accurate with respect to all subcontractors performing work on this contract.																		
Signature of Contractor _____				Date _____														
Printed/Typed Name of Contractor _____																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Hispanic Owned</td> <td>H</td> </tr> <tr> <td>African American Owned</td> <td>AA</td> </tr> <tr> <td>Asian Owned</td> <td>A</td> </tr> <tr> <td>Disabled</td> <td>D</td> </tr> <tr> <td>Female Owned</td> <td>F</td> </tr> </table>									Hispanic Owned	H	African American Owned	AA	Asian Owned	A	Disabled	D	Female Owned	F
Hispanic Owned	H																	
African American Owned	AA																	
Asian Owned	A																	
Disabled	D																	
Female Owned	F																	
Certification code: The certification type that a firm's participation will be counted towards on this solicitation																		

**COLUMBIA ASSOCIATION
MINORITY BUSINESS ENTERPRISE (MBE) FORM**

Solicitation Title/No.: RFP 23-06 Mechanical, Electrical and Plumbing Engineering Design Services

In connection with the bid/proposal submitted in response to Solicitation No. RFP 23-06, I affirm the following:

I acknowledge and intend to meet IN FULL the overall certified Minority Business Enterprise (MBE) participation goal of fifteen percent (15%). For each MBE firm utilized, the proposer must provide the following information to include a copy of the MBE firm's certification documentation, the MBE firm's name, address and tax identification number.

Total African American MBE Participation:	\$ _____
Total Asian American MBE Participation:	\$ _____
Total Hispanic American MBE Participation:	\$ _____
Total Women-Owned MBE Participation:	\$ _____
Total Disabled MBE Participation:	\$ _____
Total MBE Participation (include all categories):	\$ _____
Total Contract Value:	\$ _____
Total Percentage of MBE Participation	_____ %

OR

After making good faith outreach efforts prior to making this submission, I conclude that I am unable to achieve the MBE participation goal. Firm must provide the name, business address and phone number of all Minority Business Enterprise firms that were contacted to provide goods or services under this contract. At least three firms must be listed.

1. _____
2. _____
3. _____

I affirm that I have reviewed this form and certify that the information provided is true to the best of my knowledge, information and belief.

Firm Name: _____ Date: _____

Signature of Authorized Firm Representative: _____

Printed Name and Title: _____ Phone (____) _____ - _____

Address: _____

E-mail: _____

**COLUMBIA ASSOCIATION
NO BID RESPONSE FORM**

In order to help us improve the quality of our solicitations, and to make our procurement process more responsive and business friendly, we ask that you take a few minutes and provide comments and suggestions regarding this solicitation. If you have chosen not to respond, please email this completed form to Procurement@columbiaassociation.org

Project: Mechanical, Electrical, and Plumbing Engineering Design Services
IFB No.: 23-06

1. If you have chosen not to respond to this solicitation, please indicate the reason(s) below:

- Other commitments preclude our participation at this time.
- The subject of the solicitation is not something we ordinarily provide.
- We are inexperienced in the work/commodities required.
- Specifications are unclear, too restrictive, unreasonable, etc. (Explain in REMARKS section)
- The scope of work is beyond our present capacity.
- Doing business with the CA is too complicated. (Explain in REMARKS section)
- We cannot be competitive.
- Time allotted for completion of bid/proposal is insufficient.
- Time allotted for completion of work is insufficient.
- Start up time is insufficient.
- Insurance requirements are restrictive.
- Prior CA contract experience was unprofitable or otherwise unsatisfactory.
- Payment schedule is too slow.
- Other: _____

2. If you have submitted a response to this solicitation, but wish to offer suggestions or express concerns, use the REMARKS section below. (Attach additional pages as needed.)

REMARKS:

Vendor Name: _____ Date: _____

Contact Person: _____ Phone (____) _____ - _____

Address: _____

Email: _____