



REQUEST FOR PROPOSALS

RESTORATION OF HISTORIC STEEL FRAME WINDOWS
at the
WATERFOWL BUILDING
40 S. Harrison St., Easton MD 21601

ISSUE DATE: March 12, 2019

DUE DATE AND TIME: April 16, 2019 at 4pm (EST) *Late submissions will not be considered.*

Submit by:

- **Email:** Proposals by email to info@WaterfowlChesapeake.org must be received by due date & time.
- **USPS:** Proposals by mail must be postmarked or sent by a traceable delivery method to Waterfowl Chesapeake, 40 S. Harrison St., Easton MD 21601 by due date.

*Waterfowl Chesapeake (WC), owner of the property,
invites interested and qualified firms to submit proposals for contracting services
associated with the restoration of up to 50 historic steel-frame windows
at the Waterfowl Building (a.k.a. the historic Easton Armory) in downtown Easton, Maryland.*

INTRODUCTION/ BACKGROUND

Built in 1927 to serve as the Maryland National Guard Armory, the Waterfowl Building (a.k.a. the historic Easton Armory) has also served as a location for community activities and events such as dances, basketball games, public meetings, art shows and more over its history. It has also served for a time as the regional offices of the MD Department of Natural Resources and has been owned by the Town of Easton. Waterfowl Chesapeake (formerly Waterfowl Festival) has owned and occupied the building since acquiring it from the Town in 1997.

Waterfowl Chesapeake (WC) uses the spaces at the front of the building on the 2nd and 3rd floors as year-round offices for its operations, rents the large (58'x96') Festival Hall to community groups for special events, and uses the 1st floor (basement) primarily as storage. The annual Waterfowl Festival, now in its 49th year, is the signature event for which the building serves as a headquarters each fall. The Festival brings 14-16,000 people to Easton each November. Our organization expects to continue to use and occupy the building as usual during the project period. The building is located in the Historic District of downtown Easton, Maryland.

In 2002 and 2003, WC added an ADA-compliant elevator to the building's exterior in order to provide handicapped access to all three floors. A residential-style kitchen was created on the 1st floor (basement) level simultaneously.

The project will be executed with the involvement and oversight of the State Historic Preservation Office – the Maryland Historical Trust (MHT). MHT holds a perpetual preservation easement on the property's exterior which restricts alterations to the windows included in this project.

SCOPE OF SERVICES

Ultimately, WC intends to restore all the windows in the Waterfowl Building. This project is considered Phase 1 toward our full restoration goal. Phase 2 will include restoration of the 1st floor (or basement) windows and will be undertaken in the future when funding permits. This RFP applies only to Phase 1.

Phase 1 - Restoration of up to 50 of the most publicly visible windows on the 2nd and 3rd floors of the building. Waterfowl Chesapeake expects to remain open for business during this project period and to continue use of its offices and public spaces during restoration. This will mean work should be undertaken in phases, to be mutually agreed upon by WC and the final contractor or subcontractors.

A PDF of images of windows to be restored can be found online at: [WC website link to go here]. The approximate number of steel-frame windows and their rough dimensions are:

- 24, 44x104" (approx.) windows in the large Festival Hall
- 11, 37x78" (approx.) windows in admin offices & rear of building
- 12, 19x78" (approx.) windows in the offices & rear of building
- 1, 90x48" (approx.) window at the rear of the building
- 1, 56x78" (approx.) window at the front of the building

Detail Scope of Work:

1. Remove window units and temporarily close openings during the restoration process.
2. Remove glazing and putty from fixed and operating units.
3. Remove all paint from sashes and frames (interior and exterior).
4. Adjust and service operable window sashes to open, close, and lock properly.
5. Furnish matching steel sections and weld into place for repair of cutouts for air conditioning units.
6. Remove any structurally deteriorate sections and weld in replacement sections of matching profile.
7. Prime exposed steel with rust-inhibiting industrial grade primer paint.
8. Apply two finish coats (interior and exterior) of industrial grade finish paint.
9. Furnish and install new 5/8" clear insulated glass units in all restored window units.
10. Clean and adjust operating hardware for proper operation.
11. Paint window hardware to match window frames.
12. Re-install windows after restoration, and apply exterior perimeter waterproofing, and tool in place.
13. Thorough clean-up of work areas and all job related debris.
14. 5-year warranty against defects in workmanship, glass, and paint.
15. Provide interior dust containment and cleaning, in accordance with the EPA's RRP regulations, during window removal.

