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**REQUEST FOR PROPOSAL (RFP) #2265  
CONSTRUCTION MATERIAL TESTING AND THIRD-PARTY INSPECTIONS  
AT  
THE HURSTON  
8005 GRAMERCY BLVD  
ROCKVILLE, MD 20855**

**May 19, 2021**

**PROPOSAL DUE DATE:** June 11, 2021 at 2:00 P.M.

**ELECTRONIC SUBMITTAL:** [Purchasing@hocmc.org](mailto:Purchasing@hocmc.org)

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**Request for Proposal (RFP) #2265**  
**Construction Material Testing and Third-Party Inspections**  
**The Hurston**  
**8005 Gramercy Blvd, Rockville, MD 20855**

**A. Introduction:**

The Housing Opportunities Commission of Montgomery County, Maryland (HOC) is soliciting proposals from experienced firms licensed to do business in the state of Maryland to provide construction material testing and third-party inspection for Westside Shady Grove – Building D located at 8005 Gramercy Blvd, Rockville, MD 20855.

**B. Solicitation Documents Link:**

All solicitation documents are available electronically for download upon request. Please email Nick Umosella at [Nick.Umosella@bozzuto.com](mailto:Nick.Umosella@bozzuto.com) for a link to download the documents.

**C. Question Submission:**

All questions regarding this solicitation must be submitted in writing via email to [Purchasing@hocmc.org](mailto:Purchasing@hocmc.org) by **12:00 p.m., May 27, 2021**. Responses to questions will be posted on HOC's website in the form of an addendum.

**D. Addenda:**

In the event this solicitation is amended, all terms and conditions which are not modified remain unchanged. Respondents shall acknowledge receipt of any Addendum to this solicitation by signing and returning the Addendum with their submission. Failure to acknowledge receipt of any Addendum may result in the rejection of Respondent's submission if the Addendum contained information that substantively changed HOC's requirements.

**E. Proposal Due Date:**

Proposals will be received by HOC's Procurement Office electronically to [Purchasing@hocmc.org](mailto:Purchasing@hocmc.org) at **2:00 p.m., on June 11, 2021**. Delivery of proposals by fax or mail will not be accepted. Proposals received after the due date and time will not be considered. Proposals should only be submitted to the email address referenced above and indicate in the subject line "RFP #2265 – Construction Material Testing and Third-Party Inspections."

Proposals will only be accepted from Respondents who provide satisfactory evidence of, and references for, successful completion of projects of similar scope of work. Please see qualifications.

No Respondent may withdraw or alter their submission (unless otherwise asked for clarification or additional documentation) within Ninety (90) days after the due date.

## I. PROJECT OVERVIEW

The Hurston is part of an overall redevelopment of the West Side Shady Grove area, located in Montgomery County Maryland.

The Hurston is a 268-unit, 7-story mixed-use apartment building. In addition to the residential units, the development will include a 23K square feet of retail on the ground floor.

This Request for proposal specifically solicits responses for the Third (3<sup>rd</sup>) Party Testing and Inspections for the project.

## II. QUALIFICATIONS

- A. Testing agency must comply with Montgomery County Special Inspection Program requirements. Provide company and individual qualifications for Montgomery County Special Inspections program approval.
- B. Participate and provide all accreditations and certificates for a pre-construction meeting with Montgomery County Department of Permitting Services to review the Montgomery County Special Inspection Program requirements.
- C. Provide list of previous or current projects in Montgomery County. Relevant projects, that are high-rise concrete buildings with a construction cost of more than 100 million. Include a list of projects in Montgomery County, which involve post tension concrete inspections.
- D. Provide number of employed certified concrete technicians. Provide name and a copy of their certification.
- E. Provide number of employed certified steel technicians. Provide name and a copy of their certification.
- F. Testing agency must have capabilities to provide Architectural and Mechanical Special Inspectors. Provide resumes and number of each inspector.
- G. Provide location of office nearest to the site location and approximate travel time.
- H. Provide resumes of Special Engineer of Record, Project Manager, and Key Leaders at the local office.
- I. Provide description of the agency's electronic record management system.
- J. Testing agency abilities must include the following:
  - 1. Field density testing (CBR, proctor, nuclear)
  - 2. Soil testing
  - 3. Reinforced concrete
  - 4. Post-tensioned concrete
  - 5. Façade masonry
  - 6. Structural steel inspections
  - 7. Sprayed fire-resistant materials
  - 8. Intumescent paint
  - 9. Cold-formed metal framing
  - 10. Anchorage of electrical, architectural, and mechanical components
  - 11. EIFS inspections

K. Minority Participation

HOC is committed to providing Minority/Female/Disabled (“MFD”) firms an opportunity to compete in its purchasing environment and encourages all MFD firms to respond to this solicitation directly or through subcontracting opportunities. HOC promotes the use of MFD firms in all its procurement opportunities and encourages all vendors to subcontract with organizations with an MFD designation.

