



*Gaithersburg*  
A CHARACTER COUNTS! CITY

# City of Gaithersburg

31 South Summit Avenue, Gaithersburg, Maryland 20877

## REQUEST FOR PROPOSALS

No. 2017-009

### Water Park Water Slide Flume Replacement

**Solicitation Issued:** September 09, 2016

**Proposal Submissions Due:** October 10, 2016      **Time:** 11:00 AM

**Submissions Received By:** Jacob M. Fayad, Capital Projects Program Manager  
City of Gaithersburg  
Department of Public Works  
800 Rabbitt Road  
Gaithersburg, Maryland 20877

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**MAYOR**  
Jud Ashman

**COUNCIL MEMBERS**  
Henry Marraffa, Jr.  
Michael Sesma  
Neil Harris  
Robert Wu  
Ryan Spiegel

**CITY MANAGER**  
Tony Tomasello

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## SECTION 1: Definitions

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**City Manager:** “City Manager” means the City Manager of the City or his or her designee.

**City:** “City” means the City of Gaithersburg, Maryland, a municipal corporation of the State of Maryland.

**Contract:** “Contract” means the binding agreement awarded pursuant to this Solicitation, if any.

**Contractor:** “Contractor” means the Offeror awarded the Contract.

**Mayor and City Council:** “Mayor and City Council” means the Mayor and City Council of the City of Gaithersburg, Maryland.

**Offeror:** “Offeror” means any Person submitting a Proposal in response to this Solicitation.

**Person:** “Person” means any individual, or association or entity recognized by law.

**Price Analysis:** “Price Analysis” means the examination of the Proposal Price to ensure it is fair and reasonable.

**Procurement Webpage:** “Procurement Webpage” means <http://www.gaithersburgmd.gov/government/procurement>.

**Project Manager:** “Project Manager” means the City employee assigned to manage the Contract and Project.

**Proposal:** “Proposal” means the offer submitted to the City by an Offeror in response to this Solicitation.

**Services:** “Services” means the goods and/or services to be provided to the City by the Contractor under the Contract as described in this Solicitation.

**Solicitation Documents:** “Solicitation Documents” mean this Solicitation and any and all documents issued and/or used by the City to solicit Proposals, including but not limited to: addendums, amendments, forms and specifications.

**Solicitation Schedule:** “Solicitation Schedule” refers to the events and dates and times thereof specified in Section 3.1 of this Solicitation.

**Solicitation:** “Solicitation” means this Request for Proposals.

**Submission Deadline:** “Submission Deadline” means the date and time, specified in Section 3.1 of this Solicitation, by which all Proposals shall be submitted to and received by the City.

~ END OF SECTION 1 ~

## **SECTION 2: Introduction and Notices to Offerors**

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### **2.1. INTRODUCTION**

The City is seeking sealed Proposals to contract with a qualified firm which specializes in water slide design and construction to provide design-build services to replace the water slide flume and support arms at the City's Water Park, located at 512 South Frederick Avenue, Gaithersburg, Maryland 20877 ("Facility"). The Services shall include design services, fabrication and installation, and two years of maintenance as further described herein.

**Time is of the essence with respect to the completion of the Contract; final completion is set for April 30, 2017. If that deadline is not achievable the project design process can start but on site work shall not start prior to September 30, 2017, and the new hard deadline for final completion shall be set for April 30, 2018.**

### **2.2. CITY PROFILE**

Gaithersburg is among the largest cities in the State of Maryland, with a population in excess of 67,000, occupying more than 10 square miles within Montgomery County. The City provides many services including police protection, licensing and permitting, building inspections, recreation and cultural activities, street maintenance, recycling collection, stormwater management, housing and community development, and snow removal.

The City operates under the council-manager form of municipal government, with the City Manager being appointed by the City Council. The Mayor and City Council are elected to staggered four-year terms; the Mayor serves as Council President. Gaithersburg became a CHARACTER COUNTS! City in 1996. This national ethics education program is based on six pillars of character that people of all cultures, races and religious affiliations can embrace. The pillars include respect, responsibility, fairness, caring, trustworthiness and citizenship.

### **2.3. CITY'S LIABILITY**

This is a Solicitation only, it is not a contract. All Proposals submitted to and accepted by the City shall become the exclusive property of the City and not be returned. The City shall assume no obligation to pay or reimburse any Person for any costs, fees, or expenses incurred in preparation of a response to this Solicitation, or for any meetings or travel costs related to such response. The City reserves the right to reject any or all Proposals in full or in part and/or to waive any technicalities and/or informalities as best may serve the interests of the City. The City is under no obligation to any Offeror until a contract is executed for the Services described herein.

### **2.4. AUTHORITY TO DISTRIBUTE SOLICITATION DOCUMENTS**

The City is the sole entity with the authority to issue and/or distribute any Solicitation Documents and/or information related thereto. Any and all Solicitation Documents obtained from any source other than the City may be incomplete or incorrect. The City assumes no responsibility for any error, omission or misinterpretation resulting from the reliance or use of any Solicitation Documents not both issued and distributed by the City. Any and all Solicitation Documents shall be posted on the Procurement Webpage.

### **2.5. ACCEPTANCE**

The submission of a Proposal shall constitute acknowledgement and acceptance by the Offeror of the requirements, specifications and terms and conditions specified herein.

**2.6. RESTRICTED DISCUSSIONS**

Offerors are prohibited from discussing this Solicitation or any part thereof with any employee, agent, or representative of the City except as expressly authorized herein. The City may, in its sole discretion, reject the Proposal submitted by any Offeror who is in violation of this provision. Any and all verbal statements and/or answers to questions relative to this Solicitation shall not be considered binding, valid or enforceable.

**2.7. STATE OF MARYLAND BID AND CONTRACT REQUIREMENTS**

- A. Offerors must be qualified to bid in the State of Maryland in accordance with §16-202 and §16-203 of the State Finance and Procurement Article of the Annotated Code of Maryland.
- B. To enter into any contract with the City, Offerors must be in compliance with the State of Maryland Code of Regulations Title 21, State Procurement Regulations.

**2.8. ADA REQUIREMENTS**

Individuals with a disability, who would like to receive the information in this Solicitation in another form, may contact the City's Procurement Manager by phone at 301-258-6320 or by email at wrhodes@gaitthersburgmd.gov.

**~ END OF SECTION 2 ~**

## **SECTION 3: Solicitation Schedule and Information**

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### **3.1. SOLICITATION SCHEDULE**

Below is the schedule of events for this Solicitation. The City reserves the right to modify the Solicitation Schedule at any time as best may serve the interests of the City; any and all modifications shall be made by addendum or amendment and posted on the City's Procurement Webpage. Unless otherwise specified, all references herein to times of day shall be Eastern Time (daylight or standard, as applicable).

<b>EVENT</b>	<b>DATE</b>	<b>TIME</b>
<b>A. Solicitation Issued:</b>	<b>September 9, 2016</b>	<b>N/A</b>
<b>B. Pre-Submission Meeting:</b> <i>See Subsection 3.2 for additional information</i>	<b>September 20, 2016</b>	<b>at 11:00 AM</b>
<b>C. Offeror Questions Due in Writing:</b> <i>See Subsection 3.3 for additional information</i>	<b>September 23, 2016</b>	<b>at 4:00 PM</b>
<b>D. City's Answers to Questions Issued:</b> <i>See Subsection 3.4 for additional information</i>	<b>September 29, 2016</b>	<b>by 5:00 PM</b>
<b>E. Submission Deadline:</b> <i>See Subsection 4.2 for additional information</i>	<b>October 10, 2016</b>	<b>at 11:00 AM</b>

### **3.2. PRE-SUBMISSION MEETING**

A. There will be a Pre-Submission Meeting at the location shown below on the date and at the time specified in the Solicitation Schedule. Attendance of the Pre-Submission Meeting is not mandatory but is strongly encouraged.

City of Gaithersburg  
Activity Center at Bohrer Park  
506 South Frederick Avenue  
Gaithersburg, Maryland 20877

### **3.3. SUBMISSION OF OFFEROR QUESTIONS**

All questions regarding this Solicitation: (i) shall be submitted by email to Jacob Fayad, Capital Projects Program Manager, at [jfayad@gaithersburgmd.gov](mailto:jfayad@gaithersburgmd.gov); and (ii) shall be received by the date and time specified in the Solicitation Schedule. Any and all questions received not in compliance with this paragraph will not be answered unless the City, at its sole discretion, deems that a response to a question is necessary to clarify anything in the Solicitation Documents.

### **3.4. ANSWERS TO OFFEROR QUESTIONS**

The City's answers to questions submitted by Offerors will be posted by addendum on the Procurement Webpage on the date specified in the Solicitation Schedule.

~ END OF SECTION 3 ~

## **SECTION 4: Proposal Format, Content, Preparation and Submission**

### **4.1. PROPOSAL FORMAT AND CONTENT**

In order to provide each Offeror with an equal opportunity for consideration, adherence to a standardized proposal format is required; any Proposal submitted outside of the required format shall be cause for the Proposal to be rejected as non-responsive. All Proposals shall contain a separate technical proposal (“Technical Proposal”) and separate price proposal (“Price Proposal”) as follows:

#### **A. Part A: Technical Proposal**

The Technical Proposal shall be submitted separate from the Price Proposal and shall include the following material organized into sections as follows:

##### **I. Executive Summary**

This section of the Technical Proposal shall include a two-page maximum executive summary which clearly summarizes the content of the Technical Proposal only, including:

- Lead company name and locations of local and head offices
- Company names of each partnering organization and location of local and head offices
- Management structure

##### **II. Table of Contents**

The Technical Proposal shall include a table of contents that references each of sections therein.

##### **III. Section 1: Understanding the Requirements and Ability to Meet**

This section of the Technical Proposal: shall address and confirm the Offeror understands the requirements of this Solicitation and possess the ability to meet such requirements; and shall clearly outline the proposed scope of work and objectives of the Proposal as they relates to the scope and objectives of the project, product and/or service deliverables.

##### **IV. Section 2: Work Plan**

This section of the Technical Proposal shall include a proposed work plan (“Work Plan”) for the project, which shall, at a minimum:

- Identify all of the tasks required to complete the project.
- Describe the purpose of each task and the requirements and responsibilities thereunder.
- Differentiate between the responsibilities of the Contractor and the responsibilities of the City. The failure by the Offeror to make any such distinction shall signify the Offeror assumes full responsibility for the respective task.
- Identify any anticipated obstacles and propose solutions to such obstacles.

- Identify any meetings that will be required.
- Include a project work phasing plan
- Identify any approvals that will be required from the City, if any.

V. Section 3: Management Plan, Timeline and Quality Control Plan

This section of the Technical Proposal shall include a timeline (“Timeline”), a management plan (“Management Plan”), and a quality control plan (“Quality Control Plan”) for the project as follows:

- The Timeline, which should coincide with the Work Plan, shall, at a minimum: set forth a realistic plan for the timing of each task in the Work Plan; establish beginning and completion dates for the project; and set forth any and all milestones.
- The Management Plan shall: clearly describe how the Offeror will manage and control all proposed tasks under the Work Plan and Timeline; and explain how the management and administrative processes will ensure that appropriate levels of attention are given so that work is performed properly and in accordance with the Work Plan and Timeline.
- The Quality Control Plan shall: describe the design phases reporting processes (initial report, reviews and final report) and format used to submit error free reports. Provide one sample report with Proposal.

VI. Section 4: Firm Experience, Capabilities and Quality of Previous Work

This section of the Technical Proposal shall include an overview of the Offeror’s firm and its commitment to provide the Services requested in this Solicitation. The Offeror shall, at a minimum:

- Summarize the organizational structure and size of their firm and provide the firm’s date of organization and current principal place of business.
- Outline and briefly discuss the scope of services provided and the approximate percentage of the total business devoted to the type of services requested in this Solicitation.
- Indicate whether or not the company has an organized practice addressing the requested scope of services, who formally heads such practice and where the person is located.
- Describe any local office(s) that will service the City, including size, services, area covered, and principal contact person.

VII. Section 5: References

This section of the Technical Proposal shall include the contact information for a minimum of five (5) commercial or local government customers that the Offeror wishes to provide as references. References shall be for projects completed by the Offeror (Offeror must be the prime) within the last five (5) years that were similar in size, scope and cost to the project under this Solicitation. For each reference, the Offeror shall provide the following information:

- ↳ The name and address of the company;
- ↳ The name and telephone number of a company representative that managed the respective project;
- ↳ The total amount of the Contract;
- ↳ The start date and completion date of the work under the contract; and
- ↳ A description of the services provided, including size and scope.

VIII. Section 7: Staff Qualifications, Experience and Capabilities

This section of the Technical Proposal shall address the qualifications, experience and capabilities of the primary project manager, alternate project manager and project team members assigned to the project (collectively "Key Personnel"). Project team members are inclusive of engineers, architects, designers and project superintendents. The Offeror shall include for Key Personnel: (i) the person's name, functional discipline and responsibilities; and (ii) a complete resume or detailed description of the person's education, professional experience and length of employment with the Offeror.

In addition, the Offeror shall clearly state if it intends to subcontract any of the proposed work and, if so, provide the names of all such subcontractors. The Offeror shall assume full responsibility and liability for any and all work performed by a subcontractor.

IX. Section 8: Required Documents

This section of the Technical Proposal shall include the following documents, all of which, except for the Executed Bid Bond, are attached together hereto as Attachment A and incorporated herein:

- ↳ Addendum and Amendment Acknowledgement Form
- ↳ Affidavit of Qualification to Propose
- ↳ Conflict of Interest Certification
- ↳ Litigation and Lien Information
- ↳ Proposal Submission Certification
- ↳ Executed Bid Bond

**B. Part B: Price Proposal**

The Price Proposal shall be submitted separate from the Technical Proposal and shall include a completed and signed Proposal Price Sheet, which is included in Attachment A hereto and incorporated herein.

**4.2. PROPOSAL PREPARATION AND SUBMISSION**

The Offeror shall submit complete sets of its Proposal in a sealed package ("Proposal Package") in accordance with and subject to the following instructions and conditions:

A. The Proposal Package shall contain the following:

- I. One (1) sealed envelope clearly labeled *Technical Proposal*, which shall contain one (1) original paper technical proposal and five (5) identical paper copies thereof. All documents and forms shall be completed in their entirety and, when applicable, shall be notarized and/or signed in ink by an authorized or duly authorized representative of the Offeror. In the event of any inconsistency between the original paper Technical Proposal and any paper or digital copies thereof, the original paper Technical Proposal shall take precedence over and supersede those paper copies.
- II. One (1) sealed envelope clearly labeled *Price Proposal*, which shall contain one (1) original paper price proposal and five (5) identical paper copies thereof. All price proposals shall be signed in ink by an authorized or duly authorized representative of the Offeror. In the event of any inconsistency between the original paper Price Proposal and any paper or digital copies thereof, the original paper Price Proposal shall take precedence over and supersede those paper copies.
- III. One (1) sealed envelope clearly labeled *Technical and Price Proposal Digital Copies*. The envelope shall contain one (1) identical digital copy of the original paper Technical Proposal and one (1) identical digital copy of the original paper Price Proposal, together on a compact disc or flash drive. The digital copies shall be in portable document format (PDF).

B. The following information shall be printed clearly on the outside of the Proposal Package:

- ↳ Solicitation Number;
- ↳ Solicitation Title; and
- ↳ Name of the Offeror submitting the Proposal Package

C. The Proposal Package shall be addressed to the person and be submitted to the location shown below; Proposal Packages not received at the same location by the Submission Deadline shall be deemed non-responsive.

Jacob M. Fayad, Capital Projects Program Manager  
City of Gaithersburg  
Department of Public Works  
800 Rabbitt Road  
Gaithersburg, Maryland 20877

- D. The City shall assume no responsibility for delays or errors in the delivery of any Proposal; postmarking by the Submission Deadline shall not substitute for actual receipt.
- E. The Offeror is strictly prohibited from submitting its Proposal by facsimile or by e-mail. Any and all Proposals submitted as such shall be rejected as non-responsive and be removed from consideration.
- F. No partial Proposals will be accepted or reviewed.

**~ END OF SECTION 4 ~**

## **SECTION 5: Evaluation Criteria and Selection Process**

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### **5.1. AWARD**

Award of the Contract shall be to the Offeror whose Proposal is the most advantageous to the City, price and other factors considered.

### **5.2. SELECTION COMMITTEE**

The City shall assign a committee comprised of personnel it considers to be stakeholders in the project (“Selection Committee”) to: review, evaluate and score all Proposals; conduct interviews, if required; and select and recommend the most qualified Offeror for the Contract award.

### **5.3. EVALUATION AND SCORING CRITERIA**

The Selection Committee will evaluate each Proposal on the following criteria:

#### **A. Technical Proposal**

- ↳ Responsiveness
- ↳ Understanding the Requirements and Ability to Meet
- ↳ Work Plan
- ↳ Management Plan, Timeline and Quality Control Plan
- ↳ Firm Experience, Capabilities and Quality of Previous Work
- ↳ References
- ↳ Staff Qualifications, Experience and Capabilities

#### **B. Price Proposal**

#### **C. Interviews and Presentations of Renderings**

### **5.4. SELECTION PROCESS**

Below is the anticipated selection process for this Solicitation; however, the City reserves the right, at its sole discretion, to modify the process as may best serve the interests of the City.

#### **A. Phase 1 – Evaluation of Technical and Price Proposals**

Phase 1 of the selection process shall be conducted as follows:

- I. The Selection Committee will: (i) review each Technical Proposal to determine its responsiveness to this Solicitation; and (ii) evaluate and score each Technical Proposal on the criteria specified in Section 5.3 to determine the responsibility of the respective Offeror to perform the Services. The total possible maximum score for each Technical Proposal shall not exceed fifty (50) points.
- II. Following the evaluation and scoring of the Technical Proposals the Selection Committee will evaluate and score each Price Proposal. The total possible maximum score for each Price Proposal shall not exceed fifty (50) points.
- III. Following the evaluation and scoring of the Technical Proposals and Price Proposals the Selection Committee will develop a shortlist of the highest ranking Offerors who will proceed to Phase 2 of the selection process. The City anticipates the shortlist will be comprised of at most three (3) Offerors with the highest total combined Technical Proposal and Price Proposal scores.

**B. Phase 2 – Interviews and Presentations of Renderings**

Phase 2 of the selection process shall consist of interviews with and presentations of renderings by those Offerors on the shortlist. The Selection Committee shall evaluate and score each such Offeror on its interview and presentation(s); the total possible maximum score assigned to each Offeror by each person on the Selection Committee shall not exceed one hundred (100) points. Following the evaluation and scoring of interviews and presentations, the Selection Committee shall make a recommendation of tentative award to the City Manager. Formal award may be contingent on the approval by the Mayor and City Council. The City reserves the right to substantiate the qualifications and/or abilities of each Offeror to perform under the Contract.

**~ END OF SECTION 5 ~**

## **SECTION 6: General Terms and Conditions**

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The following terms and conditions shall apply to and survive this Solicitation and be incorporated into the Contract:

**6.1. HEADINGS**

Any and all of the headings contained in any of the Solicitation Documents are for reference purposes only and shall not in any way affect the meaning or interpretation of any of the same.

**6.2. ACCEPTANCE AND REJECTION OF PROPOSALS**

The City reserves the right: (i) to accept or reject any or all Proposals in whole or in part; (ii) to waive any technicalities or informalities in Proposals; and (iii) to cancel or postpone this Solicitation at any time if determined to serve the best interests of the City. The City may reject the Proposal of any Offeror in arrears or in default to the City on any contract, debt, or other obligation.

**6.3. ACCURATE INFORMATION**

The Offeror certifies that all information provided or to be provided to the City is true and correct and may be relied upon by the City in awarding the Contract. Any false and/or misleading information is cause for the City to reject the Offeror's Proposal or to terminate the Contract if awarded to the Offeror. Such rejection or termination shall relieve the City of any direct or consequential damages or costs incurred by the Offeror.

**6.4. ADDENDA AND AMENDMENTS**

In the event any addenda or amendments are issued to this Solicitation, all the terms and conditions of this Solicitation shall govern and apply unless specifically stated or modified in any such addenda or amendments. Any and all written communication not posted on the Procurement Webpage relative to this Solicitation shall not be considered valid or enforceable. It is the responsibility of the Offeror to inquire about and obtain any and all addenda and/or amendments issued, all of which shall be published on the Procurement Webpage.

**6.5. ALTERNATE PROPOSALS**

The Offeror is expected to clearly respond to the requirements set forth in this Solicitation. Any and all alternate Proposals for the Services shall be rejected as non-responsive and shall be removed from consideration.

**6.6. BINDING PROPOSAL**

All Proposals shall remain binding for 180 calendar days following the Submission Deadline; Proposals may not be withdrawn at any time within this period. In the event an award is not made during such period, all Proposals shall be automatically extended and remain binding for an additional 180 calendar day period. Proposals shall automatically be renewed until such time as either an award is made or proper notice is given to the City by an Offeror of its intent to withdraw its Proposal. Proposals may only be withdrawn by written notice to the City at least fifteen (15) calendar days prior to the expiration of the then current 180 calendar day period.

**6.7. CONFIDENTIALITY**

- A. The City agrees, to the extent permitted by law and in accordance with the terms set forth in this Solicitation, to hold all confidential information and material belonging to the Offeror in strictest confidence. The Offeror shall specify in writing to the City the information and/or material the Offeror deems to be a trade secret or other confidential information and/or material. Written notification shall also contain the reason such information and/or material is considered to be a trade secret and/or confidential.
- B. The Offeror agrees that all knowledge and information it may receive from the City or from its officials, employees or other sources, or by virtue of the performance of Services under and pursuant to the Contract, if awarded the Contract, which are included or referenced in Title 4 of the General Provisions Article of the Annotated Code of Maryland, shall not be directly or indirectly disclosed to any person whatsoever unless authorized to do so by the City Manager. This confidentiality provision shall also apply to any information, activity, or record designated by the City as being “confidential” or “privileged”.

**6.8. CONTRACT AWARD**

It is the intent of the City to award the Contract to one (1) Offeror. The City reserves the right at its sole discretion to award the Contract to multiple Offerors and/or to award the Contract in whole or in part. If for any reason, through no fault of the City, the Contract is not executed within thirty (30) days’ following formal award, the City may withdraw the award and award to another Offeror, or solicit new Proposals. In the event the City receives only one (1) Proposal in response to this Solicitation, the City reserves the right, in its sole discretion, to proceed as a negotiated procurement with the Offeror that submitted the Proposal.

**6.9. ERRORS IN PROPOSALS**

Obvious error(s) in calculations in any Proposal may not be corrected without the prior written consent of the City and may be cause for the Proposal to be deemed non-responsive. If an error is made in an extended price, the unit price will govern.

**6.10. INTEREST IN MORE THAN ONE PROPOSAL AND COLLUSION**

Multiple Proposals submitted in response to this Solicitation by any Offeror under the same or different names shall be rejected as non-responsive. Reasonable grounds for believing that any Offeror has interest in more than one (1) Proposal for this Solicitation, both as the Offeror and as a subcontractor for another Offeror, shall result in the rejection of all Proposals in which the Offeror has interest and disqualify the Offeror from responding to any reissuance of this Solicitation. However, a Person acting only as a subcontractor may be included as a subcontractor for multiple Offerors. The City may reject all Proposals if reasonable cause exists for believing that collusion exists among Offerors.

**6.11. LATE PROPOSALS**

It is the responsibility of the Offeror to ensure the delivery of its Proposal by the Submission Deadline and to the location specified in Section 3.1 of this Solicitation. Any and all Proposals delivered or submitted late or to any location other than the designated location shall be rejected as non-responsive. The submission of any Proposal by way of facsimile or e-mail is strictly prohibited; any and all Proposals submitted as such shall be rejected as non-responsive. The City assumes no responsibility for any delays and/or errors in the delivery of a Proposal; postmarking by the Submission Deadline shall not substitute for actual receipt. Any and all Proposals submitted not in compliance with any of the provisions of this paragraph shall be rejected as non-responsive.

**6.12. MODIFICATIONS TO PROPOSALS**

The Offeror may only modify its Proposal prior to the Submission Deadline and in accordance with and subject to the following:

- A. The City shall consider a modified Proposal as an entirely new Proposal and shall replace the original Proposal, which shall be deemed to be withdrawn and null and void.
- B. The modified Proposal shall be subject to all the requirements, specifications and terms and conditions set forth herein.
- C. Notwithstanding the provisions with respect to the submission of a Proposal herein, the modified Proposal shall clearly be labeled "Modified Proposal".

**6.13. OPTIONAL GOODS AND/OR SERVICES**

The City reserves the right to request and evaluate optional goods and/or services which may be in the best interests of the City, and to negotiate the price of such goods and/or services with the successful Offeror or with another Offeror, whichever is determined to be the most advantageous to the City. While pricing for optional goods and/or services may be requested in this Solicitation, the City is under no obligation to consider such optional goods and/or services when selecting the successful Offeror unless otherwise stated.

**6.14. SOLICITATION DOCUMENTS**

The Offeror is expected to carefully and thoroughly examine all of the Solicitation Documents for accuracy and completeness, and to become familiar with the same. If doubt exists as to the meaning and/or intent in or of any of the Solicitation Documents, the Offeror shall make an inquiry as to such meaning and/or intent. The failure of the Offeror to examine and become familiar with any and all of the Solicitation Documents shall in no way relieve the Offeror of its obligations under the Contract, if awarded to the Offeror. The submission of a Proposal shall be taken as prima facie evidence of compliance with this provision and that the Offeror fully understands everything in the Solicitation Documents.

**6.15. SOLICITATION PROTEST**

Any protest of this Solicitation shall be in writing to the City Attorney. The provisions of COMAR Title 21.01.03.01A(7), State Procurement Regulations, do not apply to municipalities and are not applicable to this Solicitation. Protests of alleged improprieties in this Solicitation shall be filed prior to the Submission Deadline. Any written protest shall, at a minimum, include: (i) the name, address, telephone number, and if available, email address of the Person making the protest; (ii) the Solicitation number and a detailed statement of the legal and factual grounds for the protest, including a description of resulting harm to the Person making the protest; and (iii) any and all copies of supporting exhibits, evidence and/or documents to substantiate the claim.

**6.16. USE OF BROKER**

The Offeror warrants that no person or selling agency has been employed or retained to solicit or secure the Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees, or bona fide established commercial or selling agencies maintained by the Offeror for the purpose of securing business. For violation of this provision, the City shall have the right, in its sole discretion: (i) to terminate or suspend the Contract without liability to the City, its officials or employees; or (ii) to deduct from the Contract price or consideration, the full amount of such commission, percentage, brokerage, or contingent fee.

**6.17. ACCOUNTING SYSTEM AND AUDIT**

- A. The Contractor certifies its accounting system conforms to Generally Accepted Accounting Principles (GAAP) and is sufficient to comply with its budgetary and financial obligations under the Contract. In addition, the Contractor acknowledges and agrees to the following:
- I. The Contractor: (i) shall maintain any and all necessary source documentation, accounting records and supporting documentation in such a manner that will provide for a separation between direct and indirect costs; and (ii) shall enforce sufficient internal controls as dictated by GAAP to properly account for expenses incurred under the Contract.
  - II. The Contractor: (i) shall allow the City to examine and/or obtain copies of the Contractor's records to determine and verify compliance with the terms and conditions of the Contract; (ii) shall grant the City access to such records at all reasonable times during the Contract term and for a period of five (5) years thereafter; and (iii) shall make such records available for examination and/or to obtain copies by any and all Federal, State and/or County authorities if the Contract is supported to any extent with any funds of the same.
- B. The Contractor shall include a similar provision in any and all subcontracts.

**6.18. ASSIGNMENT OF THE CONTRACT**

The City's rights under the Contract are personal to the Contractor. It is mutually understood and agreed that the Contractor shall not assign, convey, sublet, transfer or otherwise dispose of its Contract or its right, title or interest therein, or its power to execute the Contract, to any other person without the express written consent of the City; however, in no case shall such consent relieve the Contractor from its obligations under the Contract, or change the terms and conditions of the Contract.

**6.19. CHANGES IN GOODS AND/OR SERVICES**

The City, without invalidating the Contract, may order changes in the goods and/or Services within the general scope of the Contract, consisting of additions, deletions and/or other revisions, and the Contract sum and term shall be adjusted accordingly. Any cost or credit to the City from a change in Services shall be determined by mutual written agreement between the City and the Contractor. The Contractor shall provide all of the goods and services that may be required to complete the Contract at the price agreed upon. Any alterations of variables to the terms of the Contract shall not be valid or binding upon the City unless made in writing and signed by the City and the Contractor.

**6.20. CONTRACT DISPUTES**

Any and all disputes arising under the Contract, except under the provisions for termination, which are not disposed of by agreement between the City and the Contractor, shall be decided under procedures A-D listed below. Pending final resolution of a dispute, the Contractor shall proceed diligently with Contract performance. A claim must be in writing for a sum certain and any money requested must be fully supported by all cost and pricing information.

- A. All disputes, claims, questions of fact or interpretations of the documents of the Contract not disposed of by agreement or express provision of the Contract arising between the City and the Contractor after performance of the Contract has commenced but before final payment and termination of the Contract, are decided by the City Manager or designee ("City Manager").
- B. The City Manager must give the Contractor not less than three (3) working days to submit documentation and written reasons supporting the Contractor's position in the dispute. The City Manager may consider any other information or written submissions from City employees or agents and may conduct an informal, non-record hearing for receipt of testimony, evidence and/or argument. The City Attorney may participate in the hearings to protect the City's interest.
- C. The City Manager must render a decision, in writing, stating reasons for such decision and provide copies to the Contractor and the City Attorney. If the decision is mailed to the Contractor, it must be mailed "certified" and dated the date of mailing; otherwise, it must be dated the date of delivery to the Contractor.
- D. The City Manager's decision may be submitted to Binding Arbitration by either Party under the auspices of an arbitrator appointed by the American Arbitration Association.