Waterfowl Chesapeake will obtain any permissions associated with the MHT Easement and the building's location within the Town of Easton Historic District. The contractor is responsible for obtaining any other permits required for the work.

The MHT Easement Committee has provided conditional approval of this project, pending review of the responses to their questions below. Please include responses to these questions in your proposal.

- Description of how existing paint on windows will be removed;
- A product sheet for proposed type of 5/8" insulating glass (to ensure the glass will both fit and that the steel frames can handle the added weight);

- A section drawing to show how the window will interact with the existing transom window, and how the depth of the muntin will be affected by the glass;
- Description of how the windows will be removed and any effects on masonry; and,
- Clarification of exterior perimeter waterproofing, if proposed (and product sheet for any waterproofing product used).

All work must be executed in accordance with the Secretary of the Interior’s Standards for Rehabilitation. The contractor must be familiar with these Standards, and must be willing to work with the Architect and MHT to resolve all unanticipated conditions.

Please provide cost proposal using the attached financial proposal form and breakdown. Provide unit prices for additional work using the attached form. The Contractor may submit their standard quote sheet but must ALSO submit the filled out and signed cost proposal and unit prices forms. The contract that results from this RFP will be a fixed-price contract.

Bid, performance and payment bonds will be required. The project will be fully funded through a capital grant from MHT. The Contractor will be required to carefully document and submit project expenses with each request for payment. It may take thirty days or more to process requests for payment in order to allow for review and processing by MHT.

PRE-PROPOSAL CONFERENCE / SITE VISIT

An optional pre-proposal conference and site visit will be held at 3:30pm on April 2, 2019 at the Waterfowl Building.

TIMETABLE

The contractor should expect to begin the project as soon as possible upon notification of contract award (decision anticipated no later than first week of May 2019). It is anticipated that work should be substantially complete by October 15, 2019. No work will take place between October 30 – November 15, 2019. The entire project *must be completed by June 1, 2020* in accordance with WC’s MHT Grant Agreement.

QUALIFICATIONS

The contractor and any relevant subcontractors must demonstrate relevant experience with similar organizations and historic projects. This RFP package consists of:

2. “Qualifications” blank form
3. “No Reply” blank form
4. “Financial Proposal” blank form
5. “Conflict of Interest Affidavit and Disclosure” blank form

PROPOSAL SUBMISSION

A complete proposal submission consists of:

- _____ 1. A completed and signed “Financial Proposal” form (2 copies).
- _____ 2. A completed “Qualifications Form” with no more than four pages of project-related supporting materials attached
- _____ 3. Completed “Conflict of Interest Affidavit and Disclosure”
- _____ 4. Consultant’s estimate of start date and time frame for project (may be included in cover letter).

_____ 5. Copies (2) of current license for contractor and any relevant subcontractors;

_____ 6. Copies (2) of current insurance certificate for contractor and any relevant subcontractors;

Proposals are due by April 16, 2019. Submit all proposal materials to: Waterfowl Chesapeake at info@waterfowlchesapeake.org or by mail to 40 S. Harrison St., Easton, MD 21601. Please return a “No Reply” form by mail or email to same if you are unable to provide a proposal. Questions or inquiries about this RFP can be directed to Margaret Enloe at info@waterfowlchesapeake.org.

Late submissions will not be considered.

FAILURE TO INCLUDE ALL REQUIRED INFORMATION WILL RENDER THE PROPOSAL NON-RESPONSIVE.

