



Date: May 10, 2022

For The Attention of All Consultants:

Project: Professional Surveying Services

Request for Proposals (RFP) No.: 23-25

The following sections contain information related to the above project and are provided to all prospective Consultants:

1. Request for Proposals

This section contains the general description of the requested services; the time, date and location for submission of the proposal, and the 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, completion of work, and affirmative action requirements.

4. Scope of Services

This section explains in detail the type of services requested by the Columbia Association. Included are the evaluation criteria that the award will be based upon.

## **Section 1. REQUEST FOR PROPOSALS**

RFP No.: 23-25

RFP Issue Date: May 10, 2022

RFP Project Name: Professional Surveying Services

A pre-proposal meeting will be held at 11:00 AM, Tuesday, May 17, 2022, via Google Meet video conference. If you wish to participate, please email the name of your firm, attendee name(s) and email address to [Michael.Bost@ColumbiaAssociation.org](mailto:Michael.Bost@ColumbiaAssociation.org) and a link to the meeting will be provided. Attendance at the pre-proposal meeting is strongly encouraged, but is not mandatory. Firms will be allowed the opportunity to ask questions at this time.

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](mailto:Procurement@ColumbiaAssociation.org)

Date: **Tuesday, May 31, 2022**

Time: At or before 2:00 P.M.

Oral, telephonic and facsimile proposals will not be accepted.

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 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 Michael Bost Senior Purchasing Specialist, at (410) 423-4108 or via email to [Michael.Bost@columbiaassociation.org](mailto:Michael.Bost@columbiaassociation.org).

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

Questions regarding this Request for Proposal may be addressed to Michael Bost at (410) 423-4108 or emailed to [Michael.Bost@columbiaaassociation.org](mailto:Michael.Bost@columbiaaassociation.org).

## **Section 2. GENERAL INSTRUCTIONS**

### **PRE-SUBMISSION INFORMATION**

#### **Examination of Proposal Documents**

Consultants must examine all of the RFP documents very carefully, and must prepare 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 RFP 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 proposals.

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 proposals.

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

#### **Extension of Proposal Due Date**

The Columbia Association may extend the proposal due date at its option. If the date is extended, the 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

- Received on or before the time, date and to the email address specified in Section 1 of the RFP.
- Signed by authorized principals with the firm'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.

## MISTAKES IN PROPOSAL

After receipt of Proposal, Columbia Association staff shall examine all proposals for mistakes. In cases of apparent mistakes, other than those involving extension of unit prices or other arithmetic errors, when Columbia Association staff has reason to believe that a mistake may have been made, staff shall request from the Proposer a verification of the Proposal. If the Proposer alleges a mistake, the matter shall be brought to the attention of the Director of Purchasing. Such actions shall be taken prior to award.

The Director of Purchasing is required to make the administrative determinations necessary in cases of alleged proposal mistakes. The authority permitting correction of proposals is limited to proposals which are responsive as submitted

and shall not be used to permit correction of proposals to make them responsive.

If the Director of Purchasing knows or has reason to conclude that a mistake in proposal may have been made, the Director of Purchasing shall require the Proposer to confirm the proposal. Confirmation by the Proposer of the proposal will be requested when the proposal reflects either an obvious, apparent error on its face or the proposal amount is unreasonably lower than those of either the other proposals submitted or the Columbia Association's estimate.

If the Proposer fails to respond to a request for confirmation of an apparent mistake within the time allotted by the Director of Purchasing, the proposal may be considered as originally submitted or may be rejected as non-responsive at the discretion of the Director of Purchasing. If the proposer confirms his/her proposal, the Director of Purchasing shall consider it as originally submitted.

If the Proposer alleges a mistake, the Director of Purchasing shall advise him/her to support the allegation by statements concerning the alleged mistake and by all pertinent evidence, such as the Proposer's file copy of the proposal, original worksheets and other data used in preparing the proposal, such as subcontractor's and supplier's quotations, if any, published price lists, and any other evidence which will serve to establish the mistake, the manner in which it occurred, and the proposal actually intended.

Additionally:

- A determination may be made permitting the Proposer to correct his/her proposal if the Proposer requests permission to do so and clear and convincing evidence establishes both the existence of a mistake and the proposal actually intended. In lieu of proposal correction, the Columbia Association may permit a Proposer alleging a material mistake of fact to withdraw the proposal if there is reasonable proof that a mistake was made and the intended proposal cannot be ascertained.
- A determination may be made permitting the Proposer to withdraw his proposal if the Proposer requests permission to do so and clear and convincing evidence establishes the existence of a mistake. However, if the evidence is clear and convincing both as to the existence of a mistake and as to the proposal actually intended, a determination may be made to correct the proposal and not permit withdrawal.
- If the evidence does not warrant a determination under the two paragraphs above, a determination may be made by the Director of Purchasing that a Proposer may neither withdraw nor correct his/her proposal.
- Any clerical mistake, apparent on the face of a proposal, may be corrected by the Columbia Association prior to award, if the staff member has first obtained from the Proposer verification of what was actually intended. Examples of such apparent mistakes are: obvious misplacement of a decimal point, typographical errors, and mistakes in the designation of the unit of measure. Correction shall be reflected in the award document.
- After proposal receipt, Proposers shall not be permitted to delete exceptions to the proposal conditions or specifications, which affect price or substantive obligations.

- Nothing in this Section is intended to prohibit the Columbia Association from accepting a proposal correction resulting in a reduction in price from a Proposer after the proposal due date, provided that such reduction is not conditioned on or does not result in, the modification or deletion of any condition contained in the Request for Proposals.

## AWARD OF CONTRACT

The award will be made to the Consultant (s) whose proposal is most advantageous to the 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 Proposer whose proposal is most advantageous to the 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. The 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**

#### **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.

#### **ETHICS IN PROCUREMENT**

By submitting a proposal, the Consultant agrees to adhere to the 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 the 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 the Columbia Association whereby the employee or the employee's immediate family will receive personal benefit.

#### **SUSTAINABILITY**

The 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.

#### **SPECIFICATIONS**

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

#### **PAYMENT**

The Columbia Association will make payment within 30 days of acceptance of the work, and submission by the Consultant of a properly prepared invoice with any required supporting documentation.

#### **COMPLETION OF WORK**

Upon award, Consultant must be prepared to complete and deliver the work within the time stated in the proposal.

## TAX STATUS

The 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.

## 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, the 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 the Columbia Association's option, become the Columbia Association's property. The 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 the Columbia Association can affirmatively collect damages.

## TERMINATION FOR CONVENIENCE

The performance of work under this contract may be terminated by the Columbia Association in accordance with this clause in whole, or from time to time in part, whenever the Columbia Association shall determine that such termination is in the best interest of the Columbia Association. The 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.

## COLUMBIA ASSOCIATION REVIEW

Each modification or change order hereunder which affects the contract price shall be subject to the prior written approval of the Columbia Association and to prior certification of the availability of funds and the effect of the modification or change order on the project budget or construction cost. If, according to the fiscal certification, the modification or change order will cause an increase in cost that will exceed budgeted and available funds, the modification or change order may not be made unless sufficient additional funds are made available or the scope of the Work is adjusted to permit its completion within the project budget.

Except as herein provided, no order, statement or conduct of the Project Manager shall be treated as a change under this section or entitle the Contractor to an equitable adjustment hereunder.

## 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.



### 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

### FEDERAL TAX IDENTIFICATION OR SOCIAL SECURITY NUMBER

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

### APPROXIMATE ANNUAL EXPENDITURE

The Columbia Association estimates that the annual expenditure for surveying services is approximately Forty Thousand Dollars (\$40,000.00). The actual expenditure may be higher or lower than the estimate.

### QUANTITIES

It is estimated that yearly expenditures under this contract will approximate the quantities listed. Under the terms of this Invitation, however, the resultant contract shall be considered a "requirements-type" contract only. No guarantee of purchases of any specific yearly quantity or total dollar amount is made. In addition, all purchases are contingent upon the appropriate fiscal funding.

## **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](http://ColumbiaAssociation.org).

### **PURPOSE**

CA seeks proposals from qualified and experienced engineering firms interested in providing professional surveying services.

### **CONTRACT TERM**

The term of the contract shall be from June 15, 2022 through June 14, 2023 with the option to renew for four (4) additional one (1) year periods upon mutual agreement of both parties.

## SCOPE OF WORK

1. All land record research and in-field surveying necessary to properly determine the location of property line or corner. It should be understood that these locations will be based on the property plats recorded at the Land Records Department of Howard County, Maryland.
2. Installation of a steel pin and CA branded aluminum cap with a reference number and license number. Installation of CA branded witness posts in wooded areas to permanently identify the property corners.
3. Provide boundary survey and/or encroachment location exhibits, as requested.
4. Utilize Smartsheet software to provide advance notice of dates of scheduled field work and ensure timely communication with CA as to job completion so that the area can be inspected by CA prior to any possible disturbance of the markings.
5. Job completion is required within 5 working days of CA's request.
6. Any additional surveying services such as topography or construction stake out will be handled on a separate basis.

## COMPLIANCE WITH LAWS

By submitting a proposal, the Proposer hereby represents and warrants:

- A. That it is qualified to do business in the State of Maryland and that it will take such action as, from time to time hereafter, may be necessary to remain so qualified.
- B. That it is not in arrears with respect to the payment of any monies due and owing CA, or any department or agency thereof, including, but not limited to, the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the contract.
- C. That it shall comply with all federal, state, and local laws and ordinances, and legally enforceable rules and regulations applicable to its activities and obligations under the contract.
- D. If a contract is awarded, the successful proposer shall be required, to the fullest extent allowed by law, to indemnify and hold harmless the Columbia Association, agents and/or employees of the aforementioned body, from and against all liability and expenses, including attorney's fees, howsoever arising or incurred, alleging damage to property or injury to, or death of, any person arising out of or attributable to the proposer's performance of the contract awarded and shall defend, indemnify and save harmless the aforementioned bodies, their agents and employees from all claims, suits, judgments, expenses, actions damages and costs of every kind and description arising out of or resulting from the negligent performance of the professional services for the Project.

- E. General Liability. That if awarded a contract, the Proposer shall, to the fullest extent allowed by law, defend, indemnify and hold harmless Columbia Association from all claims, suits, judgments, expenses, actions, damages and costs of every name and description to which Columbia Association may be subject or put by reason of injury to persons (bodily injury, including death, or any personal injury) or property damage as a result of its work, caused by or alleged to be caused by negligence or fault on the part of contractors, servants, or agents, (other than arising out of professional services).

### NON-COLLUSION

The consultant certifies that this proposal is made without any previous understanding, agreement, or connections with any person, firm or corporation making a bid for the same project, without prior knowledge of competitive prices and is in all respects fair, without outside control, collusion, fraud, or other illegal action.

### INSURANCE

The Consultant shall obtain Broad Form General Liability \$1,000,000 combined single limit for property damage and bodily damage; Business Automobile \$1,000,000 combined single limit for property damage and bodily injury; Worker's compensation statutory limits; Umbrella of at least \$2,000,000; and professional liability for errors and omissions in the amount of \$2,000,000. All policies shall name the Columbia Association, Inc. as an additional insured and shall provide that the Columbia Association, Inc. will receive from the insurer ten (10) days written notice before any change, cancellation or modification of such policies become effective. A certificate of insurance is to be supplied to the Columbia Association.

### OTHER INFORMATION:

1. The Consultant certifies that this bid is made without any previous understanding, agreement, or connections with any person, firm or corporation making a bid for the same project, without prior knowledge of competitive prices and is in all respects fair, without outside control, collusion, fraud, or other illegal action.
2. The Columbia Association reserves the right to interview firms prior to final selection.
3. The Columbia Association will pay for all required fees for project permits. Columbia Association payments will be made payable to the permitting agency. The Consultant shall be responsible for all submissions, correspondence, communications, delivery and other actions necessary to obtain the requisite permits, and the cost of such actions shall be included in the Lump Sum Fee Proposal.

### PROPOSAL FORMAT

All proposals must comply with the following format to allow the selection committee to fairly evaluate all proposals. The proposal should be submitted in a PDF format with sections corresponding to the sections that follow and contains:

1. Cover Letter and Executive Summary – Include an introductory letter, no longer than two pages, stating the prime proposing firm's name and correspondence information, such as point of contact name and e-mail address, firm address, telephone number, fax number and address. Provide a précis of your understanding of the project and

why your firm is uniquely qualified to accomplish the services required through this RFP. Ensure that proposal submitted contains an original signature of an officer or other person who is capable of contractually committing the firm.

2. Fee Proposal: Provide pricing information that is requested on the pricing schedule provided herein. Additionally, provide hourly invoice rates for the all personnel that are expected to work on the project and that may be invoked for additional related work (hourly invoice rate shall include all benefits, taxes, burden, overhead, travel, etc.).
3. Professional qualifications and technical approach to services described herein.
4. References – The consultant shall list three current or recent professional references for projects of similar scope as described in this RFP. Include the reference’s name, phone number and email address and a description of the services provided for this reference.

**AWARD OF CONTRACT**

Contract(s) awarded pursuant to the provisions of this section shall not be based solely on price, but shall include and not be limited to evaluation criteria listed in the RFP. Whenever selection is other than the low consultant, complete and thorough justification shall be provided for the selection, and the reasons documented by the proposal analysis committee. The contract(s) shall be awarded to a qualified firm(s) at compensation determined to be fair and reasonable considering budgetary limitations, scope, complexity, and the nature of the services.

**PROPOSAL EVALUATION**

The following criteria shall be used in analyzing and evaluating this proposal. The Columbia Association reserves the right to accept other than the lowest priced proposal. A proposal analysis committee shall evaluate proposals. Interviews may be conducted as part of the evaluation process. Requests from consultants for presentations or clarifications of portions of the proposals shall be considered. This committee shall prepare a summary evaluation with an objective ranking of the proposals.

The Proposal Analysis Committee shall evaluate each proposal in accordance with the following criteria:

1.	Proposed fees	60 points
2.	Prior experience and expertise (with respect to projects similar in type, nature and size to those anticipated	20 points
3.	Qualifications, experience and assignment of roles of key personnel who will be responsible for the performance of the scope of services outlined in this RFP	20 points
<b>TOTAL POSSIBLE POINTS</b>		<b>100 POINTS</b>

## EVALUATION PROCEDURE

- Step 1 Evaluate and score each proposal in accordance with the stated evaluation criteria.
- Step 2 Prepare a short list of consultants, if necessary.
- Step 3 Conduct Oral Interviews and request additional information, if necessary.
- Step 4 Verify references.
- Step 5 Select a consultant and begin contract negotiations.

**PRICING SCHEDULE**

**RFP 23-25: Professional Surveying Services**

The Proposer certifies that this proposal is made without any previous understanding, agreement, or connection with any person, firm, or corporation making a proposal for the same project, without prior knowledge of competitive prices, and is in all respects fair, without outside control, collusion, fraud, or other illegal action.

The undersigned proposes to furnish in accordance with the Request for Proposal:

Description	Lump Sum Fee
Price to install the one & only property corner or the 1 <sup>st</sup> marker of the job.	\$
Price for each additional corner as required	\$
Price for survey exhibit	\$

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ FEDERAL TAX NO.: \_\_\_\_\_

AUTHORIZED PERSON (PRINTED): \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

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**

1.

Company Name	
Address	
Name of Contact	
Telephone Number	
Email Address	
Contract Value (Annual)	
Brief Description of Project	

2.

Company Name	
Address	
Name of Contact	
Telephone Number	
Email Address	
Contract Value (Annual)	
Brief Description of Project	

3.

Company Name	
Address	
Name of Contact	
Telephone Number	
Email Address	
Contract Value (Annual)	
Brief Description of Project	



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

**Solicitation Title/No.:** IFB 23-25: Professional Surveying Services

Instructions: 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/>

In connection with the bid/proposal submitted in response to Solicitation No. \_\_\_\_\_, 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 the attention of Michael Bost at: [Michael.Bost@columbiaassociation.org](mailto:Michael.Bost@columbiaassociation.org)

**Title: Professional Surveying Services**  
**Solicitation Number: 23-25**

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 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:

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Vendor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

E-mail : \_\_\_\_\_