**6.21. DISSEMINATION OF DATA**

The Contractor shall not release any information related to the Services under the Contract or publish any reports or documents related to the same without the prior written approval of the City. The Contractor shall include a similar provision in all subcontracts.

**6.22. EMPLOYMENT AS INDEPENDENT CONTRACTOR**

The City and the Contractor recognize and agree: (i) that the Contractor shall act as an independent Contractor to the City; (ii) that the Contract does not create any actual or apparent agency, partnership, franchise, or relationship of employer and employee between the parties; (iii) that neither party shall be entitled to participate in any of the other party's benefits, including without limitation, any health or retirement plans; (iv) that the Contractor shall not be entitled to any remuneration, benefits, or expenses other than as specifically provided for in the Contract; and (v) that the City shall not be liable for any insurance, taxes, or withholding for or on behalf of the Contractor; all such insurance, taxes or withholding, and costs for same, shall be the sole responsibility of the Contractor.

**6.23. ETHICS LAWS AND REQUIREMENTS**

The Contractor shall comply with the financial disclosure and conflict of interest and lobbying provisions of the City's ethics laws, which may be found on the City's website at: <http://www.gaithersburgmd.gov/government/city-code>.

**6.24. FORCE MAJEURE**

The City and the Contractor acknowledge and agree that either party hereto will be relieved of its obligations hereunder in the event and to the extent that the performance of its obligations under the Contract is delayed or prevented by any cause beyond its control, including, without limitation, acts of God, public enemies, war, insurrection, acts or orders of governmental authorities, fire, flood, explosion, or riots ("Force Majeure"). Failure to receive necessary materials and supplies will not excuse performance hereunder unless such failure is itself due to an event of Force Majeure. A party obtaining relief under this provision shall make every reasonable effort to minimize the effects thereof and will promptly resume performance as soon as possible.

**6.25. GOVERNING LAW**

The Contract shall be construed in accordance with the laws and regulations of the Federal Government, State of Maryland, and the City. For purposes of litigation involving the Contract, exclusive venue and jurisdiction shall be in the Circuit Court of Maryland for Montgomery County, District Court of Maryland for Montgomery County or the United States District Court of Maryland.

**6.26. IMMIGRATION REFORM AND CONTROL ACT**

The Contractor shall warrant that it does not and shall not hire, recruit or refer for a fee for employment under the Contract, an alien, knowing the alien is an unauthorized alien, and hire any individual without complying with the requirements of the Immigration Reform and Control Act of 1986 ("Act"), including but not limited to any verification and record keeping requirements. The Contractor shall further assure the City that, in accordance with the Act, it does not and will not discriminate against an individual with respect to hiring, or recruitment or referral for a fee, of the individual for employment or the discharging of the individual from employment because of such individual's national origin or in the case of a citizen or intending citizen, because of such individual's citizenship status.

**6.27. INCONSISTENT PROVISIONS**

- A. Notwithstanding any provisions to the contrary in the terms and conditions of any contract supplied by the Contractor, the conditions of this Solicitation and the Contract supersede those terms and conditions in the event of inconsistency.
- B. In the event of any inconsistency between any of the provisions of this Solicitation and any of the provisions of the Contract, the provisions of the Contract shall take precedence over and supersede those provisions in the event of any inconsistency.

**6.28. INDEMNIFICATION**

The Contractor shall indemnify and hold harmless the City, its officials, employees and agents from the following:

- A. Any and all direct or indirect damages, costs, claims, actions, suits, judgments or liens resulting from the negligent act or commission or omission of the Contractor, its employees, agents or subcontractors; and
- B. Any and all direct or indirect costs, claims, actions, suits, judgments or liens for damages resulting from the Contract arising from the negligence or omission of the Contractor, its employees, agents or subcontractors. The Contractor shall, upon completion of the Services, provide the City with a Release of Liens from any subcontractor, supplier, material, or other supplier of goods and services to the project.

**6.29. LAWS AND REGULATIONS**

The Contractor shall comply with any and all applicable federal, state and local laws, codes and regulations with respect to the Services under the Contract.

**6.30. NO LIENS**

The Contractor shall have no title or interest in any of the goods delivered to the City under the Contract. In no event shall the Contractor encumber any such goods delivered to the City with any lien of any kind or offer such goods as collateral in any transaction whatsoever.

**6.31. NO WAIVER**

Except as otherwise specifically provided in the Contract, a waiver by either party to the Contract of any breach of any provision of the Contract, or either party's decision not to invoke or enforce any right under the Contract, shall not be deemed a waiver of any right or subsequent breach, and all provisions of the Contract shall remain in force.

**6.32. NON-DISCRIMINATION REQUIREMENTS**

A. The Contractor acknowledges and agrees that during the term of the Contract it shall:

- I. Not discriminate against any employee or applicant for employment because of gender preference, race, color, creed, religion, ancestry, sex, sexual orientation, national origin, affection preference, disability, age, marital status or status with regard to public assistance or as a disabled veteran or veteran of the Vietnam era.
- II. Take affirmative action to ensure that applicants and employees are treated without regard to their race, color, creed, religion, ancestry, sex, sexual orientation, national origin, affection preference, gender preference, disability, age, marital status or status with regard to public assistance or as a disabled veteran or veteran of the Vietnam era. Such action shall include but not be limited to the following: employment, upgrade, demotion or transfer; recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- III. In all solicitations for employees, state that all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, ancestry, sex, sexual orientation, national origin, affection preference, gender preference, disability, age, marital status or status with regard to public assistance or as a disabled veteran or veteran of the Vietnam era. The Contractor agrees to use clauses similar to those above in all contracts and subcontracts. In the event the Contractor fails to comply with the nondiscrimination clauses of the Contract, or fails to include such provisions in all contracts and subcontracts, as hereinabove provided, the Contract may at the sole discretion of the City be declared void AB INITIO, canceled, terminated or suspended in whole or in part with waiver of any recourse by the Contractor against the City or its officials or employees, and the Contractor may be declared ineligible for further contracts with the City.

B. Any employee, applicant for employment, or prospective employee with information concerning any breach of these requirements may communicate such information to City Manager who shall commence a prompt investigation of the alleged violation. Pursuant to such investigation, the Contractor shall permit access to their books, records and accounts. In the event the City Manager concludes, on the basis of such investigation, that the Contractor has failed to comply with these nondiscrimination clauses, the City Manager may invoke the remedies hereinabove set out.

**6.33. NONEXCLUSIVE**

Nothing in the Contract shall be deemed to act as a bar to the City's solicitation or purchasing of equipment, goods or services from any other company or entity.

**6.34. OWNERSHIP OF MATERIALS**

Unless otherwise agreed in writing by the City and the Contractor, any work, specifications, information, data, drawings, software and other items produced under the Contract, other than any Contractor Tool, is to be deemed a work-for-hire to the extent permitted by law, and, to the extent not so permitted, shall be assigned to, and shall become, the exclusive property of the City.

**6.35. PATENTS**

Whenever any article, material, appliance, process composition, means or things called for by the specifications (“Materials”) under this Solicitation is covered by Letters of Patent, the Contractor shall secure, prior to using or employing such Materials, the assent in writing of the owner or licensee of such Letters of Patent and file the same with the City. The Contractor shall defend, at its own expense, and pay the cost and damages awarded in any action brought against the City based on an allegation that the Materials provided by the Contractor infringe on any patent, copyright, license or trade secret. In the event that an injunction shall be obtained against the City’s use of the Materials by reason of infringement of any patent, copyright, license or trade secret, the Contractor shall, at its own expense, procure for the City the right to continue using the Materials or replace or modify the same so that it becomes non-infringing.

**6.36. INVOICES, PAYMENT TERMS AND TAXES**

The City shall only pay original proper invoices issued in accordance with the following:

**A. Invoices**

Original invoices shall include at a minimum, the Contractor’s name, address, telephone and fax numbers, and if applicable, email address and corresponding purchase order number. Invoices shall be submitted to: City of Gaithersburg, Accounts Payable Division, 31 South Summit Avenue, Gaithersburg, Maryland 20877.

**B. Payment Terms**

The City’s standard terms of payment are net thirty (30) days; however, this does not preclude the Contractor from providing a prompt payment discount for the payment of invoices in less than thirty (30) days. Payments considered past-due may be subject to incurred interest not to exceed one percent (1%) per month.

**C. Taxes**

The City is exempt from sales and use taxes. The Contractor shall exclude such taxes from all forms of requests for payments issued to the City; the City shall not be liable for or pay or reimburse the Contractor for any such taxes. A copy of the City’s Sales and Use Tax Exemption Certificate is provided below.



**6.37. RECORDS**

The Contractor shall retain any and all records and documents relating to the Services under the Contract for a minimum of five (5) years following payment of the Contractor's final undisputed proper invoice for the complete rendered Services. The Contractor shall make available to the City, State of Maryland and any and all appropriate Federal agencies, all records and documents with respect to any and all matters under the Contract at any time during normal business hours, as often as the City deems necessary, to audit, examine, and make copies, excerpts and/or transcripts of any and all relevant data. The Contractor shall include similar provisions in all subcontracts.

**6.38. SUBCONTRACTORS**

The Contractor acknowledges and agrees: that if it shall be necessary to hire or subcontract with competent personnel to fulfill its obligations under the Contract, it shall do so at its own expense; and to ensure that any and all work assigned to any subcontractor shall be performed in compliance with all of the terms and conditions of the Contract. Nothing contained in the Contract shall create any contractual relation between any subcontractor and the City.

**6.39. SURVIVAL**

The representations, warranties and indemnities contained herein shall survive the termination of the Contract.

**6.40. TERMINATION**

**A. Termination for Cause**

- I. If through any cause, the Contractor fails to fulfill in a timely and proper manner its obligations under the Contract, or if the Contractor violates any of the provisions of the Contract, the City may upon written notice to the Contractor, terminate the right of the Contractor to proceed under the Contract or with such part or parts of the Contract to which there has been default, and may hold the Contractor liable for any damages caused the City by reason of such default and termination, if the default is not corrected within 15 days' notice to cure. In addition, the Contract may be terminated for the bankruptcy, dissolution, assignment for the benefit of creditors, or other similar action of the Contractor.
- II. In the event of such termination, any completed Services performed by the Contractor under the Contract shall, at the option of the City, become its property and the Contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of the City. The Contractor, however, shall not thereby be relieved of liability to the City for damages sustained by the City by reason of any breach of the Contract by the Contractor, and the City may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages due the City from the Contractor is determined. The Contractor shall not be responsible for damages under this article solely for reasons of delay if the delay is due to causes beyond its control and without its fault or negligence, but this shall not prevent the City from terminating the Contract for such delay.

**B. Termination for Convenience**

- I. The City may, upon written notice and without cause, terminate the Contract in whole or in part at any time for its convenience. In such instance, payment shall be made to the Contractor for the reasonable costs of the work performed through the date of termination. Termination costs do not include lost profits, consequential damages, delay damages, unabsorbed or under-absorbed overhead of the Contractor or its subcontractors or suppliers. Failure of the Contractor to include a termination for convenience clause into its subcontracts and material purchase orders shall not result in any liability to the City for lost profits in conjunction with a termination for convenience.
- II. The Contractor expressly waives any damages, delay damages, or indirect costs which may arise from the City's election to terminate the Contract in whole or in part for its convenience.

**C. Termination for Non-Appropriation of Funds**

The City shall not be obligated to the Contract for any future fiscal year until funds are appropriated for each such future fiscal year. In the event funding appropriation is not approved, the City may, upon written notice, terminate the Contract in whole or in part and without penalty or expense to the City. The effect of such action shall terminate the Contract on the last day of the fiscal year for which appropriations were made.

~ END OF SECTION 6~

## SECTION 7: Special Terms and Conditions

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### 7.1. **BONDS**

- A. The Offeror shall submit with its Proposal an executed bid bond in an amount equal to three percent (3%) of the Offeror's total Proposal price. The bond shall include a certified copy of the Power of Attorney of the attorney-in-fact that executed the bond.
- B. The Contractor shall, within ten (10) business days following receipt of a notice of intent to award issued by the City, furnish to the City an executed payment bond and executed performance bond, both of which shall: (i) be in an amount equal to one hundred percent (100%) of the total Contract sum; (ii) bear the same effective dates; (ii) be executed prior to the effective date of the Contract and not expire prior to the end of the term of the Contract; and (iii) include a certified copy of the Power of Attorney of the attorney-in-fact that executed the bond.
- C. Each bond shall be executed in accordance with and subject to the following:
- I. The bonding entity shall: (i) be registered and in good standing in the State of Maryland in accordance with the State of Maryland Code of Regulations Title 21, State Procurement Regulations; (ii) maintain a rating of A-minus (A-) or better with A.M. Best; and (iii) consent to exclusive venue and jurisdiction in the Circuit Court for Montgomery County, Maryland. This provision shall apply to any and all co-sureties utilized by the bonding entity in execution of the bond.
- II. The bond shall include provisions similar to the following:
- ↪ **GOVERNING LAW.** *This Bond shall be governed by, and construed in accordance with the laws of the State of Maryland without regard to its conflict of laws provisions.*
  - ↪ **NO THIRD PARTY BENEFICIARIES.** *The Surety provides this Bond for the sole and exclusive benefit of the City and, if applicable, any dual obligee designated by attached rider, together with their heirs, administrators, executors, successors and assigns. No other party, person or entity shall have any rights against this Surety.*
  - ↪ **VENUE.** *In the event any legal action shall be filed upon this Bond, venue shall lie exclusively in the Circuit Court for Montgomery County, Maryland.*
  - ↪ **WAIVER OF NOTICE.** *The Surety waives notice of any modifications to the Contract, including changes in the Contract Time, the Contract Sum, the amount of liquidated damages, or the Work and/or Services performed.*
- D. Bid bonds shall be retained by the City until the Contract is executed or until such time that an Offeror requests its Proposal to be withdrawn in accordance with Section 6.6 (Binding Proposal) of this Solicitation. The City shall immediately return the bid bond of any Offeror whose Proposal is deemed by the City to be non-responsive, or shall immediately return all bid bonds in the event the Solicitation process is canceled by the City.

## 7.2. **INSURANCE**

- A. The Contractor shall, at all times during the term of the Contract, carry and maintain in full force and effect, at its expense, policies of insurance with minimum limits as follows:
  - I. Comprehensive commercial general liability insurance in an amount no less than one million dollars (\$1,000,000);
  - II. Professional liability insurance (errors and omissions insurance) in an amount no less than one million dollars (\$1,000,000); and
  - III. Workers' compensation insurance for all non-City employees and workers in an amount not less than one million dollars (\$1,000,000).
- B. The City shall be named as an additional insured under the comprehensive commercial general liability policy, and shall receive at least thirty (30) days written notice of any cancellation or adverse material change in that policy, such that any cancellation or adverse material change shall not be effective with respect to the City for thirty (30) days after such written notice is given.
- C. Prior to the execution of the Contract, the Contractor shall provide the City with a certificate of insurance, which shall: (i) evidence the above policies; (ii) name the City as additional insured with respect to the comprehensive commercial general liability insurance policy only; and (iii) contain a provision that requires the Contractor's insurers to provide the City with a written notice of any cancellation or adverse material change in the insurance and that such cancellation or adverse material change shall not be effective with respect to the City for thirty (30) days after such written notice is given.
- D. The Contractor acknowledges and agrees that its failure to provide the City with a certificate of insurance and/or the failure by the City to demand the delivery of said certificate shall not operate or be deemed to operate as a waiver of the insurance and associated endorsements required under this provision, and the Contractor shall hold the City harmless from any liability arising as a result of any such failure(s).
- E. Any and all subcontractors hired by the Contractor to provide any engineering and/or and architecture services under the Contract shall, at all times during the term of the Contract, carry and maintain in full force and effect, at its expense, professional liability insurance (errors and omissions insurance) in an amount no less than one million dollars (\$1,000,000).

## 7.3. **PAYMENTS**

Payments under the Contract shall be based on the Contractor's completion milestones as to be later established and agreed upon between the City and the Contractor, and following the receipt of undisputed proper invoices for the same, which are issued in accordance Section 6.36 of this Solicitation.

## 7.4. **PROJECT CONDITIONS**

### A. **Key Personnel**

The Contractor shall only utilize the Key Personnel named in its Proposal. Substitution of Key Personnel shall only be permitted with the prior written permission of the City.

**B. Notice to Proceed and Completion of Services**

Within ten (10) calendar days following the effective date of the Contract, the City will issue the Contractor a written Notice to Proceed (“NTP”), after which the Contractor shall complete the Services within 140 calendar days thereafter (“Completion Date”).

**C. Liquidated Damages**

Time is of the essence with respect to the Services under the Contract. In the event the Contractor fails to complete the Services by the Completion Date, for reasons which the Contractor is solely responsible, the Contractor shall pay to the City as liquidated damages and not as a penalty the sum of Three Hundred Dollars and Zero Cents (\$300.00) for each working day beyond the Completion Date for which the Contractor fails to complete the Services.

**D. Schedule of Services**

Work shall be performed Monday through Friday between the hours of 7:00 a.m. and 4:00 p.m. In addition, work may be performed on weekends and holidays (observed by the City) between the hours of 7:00 a.m. and 4:00 p.m., subject to the prior written approval of the Project Manager. Any and all requests to work on a weekend or holiday shall be provided to the Project Manager in writing a minimum a three (3) days prior to such weekend or holiday.

**E. Project Supervision**

The Contractor shall have a full-time supervisor present at the Facility at all times the work is being performed. This supervisor shall have a minimum of five (5) years of experience providing services similar to the Services hereunder. Upon request, the Contractor shall submit a resume to the Project Manager for review and approval. The resume shall include the education and experience of the supervisor. The Contractor shall only assign a supervisor to the project once it receives written approval by the Project Manager.

**7.5. OFFEROR QUALIFICATIONS**

Notwithstanding any of the qualifications specified in any other section of this Solicitation, the Offeror shall meet the following minimum qualifications in order to be eligible to submit a Proposal in response to this Solicitation:

- A. The Offeror shall have a minimum of five (5) years’ experience providing services similar to those under this Solicitation.
- B. The Offeror shall be able to fulfill its obligations under the Contract and be able to substantiate the same.

**~ END OF SECTION 7 ~**

## **SECTION 8: Project Description and Scope of Work**

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### **8.1. OVERVIEW**

This project is to replace the water slide flumes and support arms at the Water Park at Bohrer. The park was constructed in 1991 and never had a flume replacement for the water slide. The slide flume replacement process requires engineering and construction services as describe below. Therefore, the City is Soliciting a water slide specialty firm to perform design-build services to replace the water slide flume. The firm shall:

- A. Perform a project constructability review as well as, prepare and provide a report with all possible options of the below requirements for City's review and approval.
  - Analyze and determine the possibility of replacing the slide flumes on a one for one or expand the flumes.
  - Total slide replacement with a new and improved design
  - Expanding waterpark grounds as the current grounds have maxed its occupancy limits.
  - Rough Order of Magnitude (ROM) estimates for all options
  - Future growth maintenance limitations and others.
- B. Perform engineering design per City's accepted and approved option.
- C. Fabricate new flumes per City's accepted and approved design.
- D. Install the newly fabricated flumes.
- E. Perform product testing and certification of use
- F. Perform all construction as designed by the Contractor
- G. Perform water slide maintenance and repair services for two years

Within ten (10) calendar days after the Notice-to-Proceed (NTP) is issued, the contractor shall provide a detail project schedule and a matching project phasing plan to include all phases of the project.

Given that this will be a design-build deliverable Contract, all reference to A/E, Consultants, and Contractor within Exhibit A (Reference Documents) refers to the Design-build Contractor.

### **8.2. CHALLENGES**

The Contractor shall consider the below listed challenges in performing the scoped services:

- A. The project must be performed in phases at each task of services. This is due to the below listed existing conditions:

- ↳ The Facility must remain opened as scheduled for services. The Facility opens four (4) weeks before Memorial Day and closes one (1) week after Labor Day.
  - ↳ Limited space for staging a crane for a long period of time. This will required extending the project work site to one or two drive ways.
- B. The Contractor cannot stage within the waterpark. Staging will have to be done by the Contractor providing an approximate 60' chain-link fence enclosure.
- C. Upon approval, the Contractor may only have access to use of City's utilities (Water & Electricity). There will be no access to offices or restrooms use.
- D. Preparation (clean and fill) of the pool by the City shall be done between the dates of April 1, 2017 and April 15, 2017 and at such, the Contractor shall test the new water slide flumes between April 16, 2017 and April 30, 2017.
- E. The Contractor shall consider other work challenges like:
- ↳ Site protection to prevent damages to the pool and drive way or moving vehicles.
  - ↳ Environmental impact like water runoff
  - ↳ Site protection to prevent injuries to pedestrians
  - ↳ City/County noise ordinance
  - ↳ Work schedule
  - ↳ Consideration should be given to the fact that the slide area is connected to other sections of different activities in the Park
  - ↳ The slide pool cannot be totally empty of water
  - ↳ Given that the City may need to work on the pool, all project work shall be restricted to the project work zone See Exhibit A (Reference Documents) for project access layout.
  - ↳ Access to site limitations for heavy equipment and vehicles (crane & trucks) The Contractor shall be responsible to hydro reseed all and any soil/grass damages. See Exhibit A (Reference Documents) for project access layout.
  - ↳ Instructions - Contractor should first prepare the soil with top soil for good seed and soil contact. Second, mix of rye and tall fescue. The mix can range from 70 % fescue and 30 % rye to a 50% - 50% mix. The rye will support quick erosion control while tall fescue will give a long term grass. The Contractor may use a seed blanket as well starter fertilizer with the new seed.
  - ↳ During the month of April and May, the City shall be granted access to the work space for preparation of the pool for the season opening.

### 8.3. **SCOPE OF WORK (DESIGN)**

The project design scope shall include study, design and construction administration of a new water slide flume and arms for the Facility. All Architectural and Engineering services performed shall be in compliance with all applicable sections of the “*City of Gaithersburg Design Quality Control Process & Deliverable Manual*” (See Exhibit A [Reference Documents]), except Section 3.1-F. Given that this is a design-build deliverable Contract, all reference to A/E, Consultants, and Contractor within Exhibit A [Reference Documents] refers to the Design-build Contractor. The project shall be a design-build deliverable format broken down into the below listed individual phases to describe significant portions of work and project milestones. All required deliverables for the below phases of the solicitation are listed within the City’s “*A/E Task Order Request Service & Deliverables Per Phase*” (See Exhibit A [Reference Documents]). The Contractor shall be responsible to obtain all permits by interfacing with all Agencies requiring permits and approvals for the project during the progress of the design and incorporate comments as required.

- A. **Conceptual Planning Phase**: This phase of the project starts with the Contractor receiving the City’s Notice-to-Proceed and is completed with the Contractor submitting the final copy of the Constructability Analysis Report. The Contractor shall start and complete the constructability analysis during this phase. The Contractor shall use Exhibit B (Existing Water Slide Drawings) and Exhibit C (Site Plans) as a set of reference drawings for the Facility. During this phase the Contractor task shall include but not be limited to:
  - I. Performing an existing condition review (field verification) of the water slide while considering:
    - ↳ Safety
    - ↳ Structure integrity (reuse of structure to include stair case)
    - ↳ Water mechanical systems (pumps, pipes and others)
    - ↳ Flume condition
    - ↳ Code compliance
    - ↳ Existing land space
    - ↳ Landscape
    - ↳ Slide entrance and stair case
    - ↳ Walk path access for users
  - II. Performing field verification of the water slide existing measures to determine:
    - ↳ Accuracy of as-build drawings (As-build to be provided by City)
    - ↳ Accuracy of land space and possibility of expansion
    - ↳ Equipment counts and sizes
  - III. Preparing and providing a detailed revision of City provided milestone schedule to determine:
    - ↳ Accuracy and preciseness of the schedule
    - ↳ Any need for schedule milestone adjustment within the project time period.
  - IV. Preparing and providing a semi-detail breakdown of cost for the project as provide in the bid price sheet to include cost for all major components of the project.

- B. Schematic Design Phase: This phase of the project starts after the City sends final feedback and approval to the constructability analysis report provided by the Contractor and is completed when the City approves the final schematic design provided by the Contractor. The purpose of the Schematic Phase is to establish the basic design concepts, develop and implement the program parameters, and arrive at solutions. The designer's solutions shall be very similar or better in basic performance to that of the schematic design provided in the Contractor's bid. No significant departure from the approved schematic submittal will be allowed unless it is an improvement with no added cost and prior written approval is obtained from the City.
- C. Design Development Phase: This phase of the project starts after the City sends final feedback and approval to the schematic design and ends upon the approval of the final design concept. The purpose of the Design Development Phase is to select all the water slide systems, present them to the City in a series of progressive meetings, and finalize all design elements and components of the building. No design decisions, selection of systems, materials and/or finishes shall be left for the next phase.
- D. Construction Document Phase: This phase of the project starts after the City sends final feedback and approval to the final design concept and ends upon the approval of the final design document, 100% stamped CD and permit set. The purpose of the Construction Documents Phase is to produce a complete set of drawings, specifications and other legal documents to be able to successfully obtain building permits and engage in the construction of a complete project. Should the documents submitted not conform to the requirements outlined in this solicitation, the Contractor must revise, correct and complete the documents and reprint at its own expense and with no additional costs to the City as required to obtain the City's approval.

**8.4. SCOPE OF WORK (FABRICATION AND CONSTRUCTION)**

The project fabrication and construction scope shall include fabrication, demolition, mobilization, construction & installation, system testing & acceptance, and post construction phases. All fabrication and construction services performed shall be in compliance with all applicable local, State, and Federal codes, regulations, and standards. The Contractor shall be responsible for all needed permits, approvals, and certifications (including but not limited to: Building permit, MD/DLL/COMAR requirements, etc.). Final acceptance and use of the new slide shall be based on all State required inspections and Certifications. The fabrication and construction shall be in the deliverable format broken down into the below listed individual phases to describe significant portions of work and project milestones. All required deliverables for the below phases of the solicitation are listed within the project construction documents as prepared by the Contractor and approved by the City.

- A. Fabrication Phase: This phase of the project starts after the City approves the design to start fabrication and ends upon the project completion. The City shall issue a "Letter of Approval to Fabricate" to the Contractor prior to the Contractor starting fabrication. In this phase, the Contractor shall also perform fabrication administration and quality control. This includes responsibility for schedule, cost, and conformance to drawings as well as change orders, specifications, submittals, compliance with codes, tests, quality (workmanship). The Contractor shall participate in multiple update meetings with the city as the fabrication process proceeds.

The Contractor shall be responsible for any fabrication cost and schedule delay associated with changes to the design due to starting fabrication before receiving the City's "Letter of Approval to Fabricate".

- B. Demolition & Haul Away Phase: This phase of the project shall only start after the water park is officially closed and the City issues a "Letter to Start Demo". Note: The Contractor may start demolition during engineering or during construction. The work generally includes the demolition of the existing water slide flume features and all associated materials as required throughout and providing a clean site restoration. Include with the flume demolition is the removal of all associated materials as required. Also included is the minor site work repair, for construction and reconfigurations as necessary for installation of the new flume and proper water drainage, including chain link fence removal and relocations, earth cut and fill, minor brush and vegetation removal as necessary for complete project clean up. Also included is the necessary electrical and mechanical disconnections of the existing systems and preparation for demolition and removal of the slide flumes including light fixtures, pumps, piping, filter system and power systems.
- C. This Section includes the following:
- Protecting existing trees shrubs, groundcovers plants, and grass to remain.
  - Removing existing trees shrubs, groundcovers plants, and grass.
  - Clearing and grubbing.
  - Stripping and stockpiling topsoil.
  - Removing above- and below-grade site improvements.
  - Disconnecting, capping or sealing, and abandoning site utilities in place.
  - Temporary erosion and sedimentation control measures.
- D. Construction Mobilization Phase: The Solicitation shall start onsite mobilization based on the below listed conditions.
- Design is complete (end of the Construction document phase with in the design process)
  - Upon receiving the Notice-to-Proceed
  - Only after the Water Park is closed for the session and Department of Parks has given a written approval
  - All permits for street & road closure, environmental issues and others to be affected by staging have been obtained (not just applied for)
  - Provide to the city a list with safety plans for all mobilization work involving the use of crane, boom truck, scaffold and other heavy duty equipment's
- E. Construction & Installation Phase: This phase of the project starts after the City inspection. The City shall issue a "Letter of Approval to Construct" to the Contract prior to the Contractor starting construction. All construction and installation shall be perform as designed by the Contractor and approved by the City. Construction or installation shall not start prior to obtaining all required permits.

- F. System Testing & Acceptance Phase: This phase of the project starts after the City's substantial completion inspection. The City shall issue a "Letter of Approval to Test Systems" to the Contractor prior to the Contractor starting testing of the systems. The City reserves the right to hire a third party inspection firm at no cost to the Contractor. The third party inspector shall observe, document and approve the testing results from the Contractor.

**8.5. SCOPE OF WORK (PREVENTIVE MAINTENANCE AND REPAIR SERVICES) -**

This is an add alternate to the base scope of work. The Contractor shall provide all maintenance services as detailed below. The Maintenance Contract starts with the Contractor submission and City's approval for the Contractor's final payment. The City and the Contractor shall sign the Maintenance Contract after the water slide flumes are successfully replaced. This section of the scope of work is only enforceable after the Maintenance Contract is signed by the City and the Contractor. For convenience, the City reserves the right to not enter into the Maintenance Contract. Upon signing the Maintenance Contract, the Contractor shall provide two sessions of comprehensive maintenance training workshops for all City Staff working at the Facility. The Contractor shall also provide the below listed minimum services for four slides after the Maintenance Contract is signed with the City.

- A. Preventive Maintenance Services: Provide preventive and service maintenance for the newly install slide and structure as well as two other smaller slides (see A-6 in Exhibit A (Reference Documents) for pictures of the other two slides). Maintenance shall be performed Semi-annually. No later than one month before the water park opens and no later than one month after it is closed.
- Thorough inspection of all slide surfaces.
  - Repair of any chips, surface cracks, holes or imperfections of the interior surface of the slides
  - Interior Surface Waxing and Buffing (As needed) of all four slides surfaces to a smooth, glossy finish
  - Removal, repair and the re-caulking of any damaged seams or joints
  - Proper preparation of surface for sealer
  - Proper application of sealer to slide surface
  - Cleaning the Exterior of the slides
  - Removal of all rust and oxidized material from flume flange brackets and the welds attaching those brackets to the structure. The areas of rust removal to be primed and painted to match existing color.
  - Slide colors to match original colors as closely as possible
  - Finished surfaces must be completely smooth and safe to ensure patron safety while in use
  - Visual inspection of entire slide
  - Notification of concerns or potential problems with the slide

- ↳ Upon completion of work, Contractor shall provide written documentation of specific work performed
- B. Repair Services: All repair services shall be done on a time and material bases. Repair inspections shall be conducted annually at no cost to the City. The Contractor shall provide an annual condition report to the City's Department of Public Works no later than two months after the Water Park is closed. Repair work shall include work associated with the below listed components of the water slide.
- ↳ Slide flume
  - ↳ Slide flange (bolts, nuts, etc.)
  - ↳ Slide structure, stairs, rails, and surfaces
  - ↳ Slide pumps and supply lines
  - ↳ Slide stairs

**8.6. SCOPE OF WORK (ADD ALTERNATES TO PROJECT BASE SCOPE)**

Works covered under this scope of work are optional services to be approved and requested by the City before or during the project execution. The Contractor shall provide the service under all the terms, condition and requirements of this solicitation. The Contractor shall be requested to implement part or all of the below listed scope of work at the bid price provided. The scope of work includes the furnishing of all labor, tools, equipment, materials and supplies necessary to complete each task below.

- A. Slide Stair Case Repair: Apply slip resistant rubberized covering on all stairs and landing platforms to include the slide entry platform. Prepare and repaint all surfaces of the metal section of the stairs and handrails with grade "A" marine paint for water and salt resistance.
- B. Water Slide Cue walkway: Extend the water slide cue pathway as detailed in Exhibit A (Reference Documents). The new pathway shall match the existing pathway in specifications.
- C. ADA Entry Pathway: Construct a new DOJ-ADA pathway as detailed in Exhibit A (Reference Documents).
- D. Water Slide Pathway Divider Guide Rails: Fabricate and install guide rails as specified in Exhibit A (Reference Documents) to separate the slide cue walkway.
- E. Water Slide Support Structure Repair: Sand blast and recoat the entire steel structure with grade "A" Marine paint for water and salt resistance. Repair all damages to the platform and stair case metal pans from below the pan (no concrete platform or stairs removal). Repair or replace one slide structure cross member within the steel structure.

~ END OF SECTION 8 ~

## **SECTION 9: Attachments and Exhibits**

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### **9.1. ATTACHMENT A**

The following documents and forms are incorporated herein and attached hereto as Attachment A:

- ↳ Addendum and Amendment Acknowledgement Form
- ↳ Affidavit of Qualification to Propose
- ↳ Conflict of Interest Certification
- ↳ Litigation and Lien Information
- ↳ Proposal Price Sheet
- ↳ Proposal Submission Certification

### **9.2. EXHIBITS A AND B**

The following exhibits are incorporated herein and attached hereto:

- ↳ Exhibit A: Reference Documents
- ↳ Exhibit B: Water Slide Drawings

### **9.3. EXHIBIT C**

The following document is incorporated herein and available for download from the Procurement Webpage:

- ↳ Exhibit C: Site Plans

**~ END OF SECTION 9 ~**

**Request for Proposals**

**No. 2017-009**

**Water Park Water Slide Flume Replacement**

**ATTACHMENT A**

**REQUIRED DOCUMENTS**



# City of Gaithersburg

## Addendum and Amendment Acknowledgment

Solicitation No. \_\_\_\_\_

Please complete this form in its entirety and include it with your Proposal.

Name of Entity: \_\_\_\_\_

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

City, State & Zip Code: \_\_\_\_\_, \_\_\_\_\_ \_\_\_\_\_

### **ADDENDUM/AMENDMENT ACKNOWLEDGMENT**

1.  Addendum /  Amendment No: \_\_\_\_\_ Date of Issuance: \_\_\_\_\_

2.  Addendum /  Amendment No: \_\_\_\_\_ Date of Issuance: \_\_\_\_\_

3.  Addendum /  Amendment No: \_\_\_\_\_ Date of Issuance: \_\_\_\_\_

4.  Addendum /  Amendment No: \_\_\_\_\_ Date of Issuance: \_\_\_\_\_

5.  Addendum /  Amendment No: \_\_\_\_\_ Date of Issuance: \_\_\_\_\_

I hereby acknowledge receipt of the addendum(s) and/or amendment(s) listed herein and attests that all requirements stated therein have been incorporated into my Proposal.

\_\_\_\_\_  
Signature Title Date

\_\_\_\_\_  
Printed Name



# City of Gaithersburg

## Affidavit of Qualification to Propose

Solicitation No. \_\_\_\_\_

Please complete this form in its entirety and include it with your Proposal. For the purpose of completing this form, "entity" means an individual, sole proprietor, partnership, corporation, limited liability corporation (LLC), company, or association.

\*Does not apply to individuals or sole proprietors - indicate with "N/A"

I HEREBY AFFIRM THAT:

1. I am the \_\_\_\_\_ and the duly authorized representative of the entity \_\_\_\_\_ and that I possess the legal authority to make this affidavit on behalf of myself and the entity for which I am acting.

\*2. The entity \_\_\_\_\_ is either a Maryland corporation or is a foreign corporation properly registered with the Maryland State Department of Assessments and Taxation, in compliance with the State of Maryland Code of Regulations, Title 21, State Procurement Regulations.

3. Except as described in Paragraph five (5) below, neither I nor the above entity, nor to the best of my knowledge, any of its officers, directors, or partners, or any of its employees directly involved in obtaining contracts with the State of Maryland or any municipality, county, bi-county, or multi-county agency, or subdivision of the State of Maryland have been convicted of, or have pleaded nolo contendere to a charge of, or have, during the course of an official investigation or other proceeding, admitted in writing or under oath, acts of omissions which constitute bribery, attempted bribery, or conspiracy to bribe, whether or not in furtherance of obtaining a contract with a public body, under the provisions Md. Code Ann., State Finance and Procurement Article, §16-202 (1995 Repl. Vol.) and Article 27 of the Annotated Code of Maryland or under the laws of any local, state or the federal government (conduct prior to July 2, 1977 is not required to be reported).

4. List any conviction, plea, or admission described in paragraph three (3) above, with the date, court, official, or administrative body; the individuals involved and their position with the entity; and the sentence or disposition, if any. Otherwise, state "none" as appropriate.

5. Neither I nor the above entity, nor to the best of my knowledge an officer, partner, controlling stockholder or principal of the Offeror, or any other person substantially involved in the Offeror's contracting activities has: (1) been convicted under the laws of the State of Maryland, another state or the United States of: (i) a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract, except as provided in Section 16-202 of the State Finance and Procurement Article of the Annotated Code of Maryland; or (ii) fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property; (2) been convicted of a criminal violation of an antitrust statute of the State of Maryland, another state or the United States; (3) been convicted of a violation of the Racketeer Influenced and Corrupt Organization Act, or the Mail Fraud Act, for acts in connection with the submission of proposals for public or private contracts; (4) been convicted of a violation of Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland; (5) been convicted of a conspiracy to private contract; (4) been convicted of a

**Affidavit of Qualification to Propose**

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violation of Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland; (5) been convicted of a conspiracy to commit any act or omission that would constitute grounds for conviction under any of the laws or statutes described herein; (6) been found civilly liable under an antitrust statute of the State of Maryland, another state or the United States for acts or omissions in connection with the submission of proposals for public or private contracts.

6. Offeror hereby declares that this Proposal is made without any connection or collusion with any person, entity or corporation making a Proposal for the same work; that pursuant to this affidavit; that the attached specifications and any drawings referred to herein have been carefully examined and are understood; that careful examination has been made as is necessary to become informed as to the character and extent of the work required; and, that if this Proposal is accepted, this Offeror will contract to do, for the price stated in the Proposal, all of the work described in the specifications, drawings and contract conditions.

7. I acknowledge that this affidavit is to be furnished to the City Manager or designee for the City of Gaithersburg, Maryland. I further acknowledge that, if the representations set forth in this affidavit are not true and correct, the City of Gaithersburg may terminate any contract awarded and take any other appropriate action.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**NOTARY ATTESTATION**

State of: \_\_\_\_\_

County of: \_\_\_\_\_

**I hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me the subscriber, a Notary Public in and for the State of \_\_\_\_\_ and County aforesaid, personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to this instrument and acknowledged that same was executed for the purposes contained therein.**

**Witness my hand and Notarial seal:** \_\_\_\_\_

**My Commission expires:** \_\_\_\_\_

**Notary Public:** \_\_\_\_\_  
Printed Name



# City of Gaithersburg

## Conflict of Interest Certification

Solicitation No. \_\_\_\_\_

Please complete this form in its entirety and include it with your Proposal. For the purpose of completing this form, "entity" means an individual, sole proprietor, partnership, corporation, limited liability corporation (LLC), company, or association.

\*Does not apply to individuals or sole proprietors - indicate with "N/A"

Name of Entity: \_\_\_\_\_

\* Federal ID No: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

City, State & Zip Code: \_\_\_\_\_, \_\_\_\_\_ \_\_\_\_\_

Telephone Numbers: (P) \_\_\_\_\_ (F) \_\_\_\_\_

(P) \_\_\_\_\_ (C) \_\_\_\_\_

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

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

### **CONFLICT OF INTEREST CERTIFICATION**

I HEREBY CERTIFY, on behalf of \_\_\_\_\_ that no  
*Name of Entity*  
employee, agent or elected official of the City of Gaithersburg, or member of a commission, board or corporation controlled or appointed by the Mayor and Council of the City of Gaithersburg has received or has been promised directly or indirectly, any financial benefit by way of fee, commission, finder's fee, or in any other manner, remuneration directly or indirectly related to this contract. Upon request by the City Manager or designee, or other authorized agent, as a prerequisite to payment pursuant to the terms of a contract awarded pursuant to this Proposal submission, will furnish to the City, under oath, answers to any interrogatories and comply with any request to review documents related to a possible conflict of interest as herein embodied.

I HEREBY CERTIFY, on behalf of \_\_\_\_\_ that no  
*Name of Entity*  
employee or agent of \_\_\_\_\_ is a member, employee,  
*Name of Entity*  
or elected official of the City of Gaithersburg of any agency, commission, or board of the City of Gaithersburg or is the spouse or any other relative of any of the foregoing. If unable to so certify, the details of any such relationship with the City of Gaithersburg are as follows:

\_\_\_\_\_

**Conflict of Interest Certification**

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I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**NOTARY ATTESTATION**

State of: \_\_\_\_\_

County of: \_\_\_\_\_

**I hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me the subscriber, a Notary Public in and for the State of \_\_\_\_\_ and County aforesaid, personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to this instrument and acknowledged that same was executed for the purposes contained therein.**

**Witness my hand and Notarial seal:** \_\_\_\_\_

**My Commission expires:** \_\_\_\_\_

**Notary Public:** \_\_\_\_\_  
Printed Name



# City of Gaithersburg

## Litigation and Lien Information

Solicitation No. \_\_\_\_\_

Please complete this form in its entirety and include it with your Proposal. For the purpose of completing this form, "entity" means an individual, sole proprietor, partnership, corporation, limited liability corporation (LLC), company, or association.

Name of Entity: \_\_\_\_\_

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

City, State & Zip Code: \_\_\_\_\_, \_\_\_\_\_ \_\_\_\_\_

Telephone Numbers: (P) \_\_\_\_\_ (F) \_\_\_\_\_

### **LITIGATION INFORMATION**

Is your entity currently involved in any litigation or had a litigation claim(s) within the previous twenty-four (24) month period?

Yes /  No

If yes, please provide a detailed list including case number, jurisdiction, status and brief summary of such litigation.

<b><u>Case Number</u></b>	<b><u>Jurisdiction</u></b>	<b><u>Status</u></b>	<b><u>Summary</u></b>
_____	_____	_____	_____
_____	_____	_____	_____

### **LIENS**

Does your entity have any outstanding mechanics liens?

Yes /  No

If yes, please explain: \_\_\_\_\_

Does your entity have any outstanding tax liens?

Yes /  No:

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
Signature Title Date

\_\_\_\_\_  
Printed Name

**Solicitation No. 2017-009**

The Bidder shall complete this form in its entirety and return it with its Bid Proposal. The Bidder shall be responsible for furnishing all equipment, labor and materials necessary to fulfill its obligations under the Contract.

**Name of Bidder:** \_\_\_\_\_

**Unit Key**

L.M.S. = Labor, Material and Services

Note: Winning bid shall provide a bid cost breakdown and detail pricing upon request by the City of Gaithersburg.

Phase	Item	Item Description	Unit	Total Cost (Estimated)
<b>I</b>	<b>LUMP SUM PRICE FOR THE BASE SCOPE AS SPECIFIED IN THE BID DOCUMENTS</b>			
	1	Lump Sum Bid Price For the Base Scope of Work (No add or subtract alternates)		
		<b>Total Bid Proposal Price:</b>		
<b>II</b>	<b>ADD SUBTRACT ALTERNATE WORK PACKAGE PRICES</b>			
	1	Slide Stair Case Repair	L.M.S.	
	2	Water Slide Cue walkway	L.M.S.	
	3	ADA Entry Pathway	L.M.S.	
	4	Water Slide Pathway Divider Guide Rails	L.M.S.	
	5	Water Slide Support Structure Repair	L.M.S.	
	6	Preventive Maintenance and Repair Service - Two Years Schedule Only	L.M.S.	

By my signature: I hereby testify: that I am a duly authorized representative of the Bidder named hereinabove, and that I have fully examined and reviewed the items and total represented herein and that they are accurate and complete.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_



# City of Gaithersburg

## Proposal Submission Certification

Solicitation No. \_\_\_\_\_

Please complete this form in its entirety and include it with your Proposal. For the purpose of completing this form, "entity" means an individual, sole proprietor, partnership, corporation, limited liability corporation (LLC), company, or association.

Name of Entity: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

City, State & Zip Code: \_\_\_\_\_, \_\_\_\_\_ \_\_\_\_\_

Telephone Numbers: (P) \_\_\_\_\_ (F) \_\_\_\_\_

### **PROPOSAL SUBMISSION CERTIFICATION**

The response to Solicitation No. \_\_\_\_\_ as submitted includes this Proposal Submission Certification Form and the Affidavit of Qualification to Propose Form, Conflict of Interest Certification Form, and Litigation and Lien Information Form. I, the undersigned, hereby attest to the truth and completeness of the information and responses provided and certify that my entity has met the minimum selection criteria as outlined in the Solicitation document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

### **NOTARY ATTESTATION**

State of: \_\_\_\_\_

County of: \_\_\_\_\_

**I hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me the subscriber, a Notary Public in and for the State of \_\_\_\_\_ and County aforesaid, personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to this instrument and acknowledged that same was executed for the purposes contained therein.**

**Witness my hand and Notarial seal:** \_\_\_\_\_

**My Commission expires:** \_\_\_\_\_

**Notary Public:** \_\_\_\_\_

Printed Name

**Request for Proposals**

**No. 2017-009**

**Water Park Water Slide Flume Replacement**

**EXHIBIT A**

**REFERENCE DOCUMENTS**

# COG Water Slide Flume Replacement

## **EXHIBIT A** (Reference Documents)

EXHIBIT A-1: A/E Task Order Request Service & Deliverables Per Phase

EXHIBIT A-2: Design Quality Control- Process & Deliverables Manual

EXHIBIT A-3: Project Site Layout

EXHIBIT A-4: Project Site Access

EXHIBIT A-5: Project Site Layout

EXHIBIT A-6: Pictures of Slides for Maintenance Contract

**EXHIBIT A-1 (A/E Task Order Request Service & Deliverables Per Phase)**



**CITY OF GAITHERSBURG**  
DEPARTMENT OF PUBLIC WORKS

**A/E Task Order Request Service & Deliverables Per Phase**

Architectural or Engineering Services as described below has been requested:

CONTRACT # / EFFECTIVE DATE:	Master Professional Architectural, Engineering and other Related Services
TASK ORDER #:	
DATE INITIATED:	
PROJECT NAME:	COG Water Slide Flume Replacement
PROJECT ADDRESS:	512 South Fredrick Ave., Gaithersburg, MD 20877
REQUESTED BY:	Jacob M. Fayad (Capital Project Program Mnager)
RESPONSE REQUIRED BY DATE:	

PHASE	DESIGN PHASES														Bidding & Negotiations	Construction	Post Construction
	CP		SD		DD					CD						Construction Administration	Warranty Inspection
Phase %	5		10		25					30					5	20	5
Cumulative %	5		15 (5+10)		40 (15+25)					70 (40+30)					75 (70+5)	95 (75+20)	100 (95+5)
In Phase Breakdown %	50	100	50	100	20	40	60	80	100	10	30	50	80	100			
STAGE	CP1	CP2	SD1	SD2	DD1	DD2	DD3	DD4	DD5	CD1	CD2	CD3	CD4	CD5			
Progress Delivery (all materials presented to the City)	Y	Y	Y	Y			Y		Y	Y			Y	Y			
QC Review		Y		Y			Y		Y		Y		Y	Y			
Report Booklets		8		8											Y - A/N	Y - A/N	
Space Calculation Charts		Y		Y					Y								
Drawing Sets		7		7			7		7			7	8	8			
LCCA According to LCCA plan or as required by PM		Y		Y			Y		Y								
Specifications & Cut Sheets		CSI-O		CSI-O			CSI-S		CSI-S			CSI-S	CSI-S	CSI-S			
		7		7			7		7			7	8	8			
LEED Binder																	
Cost Estimate		CSI		CSI			CSI		CSI			CSI	CSI	Final Check			
Renderings		Y		Y			Y		Y		A/N						
3D Animation		A/N		Y			A/N		Y		A/N		Y	Y			
Slide Show		Y		Y			A/N		Y		A/N		A/N	A/N			
Material Boards & Samples		Y		Y													
Furniture Binder																	
Model																	
Electronic Files	Y	Y		Y			Y		Y			Y	Y	Y	Y - A/N	Y - A/N	
Decision Log	P/M	P/M		P/M			P/M		P/M			P/M	P/M	P/M	Y - A/N	Y - A/N	
Submittal Tracking Plan & Logs	P/M	P/M		P/M			P/M		P/M			P/M	P/M	P/M	Y - A/N	Y - A/N	
Project Schedule (CPM)	Y	P/I, Y		P/I, Y			P/I, Y		P/I, Y			P/I, Y	P/I, Y	P/I, Y	Y - A/N	Y - A/N	
Schedule / Progress Log	P/I, Y	P/I, Y		P/I, Y			P/I, Y		P/I, Y			P/I, Y	P/I, Y	P/I, Y	Y	Y	
Minutes of Meetings	Y	Y		Y			Y		Y			Y	P/I	P/I	8	8	
Construction Cost Change Log	P/I	P/I		P/I			P/I		P/I			P/I	P/I	P/I	Y	Y	

**Legend:**

Abbreviations:	CP: Concept Phase	DD: Design Development	CD: Construction Documents
Y: Yes to be delivered	Stage 1: Program and Data Verification	Stage 1: Floor(s) Layout & Site Coordination	Stage 1: Document(s) Setup
A/N: As needed to be delivered	Stage 2: Site and Building Concept	Stage 2: Systems Coordination	Stage 2: Detail(s) Setup
P/I: Per Invoice- Required for Payment	<b>SD: Schematic Design</b>	Stage 3: Interior Systems & Material	Stage 3: Integration Coordination
P/M: Per meeting	Stage 1: Site Design & Building Layout	Stage 4: Design Coordination	Stage 4: Permit Documents
CSI: Delivered in Construction Specification Institute System	Stage 2: Systems Selection	Stage 5: Design Presentation	Stage 5: Bid Documents
CSI-O: Delivered in Outline format for all divisions of CSI			
CSI-S: Delivered to include divisions and required sections of CSI			
WM: Working Model			
FM: Final professional model			
LCCA: Life Cycle Cost Analysis			

## **EXHIBIT A-2**

### **(Design Quality Control- Process & Deliverables Manual)**

## **Design Quality Control- Process & Deliverables Manual**

## Department of Public Works

# Design Quality Control- Process & Deliverables Manual

Revision #0: May 20, 2015

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## **SECTION 1: Procedure**

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### **1.1. GENERAL**

#### **A. General Scope of Work**

1. The A/E must provide complete design services including but not limited to all major and minor disciplines such as:
  - a. Architecture
  - b. Structural Engineering
  - c. Mechanical Engineering
  - d. Electrical Engineering
  - e. Plumbing Engineering
  - f. Civil Engineering
  - g. Code Analysis
  - h. Cost Estimating
  - i. Interior Design
  - j. Furniture layout, selection, and specifications (for renovation projects existing furniture analysis)
  - k. Interior and Exterior Signage
  - l. Geotechnical Engineering
  - m. Survey
  - n. Landscape Architecture and Design
  - o. Master Planning & Urban Design
  - p. Fire Protection Engineering
  - q. Life Safety
  - r. Security & Access Control
  - s. Acoustical Engineering
  - t. Lighting & Special Lighting Design
  - u. Audio Visual Design
  - v. Communications
  - w. Information Technology Engineering
  - x. Commissioning
  - y. Energy Engineering
  - z. LEED (Leadership in Energy & Environmental Design)
  - aa. Food Service Design
  - bb. Vertical Transportation
  - cc. Traffic Engineering
  - dd. Equipment
  - ee. Hardware
  - ff. Construction Administration
  - gg. Construction Quality Control
  - hh. and other design and construction services as needed for the design of a complete facility or appurtenance.
2. The end result of any contract with the A/E must be documents that provide a complete and fully functional facility or appurtenance.
3. The A/E team (Architects & Engineers that are selected to design a project) must read and comply with these requirements.
4. City Project Managers will enforce these requirements.
5. These procedures shall be strictly adhered to during all phases of the project.

6. These requirements are not to restrict or limit requirements that are necessary to obtain a building permit or other permits required for the design and construction of buildings in the City of Gaithersburg, Maryland. Design shall conform to all applicable codes, regulations and requirements of the agencies that issue various permits.
7. Upon analysis of all available information and prior to initiation of any design tasks, the A/E shall participate in an orientation meeting and if offered in a quality control training workshop scheduled by the City. The A/E shall have in attendance the individuals who will represent the primary planning, architectural and engineering disciplines on the project and others as may be requested by the City.
8. The A/E must participate and attend in all meetings required during the design and construction with governing regulating agencies and code officials and applicable utilities.
9. Normally a project design starts with clarification of the POR (Program of Requirements), then beginning with the site and working to the building and eventually to all systems of the building must be analyzed and be selected leading to other aspects of the design. In order to make an incremental progress with assured steps, design activities are divided into various phases. In each phase specific goals are achieved and progress is carefully monitored.
10. It is expected that progress meetings be held at least on a monthly basis throughout the project including during the construction phase.
11. Consultants must coordinate and arrange for all necessary design development, work sessions, charrette workshops, fact finding, data collection, and interviews. These meetings are not part of the progress meetings and must be scheduled separately. All related disciplines must attend all such meetings. Participation of various related disciplines is mandatory.
12. All work sessions and design meetings must be held in City offices unless otherwise agreed by the Project Manager.
13. Meetings with the City Manager's Office, Mayor & City Council, and other public bodies should be provided as part of basic services as required.
14. Consultant must coordinate with the City for sub-phase activities and deliverables as indicated in the **Table of Deliverables During the Design Phase** indicated in each Task Order.

~ END OF SECTION 1 ~

## **SECTION 2: Deliverables / Submittals**

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### **2.1. DRAWING REQUIREMENTS**

#### **A. Production**

1. The outside dimensions of drawings, including schematic design, design development and construction document drawings, shall not exceed 36x48 inches and are preferred to be a maximum of 30x42 inches. Within these dimensions, there shall be a ½-inch border at top, bottom, and right side, and 1.5-inch border at the left side.
2. The title block of each drawing shall conform to the City Standard; an electronic copy will be provided to the A/E.
3. Title sheet lettering shall be simple line or block lettering arranged in accordance with the sample.
4. The name of the architect and each of the consultants shall appear clearly on any title sheet. The seal of registration and signature for engineers and architects shall be in accordance with all applicable state laws and regulations.
5. Drawings shall be clear and legible.
6. Scale of floor plans shall be ¼" = 1'-0" wherever feasible and not less than 1/8" = 1'0".
7. Unless approved in advance by the City, the system of numbering and sequence of drawings for projects shall use discipline identification and a 3 digit drawing identification number (2 digits may be acceptable for small projects). The discipline identification will define the discipline, i.e. Civil=C, Structural=S, and etc. The 3 digit drawing identification number will define the drawing type, variation, and drawing sequence. The first digit of the drawing identification number defines the type of drawing such as, general = 0, composite plan = 1, plans = 2, and etc. The second digit of the drawing identification number defines the variation of the drawing, such as, E201= Electrical first floor lighting plan, E211= Electrical first floor power plan, etc. The third digit of the drawing identification number defines the sequence, such as, E201= Electrical first floor lighting plan, E202= Electrical second floor lighting plan, and etc. For demolition plans, the discipline identification shall have a D added, such as CD= Civil Demolition, AD= Architectural Demolition, and etc.
  - a. General G
    - i. General Information G001
    - ii. Code/Life Safety G101
  - b. Civil C
    - i. General Survey C001
    - ii. Composite Plans C101
    - iii. Site Plans C201
    - iv. Sections C401
  - c. Site L
    - i. General L001
    - ii. Composite Plans L101
    - iii. Site Plans L201
    - iv. Sections L301
    - v. Details L401
  - d. Landscaping LS001
    - i. General LS001
    - ii. Composite Plans LS101
    - iii. Site Plans LS201

iv.	Sections	LS301
v.	Details	LS401
e.	Structural	S
i.	General	S001
ii.	Foundation Plans	S101
iii.	Framing Plans	S201
iv.	Framing Diagrams	S301
v.	Foundation Details	S401
vi.	Super Structure Details	S501
vii.	Detail Schedules	S601
f.	Architectural	A
i.	General	A001
ii.	Composite Plans	A101
iii.	Floor Plans	A201
iv.	RCPs	A301
v.	Enlarged Plans	A401
vi.	Exterior Elevations	A501
vii.	Interior Elevations	A601
viii.	Sections	A701
ix.	Exterior Details	A801
x.	Interior Details	A901
g.	Furniture	F
i.	Follow similar format to Architectural	
h.	Interior Design	ID
i.	Follow similar format to Architectural	
i.	Food Service	FS
i.	Follow similar format to Architectural	
j.	Signage	SG
i.	Follow similar format to Architectural	
k.	Mechanical	M
i.	General	M001
ii.	Composite Plans	M101
iii.	Floor Plans	M201
iv.	Enlarged Plans	M301
v.	Sections	M401
vi.	System Diagrams	M501
vii.	Details	M601
viii.	Control Diagrams	M701
l.	Fire Protection	FP
i.	Follow similar format to Mechanical	
m.	Plumbing	P
i.	Follow similar format to Mechanical	
n.	Electrical	E
i.	Follow similar format to Mechanical	
o.	Security	SU
i.	Follow similar format to Mechanical	
p.	Telecommunication	T
i.	Follow similar format to Mechanical	
q.	Audio Visual	AV
i.	Follow similar format to Mechanical	

8. Each of the consultants, sub-consultants, etc., must include in their working drawings a site drawing identifying work germane to their part of the contract, including appropriate details. The prime consultant must prepare two specific site drawings in addition to all others. One must be the demolition drawing for the site that shows all site features (general construction, mechanical, electrical, utilities, irrigation, lighting, paths, roads, curbs, etc.), that occupy the site with appropriate notations for removal, retention, protection – whatever the disposition may be. The other must be a drawing that shows the finished site including the existing to remain and the new work to be done by all contractors and sub-contractors on the site - even though this may represent some duplication of other drawings. This drawing must specifically identify the precise location and routing for all site features and the relative coordination. Details unique to the installation, which do not affect location coordination, need not be included herein. In order to appreciate the true impact of various installations, all must be shown to true scale (by line thickness or double-line as appropriate).
9. Drawings submitted shall be black line prints on white.
10. Reproducible drawings shall be black line on Mylar (4 mil.).
11. An arrow indicating true North shall be shown on all floor plans (for green design analysis). Sheet North arrow can be used in addition to true north but must be clearly delineated.
12. Pressed lettering is not acceptable. All drawings must be prepared with CADD.
13. Key plans and key sections shall be shown on all sheets
14. Documents shall provide all information required by agencies issuing the permits.
15. All drawings for all phases must have adequate legends, symbols and annotations to fully describe the design and materials on the drawings. Unused legends and icons must not be shown.
  - a. The A/E must provide the number of sets of documents as identified in the **Table of Deliverables During the Design Phases**. Unless otherwise noted in the Task Order or Contract, the following quantities must be delivered:
  - b. Minimum **6** sets of full size drawings
    - i. 2 for Facilities Management
    - ii. 3 for Project Management Team
    - iii. 1 for the user agency
  - c. Minimum **4** sets of half size drawings
    - i. 1 for the file
    - ii. 1 for the user agency
    - iii. 1 for the Project Management Team
    - iv. 1 for the Division Chief
  - d. Minimum **2** sets of small size drawings (8.5x11 for typical scale projects or 11x17 for large scale projects)
    - i. 1 for the file
    - ii. 1 for the Division Chief
16. With each submittal to the City, the A/E must deliver electronic files of the documents in their native file format and Adobe PDF format. Electronic format requirements are specified within this document.

**B. Electronic File Format and CADD**

1. Format
  - a. Files shall be submitted on DVDs (not on CD-ROMs)
  - b. Consultants and/or A/E acknowledges that all these files may be used by the City for marketing, presentation, project documents, meeting handouts, and all

other needs that the City may have as an Owner. If in the future, there is a need for renovation or repair of a facility, CADD drawings may be used by City employees or consultants for the production of such drawings as background information. The intent is not to design and construct other facilities by duplicating a consultant's design or violating the A/E's copyright.

- c. Consultants are responsible for the accuracy of electronic documents and must verify they match printed submittals specifically, 100% construction documents, permit set, bid set, and record drawings.
- d. Text files shall be in a format compatible with the Microsoft Windows operating system. The compatibility of files created on computers using other operating systems shall be verified prior to delivery.
- e. Files may be provided in either a standard .zip archive file format or a self-extracting .exe. archive file format. Other archiving and/or compression formats are not acceptable.
- f. 2D, 3D, and animated renderings shall be submitted in the following three formats:
  - i. Native file system (format generated by the software)
  - ii. JPG
  - iii. Adobe PDF
  - iv. Renderings shall be produced in high resolution
- g. All drawings, reports, specifications, booklets, and etcetera shall be submitted in the following formats:
  - i. Native file system (format generated by the software)
  - ii. A single PDF file that includes the entire document and matches the printed copy including cover sheet.
  - iii. AutoCAD 2012 .DWG (or current version if approved by the Project Manager)

## 2. Computer-Aided Design and Drafting (CADD)

- a. Before start of CADD production, A/E shall provide the City with a booklet of CADD standards and procedures that complies with these requirements.
- b. This document describes the standards for CADD. Submittals that deviate from these standards shall be deemed unacceptable and will be returned to the consultant.
- c. All review submittals and record drawings submittals shall be provided in the form of CADD files. The requirement to provide CADD record drawings may be waived by project managers where production of said drawings is impractical and/or inappropriate, such as manufacturers' catalog sheets.
- d. CADD drawings may be created using any software capable of meeting the defined standards, but all submittals shall be provided in .DWG format and shall be compatible with the latest AutoCAD version. Additional CADD software or add-on software packages shall not be employed if their use creates proxy objects or other entities which cannot be fully manipulated using only AutoCAD. Consultants using software other than AutoCAD are responsible for confirming, prior to distribution that all CADD files comply with these standards.
- e. If BIM software is used, the A/E must provide all database related to the project in order to be able to reproduce charts and schedules by using the software. Submission of information in .DWG format is still required.
- f. Record drawings shall not contain layout lines or other extraneous elements. Files shall be purged of unused blocks, layers, line types, fonts, or similar

- elements.
- g. Drawings for projects involving renovations shall differentiate between existing, new, and demolished construction.
  - h. The sheet set title-block shall be coordinated and approved by the City prior to use on drawings.
  - i. All fonts and external reference files that are used in the drawing files shall be included with their respective drawings. Wherever feasible, only standard AutoCAD fonts shall be used; non-standard fonts that cannot be provided without violating software licensing agreements or copyright regulations, shall not be used. Font and external reference addresses shall be relative to a directory on the delivery disk, not to a directory on the consultant's computer.
  - j. All drawings shall be drawn at full scale in the model space. When a drawing contains elements to be plotted on the same sheet but at differing scales, AutoCAD's layout must be used.
  - k. Entity colors shall be defined "by layer", not by the entity.
  - l. Dimensions shall be associative, relating directly to the actual dimensions of CAD entities. The values of dimensions shall not be overridden or edited by hand.
  - m. Site plans, building plans and the plans for specific disciplines shall all have the same origin point, such that drawings can be overlaid exactly. Drawing elements shall all lie in the positive portion of the drawing coordinate system.
  - n. Entities that are supposed to be grouped into one unit shall remain in this form. Text, dimensions, and blocks shall not be exploded, either manually or automatically during a conversion process.
  - o. A documentation file named "readme.tx" that contains important project and associated computer files shall be included with the drawing and project files on the delivery disk(s). At a minimum, this file shall contain the following:
    - i. City's project number and project title
    - ii. Department of Public Works
    - iii. Name of the facility if different from the project name
    - iv. Consultant name, address, and phone number
    - v. Name of City Project Manager and User Departmental contact person
    - vi. Contractor name, address, and phone number
    - vii. Scope of Work / project description
  - p. The file name for each drawing shall match the sheet number as indicated in the final documents.

## **2.2. SPECIFICATION REQUIREMENTS**

### **A. Format**

1. All specifications must be in the latest CSI format.
2. The technical arrangement of the CSI MASTERFORMAT and the Three Part Section Format are explained in detail in the CSI manual.
3. Provide the City with a copy of the specification on DVD in both MS-Word (.DOC) and Adobe PDF (.PDF) format. File names must include the CSI section number and title.
4. Provide an original copy of the Specification for printing on high quality bond paper, not bound.
5. The section numbers and title established at the beginning of the project must conform to the latest CSI system and shall be the same as for section numbers and titles throughout the project.

6. The format of specification documents must be:
  - a. Black on white, clear and legible.
  - b. Letter size (8-1/2 inches x 11 inches) neatly bounded on the left side.
  - c. Double sided and paginated so new sections begin on the right page.
  - d. Have protective cover and back
  - e. Sufficient margins shall be maintained to allow for binding and printing on both sides of each sheet.
  - f. Page number must appear on each page. Page numbers shall be indicated as Page X of X.
  - g. Project name must be on all pages.
  - h. RFP/IFB number if available must be on all pages.
  - i. Data date and phase must be on all sheets.
  - j. All sections must use the same font type, font size and format. Headers and footers must match between sections. Do not include consultant firm names in headers or footers. Footers must contain the section number and title.
7. The cover sheet must include the following information:
  - a. Name of the project
  - b. User Department name
  - c. City Seal
  - d. RFP/IFB number
  - e. City of Gaithersburg, Maryland
  - f. Department of Public Works
  - g. Date of submittal
  - h. Design phase
8. The following general information applies to the development of specifications:
  - a. Describe the extent of the work, the materials and workmanship, and include the work under the proper section. If any portion is covered by another section, these shall be clear and distinct cross-referencing between the sections. Merely to state "by others" is not acceptable.
  - b. Provide for a minimum of three manufacturers of material except as directed by the City. DO NOT USE terms such as "EQUIVALENT" or "OR EQUAL".
  - c. Do not use general clauses intended to be all-inclusive in lieu of complete descriptions.
  - d. Do not duplicate standard requirements that are contained in the contract form.
  - e. Use consistency throughout, the word "will" to designate what the City or the Designer can be expected to do, and the word "shall" what is mandatory for the Contractor to do.
  - f. Use the same term throughout the same subject and the term shall be the same as that used on the drawings.
  - g. Do not use the term "etc."
  - h. Avoid such terms as "to the satisfaction of the Designer", "as directed by the Designer", "as approved", and "as required."
  - i. Specify work in appropriate Sections according to local trade jurisdiction.
  - j. Symbol:
 

<u>Do not use</u>	<u>Use instead</u>
i. #	Number, no., or pounds
ii. %	Percent
iii. "	Inch or in.
iv. x	by

- v. ‘ Feet or ft.
- vi. + Plus
- vii. - Minus
- viii. o degree
- ix. / per or at

- k. Alternates shall be fully and properly described and cross-referenced in the specifications and drawings.
- l. The A/E must provide as a minimum number of sets of documents as identified in the **Table of Deliverables During the Design Phase**. Unless otherwise noted in the Task Order as the following quantities must be delivered:
  - i. 4 set for the PM team
  - ii. 1 set for the file
  - iii. 1 set for the Facilities Management Staff

### 2.3. COST ESTIMATING

#### A. General

1. At the beginning of the project there is usually a 10% design contingency reserved for the project. This contingency is usually not built into the CCAP (Construction Contract Award Price). As the project progresses through the design phases the design contingency can only be counted as construction cost by permission of the Project Manager. This design contingency is not the same as an estimating design contingency.
2. The A/E must identify deduct alternatives for the Project which amount to ten percent (10%) of the Construction Contract Award Price (CCAP). All other above or beyond POR or standards requests by the City must be identified as add alternates.
3. The initial 10% design contingency must be replaced with 10% alternate deducts at the end of the design. Deduct alternates are part of the base bid.
4. Alternates shall be priced separately by the consultant and contractor. They can be accepted as a line item and become part of the construction contract amount.
5. These alternates, if taken, must not affect the project's programs. All alternates shall be denoted on the construction documents and indicated on the cost estimate in detail.
6. Cost estimates must be delivered to the City concurrently with the rest of the deliverables at the end of each design phase. It is not acceptable to deliver the estimate after the submission deadline.
7. The A/E must establish a cost control plan and present it to the City at the middle of the Concept Planning Phase.
8. If the City requests, the design documents shall be provided to the City's independent cost estimator two (2) weeks prior to submittal of all documents to the City.
9. Cost estimator must attend all cost estimating and verification meetings and must reconcile all questions and incorporate all modifications and value engineering items into a revised copy and resubmit for review as soon as possible so that project schedule is not delayed.
10. A/E is responsible for adhering to the CCAP budget. Projects that are estimated above the CCAP shall be revised by the A/E free of charge to the City. It is essential that the A/E should review the CCAP before signing the Task Order contract. A signed contract or Task Order is a commitment on behalf of the A/E that the project can be designed with the CCAP budget and in accordance with all codes and the requirements of this manual.
11. Cost estimates at each phase must contain a market analysis to determine the cost escalation factor to the mid-point of construction. Appropriate back-up data must be

included to substantiate the market analysis.

**B. Format**

1. The cover sheet must include the following information:
  - a. Name of the project
  - b. User department name
  - c. City Logo
  - d. RFP/IFB number
  - e. City of Gaithersburg, Maryland
  - f. Department of Public Works
  - g. Date of submittal
  - h. Design phase
  - i. Estimator's name
2. Each cost estimate sheet must include the following information in the header or footer of each page:
  - a. "City of Gaithersburg" (header).
  - b. Name and number of the project (header).
  - c. Project phase and date (footer).
  - d. Division and section per CSI format (footer).
  - e. No name of the cost estimator on individual sheets.
  - f. Page number of total –Page X of Y- (footer).
3. Cost estimates data must be presented in the following format:
  - a. The estimate shall reflect the current construction cost.
  - b. All cost estimates shall be in CSI format.
  - c. Each item must show unit labor, unit material, quantity, unit, extended labor, extended material, and total cost.
  - d. Each section must have a grand total.
  - e. Each division must have a grand total.
4. The summary sheet must include the following:
  - a. All information must appear in the header or footer or each sheet as described above.
  - b. Total cost of each CSI division including General Conditions.
  - c. Overhead, Profit, Insurances, and Bonds (OPIB) must be shown independently and after total of division costs and on the summary sheet only.
  - d. Design contingency must be shown after OPIB items.
  - e. Construction cost escalation must be added after the design contingency and on the summary sheet only.
  - f. Total cost of building and site must be separately shown in the summary.
  - g. The estimated number of calendar days required for construction of the project.
  - h. Number of days to mid-point construction from the cost estimate date.
  - i. Cost of building construction per gross square foot of the building.
  - j. Cost of site per square foot of site.
5. Report Format:
  - a. All cost estimates must also be submitted in a format approved by the City for comparison of various cost estimates done in phases. This can be accomplished by using pre-approved Excel forms or software approved or recommend by the City. The purpose of this requirement is that various versions of cost estimates in the separate phases could be compared in detail. Cost estimator through the A/E must provide the following reports:
    - i. Summary of each CSI format showing total cost of each CSI divisions.

- ii. A report that compares cost of divisions in various phases of design.
  - iii. A report that filters and compares the previous cost estimate with the most recent one and showing all items with equal or more than 5% variance.
- b. The A/E must provide a minimum number of sets of documents as identified in the **Table of Deliverables During the Design Phase** at the end of this document. Unless otherwise noted in the task order as an exception the following quantities must be delivered:
- i. 2 sets for the PM Team
  - ii. 1 for the file
  - iii. 1 set for the Division Chief

#### 2.4. **PRESENTATION REQUIREMENTS**

##### **A. Renderings**

1. All projects must have renderings to illustrate and delineate the design in the best manner possible.
2. Following are the list of full colored renderings required for all projects:
  - a. A site plan showing the mass of buildings with the roof plan, landscaping, and all major site elements with sun shadows.
  - b. All elevations
  - c. At least one section
  - d. At least one exterior perspective of the entire building, including the main entrance.
  - e. Renderings must be of professional quality.
  - f. 3D animation of the interior and exterior of the building (large projects).
  - g. If renderings are not computer generated, then the A/E must digitally photograph the rendering and submit the digital format (.JPG) as well as printed format.
  - h. In addition to electronic format on DVD, all renderings must also be provided in the printed format for presentation (large size, board size, etc.) as well as 8.5x11 for the record.
  - i. At least one rendering by the choice of the City must be framed for display.

##### **B. Materials Boards & Samples**

1. There are many occasions during the design that the A/E team is required to present the project by the use of video projection. These presentations must be done in a slide show format. The most commonly used formats are Adobe PDF, and Microsoft PowerPoint. The A/E must provide an electronic copy as well as printed copies of such presentations to the City prior to such presentation. If not possible the A/E must arrange with the City project manager for immediate submittal of such presentation not later than the day before the presentation.
2. All presentations must be submitted on DVD or Flash Drive and either in .PDF or .PPTX format.

##### **C. Materials Boards & Samples**

1. A/E must present all materials selected for review and approval by the City in a format that is portable and presentable to others such as material boards and binders.
2. Heavy building materials such as masonry can be presented in actual size.
3. All interior finishes must be presented on board tagged with where it is used and

primary specifications.

4. Furniture selections must be presented in a binder and include pictures of the furniture, finish samples, and specifications. This binder must be updated at all times and delivered to the City per the **Table of Deliverables During the Design Phase**.

**D. Model Requirements**

1. Format
  - a. All projects must have a model developed by the A/E.
  - b. Large projects must have a working model and also a final presentation/professional quality model. Working model is for use during the design process. The final model must be delivered to the City with a protective clear case or cover in a scale that is movable.
  - c. Materials for the final model must be durable and withstand time and movement.
  - d. Final model must be photographed by the A/E and a set of prints as well as digital files in .JPG format are to be delivered to the City.
  - e. Final model must be delivered before the final payment for the CD phase.

**2.5. DESIGN QUALITY CONTROL (DQC) REQUIREMENTS**

**A. General**

1. The City of Gaithersburg requires a high degree of design and quality control during the design process. In this section, all required deliverables that relate to design quality control are described. A/E must be clear about these requirements and if there are any questions they must be forwarded to the City before the start of the design phase.
2. It is the intent of the City to assist the A/E in providing the City with high quality Construction Documents. Non-coordinated, low quality drawings and specifications are the first contributors to the cost overrun of the projects. The City of Gaithersburg has a specific process in conducting progress meetings and review of drawings.
3. Quality assurance and quality control must be consciously considered throughout all design and construction phases of each project. Completeness and thoroughness of the work at each design phase will be critically reviewed and acceptance delayed until requirements are met.
4. Orientation meeting
  - a. As soon as the Task Order is signed, the City Project Manager will schedule the kickoff meeting. The A/E is to ensure that the responsible DPW Division Chief Agenda for this meeting includes:
    - i. Introduction of the team including the user and other stakeholders as well as DPW staff involved in the project and their roles. A/E Project Manager and all consultants must attend this meeting. The intent is to know those who make decisions as well as those who design the project. Therefore attendance of project managers and project architect/engineers of various disciplines is mandatory.
    - ii. Review the City project management process.
    - iii. Review the project schedule.
    - iv. Review of the project budget and means of cost control including cost estimating for various phases and alternate adds and deducts.
    - v. Establishing progress meetings and who should attend.
    - vi. Review deliverables.
    - vii. Review the design review process.

- viii. Answer any questions that the A/E or user may have.
5. One of the primary roles of the prime consultant is to take charge of overall project coordination. Accordingly, the prime consultant must take responsibility for schedules, costs, sub-consultants, permit submittal, and all aspects of project management; and final contract documents must give clear evidence that such has been the case. The City will require that the prime consultant develop and use a project coordination and plan checking program that includes all disciplines.
  6. The contractual direction to the consultant will come from the either City's Project Manager or responsible Division Chief. The consultant shall confirm any perceived change in project direction or scope with the City's Project Manager prior to proceeding with each new direction. In issues of technical design and submittal approvals, the Project Manager will have primary responsibility. The Project Manager will have the responsibility to assure all issues and concerns raised by the City staff have been satisfactorily resolved. The Project Manager will also be responsible for assuring that all interested parties are involved as needed in the project discussions and reviews.
  7. Sub-consultants must also bear considerable responsibility for design coordination. As facilities become more complex, the work of the sub-consultants generally requires more space. That space must be thoroughly defined and properly incorporated into the building. The space required is not only to house the equipment but also must provide for convenient operation, maintenance and repair over the years to follow. Each consultant is responsible for coordination of documents with all other disciplines with which their work is to be integrated.
  8. The A/E must furnish for review by the City, not later than two (2) weeks after receipt of a Notice to Proceed, its Design Quality Control (DQC) Plan. The plan must identify all items listed in this document and must include sample forms where forms are required.
  9. Submit the name, qualifications (in resume format), and responsibilities of each person assigned DQC function. Staff must include:
    - a. Design Quality Control Manager- the DQC Manager must report directly to the Principal of the firm. DQC Manager cannot be the A/E's Project Manager. The Principal in this context shall mean the individual with responsibility for the overall management of the firm including quality production. The DQC Manager must be a registered architect or engineer, and an experienced design person with a minimum of ten (10) years experience in architectural or engineering design, 5 years of which must be in DQC.
    - b. Supplemental Personnel- the A/E must provide as part of the DQC organization, as a minimum, specialized personnel for the following areas:
      - i. HVAC Engineer- Registered P.E. with minimum ten (10) years experience to provide quality control review, checking and coordination of HVAC system.
  10. At the end of each phase there will be an A/E performance evaluation in which completeness and timeliness of these requirements play an important role.
  11. A/E must complete and submit the design check list that is to be approved by the City.
  12. The City Project Manager will adhere to and enforce these requirements.

**B. Design Submittal Tracking Plan**

1. A/E must submit a checklist identifying agency, agency contract, submittal format, comments, submittal, follow-up, re-submittal, and final approval dates. A listing of submittals being tracked, including permits, utilities and City review submittal.

**C. Scope Tracking System:**

1. The A/E must create a system of tracking the scope changes during the design. All deviations from the POR must be recorded and tracked until the end of the design process. The tracking log must include the impact of such change on the other aspects of the project including schedule and cost.

**D. Coordination Plan:**

1. A checklist or matrix format identifying design elements requiring coordination by phase, consultants responsible for coordination sign-off, coordination issues, check dates, follow-up, and final resolution.

**E. Space Calculation Charts**

1. The A/E must present to the City a full area calculation and tabulation report at the end of each phase. This report must show the result of calculations in the previous phases as well. Report must be generated in a spread sheet format –Excel- (print copy & electronically) and be organized by operational groups as presented in the POR or agreed by the City. Calculations must be accompanied with a floor plan graphic showing various categories of tabulations in color. The floor plans must be precise and show programmable areas for each space. The list and graphics must be updated at all times. The City can provide examples of such charts if needed.

**F. Review Process**

1. Progress Review Meeting
  - a. Throughout the design process the A/E team and not just the prime consultant, must attend a bi-weekly meeting to review, coordinate, and monitor the progress of the project. These meetings are for the benefit of the Owner and all stakeholders should attend them. There might be a need for more meetings such as weekly meetings to meet the review process requirements and Design Quality Control. It is imperative that these requirements be met in order to assure timely and thorough review and compliance with the project schedule.
  - b. Design sub-consultants must be included as integral members of the project team in the early stages of design. They must attend all progress meetings. Most often a simple issue has been forgotten to be relayed to subs or simply their absence in the design progress meeting deprives the team from their early reaction to issues and ultimately the project suffers from the lack of integration and coordination. Due to the increasing intensity of technical requirements in buildings of all types, it is mandatory that each technical field be fully represented even in the early stages of design to assure that adequate provisions are included in the design
2. Informal Reviews
  - a. In addition to the formal progress review periods, it is important that many less formal reviews occur. It is imperative that thorough communication and understanding exist between City staff and consultants. This process is to assure that the City's needs are understood, accommodated, and that each project to be designed with maintenance and operation requirements full recognized. These considerations are best dealt with via a series of on-the-board reviews with the consultants to consider design options and make decisions while the design is still flexible. More review and concurrence achieved mid-phase will help minimize the end-of-phase comments.
3. Quality Control Review

- a. National statistics have shown that 80% of document errors and omissions occur in only 20% of the items on a given set of documents and this 20% tend to be repeated with each project. Of these errors and omissions, over 50% are directly related to interdisciplinary coordination issues. The design consultant shall implement a document quality control plan to minimize the impact of poor coordinated documents.
- b. In the case of large size projects (> \$500K), a formal Document Quality Control Review (DQCR) is required by the City to assist the consultant in realizing quality contract documents. This review is not intended to relieve the consultant of their responsibility for producing complete and integrated documents. Based on the multi-discipline team review methodology, the QC Review is a three-step process of 1-check, 2-correct, and 3-re-check. The QC team will use detailed discipline-based checklist, color coded annotation, and narrative comments to identify conflicts, errors, and or omissions from, and between the various elements of the bid documents. The Design Team will respond to all QC checks and comments, resolving interferences and conflicting design while expanding and completing gaps and omissions in the documents. As a final the QC team leader will recheck the corrected documents to verify that corrections were made.
- c. The A/E shall develop a Design Review Checklist for each project to be approved by the City. The City will review, complete and respond to the completeness of this checklist. The City will review all submittals at the end of each phase. A team of professionals will review all documents submitted by the A/E and will provide a set of comments for revision/correction to the documents. The A/E must resolve issues and incorporate requested comments into the documents.
- d. At the end of each phase of the project, the A/E must present the design documents to the City. Reviewers will ask questions to better familiarize themselves with the design.
- e. The City will review contract documents for overall completeness and compliance with the functional program and City standards, due to staffing limitations this not intended to be the comprehensive plan checking/coordination process. The prime contractor shall check the plans and coordination before submission to the City for review. Documents that are incomplete or poorly coordinated will be returned to the consultants until they are deemed ready for review by the City.
- f. Two to three weeks are required for the City to review design submission and prepare a set of consolidated comments to the A/E. The City project manager will be the contact person and transmitter of consolidated City comments.
- g. Consolidated comments shall be forwarded to the A/E for preliminary review.
- h. The A/E is responsible for distribution and coordination of all comments among its various sub-consultants involved in the project.
- i. The A/E must respond in writing to each comment. If a comment is not to be incorporated into the design documents, the A/E must provide a rationale for not incorporating the comment. This response must be provided within one week after the comments are provided to the A/E.
- j. The City project manager, reviewers and the A/E will meet in a comment review session. Comments shall be divided into the following categories:
  - i. **Will Comply:** A/E will comply but can be deferred till the next phase. Written PM approval is needed and should be noted.

- ii. **Incorporate:** A/E will comply and must be incorporated into the documents before notice to proceed for the next phase is issued.
    - iii. **Dismissed:** Written PM approval is required.
    - iv. **Not Feasible:** IF the work is required for some reason cannot be done, the Division Chief of that Section must approval all deviations from the City standards and requirements in writing.
  - k. If revisions are needed, the A/E must present an updated schedule to show that the project will not fall behind the contract master schedule. If the schedule needs to be compressed, it is not acceptable to shorten the City review periods. All deviations from the master schedule must be approved by the respected Division Chief of that section. The A/E must understand that any delay of the master schedule is in conflict with the contract and all requests for extension of time must be approved by the Contract Administrator.
4. Architectural Review Committee
- a. At the end of each phase and before NTP, each respective Division Chief will establish a panel of reviewers called "Architectural Review Committee." This committee will review and approve the design for the following:
    - i. Design Philosophy
    - ii. Building style and appearance
    - iii. Urban design compliance
    - iv. Adherence to the scope, budget, and schedule
    - v. Other issues and factors that may seem relevant to the project
  - b. At the end of the review the Division Chief will complete and issue the Project Evaluation Form.
  - c. Materials for the ARC review are rendered site plan, floor plans, elevations, sections and slideshows, models, summary of the design to budget, schedule and scope variances.
5. Other Reviews
- a. In addition to the document reviews noted above, sustainability review, ADA review, constructability review, commissioning review, Permit review, Mandatory Referral and historical reviews may also be necessary.

**G. Minutes of Meetings**

- 1. A/E must provide minutes of the meetings not later than 3 calendar days after such meeting to the City. Large projects are required to have the meeting minutes typed electronically during the meeting so they can be verified before the end of the meeting. This will minimize confusion and provide clear direction to all parties.
- 2. Minutes of the meetings should include the following information:
  - a. Name of the project
  - b. Date and time of the meeting
  - c. Name of attendees
  - d. Location of the meeting
  - e. Agenda
  - f. Every subject or issue must be numbered sequentially
  - g. At the following meetings if an issue is resolved it must be grayed out and after 2 meetings it should be deleted from the list.
  - h. A list of actions required for the following meetings including responsible party and time frame and deadline to perform the task.
- 3. City and recipients of the minutes should have 5 calendar days to respond and or correct the minutes.

4. Minutes of the meeting must be distributed to the entire team including the City team.

#### **H. Decision Log**

1. Decision Log is a mechanism to record all important and incremental decisions that are made during the design process. Most often there are members of the team that miss a few design progress meetings and later on they may comment or request items that previously decided and approved to be completed in a certain way.
2. A/E must provide decision logs not later than 3 calendar days after such meeting to the City.
3. Decision Log is an independent document from the minutes of the meeting.
4. All decisions made (approved by the City) must be logged sequentially in a table format.
5. All logs must include:
  - a. Title
  - b. Date of the decision made
  - c. Approving party
  - d. Affecting disciplines for coordination
6. City and recipients of the Decision Logs should have 5 calendar days to respond and or correct the log.
7. Decision Logs must be distributed to the entire team including the City team.
8. Decision Logs must be generated during each progress meeting; however, a complete and most updated Decision Log must be submitted by the A/E to the City with each request for payment. Invoices will be rejected if not accompanied with this log.

#### **I. Project Schedule**

1. The project schedule is a mechanism to manage the production of the design and ensure that all activities are happening within the required time frame. The City of Gaithersburg requires that all projects have a detailed Critical Path Method project schedule indicating all activities in the Task Order. Project schedule must be in Primavera, Project or other format approved by the City.
2. The initial project schedule must be delivered to the City not later than two (2) weeks after the initial orientation meeting.
3. The project schedule must be updated as soon as a change in the schedule is apparent.
4. A complete and updated Project Schedule must be submitted by the A/E to the City with each request for payment. Invoices will be rejected if not accompanied with a complete and updated schedule.
5. All schedules must also include:
  - a. Name of the project
  - b. Date of data entry
  - c. Print date
  - d. Project phases
6. Schedules must be provided to the City in the following formats:
  - a. A complete color print including all activities, duration, early start, early finish, late finish, dependencies, time bars with the name of activity on the left side and critical path in red color, and dependency links.
  - b. A base line of the original schedule must be kept and an actual bar must be shown for each activity. This way the progress of the project is compared to the original schedule.
  - c. Schedules must include activities for document submissions to the City agencies, state agencies, utilities and other reviewing and permitting entities.

**J. Schedule Log**

1. Schedule Log is a mechanism to record all important and incremental events and decisions that changes the project schedule during the design process.
2. A/E must provide Schedule Logs not later than 3 calendar days after the change to the City.
3. Schedule Log is an independent document from the Project Schedule.
4. All schedule changes (approved by the City) must be logged sequentially in a table format.
5. All logs must include:
  - a. Title
  - b. Date of the schedule change
  - c. Approving party
  - d. Affecting disciplines for coordination
6. City and recipients of the Schedule Log shall have 5 calendar days to respond and or correct the log.
7. Schedule Log must be distributed to the entire team including the City team.
8. Schedule Log must be generated during the project progress; however, a complete and most updated Schedule Log must be submitted by the A/E to the City with each request for payment. Invoices will be rejected if not accompanied by the log.

**K. Design Document Progress Log**

1. Design Document Progress Log (DDPL) is a mechanism to record and keep track of progress for all disciplines and all design documents including but not limited to drawings, specifications and any other documents that are submitted at all incremental submissions.
2. A/E must provide the Design Document Progress Log with all incremental design submittals according to "Table of Phases and Deliverables". No progress submittal shall be accepted unless accompanied by the Design Document Progress Log.
3. Design Document Progress Log must include:
  - a. Title, project name and CIP #
  - b. Date of current submission
  - c. Date of last submission
  - d. City PM, A/E Firm and A/E PM name
  - e. Document reference numbers and titles
  - f. Status of documents using action codes as designated in the log.
  - g. Brief summary of what has been changed or updated since the last submission for each document.
4. A/E PM shall review and sign the DDPL in the designated area of the log.
5. Design Document Progress Log must be generated during the project progress however; a complete and updated DDPL must be submitted with each request for payment. Invoices will be rejected if not accompanied by this log.

**L. Life Cycle Cost Analysis (LCCA)**

1. LCCA is a decision making tool for building owners and designers. The analysis accounts for initial costs associated with constructing or renovating a facility as well as the cost of owning and operating a facility over its useful life. The LCCA report provides a method of evaluating the various systems so a building owner can select the best system for the project. The analysis should be based on the comparison of a minimum of three (3) options or alternatives selected. The three chosen systems must be different from each other, such as a central chiller plant and a heat pump split

system. For example a heat pump split system and an air conditioning split system with gas or electric furnace are essentially the same systems and may not be used for comparison with each other.

2. The LCCA process must be complete, accurate, and timely to benefit the design team and the project's decision makers. It is important to complete this part of the LCCA submittal prior to the beginning of design development stage so that any recommended changes can be easily incorporated into the design.
3. The LCCA must be done by a qualified professional accepted by the project manager.
4. A list of systems and components that require LCCA must be prepared during the Schematic Design phase. Before engaging in the LCCA, the three options must be approved by the project manager.
5. For selection of items that relate to the energy use in a building LCCA must be done using computer modeling and simulation (major mechanical components or systems, envelope, lighting, power, etc.).
6. For selection of other components and elements of design a simple LCCA is sufficient and must include the following:
  - a. Present value of the item
  - b. Life expectancy of the item
  - c. Operational and maintenance cost of the item during its expected life.
  - d. Non-quantifiable qualities such as aesthetics or compatibility must also be mentioned.
  - e. Reason for selection of one over the other options.

**M. Construction Cost Change Log**

1. Construction Cost Change Log is a mechanism to monitor the design and its conformance to the established construction cost budget.
2. The document includes:
  - a. A list of all items that caused the CCAP (Construction Cost Award Price) to change.
  - b. Cost change for each item.
  - c. A log of all alternate Adds (additions) with their cost, date added and approving party.
  - d. A log of all alternate Deducts with their cost, date and approving party.
  - e. A chart comparing change in the construction cost escalation since the project start date.
  - f. A chart indicating use of design contingency. An incremental reduction of percent allocated must be shown with date and approving party.
  - g. Change in overall cost per square foot since the start of the project.
  - h. Construction Cost Change Log must be generated during the project progress; however, a complete and most updated Construction Cost Change Log must be submitted by the A/E to the City with each request for payment. Invoices will be rejected if not accompanied with this log.

**~ END OF SECTION 2 ~**

## SECTION 3: Project Phases

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### 3.1. **PHASES**

#### **A. General**

1. The project is broken down into individual phases to describe significant portions of work and project milestones. The phases are described using stages and submittal requirements. Stages are defined as periods of work within a phase. Each stage has a minimum set of requirements but does not have a specific time period assigned to it. One stage within a phase may be 2 weeks and another stage within a phase may be 6 weeks. Ultimately stage duration will be determined by the amount of effort required to complete that stage. Information listed under each phase/stage is intended to help define the City's minimum requirements for the phase/stage. The A/E must provide all information required, whether listed or not, to complete a fully functional project. Any work that is not listed must be provided in a timely manner so the City can review and comment on the work.

#### **B. Conceptual Planning Phase**

1. In this phase, the program of requirements is validated and site and building mass and location is decided.
2. The purpose of the Conceptual Planning Phase is to establish the basic site design concepts, verify and establish the capability of the site to meet the program parameters, and arrive at possible solutions. The A/E's proposed solutions will be reviewed by the City.
3. Unless otherwise specified in the Contract, the A/E must present at least three conceptual design schemes for City review and selection.

#### **C. Schematic Design Phase**

1. In this phase, the site is fully analyzed, building systems are selected, and floor layouts are generated. There is some understanding of building and finish materials.
2. Upon written notice to proceed from the City, the A/E shall start the Schematic Design Phase.
3. The purpose of the Schematic Phase is to establish the basic design concepts, develop and implement the program parameters, and arrive at solutions. The designer's solutions will be reviewed by the City. No significant departure from the approved schematic submittal will be allowed unless prior written approval is obtained from the City.
4. The A/E shall interface with all Agencies requiring permits and approvals for the Project during the progress of the design and incorporate comments as required.

#### **D. Design Development Phase**

1. In this phase all systems are fully developed, all details are designed and communicated, interior design is finished, furniture layout is prepared and furniture plan is completed, Materials and finishes are selected. There shall be no design decisions left after this phase.
2. Upon written notice to proceed from the City, the A/E shall start the Design Development Phase.
3. The purpose of the Design Development Phase is to select all building systems, present them to the City in a series of progressive meetings, and finalize all design

elements and components of the building. No design decisions, selection of systems, materials and or finishes shall be left for the next phase.

4. Upon City acceptance and approval of the Schematic Design, the building systems and exterior wall locations (building “footprint”) may be changed only as approved in writing by the City.
5. The 100% submittal at the end of the Design Development Phase will be reviewed by the City to ensure compliance with all requirements.
6. The A/E shall interface with all agencies requiring permits and approvals for the Project, to facilitate project progress, and shall incorporate comments as required.
7. As required, the A/E shall assist the City in conducting a public presentation meeting.
8. As required, the A/E shall establish communication with the Historic District Commission (HDC) and Maryland Historic Trust (MHT) through the City project manager and historic planner for the Mandatory Referral process and prepare all required documents to obtain these agencies approval of the project.

**E. Construction Document Phase**

1. In this phase, the A/E team will develop complete construction documents for the purpose of permitting as well as bidding. There shall be no design decisions left after this phase.
2. Upon written notice to proceed from the City, the A/E shall start the Construction Documents phase.
3. The purpose of the Construction Documents Phase is to produce a complete set of drawings, specifications and other legal documents to be able to successfully obtain building permits, bid the project and engage in the construction of a complete project.
4. The 100% submittal will be reviewed by the City to ensure compliance with all Task Order requirements and to control the quality of design. The City’s review of documents does not substitute for the A/E’s responsibility for coordination and compliance with all requirements.
5. The A/E shall interface with all Agencies requiring permits and approvals for the Project, so as to expedite project progress, and incorporate comments as required.
6. Should the documents submitted not conform to the requirements outlined in this manual, the A/E must revise, correct and complete the documents and reprint at its own expense and with no additional costs to the City as required to obtain the City’s approval.

**F. Bidding & Negotiations Phase**

1. In this phase, the project bid and the A/E shall elevate the bids and engage in cost control activities including value engineering and cost reduction with the contractor if needed.
2. After receiving written authorization from the City, the A/E shall proceed with the Construction Bidding and Negotiations Phase.
3. The City will conduct bidding, award, and negotiations but the A/E must be available to the City for assistance in performing these tasks.
4. The A/E shall prepare all addenda required during the bid period.
5. Addendum pages, including any drawings, shall be numbered consecutively with total attachments indicated on each page, i.e., page 1 of 8, page 2 of 8, -- page 8 of 8.
6. The A/E shall review requests for substitutions and submit recommendation(s) to City for approval.
7. If requested by the City, the A/E must review and evaluate bids and qualifications of

the bidders.

8. The City may schedule and conduct a Pre-Bid submission conference with prospective bidders to review Project requirements. The A/E team must participate in the conference if it is scheduled to explain and clarify bidding documents. If needed, within three (3) calendar days after the pre-bid conference, the A/E shall deliver to the City any amendment required as a result of the pre-bid conference.
9. Should bids produce prices in excess of the approved CCAP, the A/E shall participate with the City in negotiations, and design revisions, at no additional cost to the City until a bid cost is obtained with the approved CCAP or acceptable to the City. The City will assist in design revision decisions. All redesigns must be approved by the City. The revised documents shall be submitted to all permitting authorities for approval if needed.
10. If the A/E revise the design or conduct re-bidding under its responsibilities set out in the preceding paragraph, its Construction Administration Phase and Post Construction Phase services shall be extended to take design revision/re-bid delays into account at no additional expense to the City.
11. The A/E shall assist the City in preparation of the Contract(s) between the City and Construction Contractor(s) for the City's execution. The A/E will assist the City in coordinating award(s) and Notice(s) to Proceed.

**G. Construction Phase**

1. In this phase, the A/E will perform construction administration, quality control of construction, and commission.
2. Upon written notice to proceed from the City, the A/E shall start the Construction Administration phase. The Notice to Proceed will coincide with the notice to proceed to the Construction Contractor and the phase will terminate with the completion of all punch list items by the contractor and final payment to the construction contractor.
3. Construction Administration, unless stipulated otherwise by task order, is the responsibility of the prime consultant. This includes responsibility for schedule, cost, conformance to drawings, change orders, specifications, submittals, compliance with codes, tests, quality (workmanship), commissioning, final review and acceptance and warranty.
4. All consultants must take full responsibility for monitoring their portion of the contractor's work and ensure that the completed project meets the program intent.
5. The A/E must review and process all submittals including all shop drawings, catalog submissions, project reports, test reports, maintenance manuals, and other necessary documentation, as well as requests for changes and applications for extensions of time.
6. The A/E must review all Requests For Information (RFI), submittals, shop drawings, substitution requests, invoices and contractors request and respond in a timely manner.
7. The A/E shall review and approve shop drawings, samples, schedules, schedules of values, and other submissions of Construction Contractor(s) within fourteen (14) calendar days from date of receipt. This response time is intentionally less than the General Conditions of the Construction Contract to allow for reviews by the City.
8. The A/E must attend and prepare minutes for all progress meetings including pre-construction meetings. Before or after each progress meeting, the A/E shall review the construction and verify conformance to design intent and schedule.
9. The A/E must use standard AIA forms unless other forms are provided by the City.

10. The A/E must understand the role of A/E and its responsibilities as outlined in the General Conditions of the Construction Contract Between the City and the Construction Contractor.
11. The A/E shall consult with the City and participate in all decisions as to the acceptability of subcontractors and other persons and organizations proposed by the Construction Contractor for various portions of the work.
12. Based on observations at the site and upon the Construction Contractor's applications for payment, the A/E shall determine the amount owed to the Construction Contractor(s) within seven (7) calendar days after receipt of Application from Construction Contractor and shall issue Certificates for Payment to the City in such amounts. The A/E's signing of a Certificate of Payment shall constitute a representation by the A/E to the City, based upon the A/E's observations at the site and the data comprising the Application for Payment that the Work has progressed to the point indicated, that to the best of the A/E's knowledge, information and belief, the quality of Work appears to be in accordance with the Contract Documents and the Construction Contractor is entitled to payment in the amount certified. However, if it should be found that the Construction Contractor has failed to comply with its contract with the City in any way or detail, such failures and subsequent compliance shall be the sole responsibility of said Construction Contractor provided that the A/E has complied with the terms and conditions of the contract.
13. By signing a Certificate for Payment to the City, the A/E shall not be deemed to represent that it has made any examination to ascertain how and for what purpose the Construction Contractor has used the monies paid on account of the Construction Contract Sum. If, in accordance with its duty, the A/E advises the City of nonconforming work, the A/E shall confirm the nonconformance in writing to the City within three (3) calendar days of observation.
14. The A/E must provide change order/cost review services consisting of:
  - a. Preparation, reproduction and distribution of drawings and specifications to describe work to be added, deleted and/or modified.
  - b. Review of proposals from contractor(s) for reasonableness of quantities and costs.
  - c. Review and recommendations relative to changes in time for Substantial Completion.
  - d. If requested by the City, negotiations with contractor(s) on City's behalf relative to costs and/or additional Time proposed to be added, deleted or modified.
  - e. Assisting the City in the preparation of appropriate construction contract modification documents.
  - f. Coordination of communications, approvals, modifications and record-keeping relative to Changes in the Work.
15. The A/E will not issue revised construction documents (i.e. Architect's Supplemental Instructions (ASIs), substitutions, drawing changes, and letters of correction) without prior approval of the City.
16. The A/E shall render to the City, within five (5) calendar days unless otherwise authorized by the City, interpretations of requirements of the Contract Documents. This response time is intentionally less than the General Conditions of the Construction Contract to allow for review by the City. The A/E shall make all interpretations consistent with the intent of and reasonably inferable from the Contract Documents. These interpretations shall be subject to approval by the City.

The A/E's decision in matters relating to artistic effect shall be consistent with the intent of the Contract Documents and concurred with by the City.

17. Should errors, omissions or conflicts in the drawings, specifications or other Contract Documents by the A/E be discovered, the A/E will prepare and submit to the City, within ten (10) calendar days unless otherwise authorized by the City, such amendments or supplementary documents and provide consultation as may be required, for which the A/E shall make no additional charges to the City.
18. The A/E shall not be responsible for construction means, methods, techniques, sequences or procedures, or safety precautions and programs in connection with the Work, and shall not be responsible for the Construction Contractor's failure to carry out the Work in accordance with the Contract Documents.
19. Periodic visits of the A/E shall be not less than bi-weekly to coincide with the construction progress meetings with the Construction Contractor. Each engineering discipline shall make periodic visits not less than once a month during the course of work applicable to its discipline. During critical work phases, each of the disciplines maybe required to make additional visits. On the basis of such on-site observations, the A/E and its consultants shall take the appropriate steps to protect the City against defects and deficiencies in the Work of the Construction Contractor. If the A/E observes any work that does not conform to the Contract Documents, the A/E shall immediately make an oral and preliminary written report of all such observations to the City and Construction Contractor. The A/E and its consultants shall not be required to make exhaustive or fulltime on-site observations to check the quality or quantity of the Work, but shall make as many observations as may be reasonably required to fulfill their obligations to the City.
20. Field Reports must be done as a minimum on a bi-weekly basis. AIA Field Report form (A7111-1972) should be used. The A/E shall render final written field reports relating to the periodic visits and observations of the Project as required to the City within three (3) calendar days of the visit and in a format required by the City.
21. The A/E shall be responsible for assisting the Construction Contractor in obtaining Authority Having Jurisdiction (AHJ) occupancy approval. If any exceptions arise related to the design or specified materials, the A/E will provide their services to correct the situation at no additional cost to the City.
22. The A/E must provide Project Closeout services upon notice from the contractor(s) that the Work, or a designated portion thereof which is acceptable to the City, is substantially complete, in accordance with the Contract Documents, consisting of:
  - a. A detailed inspection with City representative(s) to verify the conformity of the Work to the Contract Documents with generation of a complete punch list of items to be completed or corrected by the contractor(s).
  - b. Determination of the monetary amounts to be withheld until final completion.
  - c. Securing consent of sureties, if any, to reduction in or partial release of retainage or the making of final payment.
  - d. Issuance of Certificate(s) of Substantial Completion
  - e. Issuance of Certificate(s) of Final Completion.
23. When the Construction Contractor states that the Work or portions of the Work are substantially complete, the A/E and its consultants shall inspect the Work or portions of the Work, prepare and submit to the City within three (3) calendar days, typed punchlist of the work of the Construction Contractor(s) which is not in conformance with the Contract Documents. The A/E shall transmit such punch lists to the Construction Contractor(s) and the City. The A/E will inspect and prepare a punch

list on all portions of the Work.

24. The A/E and its consultant(s) shall conduct up to three (3) comprehensive Substantial Completion inspections per construction contract at the request of the City. If more than three (3) Substantial Completion inspections are required for the project through no fault of the A/E, the additional inspections shall be deemed additional services.
25. The A/E shall participate in all required construction completion meetings.
26. The A/E shall review facts and make a recommendation to the City for any claims or disputes arising as a result of this phase.
27. The A/E must review and approve all Operation and Maintenance (O&M) manuals and warranties submitted by the construction contractor(s) and require the construction contractor to provide final and complete O&M manuals to the City prior to substantial completion.
28. As necessary, the A/E shall prepare all the necessary documentation for LEED certification.

#### **H. Post Construction Phase**

1. In this phase, the A/E is required to assist the City in warranty period review.
2. Upon written notice to proceed from the City, the A/E shall start the Post Construction Phase. The Notice to Proceed will coincide with the issuance of the substantial completion certificate and the phase shall be completed 365 days after Substantial Completion unless otherwise indicated in the Master Schedule and Critical Contract Completion Period.
3. The A/E and its consultants shall conduct a warranty inspection with the City and using agency of the project nine (9) months after Substantial Completion to identify items that need correction before the construction contractor's one-year warranty period expires. The A/E must provide a list of any items to be corrected based on this inspection.
4. The A/E shall assist the City with any design issues identified during the warranty phase and verify that all equipment and systems are properly installed and functioning in accordance with the design and specifications.
5. The A/E shall conduct inspection(s) upon notice by the contractor(s) that the work is ready for final inspection and acceptance and notify the City and contractor(s) of deficiencies discovered in follow-up inspections, if any. The A/E shall receive and review transmittal of warranties, affidavits, receipts, releases and waivers of lien or bond indemnifying the City against liens and secure consent of surety or sureties, in any, to the making of final payment(s).
6. The A/E and/or its consultants shall observe and review test data of the original operation of any equipment or system such as initial start-up testing, adjusting and balancing to verify that all equipment and systems are properly installed and functioning in accordance with the design and specifications.
7. The A/E and its consultants shall conduct up to three (3) comprehensive Final Completion inspections for the project at the request of the City. If more than three (3) Final Completion inspections are required for the project, through no fault of the A/E, the additional inspections shall be deemed additional services.
8. Upon correction of the deficiency reports (punch lists), and acceptance of all other close-out submittals and certificates of the Construction Contractor, the A/E shall recommend approval of the Application for Final Payment.
9. As required, the A/E will provide a review of the implementation of the Commissioning Plan and assist the City in obtaining a fully functional project that

meets all requirements of the Contract Documents.

10. The A/E shall review facts and make a recommendation to the City for any claims or disputes arising as a result of this phase.
11. The A/E is responsible for integration of the construction contractor's provided as-built drawings into a final Record set in CADD format and two (2) hard copies deliverable to the City. The A/E shall prepare a set of reproducible record drawings which show significant changes in the Work made during the construction process, based on neatly and clearly marked-up contract drawings, prints, and other data furnished by the Construction Contractor(s) and the applicable Amendments, Clarifications, and Change Orders which occurred during the Project. Two (2) sets of full size drawings must be hard copies (one Mylar and one bond); the other set must be in CADD format.

**~ END OF SECTION 3 ~**

## **SECTION 4: Appendix**

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### **4.1. ATTACHMENTS**

The following documents and forms are incorporated herein and attached hereto:

- ↳ Table of Deliverables
- ↳ A/E Services Breakdown Per Phase

**~ END OF SECTION 4 ~**

TABLE OF DELIVERABLES DURING THE DESIGN PHASE														
DESIGN PHASES														
PHASE	CP		SD		DD					CD				
Overall %	5		15 (5+10)		40 (15+25)					70 (40+30)				
In Phase %	50	100	50	10	20	40	60	80	100	10	30	50	80	100
Stage	CP1	CP2	SD1	SD2	DD1	DD2	DD3	DD4	DD5	CD1	CD2	CD3	CD4	CD5
Progress Delivery (all materials presented to the City)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
QC Review		Y		Y					Y				Y	
Report Booklets		12		12					12				12	4
Space Calculation Charts	Y	Y	Y	Y					Y			Y	Y	
Drawing Sets		12		12	2	2	4	2	12	2	4	4	12	7
LCCA According to LCCA plan or as required by PM	Y	Y	Y	Y	Y	Y	Y	Y	Y					
Specifications & Cut Sheets		CSI-O		CSI-O		CSI-S	CSI-S	CSI-S	CSI-S	CSI-S	CSI-S	CSI-S	CSI-S	CSI-S
		12		12	1	1	1	1	12	1	2	4	12	12
LEED Binder		4		4				4	4			4	6	
Cost Estimate		CSI		CSI					CSI			CSI	CSI	Final Check
Renderings		Y		Y	A/N	A/N	A/N	A/N	Y	A/N	A/N	A/N		
3D Animation		A/N	A/N	Y	A/N	A/N	A/N	A/N	Y	A/N	A/N	A/N	Y	
Slide Show	A/N	Y	A/N	Y	A/N	A/N	A/N	A/N	Y	A/N	A/N	Y	A/N	A/N
Material Boards & Samples		A/N		1	A/N	A/N	1	A/N	1	A/N	A/N	1		
Furniture Binder	2	2		4			4		2			2	2	4
Model				WM					WM			FM		
Electronic Files	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Decision Log	P/M	P/M	P/M	P/M	P/M	P/M	P/M	P/M	P/M	P/M	P/M	P/M	P/M	P/M
Submittal Tracking Plan & Logs	P/M	P/M	P/M	P/M	P/M	P/M	P/M	P/M	P/M	P/M	P/M	P/M	P/M	P/M
Project Schedule (CPM)	P/I	P/I, Y	P/I, Y	P/I, Y	P/I, Y	P/I, Y	P/I, Y	P/I, Y	P/I, Y	P/I, Y	P/I, Y	P/I, Y	P/I, Y	P/I, Y
Schedule / Progress Log	P/I	P/I, Y	P/I, Y	P/I, Y	P/I, Y	P/I, Y	P/I, Y	P/I, Y	P/I, Y	P/I, Y	P/I, Y	P/I, Y	P/I, Y	P/I, Y
Minutes of Meetings	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	P/I
Project Schedule (CPM)	P/I	P/I	P/I	P/I	P/I	P/I	P/I	P/I	P/I	P/I	P/I	P/I	P/I	P/I
Constuction Cost Change Log	P/I	P/I	P/I	P/I	P/I	P/I	P/I	P/I	P/I	P/I	P/I	P/I	P/I	P/I

**Legend:**

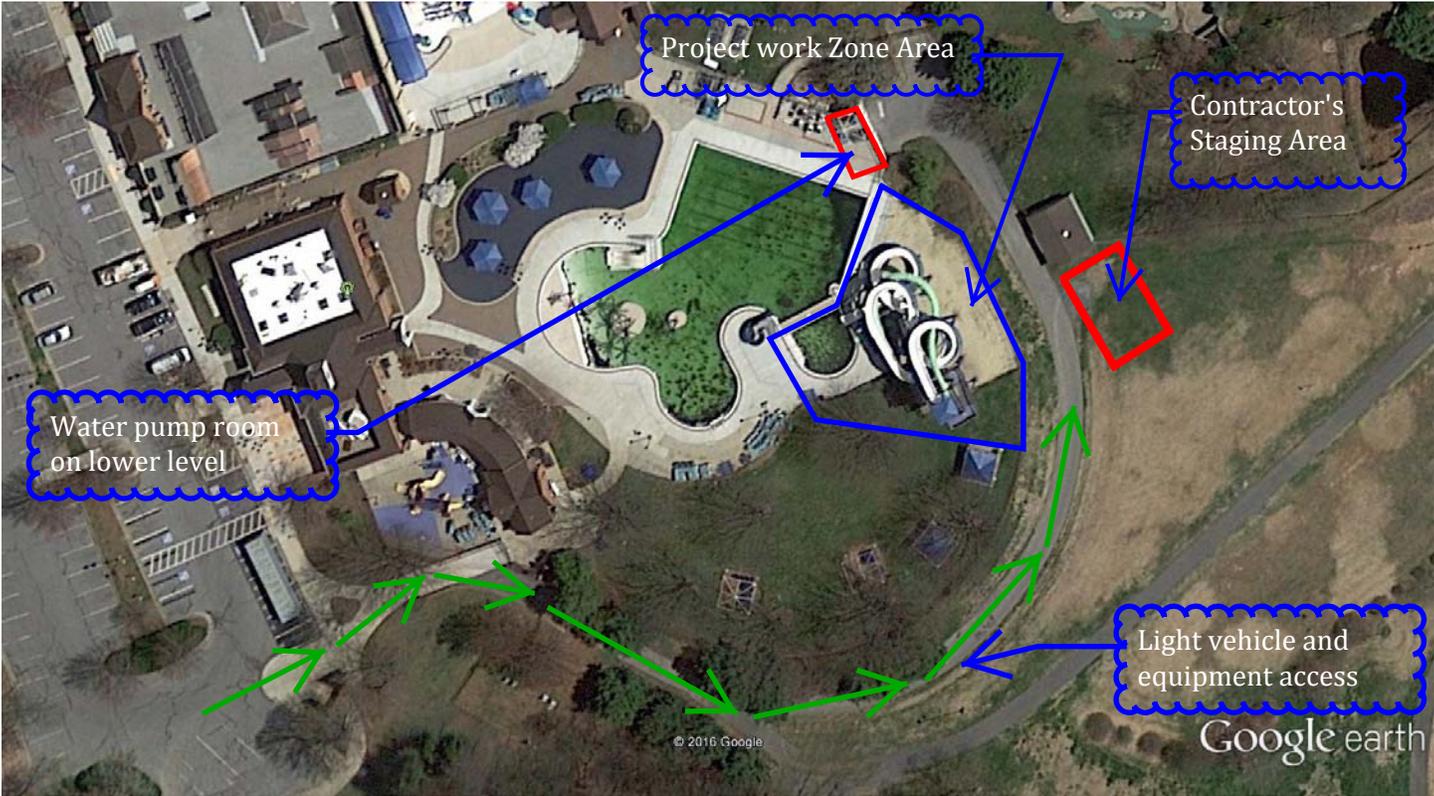
- Y** Yes to be delivered
- A/N** As needed to be delivered
- P/I** Per Invoice- Required for Payment
- P/M** Per meeting
- CSI** Delivered in Construction Specification Institute System
- CSI-O** Delivered in Outline format for all divisions of CSI
- CSI-S** Delivered to include divisions and required sections of CSI
- WM** Working Model
- FM** Final professional model
- LCCA** Life Cycle Cost Analysis

- CP Concept Phase**
  - Stage 1 Program and Data Verification
  - Stage 2 Site and Building Concepts
- SD Schematic Design**
  - Stage 1 Site Design & Building Layout
  - Stage 2 Systems Selection
- DD Design Development**
  - Stage 1 Floors Layout & Site Coordination
  - Stage 2 Systems Coordination
  - Stage 3 Interior Systems & Materials
  - Stage 4 Design Coordination
  - Stage 5 Design Presentation
- CD Construction Documents**
  - Stage 1 Documents Setup
  - Stage 2 Details Setup
  - Stage 3 Integration Coordination
  - Stage 4 Permit Documents
  - Stage 5 Bid Documents

**A/E SERVICES BREAKDOWN PER PHASE**

PHASE	Design Phases				Bidding & Negotiations	Construction	Post Construction
	CP	SD	DD	CD		Construction Administration	Warranty Inspection
Phase %	5%	10%	25%	30%	5%	20%	5%
Cumulative %	5%	15%	40%	70%	75%	95%	100%

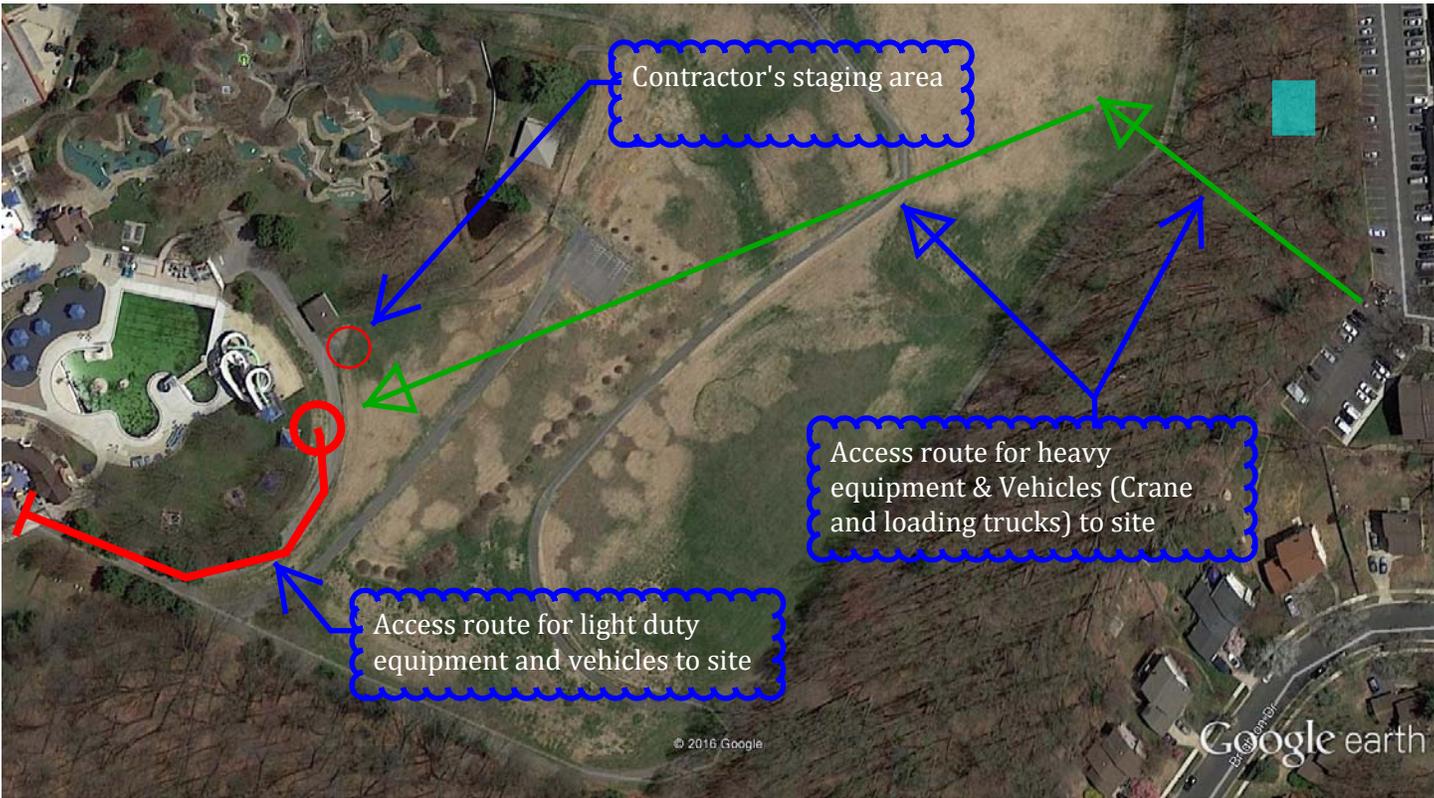
EXHIBIT A-3: Project Site Layout



Google earth



Project Work Zone and Access for Light Duty Equipment and Vehicles

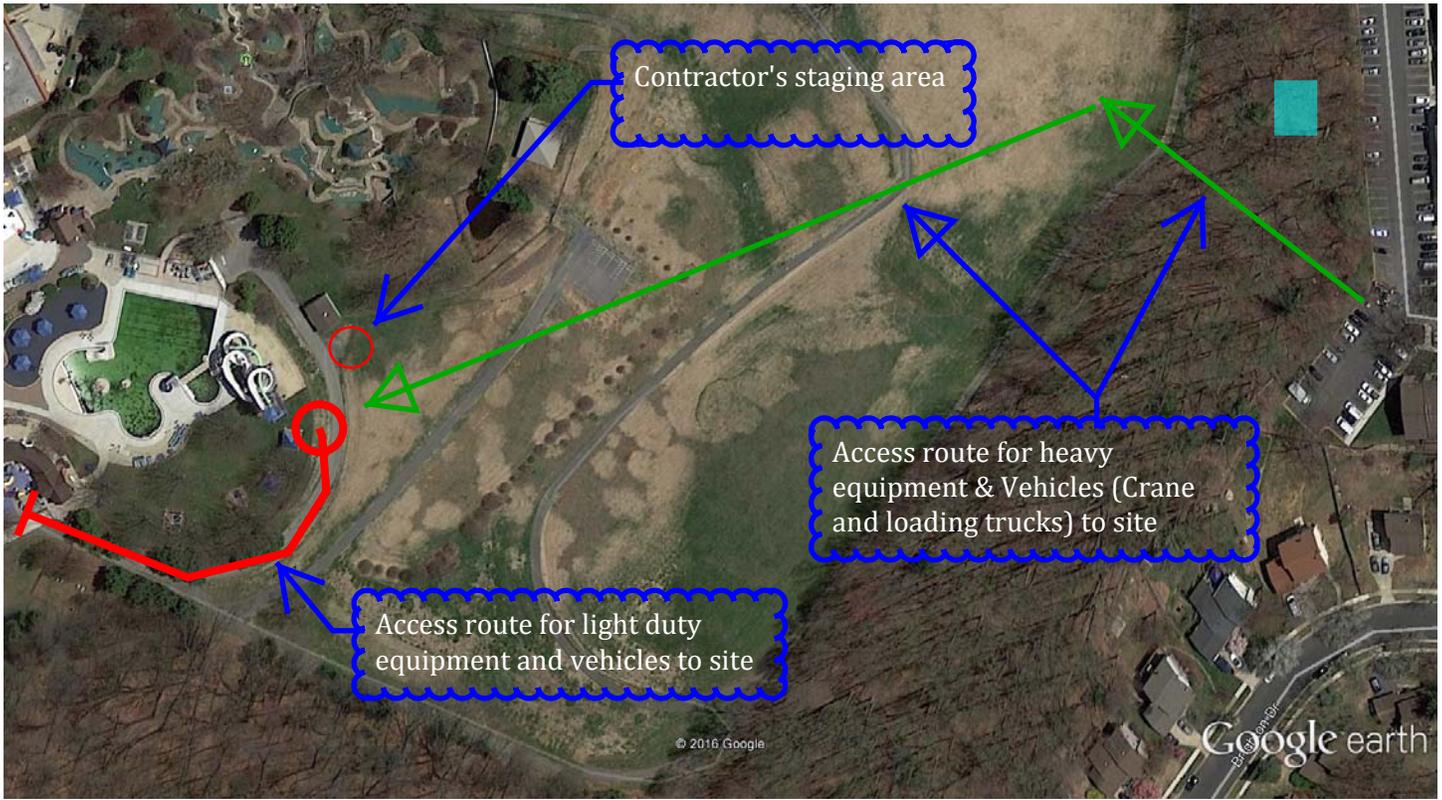


Google earth



### Project Access for Heavy Duty Equipment and Vehicles

# EXHIBIT A-4: Project Site Access

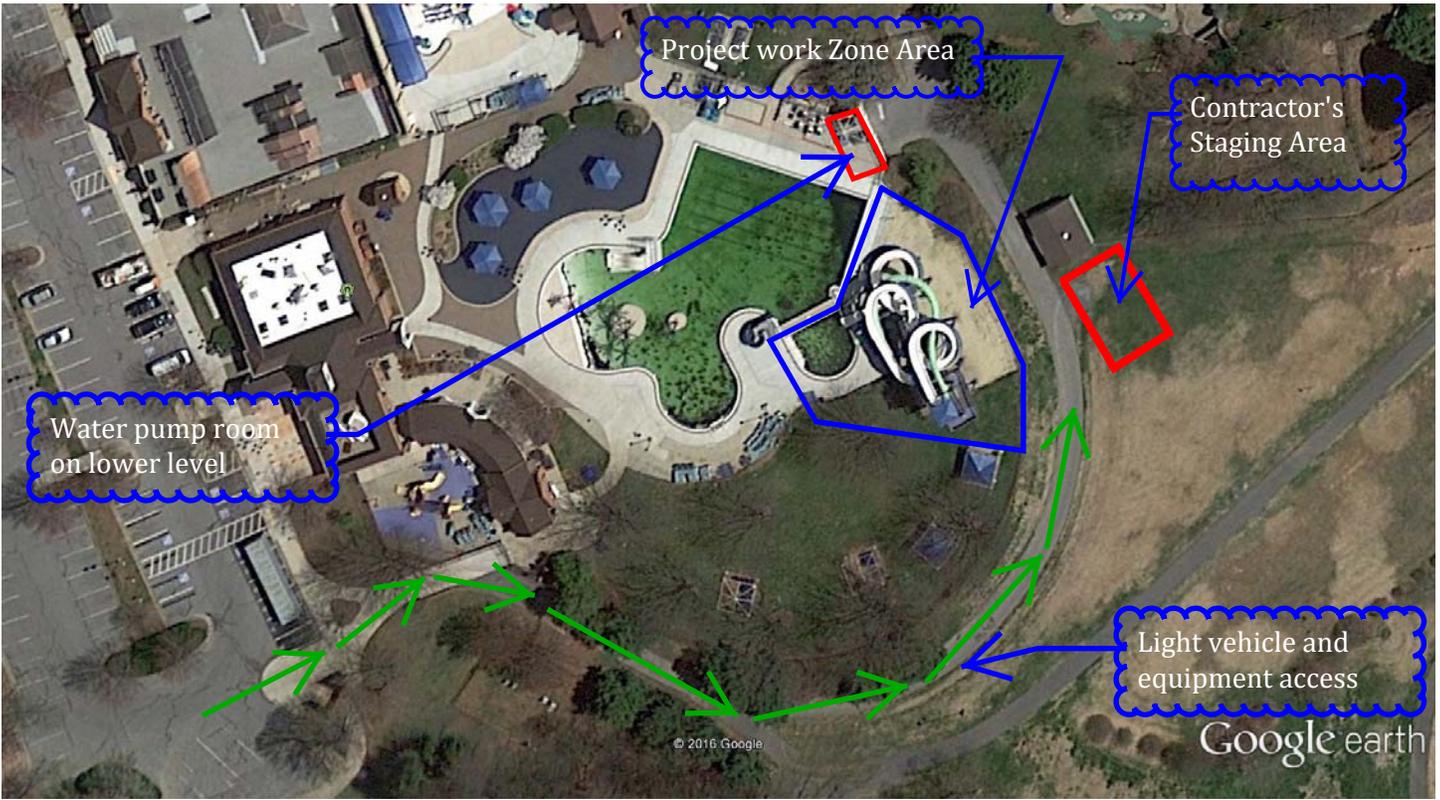


Google earth



Project Access for Heavy Duty Equipment and Vehicles

## EXHIBIT A-5: Project Site Layout



Google earth



## Project Work Zone and Access for Light Duty Equipment and Vehicles

## EXHIBIT A-6: Pictures of Slides for Maintenance Contract



**Request for Proposals**

**No. 2017-009**

**Water Park Water Slide Flume Replacement**

**EXHIBIT B**

**WATER SLIDE DRAWINGS**

# EXHIBIT B (Water Slide Drawings)

**white water**  
 Whitewater West Engineering Services Ltd.  
 Richmond, B.C. Canada  
 tel: (604) 273-1068 fax: (604) 273-4518

DATE	REVISION	NO.	DATE	REVISION	NO.

PROJECT: SUMMIT HALL FARM PARK  
 GAITHERSBURG, MARYLAND



CLIENT: LIST OF DRAWINGS

SHEET NO.	LIST OF DRAWINGS
	SITE PLACEMENT PLAN LIST OF DRAWINGS
1	SLIDE PATH LAYOUT & TABLES
2	FOUNDATION LAYOUT, DETAILS & TABLES
3	SUPPORT LAYOUT DETAILS & ARM TABLES
4	SUPPORT DETAILS
5	TOWER PLAN, ELEVATIONS & SECTIONS
6	WALKWAY LAYOUT & SECTIONS
7	TOWER
8	WALKWAY
9	ENTRY BOX & POOL ENTRY DETAILS
10	

OCT 29 1990

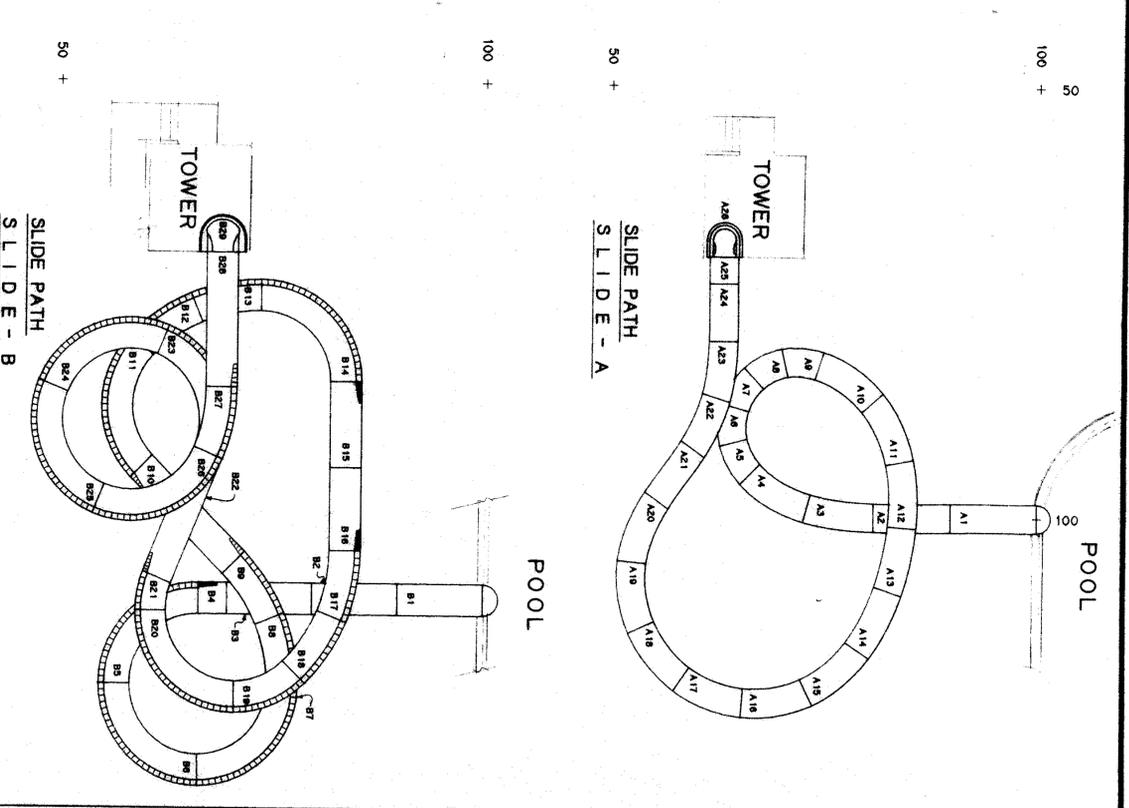
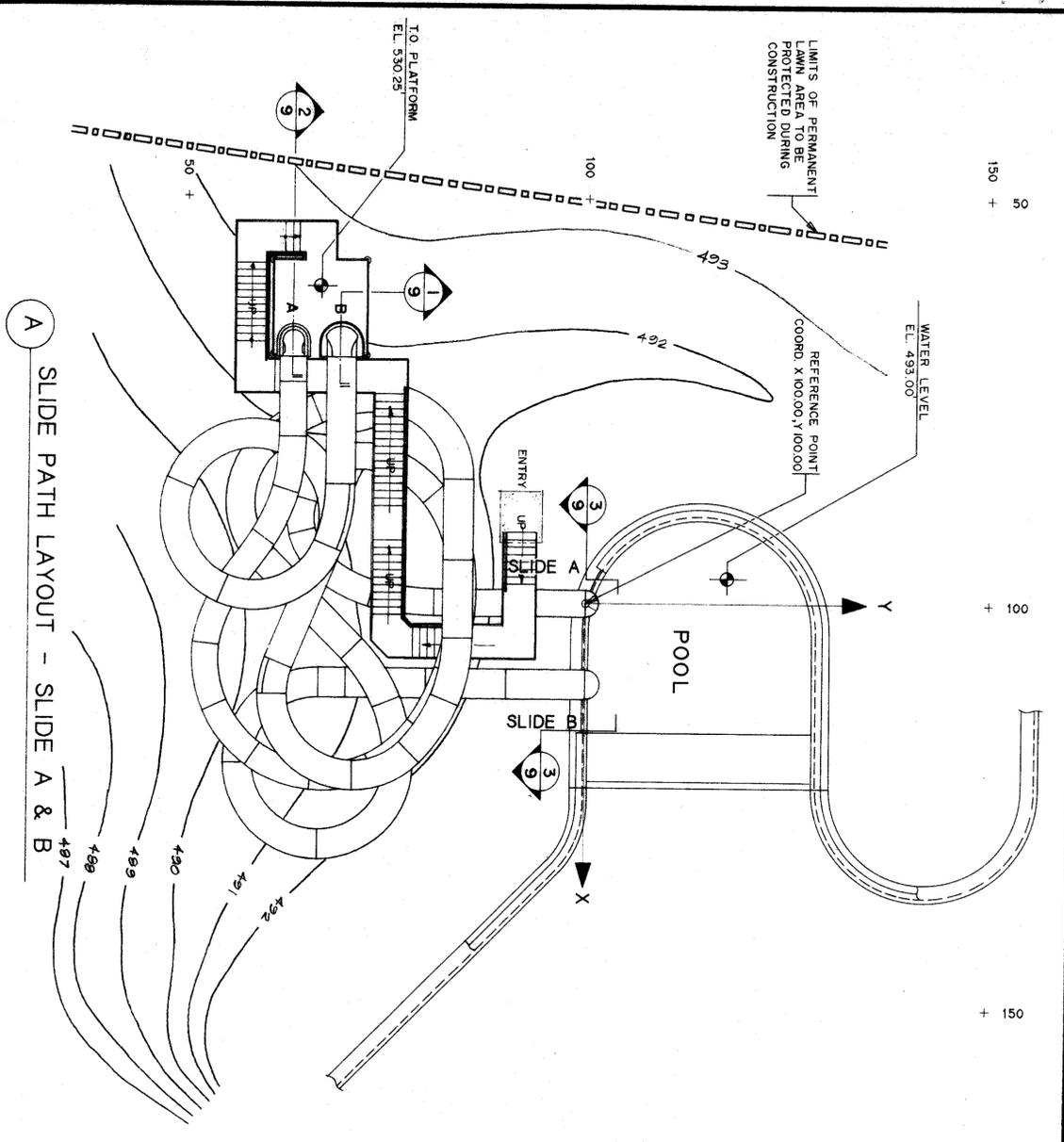
WATER PARK

WATER SLIDE & TOWER

As-Builts

ALL RIGHTS RESERVED THESE DRAWINGS ARE THE PROPERTY OF WHITE WATER ENGINEERING SERVICES LTD. AND ARE NOT TO BE REPRODUCED OR USED ON ANY OTHER PROJECT WITHOUT WRITTEN AGREEMENT FROM WHITE WATER ENGINEERING SERVICES LTD.

DATE: OCT 29 1990  
 SCALE: NOTED  
 PROJECT NO: 90-150



**SLIDE A - 32" Ø AQUATUBE**

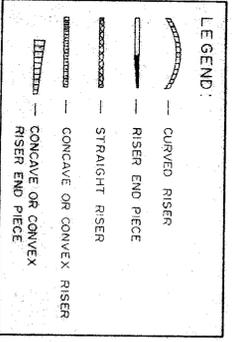
WATERSLIDE FLUME SECTIONS USED :

STRAIGHT 10' FT	32-10/SFR	1
9' FOOT RISERS	GS-90R	3
10' FOOT RISERS	GS-10R	7
32-SPM SP	GS-32-SP	1
SPECIAL STRAIGHTS	GS-22.5R-6M	4
TOWER ENTRY SECTION	GS-22.5R-6M	1
POOL ENTRY SECTION	GS-22.5R-6M	1
SPECIAL STRAIGHTS : (A2)900,(A2)B3.13	ft	
Total slide length :	185.58 Feet	
Total slide height :	57.60 Feet	

**SLIDE B - GIANT SLIDE**

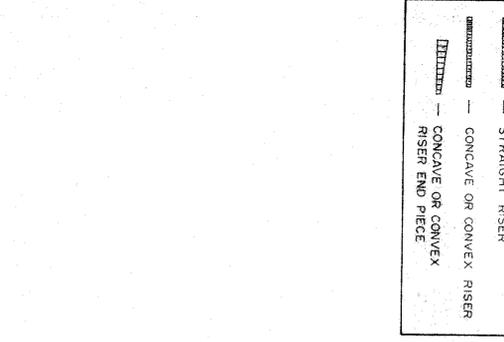
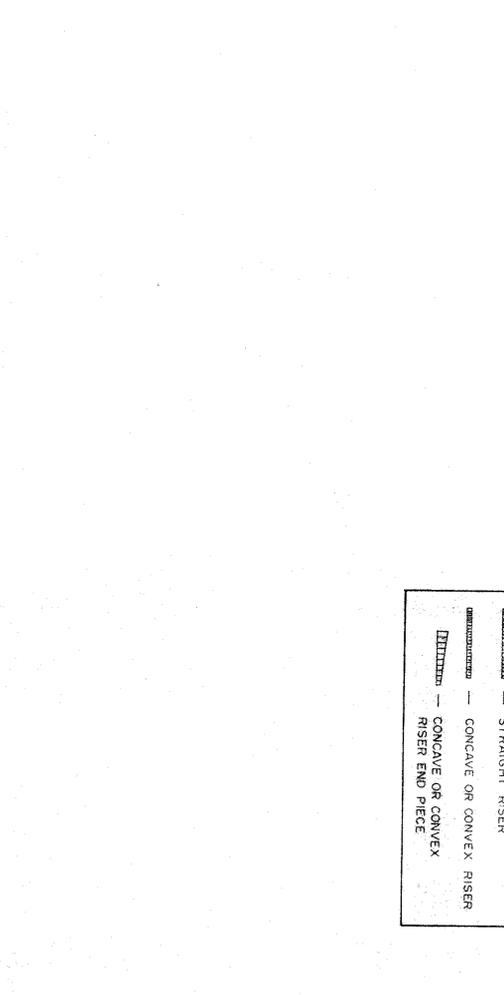
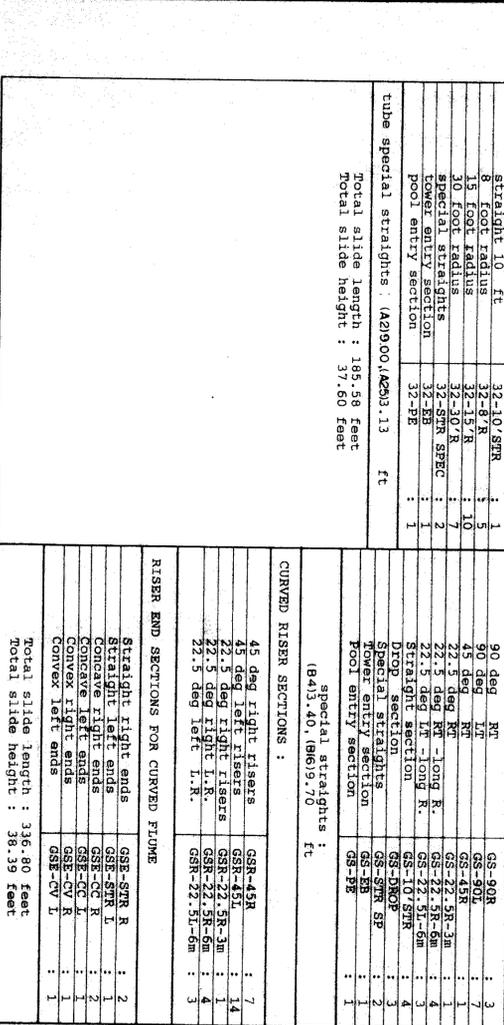
WATERSLIDE FLUME SECTIONS USED :

90 DEG RT	GS-90R	3
90 DEG LT	GS-90L	7
45 DEG RT	GS-45R	1
45 DEG LT	GS-45L	1
22.5 DEG RT - LONG R.	GS-22.5R-6M	4
22.5 DEG RT - LONG L.	GS-22.5R-6M	4
STRAIGHT SECTION	GS-10R	1
DROP SECTION	GS-DROP	4
SPECIAL STRAIGHTS	GS-22.5R-6M	1
TOWER ENTRY SECTION	GS-22.5R-6M	1
POOL ENTRY SECTION	GS-22.5R-6M	1
SPECIAL STRAIGHTS : (B4)13.40,(B6)9.70	ft	
Total slide length :	136.80 Feet	
Total slide height :	38.39 Feet	



**COORDINATE TABLE**

SLIDE NO.	SECTION NO.	START CODE	SECTION TYPE	X COORD. (feet)	Y COORD. (feet)	BEAR (deg)	ELEV. (feet)	GRADE
A	1	32-10 SFR	pool entry	100.00	100.00	270.00	493.00	5.00
A	2	32-30' R	straight	100.00	100.00	270.00	493.00	5.00
A	3	32-15' R	RT	98.96	73.22	225.23	493.52	10.00
A	4	32-15' R	RT	95.04	66.53	225.23	495.51	14.00
A	5	32-15' R	RT	91.40	64.56	194.79	496.19	18.00
A	6	32-15' R	RT	87.32	64.72	164.26	497.00	20.00
A	7	32-15' R	RT	83.91	66.93	133.65	497.84	20.00
A	8	32-15' R	RT	82.11	70.38	103.00	498.72	22.00
A	9	32-15' R	RT	82.43	84.61	72.26	499.65	22.00
A	10	32-15' R	RT	82.43	84.61	41.73	501.17	22.00
A	11	32-15' R	RT	93.56	84.07	101.15	505.14	25.00
A	12	32-15' R	RT	101.15	84.38	355.27	505.14	25.00
A	13	32-30' R	RT	108.53	82.75	341.03	506.65	15.00
A	14	32-30' R	RT	115.43	79.25	325.87	507.83	15.00
A	15	32-15' R	RT	120.35	73.36	295.52	509.02	15.00
A	16	32-15' R	RT	121.63	65.79	265.18	510.21	15.00
A	17	32-15' R	RT	118.91	58.62	234.84	511.40	15.00
A	18	32-15' R	RT	112.94	52.80	204.49	512.60	15.00
A	19	32-15' R	RT	102.34	48.12	174.42	513.87	17.00
A	20	32-15' R	RT	88.17	55.51	144.46	519.41	62.60
A	21	32-30' R	LT	92.18	59.79	182.27	523.66	64.60
A	22	32-30' R	LT	86.22	63.32	180.06	527.92	64.60
A	23	32-15' R	DN *	79.68	63.31	180.06	530.25	5.00
A	24	32-15' R	entry box	69.82	63.31	180.06	530.25	5.00
A	25	32-15' R	entry box	62.83	63.30	180.06	530.25	5.00
B	1	GS-PE	pool entry	110.00	100.00	270.0	493.00	5.00
B	2	GS-10' STR	straight	110.00	100.00	270.0	493.00	5.00
B	3	GS-10' STR	straight	110.00	100.00	270.0	493.00	5.00
B	4	GS-STR SP	(3.40) ft	110.00	100.00	270.0	493.00	5.00
B	5	GS-90L	90 deg left	120.00	66.73	360.0	497.27	180.0
B	6	GS-90L	20 deg left	120.00	66.73	180.0	498.65	180.0
B	7	GS-90L	20 deg left	120.00	76.73	180.0	500.02	180.0
B	8	GS-22.5L-6M	22.5 deg LT long	102.32	70.32	202.5	507.13	22.5
B	9	GS-DROP	drop section	104.78	59.79	222.0	507.13	22.5
B	10	GS-DROP	drop section	80.65	59.79	135.0	507.13	22.5
B	11	GS-90R	90 deg right	74.30	66.28	112.5	507.81	180.0
B	12	GS-22.5R-6M	22.5 RT long	84.78	73.94	90.0	508.50	22.5
B	13	GS-90R	90 deg right	84.78	83.94	360.0	509.87	180.0
B	14	GS-90R	straight	94.74	83.94	360.0	510.74	180.0
B	15	GS-10' STR	straight	104.05	83.94	360.0	511.58	180.0
B	16	GS-22.5R-6M	22.5 RT long	104.05	83.94	360.0	512.96	22.5
B	17	GS-22.5R-6M	22.5 RT long	118.54	78.08	315.0	511.83	22.5
B	18	GS-45R	45 deg right	122.47	71.01	270.0	511.83	22.5
B	19	GS-90R	90 deg right	117.47	61.01	180.0	515.01	180.0
B	20	GS-22.5R-3M	22.5 deg right	107.64	51.77	157.5	519.72	22.5
B	21	GS-90L	90 deg left	80.10	62.35	247.5	521.09	180.0
B	22	GS-90L	90 deg left	88.51	54.29	337.5	522.46	180.0
B	23	GS-90L	90 deg left	88.51	49.29	337.5	523.84	180.0
B	24	GS-90L	90 deg left	88.51	37.5	337.5	525.21	180.0
B	25	GS-90L	90 deg left	88.51	24.75	337.5	526.58	180.0
B	26	GS-22.5L-6M	22.5 deg LT long	63.51	69.29	180.0	530.26	22.5
B	27	GS-DROP	drop section	63.51	69.29	180.0	530.26	22.5
B	28	GS-DROP	drop section	63.51	69.29	180.0	530.26	22.5
B	29	GS-22.5L-6M	tower entry	63.51	69.29	180.0	530.26	22.5



**COORDINATE TABLE**

SLIDE NO.	SECTION NO.	START CODE	SECTION TYPE	X COORD. (feet)	Y COORD. (feet)	BEAR (deg)	ELEV. (feet)	GRADE
A	1	32-10 SFR	pool entry	100.00	100.00	270.00	493.00	5.00
A	2	32-30' R	straight	100.00	100.00	270.00	493.00	5.00
A	3	32-15' R	RT	98.96	73.22	225.23	493.52	10.00
A	4	32-15' R	RT	95.04	66.53	225.23	495.51	14.00
A	5	32-15' R	RT	91.40	64.56	194.79	496.19	18.00
A	6	32-15' R	RT	87.32	64.72	164.26	497.00	20.00
A	7	32-15' R	RT	83.91	66.93	133.65	497.84	20.00
A	8	32-15' R	RT	82.11	70.38	103.00	498.72	22.00
A	9	32-15' R	RT	82.43	84.61	72.26	499.65	22.00
A	10	32-15' R	RT	82.43	84.61	41.73	501.17	22.00
A	11	32-15' R	RT	93.56	84.07	101.15	505.14	25.00
A	12	32-15' R	RT	101.15	84.38	355.27	505.14	25.00
A	13	32-30' R	RT	108.53	82.75	341.03	506.65	15.00
A	14	32-30' R	RT	115.43	79.25	325.87	507.83	15.00
A	15	32-15' R	RT	120.35	73.36	295.52	509.02	15.00
A	16	32-15' R	RT	121.63	65.79	265.18	510.21	15.00
A	17	32-15' R	RT	118.91	58.62	234.84	511.40	15.00
A	18	32-15' R	RT	112.94	52.80	204.49	512.60	15.00
A	19	32-15' R	RT	102.34	48.12	174.42	513.87	17.00
A	20	32-15' R	RT	88.17	55.51	144.46	519.41	62.60
A	21	32-30' R	LT	92.18	59.79	182.27	523.66	64.60
A	22	32-30' R	LT	86.22	63.32	180.06	527.92	64.60
A	23	32-15' R	DN *	79.68	63.31	180.06	530.25	5.00
A	24	32-15' R	entry box	69.82	63.31	180.06	530.25	5.00
A	25	32-15' R	entry box	62.83	63.30	180.06	530.25	5.00
B	1	GS-PE	pool entry	110.00	100.00	270.0	493.00	5.00
B	2	GS-10' STR	straight	110.00	100.00	270.0	493.00	5.00
B	3	GS-10' STR	straight	110.00	100.00	270.0	493.00	5.00
B	4	GS-STR SP	(3.40) ft	110.00	100.00	270.0	493.00	5.00
B	5	GS-90L	90 deg left	120.00	66.73	360.0	497.27	180.0
B	6	GS-90L	20 deg left	120.00	66.73	180.0	498.65	180.0
B	7	GS-90L	20 deg left	120.00	76.73	180.0	500.02	180.0
B	8	GS-22.5L-6M	22.5 deg LT long	102.32	70.32	202.5	507.13	22.5
B	9	GS-DROP	drop section	104.78	59.79	222.0	507.13	22.5
B	10	GS-DROP	drop section	80.65	59.79	135.0	507.13	22.5
B	11	GS-90R	90 deg right	74.30	66.28	112.5	507.81	180.0
B	12	GS-22.5R-6M	22.5 RT long	84.78	73.94	90.0	508.50	22.5
B	13	GS-90R	90 deg right	84.78	83.94	360.0	509.87	180.0
B	14	GS-90R	straight	94.74	83.94	360.0	510.74	180.0
B	15	GS-10' STR	straight	104.05	83.94	360.0	511.58	180.0
B	16	GS-22.5R-6M	22.5 RT long	104.05	83.94	360.0	512.96	22.5
B	17	GS-22.5R-6M	22.5 RT long	118.54	78.08	315.0	511.83	22.5
B	18	GS-45R	45 deg right	122.47	71.01	270.0	511.83	22.5
B	19	GS-90R	90 deg right	117.47	61.01	180.0	515.01	180.0
B	20	GS-22.5R-3M	22.5 deg right	107.64	51.77	157.5	519.72	22.5
B	21	GS-90L	90 deg left	80.10	62.35	247.5	521.09	180.0
B	22	GS-90L	90 deg left	88.51	54.29	337.5	522.46	180.0
B	23	GS-90L	90 deg left	88.51	49.29	337.5	523.84	180.0
B	24	GS-90L	90 deg left	88.51	37.5	337.5	525.21	180.0
B	25	GS-90L	90 deg left	88.51	24.75	337.5	526.58	180.0
B	26	GS-22.5L-6M	22.5 deg LT long	63.51	69.29	180.0	530.26	22.5
B	27	GS-DROP	drop section	63.51	69.29	180.0	530.26	22.5
B	28	GS-DROP	drop section	63.51	69.29	180.0	530.26	22.5
B	29	GS-22.5L-6M	tower entry	63.51	69.29	180.0	530.26	22.5

**white water** Whitewater West Engineering Services Ltd.  
 Richmond, B.C. Canada  
 Tel: (604) 273-1088 Fax: (604) 273-4518

DATE	REVISION	NO.	DATE	REVISION	NO.

**PROJECT** SUMMIT HALL FARM PARK  
 GAITHERSBURG, MARYLAND

**CLIENT** SLIDE PATH LAYOUT & TABLES

**DATE** 90-150

**SCALE** 1" = 10'

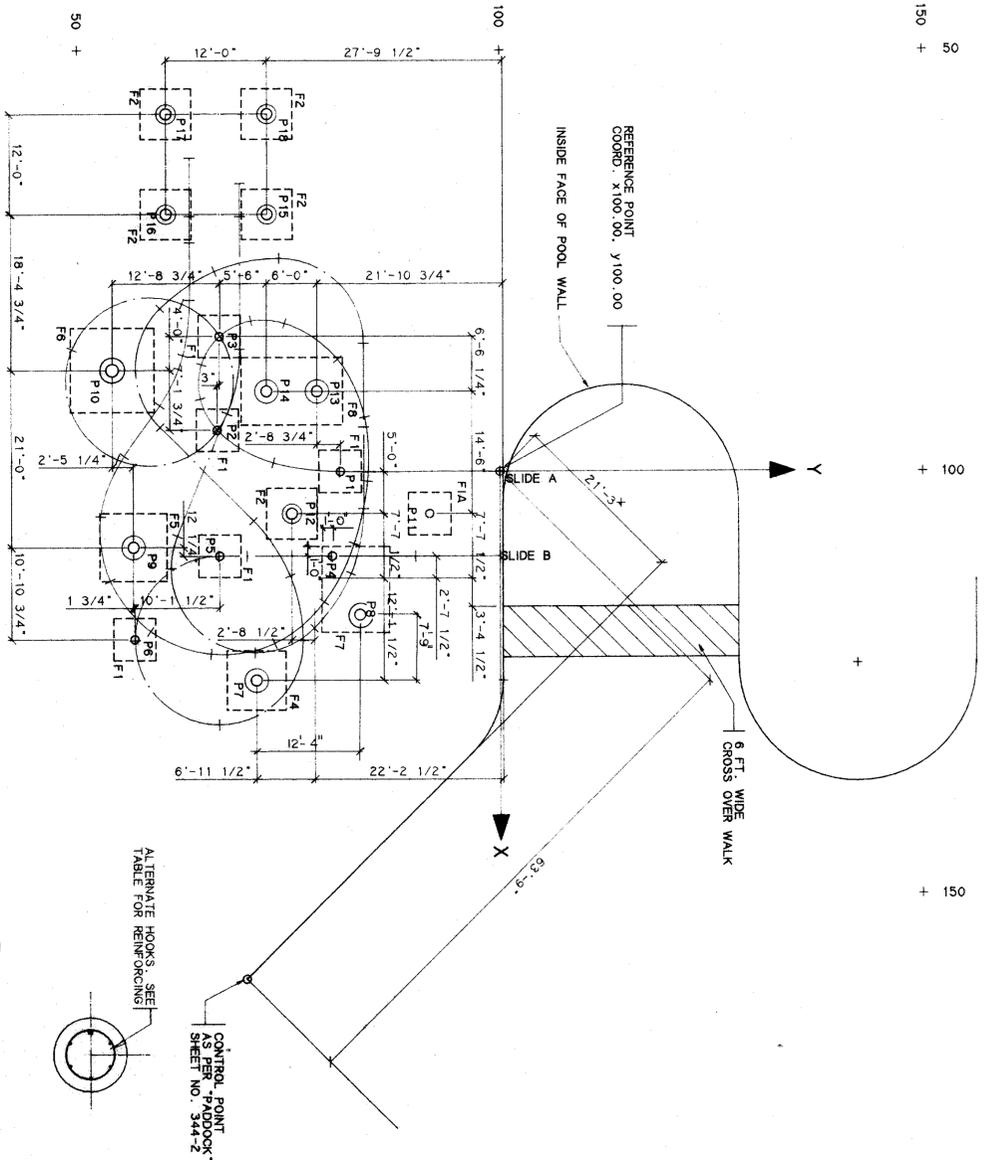
**APPEND** 1

**PROJECT NO.** 90-150

**SHT NO.** 1

**DATE** OCT 29 1990

COLUMN TABLE						
COL. NO	X COORD (feet)	Y COORD (feet)	CONC. COLUMN Ø"	CONC. PEDESTAL Ø"	TOP PEDESTAL (feet)	TOP COLUMN (feet)
P 1	100.00	81.17	14.00	—	—	433.16
P 2	95.11	88.87	14.00	—	—	434.69
P 3	83.87	88.87	14.00	—	—	437.01
P 4	110.00	80.21	14.00	—	—	435.91
P 5	110.00	86.88	14.00	—	—	435.08
P 6	119.87	56.73	14.00	—	—	438.45
P 7	124.75	71.18	—	34.00	432.20	—
P 8	116.99	56.58	—	34.00	432.00	—
P 9	109.87	56.58	—	34.00	432.00	—
P 10	109.87	56.58	—	34.00	432.00	—
P 11	105.00	94.14	14.00	—	—	437.00
P 12	105.00	94.14	14.00	—	—	437.00
P 13	90.49	78.44	—	28.00	491.70	—
P 14	89.57	72.54	—	28.00	491.70	—
P 15	89.57	80.54	—	28.00	491.90	—
P 16	89.57	80.54	—	28.00	492.50	—
P 17	89.57	80.54	—	28.00	492.50	—
P 18	89.57	72.54	—	28.00	492.20	—

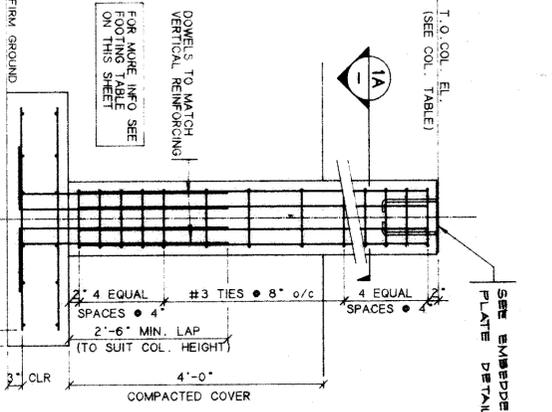


**A FOUNDATION LAYOUT**  
SCALE 1" = 1'-0"

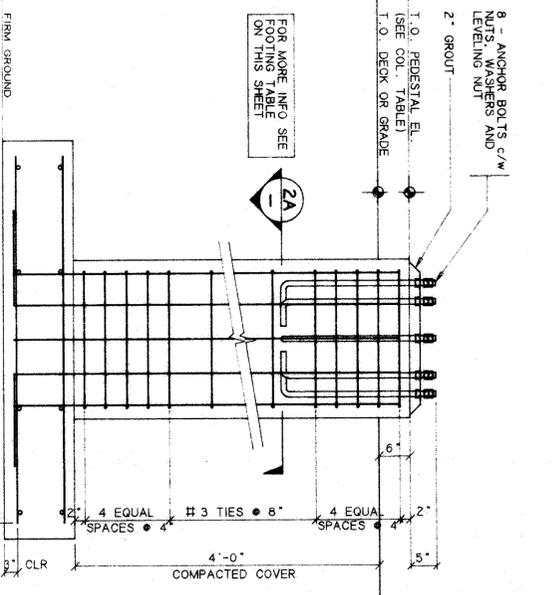
MARK	FOOTING SIZE	FOOTING REINFORCEMENT	FOOTING ON DOUELS OR FOOTING	EMBEDMENTS TO TOP OF COLUMN	REINFORCEMENTS	COLUMN
F1	3'-0" X 5'-0" X 12" DP.	3-#5 EA. WAY TOP 6-#5 EA. WAY BOT.	TO MATCH TO COLUMN REINFORCEMENT	6" DIA. X 3/8" THICK B. PLATE 1 ANCHOR	14" DIA. CONC. COL. # 3 @ 8" TIES	14.0" DIA. CONC. COL.
F2	3'-0" X 5'-0" X 12" DP.	3-#5 EA. WAY TOP 6-#5 EA. WAY BOT.	TO MATCH TO COLUMN REINFORCEMENT	3/8" THK. B. PLATE 1 ANCHOR	14" DIA. CONC. COL. # 3 @ 8" TIES	14.0" DIA. CONC. COL.
F3	3'-0" X 5'-0" X 12" DP.	3-#5 EA. WAY TOP 6-#5 EA. WAY BOT.	TO MATCH TO COLUMN REINFORCEMENT	3/8" THK. B. PLATE 1 ANCHOR	14" DIA. CONC. COL. # 3 @ 8" TIES	14.0" DIA. CONC. COL.
F4	3'-0" X 5'-0" X 12" DP.	3-#5 EA. WAY TOP 6-#5 EA. WAY BOT.	TO MATCH TO COLUMN REINFORCEMENT	3/8" THK. B. PLATE 1 ANCHOR	14" DIA. CONC. COL. # 3 @ 8" TIES	14.0" DIA. CONC. COL.
F5	3'-0" X 5'-0" X 12" DP.	3-#5 EA. WAY TOP 6-#5 EA. WAY BOT.	TO MATCH TO COLUMN REINFORCEMENT	3/8" THK. B. PLATE 1 ANCHOR	14" DIA. CONC. COL. # 3 @ 8" TIES	14.0" DIA. CONC. COL.
F6	3'-0" X 5'-0" X 12" DP.	3-#5 EA. WAY TOP 6-#5 EA. WAY BOT.	TO MATCH TO COLUMN REINFORCEMENT	3/8" THK. B. PLATE 1 ANCHOR	14" DIA. CONC. COL. # 3 @ 8" TIES	14.0" DIA. CONC. COL.
F7	3'-0" X 5'-0" X 12" DP.	3-#5 EA. WAY TOP 6-#5 EA. WAY BOT.	TO MATCH TO COLUMN REINFORCEMENT	3/8" THK. B. PLATE 1 ANCHOR	14" DIA. CONC. COL. # 3 @ 8" TIES	14.0" DIA. CONC. COL.
F8	3'-0" X 5'-0" X 12" DP.	3-#5 EA. WAY TOP 6-#5 EA. WAY BOT.	TO MATCH TO COLUMN REINFORCEMENT	3/8" THK. B. PLATE 1 ANCHOR	14" DIA. CONC. COL. # 3 @ 8" TIES	14.0" DIA. CONC. COL.

**FOOTING TABLE**

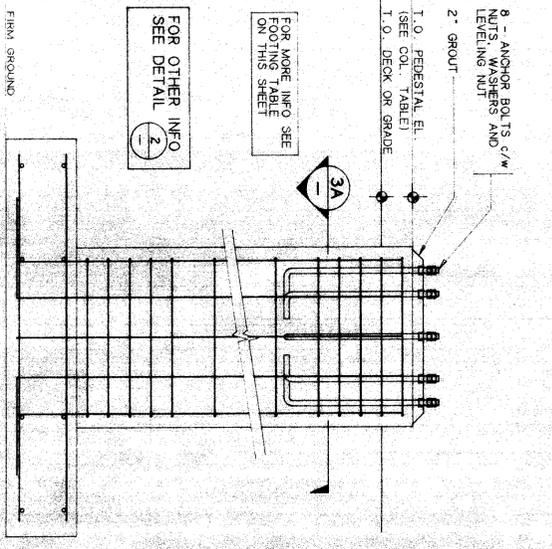
**1A DETAIL PLAN**  
SCALE 3/4" = 1'-0"



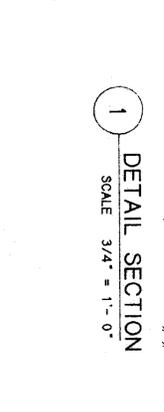
**2A DETAIL PLAN**  
SCALE 3/4" = 1'-0"



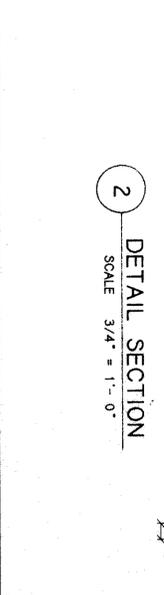
**3A DETAIL PLAN**  
SCALE 3/4" = 1'-0"



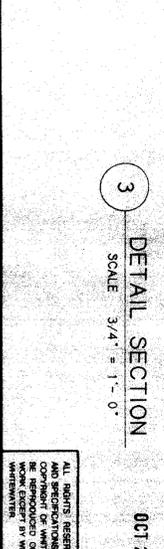
**1 DETAIL SECTION**  
SCALE 3/4" = 1'-0"



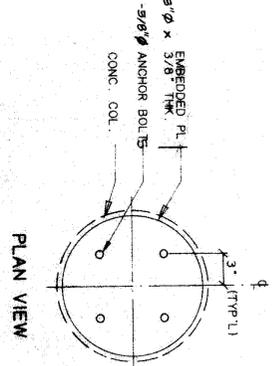
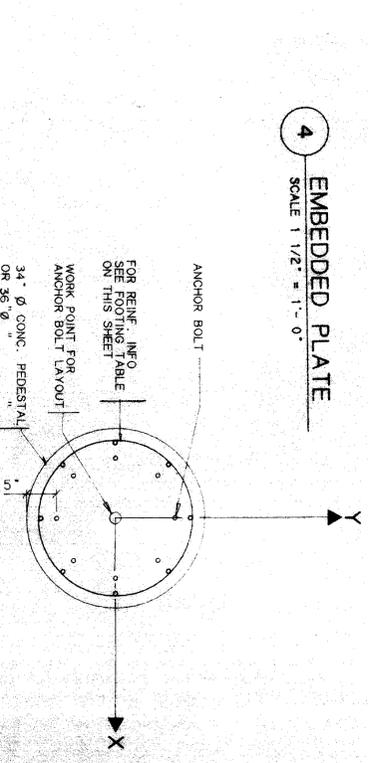
**2 DETAIL SECTION**  
SCALE 3/4" = 1'-0"



**3 DETAIL SECTION**  
SCALE 3/4" = 1'-0"



**4 EMBEDDED PLATE**  
SCALE 1 1/2" = 1'-0"



**SECTION**



**White Water**  
Whitewater West Engineering Services Ltd.  
Richmond, B.C. Canada  
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NO.	DATE	REVISION

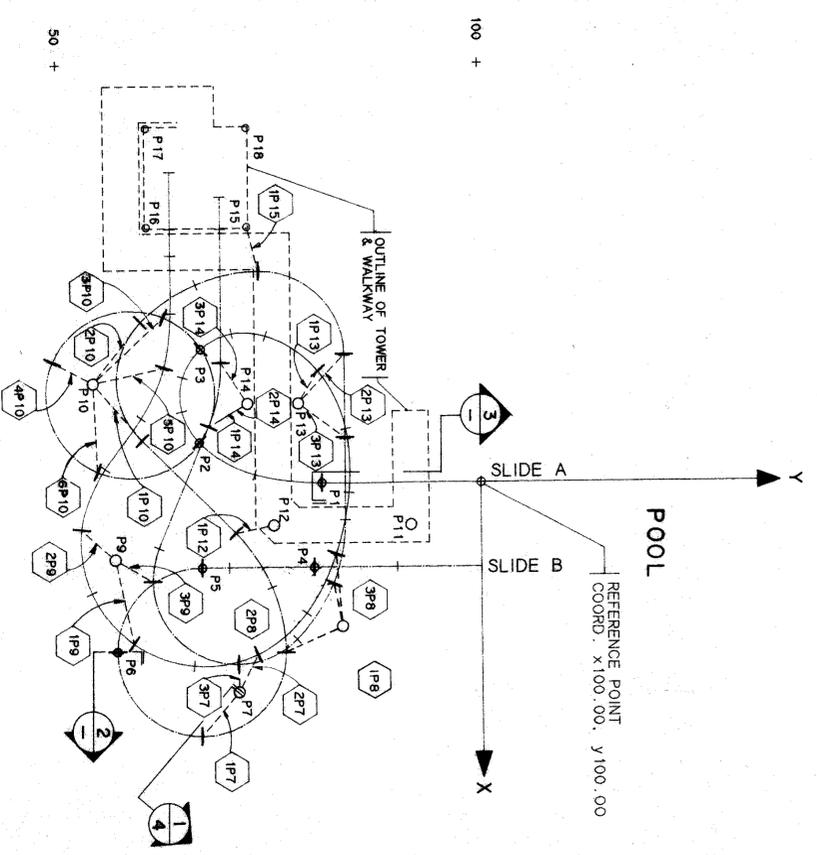
**SUMMIT HALL FARM PARK**  
GAITHERSBURG, MARYLAND



**FOUNDATION LAYOUT DETAILS & TABLES**

DATE	SEP 30	CHECKED	
SCALE NOTED	AS SHOWN	APPROVED	
PROJECT NO.	90-150	SHEET NO.	2

OCT 29 1990



COL. ARM NO	ARM BEAR	ARM ELEV	DIMENSIONS				SUPPLEMENT. SECTION	YOKE BEAR	YOKE GRADE	YOKE TYPE	STATUS	BR
			A	B	C	D						
P7 1P7	318.94	498.03	7.00	6.30	3.30	2.31	B(6)/R(7)	90.0	9.00	GS-1	0.00	DN
P7 2P7	159.88	508.41	5.00	4.32	2.16	1.51	A(15)/A(16)	270.0	15.00	GS-1	0.00	DN
P7 3P7	180.78	513.02	3.25	2.62	1.31	2.00	B(4)/B(20)	180.0	9.00	GS-1	0.00	DN
P8 1P8	294.84	489.40	7.50	6.81	3.81	2.67	B(7)/R(8)	180.0	9.00	GS-1	0.00	DN
P8 2P8	184.97	506.04	8.75	7.93	4.93	3.45	A(13)/A(14)	341.0	15.00	GS-1	0.00	DN
P8 3P8	191.77	511.64	10.25	9.58	6.58	4.59	A(17)/A(18)	234.5	15.00	GS-1	0.00	DN
P9 1P9	12.00	510.79	3.25	4.82	2.31	1.57	A(17)/A(18)	174.1	10.00	GS-1	0.00	DN
P9 2P9	38.74	513.23	3.25	4.48	2.24	1.88	A(18)/A(19)	139.0	9.00	GS-1	0.00	DN
P9 3P9	38.74	514.98	3.25	4.48	2.24	1.88	A(18)/A(19)	139.0	9.00	GS-1	0.00	DN
P10 1P10	142.48	506.51	9.00	8.39	5.39	3.77	B(11)/B(12)	139.0	9.00	GS-1	0.00	DN
P10 2P10	133.21	520.47	11.50	10.86	7.86	5.38	B(23)/B(24)	337.5	9.00	GS-1	0.00	DN
P10 3P10	241.74	521.85	5.50	4.70	2.35	1.85	B(24)/B(25)	182.3	63.00	GS-1	0.00	DN
P10 4P10	102.20	522.99	8.50	7.85	4.85	3.38	A(22)/A(23)	247.5	9.00	GS-1	0.00	DN
P10 5P10	2.40	523.22	10.50	9.81	6.81	4.77	B(25)/B(26)	247.5	9.00	GS-1	0.00	DN
P10 6P10	282.00	488.85	4.75	4.12	2.06	1.44	B(9)/B(10)	224.0	9.00	GS-1	0.00	DN
P12 1P12	148.98	500.75	6.00	7.37	4.35	3.00	A(14)/B(15)	380.0	9.00	GS-1	0.00	DN
P12 2P12	148.98	500.75	6.00	7.37	4.35	3.00	A(14)/B(15)	380.0	9.00	GS-1	0.00	DN
P13 1P13	148.98	510.12	7.00	6.20	3.20	2.24	B(15)/B(16)	380.0	9.00	GS-1	0.00	DN
P13 2P13	148.98	510.12	7.00	6.20	3.20	2.24	B(15)/B(16)	380.0	9.00	GS-1	0.00	DN
P14 1P14	300.56	524.59	5.50	4.82	2.41	1.89	B(26)/B(27)	157.5	9.00	GS-1	0.00	DN
P14 2P14	300.56	524.59	5.50	4.82	2.41	1.89	B(26)/B(27)	157.5	9.00	GS-1	0.00	DN
P14 3P14	212.99	525.28	5.75	5.12	2.56	1.79	B(27)/B(28)	180.0	9.00	GS-1	0.00	DN
P15 1P15	13.89	507.88	5.75	4.91	2.48	1.72	B(13)/B(14)	180.0	9.00	GS-1	0.00	DN

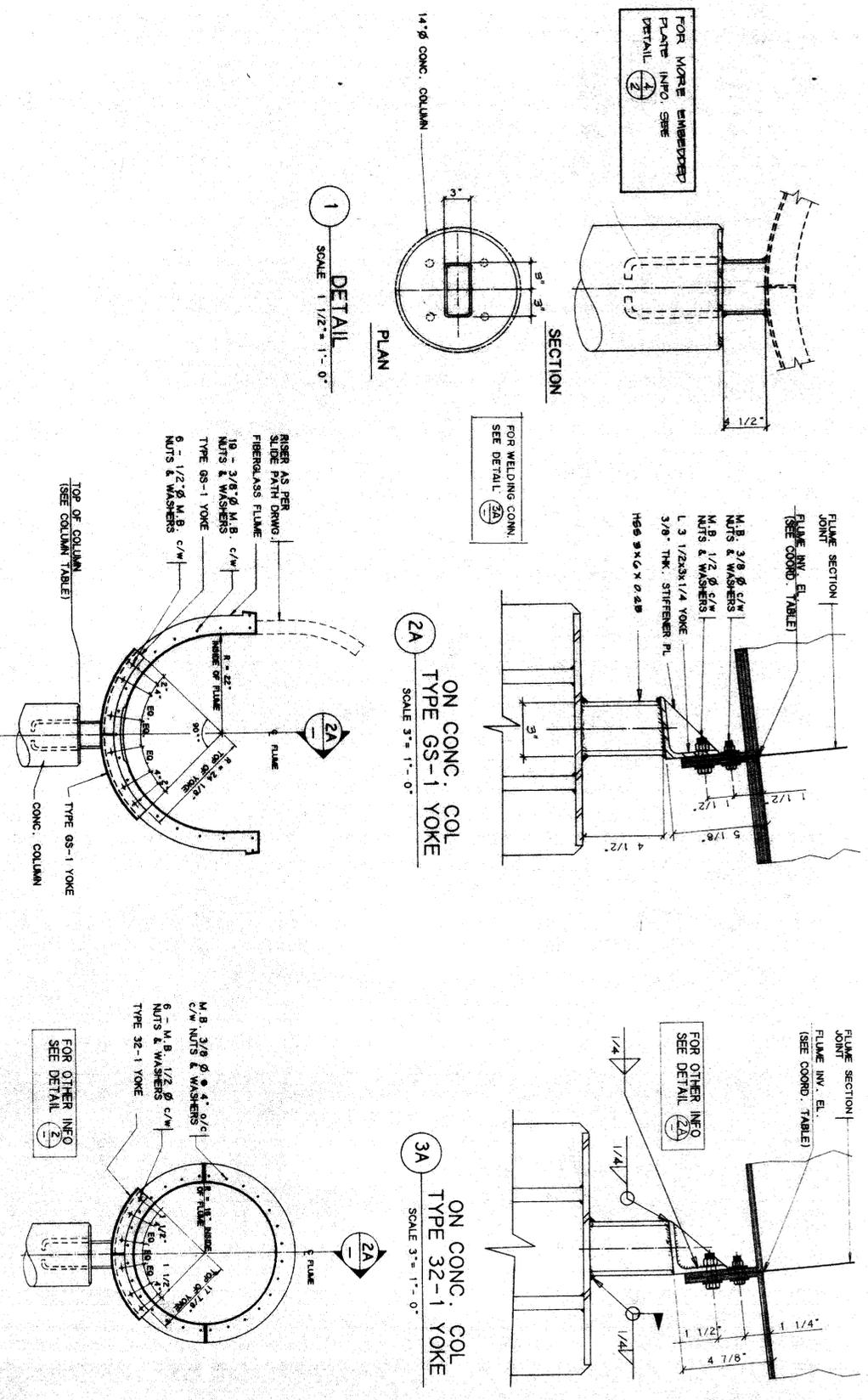
\* SEE DETAIL 3A

COL. NO	X COORD (feet)	Y COORD (feet)	STEEL COLUMN		TOP PRECAST		TOP COLUMN		BASE PLATE	
			DIA.	THK.	(feet)	(feet)	(feet)	(in)		
P 7	124.78	71.33	18.00	0.25	492.20	513.68	11' x 28.0	11' x 28.0	11' x 28.0	11' x 28.0
P 8	108.87	58.56	18.00	0.25	490.50	515.05	11' x 30.0	11' x 30.0	11' x 30.0	11' x 30.0
P 9	87.87	54.14	18.00	0.25	493.76	499.82	11' x 28.0	11' x 28.0	11' x 28.0	11' x 28.0
P 10	105.00	75.44	18.00	0.25	492.00	510.78	11' x 28.0	11' x 28.0	11' x 28.0	11' x 28.0
P 11	90.48	78.44	18.00	0.25	491.70	525.94	11' x 28.0	11' x 28.0	11' x 28.0	11' x 28.0
P 12	90.48	72.34	18.00	0.25	492.50	528.92	11' x 28.0	11' x 28.0	11' x 28.0	11' x 28.0
P 13	88.57	80.54	10.75	0.25	491.70	528.92	11' x 28.0	11' x 28.0	11' x 28.0	11' x 28.0
P 14	88.57	80.54	10.75	0.25	491.70	528.92	11' x 28.0	11' x 28.0	11' x 28.0	11' x 28.0
P 15	88.57	80.54	10.75	0.25	491.70	528.92	11' x 28.0	11' x 28.0	11' x 28.0	11' x 28.0
P 16	88.57	80.54	10.75	0.25	491.70	528.92	11' x 28.0	11' x 28.0	11' x 28.0	11' x 28.0
P 17	88.57	80.54	10.75	0.25	491.70	528.92	11' x 28.0	11' x 28.0	11' x 28.0	11' x 28.0
P 18	57.57	72.54	10.75	0.25	492.20	529.92	11' x 28.0	11' x 28.0	11' x 28.0	11' x 28.0

COL. NO	CONCRETE COLUMN	SUPPORTED SECTION	YOKE BEAR	YOKE GRADE	YOKE TYPE	STATUS
P2	A(4)/A(5)	225.1	14.00	GS-1	0.00	
P3	A(7)/A(8)	133.7	20.00	GS-1	0.00	
P4	B(2)/B(3)	270.0	9.00	GS-1	0.00	
P5	B(6)/B(3)	580.0	9.00	GS-1	0.00	
P6	B(9)/B(3)	580.0	9.00	GS-1	0.00	

2 DETAIL SCALE 3/4" = 1'-0"

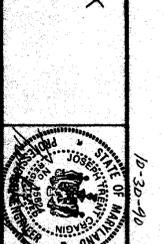
3 DETAIL SCALE 3/4" = 1'-0"



**White Water**  
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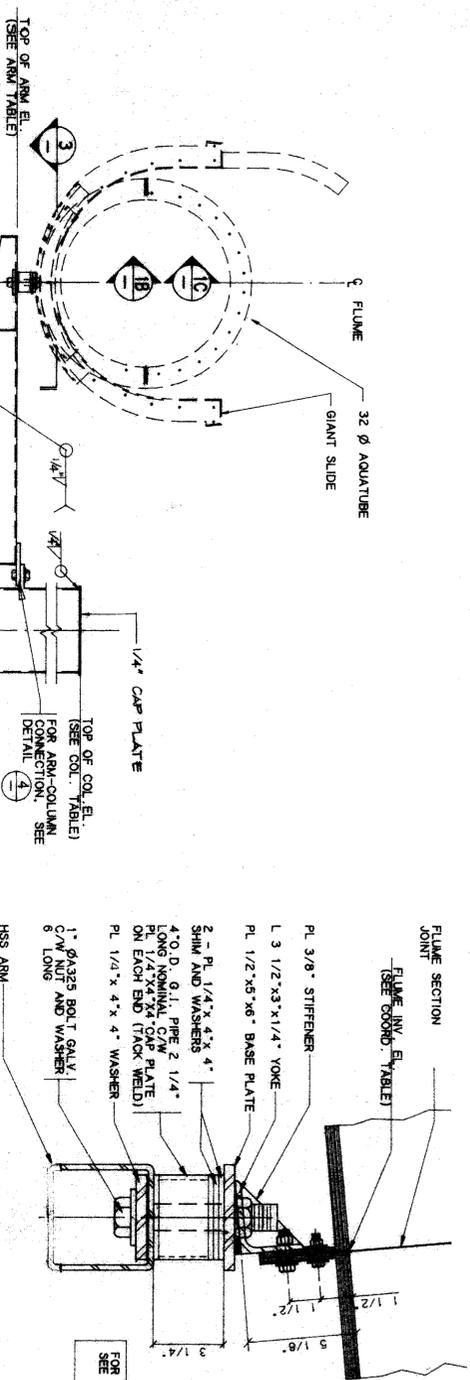
IC OCT 90 PER CONSTRUCTION	DATE	REVISION	NO.	DATE

PROJECT: **SUMMIT HALL FARM PARK**  
 GAITHERSBURG, MARYLAND

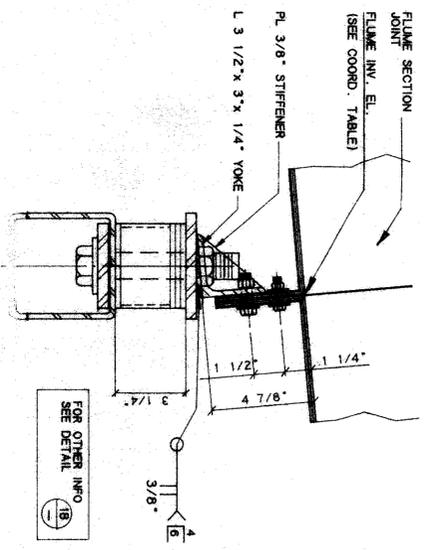


CLIENT	DRAWN	DATE	SCALE	PROJECT NO.	SHEET NO.
SUPPORT LAYOUT & DETAILS	J.Z./R.C.C.	SEPT 90	1/4" = 1'-0"	90-150	3

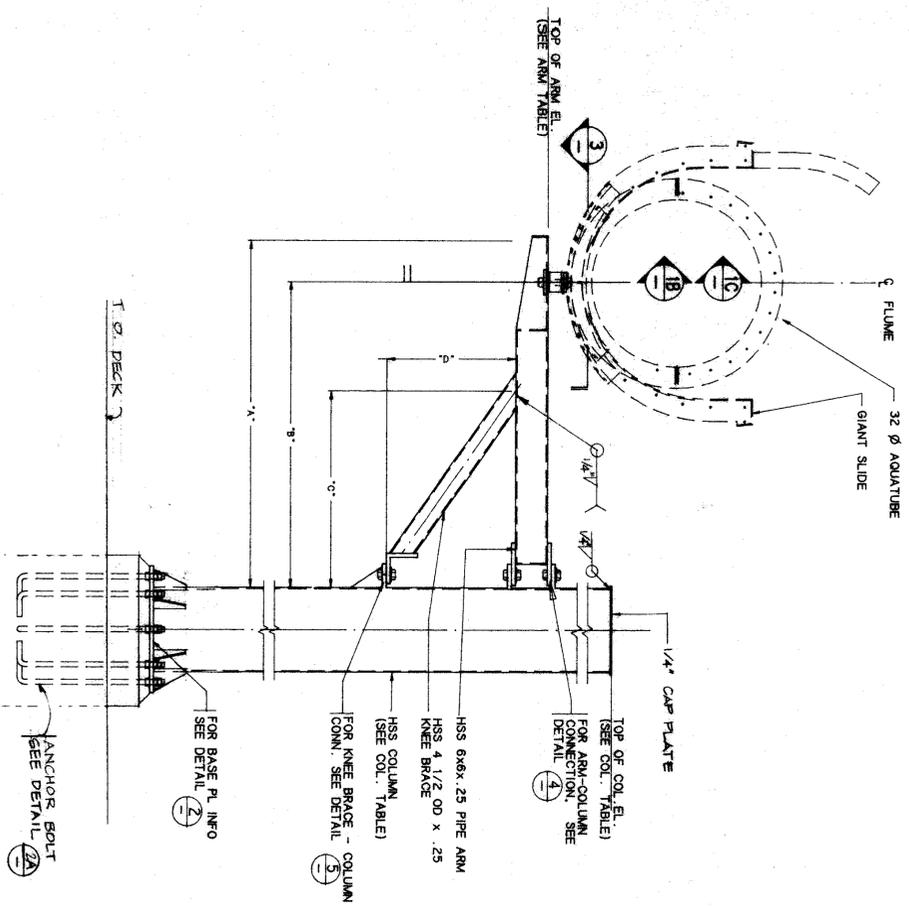
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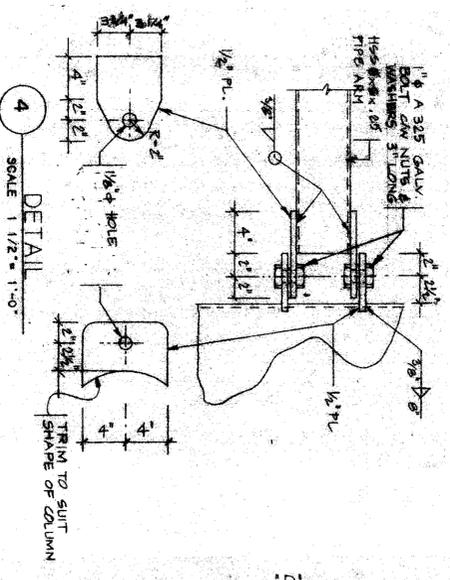
1B ON ARM  
TYPE GS-1 YOKE  
SCALE 3" = 1'-0"



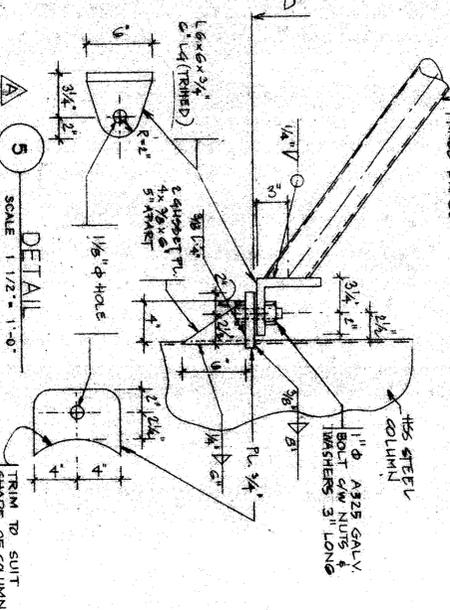
1C ON ARM  
TYPE 32-1 YOKE  
SCALE 3" = 1'-0"



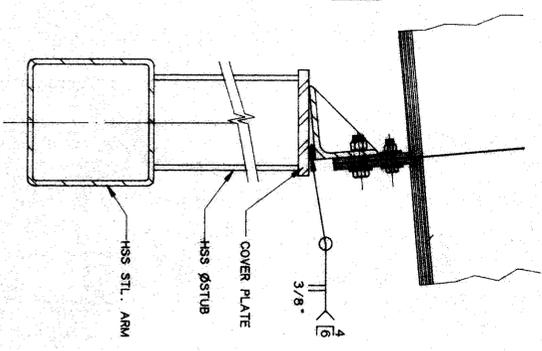
1 DETAIL  
SCALE 3/4" = 1'-0"



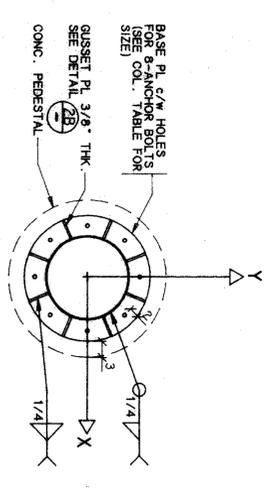
4 DETAIL  
SCALE 1 1/2" = 1'-0"



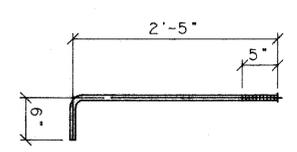
5 DETAIL  
SCALE 1 1/2" = 1'-0"



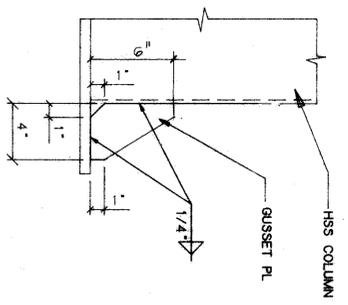
6A DET. SECTION OF ARM 1P12  
SCALE 3" = 1'-0"



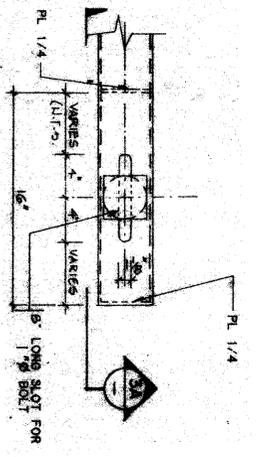
2 BASE PLATE  
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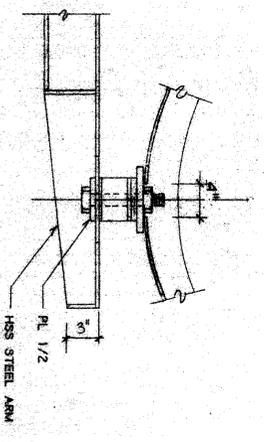
2A ANCHOR BOLT  
SCALE 1" = 1'-0"



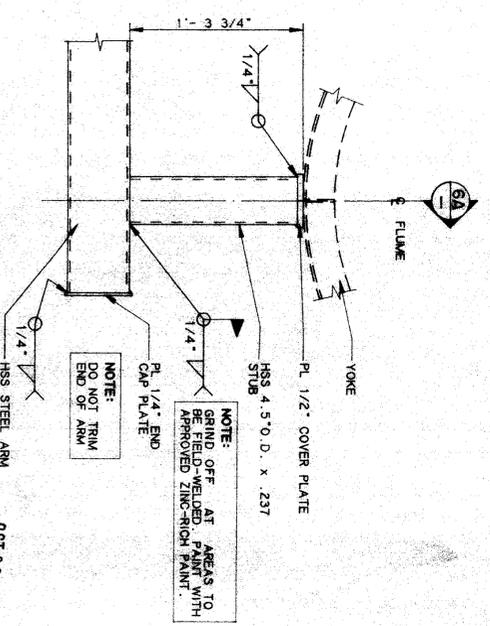
2B GUSSET PLATE  
SCALE 2" = 1'-0"



3 DETAIL PLAN  
SCALE 1 1/2" = 1'-0"



3A DETAIL  
SCALE 1 1/2" = 1'-0"

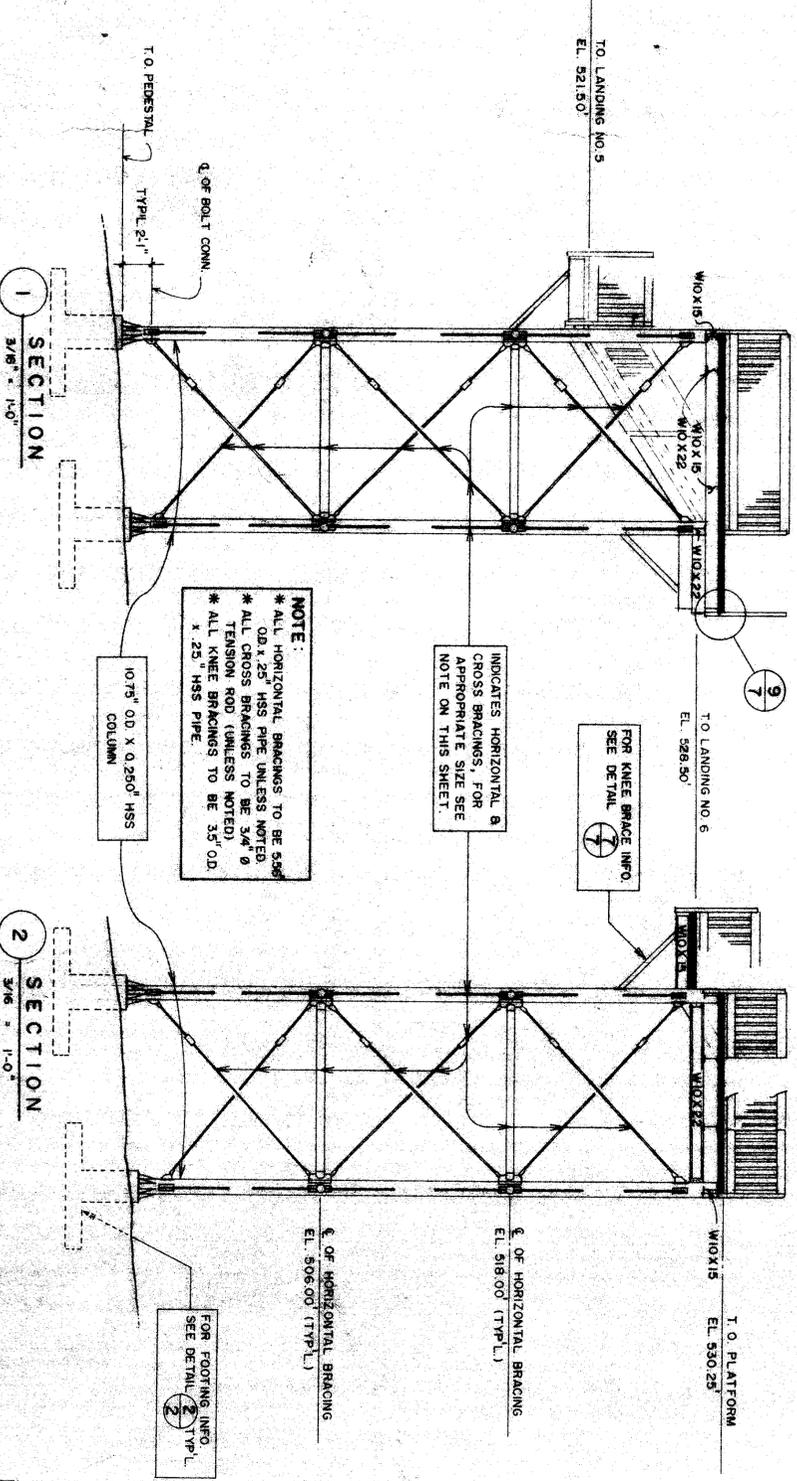
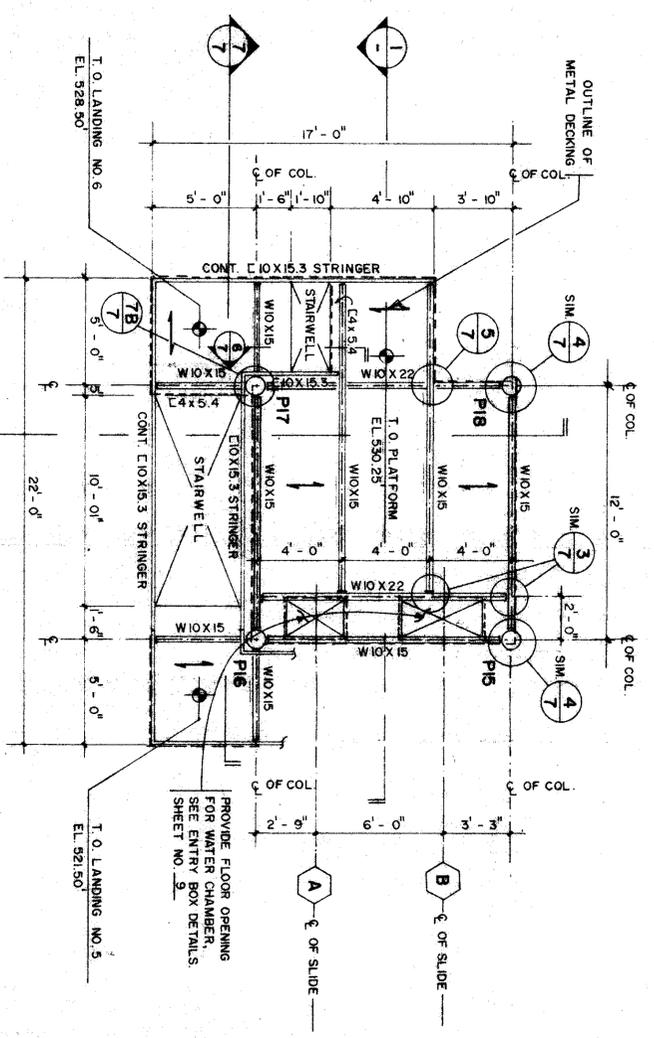
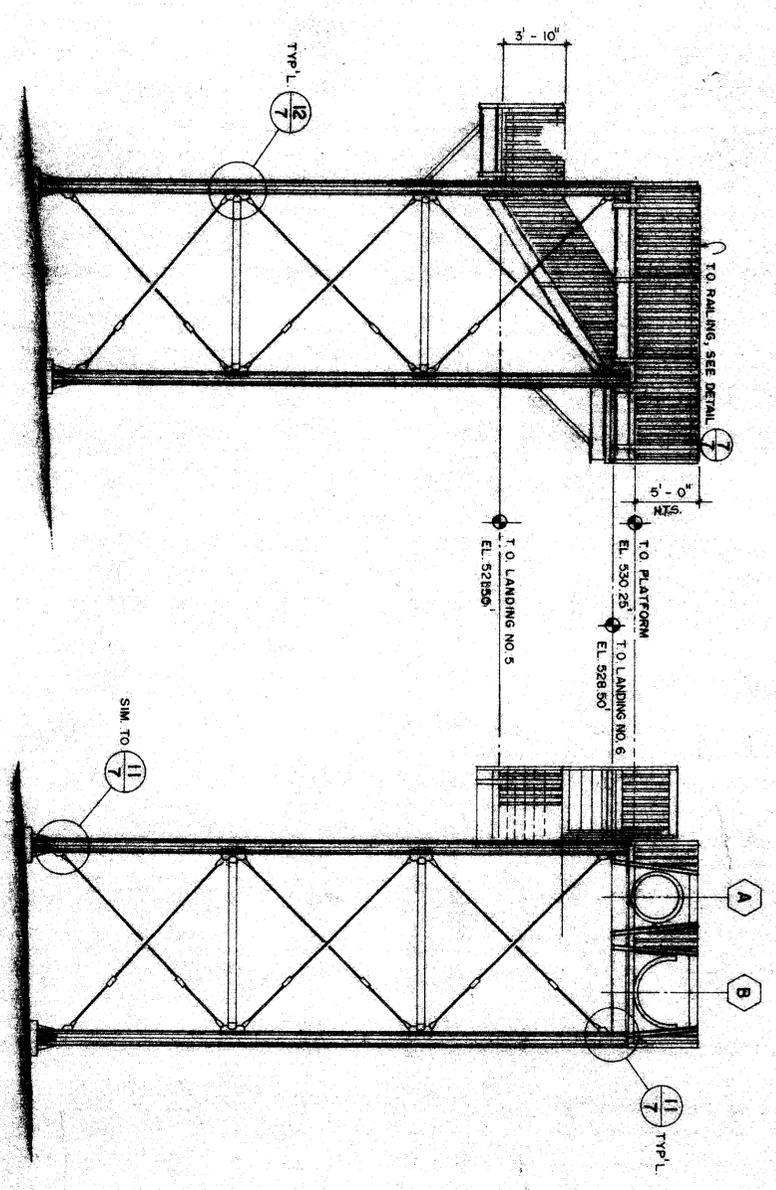
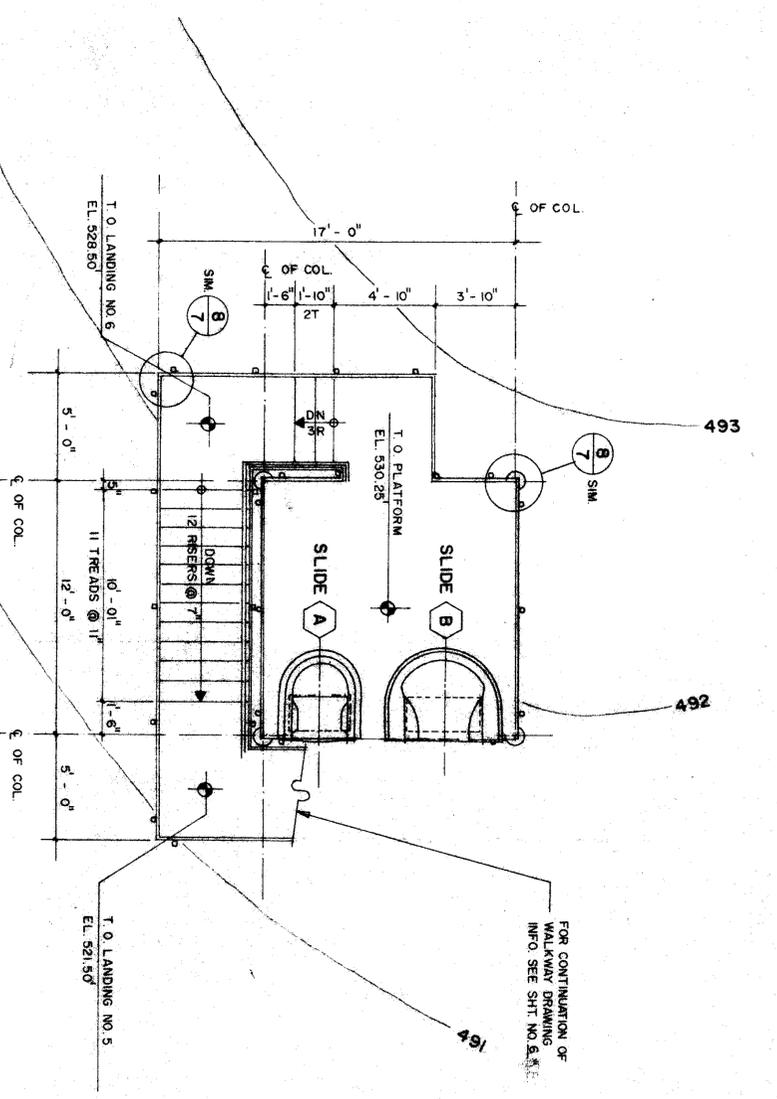


6 DETAIL OF ARM 1P12  
SCALE 1 1/2" = 1'-0"

DATE	REVISION	NO.	DATE	REVISION	NO.
12 OCT 90	PORT CONSTRUCTION				

PROJECT: **SUMMIT HALL FARM PARK**  
**GAITHERSBURG, MARYLAND**

CLIENT	DRAWN	J.E.	DESIGN BY	M.R.H.
DRAWING TITLE	DATE	OCT 30	CHECKED	T.T.
	SCALE	NOTED	APPROV	S.H.
	PROJECT NO.	90-150	SHT NO.	4
	REV		HEV	



**White Water**  
Whitewater West Engineering  
Services Ltd.  
Richmond, B.C. Canada  
Tel: (604) 273-1088  
Fax: (604) 273-4516

DATE	REVISION	NO.	DATE	REVISION	NO.

SUMMIT HALL FARM PARK  
GAITHERSBURG, MARYLAND



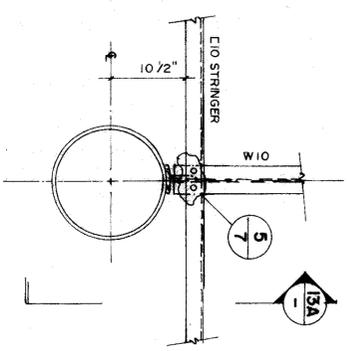
PROJECT TITLE  
TOWER PLAN, ELEVATIONS & SECTIONS

DATE	DESIGNED	SCALE
OCT 29 1990	AW/S	AS NOTED
PROJECT NO.	90-150	SHEET NO.
		5

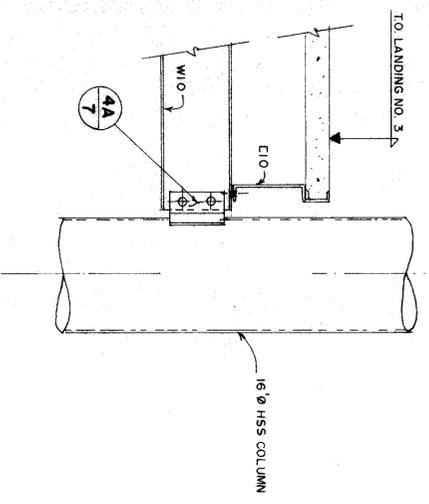
OCT 29 1990



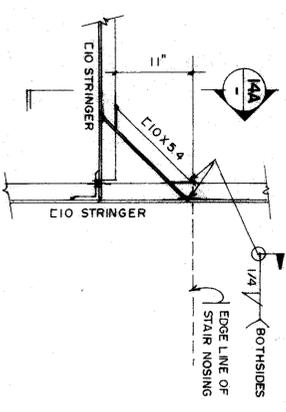




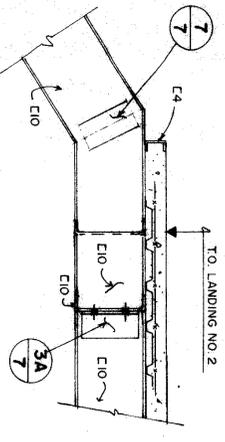
13 DETAIL PLAN  
1" = 1'-0"



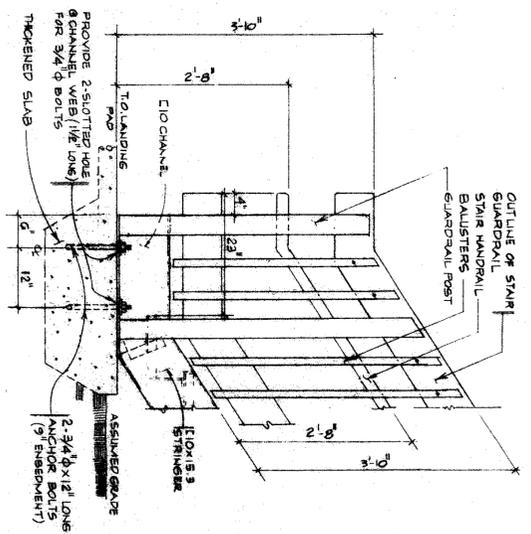
13A DETAIL SECTION  
1" = 1'-0"



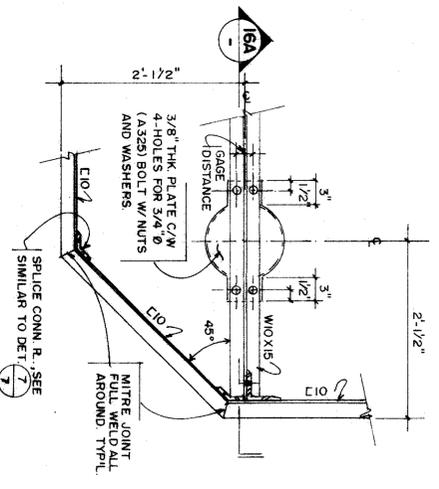
14 DETAIL PLAN  
1" = 1'-0"



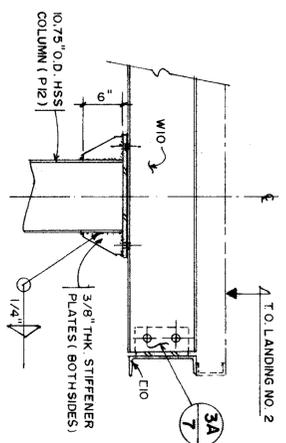
14A DETAIL SECTION  
1" = 1'-0"



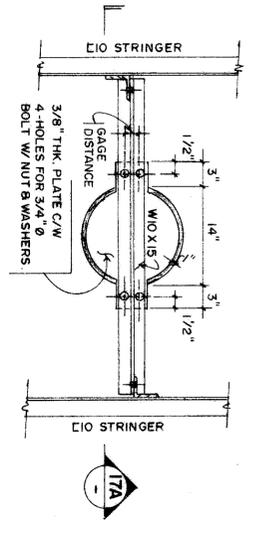
15 DETAIL SECTION  
3/4" = 1'-0"



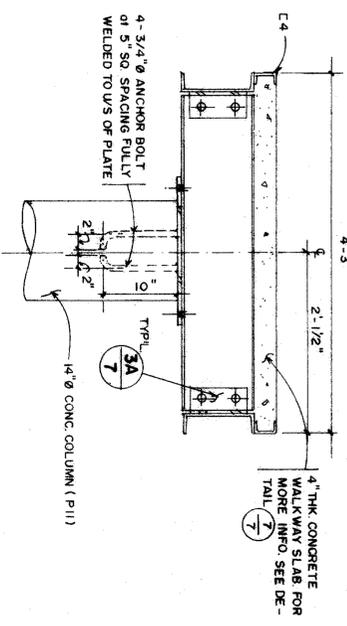
16 COLUMN P12  
DETAIL PLAN  
1" = 1'-0"



16A DETAIL SECTION  
1" = 1'-0"



17 COLUMN P11  
DETAIL PLAN  
1" = 1'-0"



17A DETAIL SECTION  
1" = 1'-0"



**White Water**  
Whitewater West Engineering  
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Richmond, B.C. Canada  
Tel: (604) 273-1068  
Fax: (604) 273-4518

DATE	REVISION	NO.	DATE	REVISION	NO.
10/07/90	FOR CONSTRUCTION				

PROJECT: SUMMIT HALL FARM PARK  
GAITHERSBURG, MARYLAND



CLIENT: WALKWAY  
DRAWING TITLE: DETAILS

DATE	7 SEPT 90	CHECKED	S.H.
SCALE	NOTED	APPROV.	S.H.
PROJECT NO.	90-150	SHT. NO.	8

OCT 29 1990

10-30-79

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# **Request for Proposals**

**No. 2017-009**

## **Water Park Water Slide Flume Replacement**

### **EXHIBIT C SITE PLANS**

**Exhibit C, Site Plans, is available for download from the  
City's procurement webpage at:**

**<http://www.gaithersburgmd.gov/government/procurement>**