NOTICES

- Offerors should give specific attention to the identification of those portions of their proposals, if any, that they deem to be confidential, proprietary information or trade secrets and provide any justification why such materials, upon request, should not be disclosed by the State under the Access to Public Records Act, State Government Article, Title 10, Subtitle 6, Annotated Code of Maryland.
- MBE / WBE firms are encouraged to respond to this solicitation.
- The Consultant and any Sub-consultants must be Equal Opportunity Employers.
- By submitting a response to this solicitation, a vendor shall be deemed to represent that it is not in arrears in the payment of any obligation due and owing the State of Maryland, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the contract if selected for contract award.
- Contract will be awarded to the lowest qualified bidder.
- All amendments, addenda and changes must be in writing.

Contractor / Builder Financial Proposal Form

REQUEST FOR PROPOSALS: Restoration of Historic Steel-frame Windows at the Waterfowl Building

FIRM / TEAM NAME:		
Description	Cost	
[If you desire the proposal to be broken down into individual line items, you should list and describe those line items here. Otherwise, ask for a lump sum proposal.]		
[Line Item Description]		
[Line Item Description]		
TOTAL		

ADDENDA: Please fill in and initial to acknowledge receipt of RFP Addenda, if applicable.

Addendum Number and Date	Initials

HOURLY / UNIT COSTS: Please provide hourly rates for design team members.

Name / Title / Role	Hourly Rate

We hereby submit our proposal to Waterfowl Chesapeake for the:
Restoration of Historic Steel-frame Windows at the Waterfowl Building

1. I/We have received, read, and fully understand the drawings /specifications for the project, the Request for Proposals, and the Addenda.
2. I/We have examined the site, existing structures, access roads, existing utilities, and all existing conditions which affect the construction proposal.
3. I/We are able to provide all the materials, products, labor, equipment, supervision, managerial and professional services necessary for the project, and are able to construct the project as intended by the above mentioned specifications.
4. I/We are able to complete this project within the stipulated calendar days and/or critical completion dates specified by the Owner.
5. I/We clearly understand that this Construction Proposal Form must be completed and submitted in its entirety to be considered a responsive proposal. Failure to completely fill in all blanks may be cause for rejection of this proposal.
6. I/We clearly understand that the proposal price will be firm for a time period of _____ (#of days) calendar days from the proposal opening date.

7. The firm represents, and it is a condition precedent to acceptance of this proposal, that the firm has not been a party to any agreement to propose a fixed or uniform price.

Proposal submitted by representative hereby designated as project contact:

NAME:	
TITLE & FIRM NAME:	
ADDRESS:	
PHONE:	
E-MAIL:	
FEDERAL EIN #	
DATE:	
SIGNATURE:	

Contractor / Builder Qualification Form

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter.

Project Identification: Restoration of Historic Steel-frame Windows at the Waterfowl Building

Company Name	
Contact Name	
Contact Title	
Address, City, State, ZIP	
Phone / Fax	
Email	
Website	

1.	How many years has your organization been in business?	
2.	How many years under your present name?	
3.	What time periods under a previous business name? (List below)	
	Company Name	Dates
4.	Is your organization licensed to do business in the State of Maryland?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Do you have a professional license in the State of Maryland?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Type of license	License Number
	Expiration date	
8.	Is your firm certified MBE in the State of Maryland?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Have you, in the previous five years, been denied a contract award on which you submitted the low bid/proposal in competitive bidding, or been refused pre-qualification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, please explain:	
10.	List four or more projects executed by your firm within the past three years that were similar in nature and scope to this project, and were in compliance with the Secretary of the Interior's Standards (if applicable). Attach photographic documentation of these projects, or refer us to your website. We may contact your references.	
	a. Project Name	
	Project Address	
	Years of Construction	

		Client / Reference Name	
		Client / Reference Phone or Email	
		Web link if available	
	b.	Project Name	
		Project Address	
		Years of Construction	
		Client / Reference Name	
		Client / Reference Phone or Email	
		Web link if available	
	c.	Project Name	
		Project Address	
		Years of Construction	
		Client / Reference Name	
		Client / Reference Phone or Email	
		Web link if available	
	d.	Project Name	
		Project Address	
		Years of Construction	
		Client / Reference Name	
		Client / Reference Phone or Email	
		Web link if available	
	e.	Project Name	
		Project Address	
		Years of Construction	
		Client / Reference Name	
		Client / Reference Phone or Email	
		Web link if available	
11.	Provide names of key personnel to be involved in this project. Indicate the projects listed above with which they were involved. <i>On attached sheets, give brief resumes of each person, describing specific experience and qualification that will indicate ability to perform work required on this project.</i>		
	a.	Name	
		Specialty / Trade	
		Project Role	
		Years of experience	
		Years with this firm	
		Involved in projects listed above?	