Respondents to this solicitation must meet the following MFD requirements: **a minimum of twenty-five percent (25%) of its contracts for subcontract work and/or supplies (based on total contract value) must be with MFD firms that have been certified by a federal or locally recognized certification program.**

**Failure to comply with this minimum requirement will result in the proposal being considered as non-responsive and will therefore be excluded from consideration.**

Please note that when a certified MFD firm participates as a Prime Contractor, HOC may provide credit for the MFD participation requirement for self-performance. Proof of certification is required to be submitted with the proposal.

Subcontracting Plan:

The proposal must contain a Subcontracting Plan. The subcontracting Plan must include the following information for each subcontractor to be used: (1) name and address; (2) the type of work or service to be provided; (3) the percentage of work to be completed; (4) MFD designation (if applicable), including the name of the certifying agency, the certificate number, and proof of certification (e.g., a certification letter or copy of the certificate from the certifying agency).

**Failure to comply with this minimum requirement will result in the proposal being considered as non-responsive and will therefore be excluded from consideration.**

III. SCOPE OF SERVICES

A. General Services – applicable to all services in this section

- “Not-to-Exceed” Proposal for Third Party Testing and Inspection Services at The Hurston
- Provide construction material testing and third-party inspections in accordance with the IFC set of plans dated 6/20/19 and Montgomery County Department of Permitting Services (DPS) Special Inspections Program.
- Perform specified inspections, sampling and testing of materials and construction methods as specified in the Contract Documents.
  - (i). Comply with specified standards, ASTM and other recognized authorities having jurisdiction.
  - (ii). Conduct and interpret the tests and state in each report whether the test specimens comply with the requirements and specifically state any deviations.
  - (iii). Obtain the General Contractor’s written acknowledgement of each inspection, sampling, and test made.
- Provide industry standard daily field reports along with supporting laboratory documentation and document logs as required. Develop field reports and non-compliant report logs in Excel format and submit.

- Submit a copy of report of inspections and tests to the project team within twenty-four (24) hours for any failing tests and within seventy-two (72) hours for any passing tests.
- Promptly notify the project team of irregularities or deficiencies of work, which are observed during performance of services.

## **B. Primary Materials Testing and Inspection Services**

The listing of services below is not intended to be limiting in any manner. For each of the services below provide a detailed description of the field and lab services to be provided including frequencies and durations. If other services are necessary to provide a complete scope of work for the category of testing and inspection, provide a description of those services as well.

### **1. Soils & Foundations**

- a) Soil sampling and laboratory analysis
- b) Sub grade evaluation and approvals
- c) Grading and fill placement observation and testing
- d) Field compaction testing of soils including density testing
- e) Footing inspections
- f) Foundation inspections

### **2. Concrete and Pre-Cast Concrete**

- a) County required Factory inspections of pre-cast elements
- b) Concrete sampling and testing
- c) Concrete inspection and monitoring
- d) Reinforcing steel inspections that the reinforcing has been placed in conformance with the contract documents
- e) Concrete compressive strength tests
- f) Floor Flatness tests

### **3. Masonry Wall Systems**

- a) Mortar testing for all masonry construction
- b) Masonry and grout sampling and testing
- c) Masonry inspection and monitoring
- d) Reinforcing steel inspections

### **4. Structural Steel**

- a) Structural steel frame and metal decking testing and inspections
- b) Light gauge steel inspections
- c) Structural steel inspections to verify welding and bolting requirements as well as plumb test.

### **5. Waterproofing and Air Barrier Systems**

- a) Various waterproofing and air barrier inspections

**6. Mechanical System and Electrical**

- a) Mechanical and Electrical inspections in accordance with Montgomery County DPS Special Inspections Program

**7. Asphalt Paving**

- a) Asphaltic pavement testing and subgrade inspections

**8. Architecture**

- a) Architectural inspections in accordance with Montgomery County DPS Special Inspections Program

**III SUB CONSULTANTS**

Provide a list of sub-consultants and their qualifications that may be required for you to use on this project and their specific use and expertise.

**Attach an hourly rate schedule for all employee levels and a rate schedule showing laboratory costs for specific testing.** If adjustments to the scope of work are required, then the added cost will be computed in accordance with the Testing / Inspection firm's attached rate schedules. Include equipment charges in the hourly rates as required for the services to be rendered.

**I. PROJECT TEAM**

1. Include a brief resume for each team member that will be assigned to this project and their specific responsibility during the phases of the project. Include at least one reference of similar project experience for each team member.
2. Provide a list of consultant(s)/firm(s) that you would recommend for any other specialty requirements if these services are not to be handled by your firm.

**V. SELECTION PROCESS**

Proposals will be evaluated based on the minimum qualifications stated herein including valid and proper licensing, insurance, general experience, management, and pricing.

Failure to provide all required documentation with packet submission may be deemed an incomplete submission and subject to disqualification. All documents must be submitted in order as outlined in the RFP below.

HOC reserves the right at its sole discretion, to recommend the award of a contract related to this RFP based upon the written proposals received by HOC without prior discussion or negotiation with respect to those proposals. All portions of the RFP will be considered part of the contract and will be incorporated by reference.

HOC reserves the right, at its sole discretion, to accept or reject any and all proposals received as a result of this RFP; to waive minor irregularities; and to conduct discussions with all responsible Respondents, in any manner necessary, to serve the best interest of HOC.

HOC reserves the right to request additional information from any or all Respondents if necessary, to clarify that which is contained in the proposals.

## **A. Selection Criteria**

HOC will use the following criteria to evaluate the proposals:

Background and Related Experience (30 points) – Respondent’s demonstrated experience and background in performing Construction Material Testing and Third-Party Inspection for properties similar in scope and size including working with Montgomery County Special Inspection Program and Housing Authorities in the Baltimore – Washington Metropolitan area with a preference for Montgomery County.

Management Plan (20 points) – Provide a brief narrative description of the staffing assignments, roles and responsibilities who will be assigned to directly or indirectly work on this contract.

Price (25 points) – Price and Fees for performing the services described in this request for proposal. Price proposals should include detailed cost of each service.

Methodology (15 points) – Describe in detail how your firm proposes to perform the services described in this RFP. The methodology should address coordination of inspections capabilities, availability of staff as required to meet scheduling and reporting requirements, and compliance with standards. Provide a description of the process for interpreting reports; notification process for inspection and testing perform; and notification of irregularities.

Excess MFD Participation (10 points) – MFD participation above the minimum requirement of 25% of contracts for subcontract work and/or supplier (based on total contract value). Range of scoring will be from 0 to 10 points. Respondents who meet the MFD subcontracting minimum requirement (i.e., 25%) will score zero (0) points. Respondents subcontracting 30-35% will receive 5 points, and respondents subcontracting 35% or above will received 10 points.

## **B. Submission Requirements**

In addition to the qualification, each Respondent must submit the following:

1. Please list projects, completed or in progress, that best demonstrate competence to perform work similar to that required here. Supporting materials may be provided in the form of sample testing report and other brochures to assist HOC in evaluating your firm.
2. A minimum of three (3) references from owners or representatives’ similar properties with similar type scope of work. References should be selected who are directly knowledgeable of your work on projects of similar scale.
3. Draft Professional and General Liability Insurance Certificate.

**VI. SECTION 3 / HOC WORKS COMPLIANCE**

All contracts and Purchase Orders executed between HOC and awardee are subject to either Section 3 or HOC Works, based on the funding source of the contract. The funding source for this work requires awardee participation in the following Program:

1. HOC Works

The work to be performed under this contract is subject to the requirements of HOC Works Policy as set forth in Exhibit "A." Respondents must complete an HOC Works Opportunities Plan, found under Exhibit "A" of the solicitation documents, for this project and submit it as part of the response to this RFP.

2. Any questions relating to HOC Works can be directed to Elliot Rule in HOC's Compliance Office at [Elliot.Rule@hocmc.org](mailto:Elliot.Rule@hocmc.org) or [HOC.Works@hocmc.org](mailto:HOC.Works@hocmc.org).

**VII. MARYLAND LOCAL GOVERNMENT TORTS CLAIMS ACT**

HOC'S liability under contract in connection with this work will be subject to the limitations contained in the Maryland Local Government Torts Claims Act, Maryland Code, Courts and Judicial Proceedings II, §5-301 et. Seq.

**VIII. HUD CERTIFICATION REGARDING DEBARMENT AND SUSPENSION**

The Respondent shall, pursuant to 2 CFR part 2424.300, execute the U.S. Department of Housing and Urban Development Certification Regarding Debarment and Suspension. Furthermore, the Respondent shall comply with 2 CFR part 180 subpart C and shall require lower tier participants, including but not limited to subcontractors, sub-contractors, suppliers and consultants, to also comply with 2CFR part 180 subpart C.

**IX: SECURITY AND BACKGROUND CHECKS**

The Contractor shall perform all work in a safe and secure environment per OSHA standards while under construction and in accordance with the highest standards of the construction industry. The General Contractor and all Subcontractors shall be required to comply with the HOC security procedures and HOC Contractor and Sub-Contractor Background Screen Requirements (see attached Exhibit "B"), which is included in the Contract Documents.

- a. Prior to any work beginning Contractor shall submit a list of its employees and employees of any Subcontractor who will be working on this project to the Contract Administrator.
- b. Copies of completed background checks shall be made available to HOC upon requests.
- c. After work has commenced, any new employees of the Contractor or any approved Subcontractor added to the payroll must also comply with the HOC security background check requirement as stated above.

**X. INSURANCE REQUIREMENTS**

Prior to the execution of the contract, the Contractor must obtain, at their own cost and expense, the following *minimum* (not maximum) insurance coverage with an insurance company/companies licensed to conduct business in the State of Maryland and acceptable to HOC. The coverage shall include protection from liability that may arise out of work performed under the contract, whether directly or indirectly by the Contractor, a subcontractor, by anyone directly or indirectly employed by them, or by anyone for whose acts any of them may be liable. This insurance must be kept in full force and effect during the term of the contract, including all extensions. The insurance must be evidenced by a certificate of insurance, and if requested by HOC, the Contractor shall provide a copy of the insurance policies and additional insured endorsements. The minimum limits of coverage listed below shall not be construed as the maximum as



required by contract or as a limitation of any potential liability on the part of the Contractor nor shall failure to request evidence of this insurance in any way be construed as a waiver of Contractor's obligation to provide the insurance coverage specified. The Contractor's insurance shall be primary. Coverage shall not include any provision that would bar, restrict, or preclude coverage for claims by HOC against Contractor, including but not limited to "cross-liability" or "insured vs insured" exclusion provisions.

TYPE	LIMIT NOT BE LESS THAN
Commercial General Liability	\$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury, personal injury, and broad form property damage, including the following coverages: Contractual Liability, Premises and Operations; Products & Completed Operations; Independent Contractors & Subcontractors; Sexual Molestation and Abuse; Explosion, Collapse, Underground Hazard; Sudden and Accidental Pollution; and Failure to Supply. There shall be no sublimit or exclusion for liability arising from the use of cranes. Coverage shall be endorsed to apply on a per project or per contract basis.
Umbrella Liability	Umbrella/Excess Liability insurance coverage with a limit of liability of at least \$5,000,000.
Professional / Management Liability	\$1,000,000 per claim and \$2,000,000 in the aggregate that covers professional errors and omissions, negligent acts, and misconduct or lack of ordinary skill during the term of the Agreement.
Automobile Liability	\$1,000,000 combined single limit for bodily injury and property damage coverage per occurrence including the following: owned automobiles, hired automobiles, non-owned automobiles, and loading and unloading.
Fidelity Bond or Crime Insurance	A fidelity bond (also known as an employee dishonesty bond or an honest bond) in the amount of at least \$2,000,000. The bond must cover all employees performing within the scope of the Agreement. The bond shall cover loss due to dishonest acts of employees and/or failure to faithfully perform duties. Employee theft coverage evidenced under a crime policy will be accepted in lieu of the bond requirement.
Worker's Compensation	Meeting all the statutory requirements of the State of Maryland and with the following minimum Employer's Liability limits: Bodily Injury by Accident - \$500,000 each accident Bodily Injury by Disease - \$500,000 policy limits Bodily Injury by Disease - \$500,000 each employee
Pollution Liability/Environmental Impairment Liability	A minimum limit of liability of \$2,000,000 combined single limit for bodily injury and property damage coverage per occurrence. Such insurance shall cover

	<p>any gradual, sudden and/or accidental release of toxic or hazardous waste or other hazardous substance requiring monitoring, clean-up or other corrective actions under the Comprehensive Environmental Response Compensation and Liability Act (CERCLA). Contractor/proposer agrees to provide a one-year discovery period under this policy for services rendered during the contract.</p>
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Proof of such insurance shall be filed by the Contractor with HOC prior to commencement of work. The Certificate of Insurance will name HOC, HOC at Westside Shady Grove LLC, and any partners as additional insureds; provide Forty-Five (45) days written notice of cancellation or change; and show HOC as the certificate holder, as follows:

Housing Opportunities Commission of Montgomery County, MD  
 10400 Detrick Avenue  
 Kensington, MD 20895

HOC reserves the right to modify its insurance coverage prior to execution of an Agreement and to self-insure.

**XI. DISCLOSURE**

Responses submitted in response to this RFP shall be subject to disclosure pursuant to the provisions of the Access to Public Records, Act, Section 10-611 et seq. of the State of Government Article, Annotated Code of Maryland.

**XII. CONFLICTS OF INTEREST**

The Respondent shall identify any conflict of interest, which may arise if the Respondent is awarded a contract.

**XII. TERM**

HOC will contract with the selected firm for a period of 24-months.

## PRICING

ITEM	PRICE
CONSTRUCTION MATERIALS TESTING AND INSPECTION	
WOOD FRAMING	
ENVELOPE INSPECTIONS	
3 <sup>RD</sup> PARTY CODE COMPLIANCE	
BIO RETENTION INSPECTIONS	
<b>TOTAL</b>	