	b.	Name	
		Specialty / Trade	
		Project Role	
		Years of experience	
		Years with this firm	
		Involved in projects listed above?	
	c.	Name	
		Specialty / Trade	
		Project Role	
		Years of experience	
		Years with this firm	
		Involved in projects listed above?	
	d.	Name	
		Specialty / Trade	
		Project Role	
		Years of experience	
		Years with this firm	
		Involved in projects listed above?	
12.	Please indicate which portions of the work you will subcontract and the names of the subcontractors. Please attach brief resumes of each subcontractor firm, describing specific experience and qualification that will indicate ability to perform work required on this project.		
	a.	Firm Name	
		Specialty / Trade	
		Address, City, State, Zip	
		Phone	
		Email	
		Website	
		Years in business	
		Involved in projects listed above?	
		MBE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	b.	Firm Name	
		Specialty / Trade	
		Address, City, State, Zip	
		Phone	
		Email	

		Website	
		Years in business	
		Involvement in projects listed above?	
		MBE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	c.	Firm Name	
		Specialty / Trade	
		Address, City, State, Zip	
		Phone	
		Email	
		Website	
		Years in business	
		Involvement in projects listed above?	
		MBE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	d.	Firm Name	
		Specialty / Trade	
		Address, City, State, Zip	
		Phone	
		Email	
		Website	
		Years in business	
		Involvement in projects listed above?	
		MBE?	<input type="checkbox"/> Yes <input type="checkbox"/> No

The undersigned certifies the truth and correctness of all statements.

		Prepared by:	
		Title:	
		Signature:	

Contractor / Builder
Conflict of Interest Affidavit and Disclosure Form

A. "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

B. "Person" has the meaning stated in COMAR 21.01.02.01B(64) and includes a bidder, offeror, contractor, consultant, or subcontractor or sub-consultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.

C. The bidder or offeror warrants that, except as disclosed in §D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.

D. The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain detail—attach additional sheets if necessary):

E. The bidder or offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the bidder or offeror shall immediately make a full disclosure in writing to the procurement officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the bidder or offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the contractor shall continue performance until notified by the procurement officer of any contrary action to be taken.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____

By: _____ (Authorized Representative and Affiant)

Contractor / Builder No Reply Form

FIRM NAME:	
PROJECT:	Restoration of Historic Steel-frame Windows at the Waterfowl Building

It is important that WATERFOWL CHESAPEAKE receive a reply from all invited firms. There is no obligation to submit a quotation or proposal; however, should you choose not to make a proposal, completion of this form will assist us in the future.

If, for any reason, you are not submitting a proposal on this Request, we ask that you check one or more reasons below, or explain briefly in the space provided.

Please return the completed form to:

Name: Waterfowl Chesapeake
 Address: 40 S. Harrison St., Easton, MD 21601
 E-mail address: info@WaterfowlChesapeake.org

We hereby submit a “No Reply” because (check any that apply):

1.	We are not interested in being selected through an RFP process.	<input type="checkbox"/>
2.	We have insufficient time to respond.	<input type="checkbox"/>
3.	Our schedule will not permit us to perform.	<input type="checkbox"/>
4.	We do not feel we can be competitive.	<input type="checkbox"/>
5.	Scope of work is too large.	<input type="checkbox"/>
6.	Scope of work is too small.	<input type="checkbox"/>
7.	We do not wish to respond under the terms and conditions of the RFP. Please elaborate:	<input type="checkbox"/>
8.	We are unable to meet the requirements because:	<input type="checkbox"/>
9.	Other; please explain:	<input type="checkbox"/>

Name:
 Title:
 Date:
 Signature: