

REQUEST FOR PROPOSALS

CABIN REHABILITATION AT KINGS LANDING PARK Kings Landing Park, 3255 Kings Landing Road, Huntingtown, MD

ISSUE DATE: November 25, 2015

DUE DATE AND TIME: December 28, 2015, 3:00 pm EST

Calvert Nature Society, Inc., in cooperation with the Calvert County Natural Resources Division, invites interested and qualified firms to submit proposals for contracting services associated with the rehabilitation of the cabins at Kings Landing Park, 3255 Kings Landing Road, in Huntingtown, Maryland.

Proposals must be received in hard copy no later December 28, 2015, 3:00 pm EST.

Submit your proposal to:

POSTAL DELIVERY

Karyn Molines
Division Chief
Calvert County Natural Resources Division
175 Main Street
Prince Frederick, MD 20678

FED EX, UPS or HAND DELIVERY

Karyn Molines
Division Chief
Calvert County Natural Resources Division
2880 Grays Road
Prince Frederick, MD 20678

A complete proposal package includes Attachments A through E, or Attachment F where applicable.

Please direct any questions on this proposal in writing to Karyn Molines, at the address above or by email: molinekl@co.cal.md.us

REQUEST FOR PROPOSALS
CABIN REHABILITATION AT KINGS LANDING PARK

Introduction

Kings Landing Park was home of Camp Mohawk, a summer camp for African-American youth run by Baltimore YMCA. The cabins have fallen into disrepair. Calvert Nature Society, in cooperation with the Calvert County Natural Resources Division, wishes to rehabilitate the cabins to use as overnight facilities. See Exhibit A.

Scope of Work

The Contractor will provide construction and rehabilitation of the YMCA cabins at Kings Landing Park in Huntingtown, Maryland. This project will continue the restoration of the cabins, specifically, the Contractor will complete the following tasks:

Task 1. Repair/replace roofs on three (3) historic cabins

- Provide labor and materials to remove shingles. Provide labor and materials to inspect and repair roof sheathing boards. Install new asphalt roof shingles (provided by owner)

Task 2. Repair & paint exteriors of seven (7) cabins

- Provide labor and materials to repair wood siding, seal cracks, and stain to match existing color

Task 3. Repair windows on six (6) cabins

- Provide labor and materials to install wire mesh on all windows with bug screen, canvas curtains with rods, and repair vents

Task 4. Repair/replace doors on six (6) cabins

- Provide labor and materials to replace door, frame, and fabricate a heavy duty bug screen

Task 5. Repair floor on six (6) cabins

- Provide labor and materials to sand wooden floor and apply clear coat

Task 6. Repair fireplace and chimney on one (1) cabin

- Provide labor and materials to inspect and repair broken bricks in chimney

Task 7. Repair exterior structures on five (5) cabins

- Provide labor and materials to build 14' x 6' wooden deck by using pressure treated
 - At least one of the cabins will be ADA accessible, if feasible
- Provide labor and materials to repair porch structure on one (1) cabin

The contract will be awarded to the lowest responsive proposal (i.e. based on cost and qualifications). Evaluation factors include:

- Completeness of proposal
- responsiveness to the program
- project-related qualifications
- previous relevant experience (i.e., historic preservation or specialty services)

REQUEST FOR PROPOSALS
CABIN REHABILITATION AT KINGS LANDING PARK

- ability to meet project schedule
- cost

The contract will be a lump sum, fixed price contract.

Requirements

Contractor will carry all insurances and other coverage and assumes liability for the safety of its workers.

A site visit is recommended. The park is open from 9:00 am-5:00 p.m. daily. Interested firms may visit the cabins without an appointment for a site inspection. Any questions regarding the RFP must be submitted in writing.

The contractor and any relevant subcontractors must demonstrate experience working with existing buildings, particularly historic buildings.

Please provide qualifications and references for contractor and any subcontractors on the attached form (Attachment C).

The rehabilitation of the cabins will be undertaken in accordance with the National Park Service's Standards of Rehabilitation (<http://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm>) and, for at least one cabin, the Americans with Disabilities Act.

- The Standards for Rehabilitation (codified in 36 CFR 67 for use in the Federal Historic Preservation Tax Incentives program) address the most prevalent treatment. "Rehabilitation" is defined as "the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values."

For the standards of accessibility consult "Universal Design and Accessibility in the NPS Management Policies 2006" for quick reference to all universal design references and policies. (Available at <http://www.nps.gov/dscw/ds-universal-design.htm>)

MBE / WBE firms are encouraged to respond to this solicitation.

The Consultant and any Subconsultants 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. (See attachment B.)

Project Timeline

REQUEST FOR PROPOSALS
CABIN REHABILITATION AT KINGS LANDING PARK

The Contractor will complete the project to by September 2016, providing monthly status reports and project updates at specified project milestones.

All work is subject to inspection before being declared complete.

Request for Proposal

Submit your proposal to:

POSTAL DELIVERY

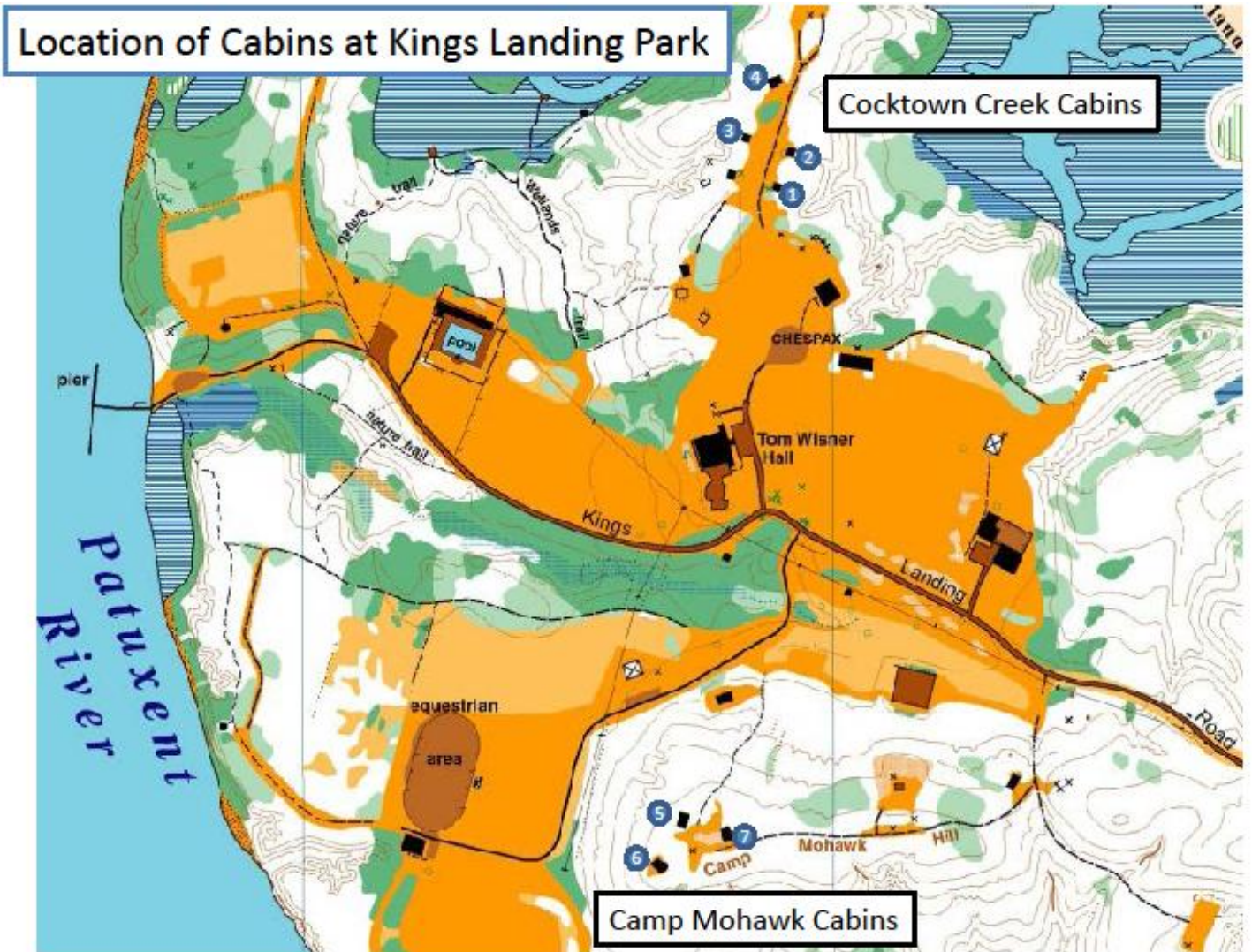
Karyn Molines
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REQUEST FOR PROPOSALS
CABIN REHABILITATION AT KINGS LANDING PARK

EXHIBIT A – Site Map for Kings Landing Park Cabins



REQUEST FOR PROPOSALS
CABIN REHABILITATION AT KINGS LANDING PARK

Attachment A – Proposal Format

Contractor / Builder
Sample Financial Proposal Form

REQUEST FOR PROPOSALS: Cabin Rehabilitation at Kings Landing Park

FIRM / TEAM NAME:							
Description	Cost						
	Cabin 1	Cabin 2	Cabin 3	Cabin 4	Cabin 5	Cabin 6	Cabin 7
Repair Roofs							
Repair Exterior							
Repair Windows							
Repair Doors							
Repair Floors							
Repair fireplace and chimney							
Repair Exterior: Decks, including at least one ADA							
Repair Exterior: Porch Structure							
TOTAL							

We hereby submit our proposal to the Calvert Nature Society for the Cabin Rehabilitation

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.

REQUEST FOR PROPOSALS
CABIN REHABILITATION AT KINGS LANDING PARK

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 120 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:	

REQUEST FOR PROPOSALS
CABIN REHABILITATION AT KINGS LANDING PARK

Attachment B – SDAT Requirements

NAME AND SIGNATURE REQUIREMENTS FOR BID AND CONTRACTS

The legal business name and principal office AS RECORDED WITH THE MARYLAND DEPARTMENT OF ASSESSMENTS AND TAXATION (SDAT) must be used on all forms within the bid document. A trade name (i.e., a shortened or different name under which the firm does business) must not be used when the legal name is different. Corporations must have names that comply with State law. The bidder’s signature must conform to the following:

All signatures must be made by an authorized officer, partner, manager, member, or employee. The signing of an offer or a contract is a representation and certification by the person signing that the person signing is authorized to do so on behalf of the offeror or consultant.

BIDDER’S LEGAL BUSINESS NAME	TELEPHONE NUMBER
PRINCIPAL OFFICE ADDRESS	FAX NUMBER
REMITTANCE ADDRESS: (If Remittance Address is Different from Above Address)	EMAIL ADDRESS
NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (TYPE OR PRINT)	
SIGNATURE OF ABOVE PERSON	DATE
WITNESS	DATE

Attachment C – Qualifications

**Contractor / Builder
Qualification Form**

Project: Cabin Rehabilitation at Kings Landing Park

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	
Company Name	Dates	
Company Name	Dates	
Company Name	Dates	
4. Is your organization licensed to do business in the State of Maryland? Yes No
5. Do you have a professional license in the State of Maryland? Yes No

Type of license	License Number	
Expiration date		
8. Is your firm certified MBE in the State of Maryland? Yes No
9. Have you in the previous five years, been denied a contract award on Yes No which you submitted the low bid/proposal in competitive bidding, or been refused pre-qualification?
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

REQUEST FOR PROPOSALS
CABIN REHABILITATION AT KINGS LANDING PARK

- 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. ***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.***
- a. Name
 - Specialty / Trade
 - Project Role

REQUEST FOR PROPOSALS
CABIN REHABILITATION AT KINGS LANDING PARK

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? Yes No

- b. Firm Name
Specialty / Trade

REQUEST FOR PROPOSALS
CABIN REHABILITATION AT KINGS LANDING PARK

Address, City, State, Zip

Phone

Email

Website

Years in business

Involved in projects listed above?

MBE? Yes No

c. Firm Name

Specialty / Trade

Address, City, State, Zip

Phone

Email

Website

Years in business

Involved in projects listed above?

MBE? Yes No

d. Firm Name

Specialty / Trade

Address, City, State, Zip

Phone

Email

Website

Years in business

Involved in projects listed above?

MBE? Yes No

The undersigned certifies the truth and correctness of all statements.

Prepared by:

Title:

Signature:

Attachment D - Conflict of Interest

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 subconsultant 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)

Attachment E – Affidavit Form

Contractor / Builder
Bid / Proposal Affidavit Form

A. Authority

I HEREBY AFFIRM THAT:

I (print name) _____ possess the legal authority to make this Affidavit.

B. CERTIFICATION REGARDING COMMERCIAL NONDISCRIMINATION

The undersigned bidder hereby certifies and agrees that the following information is correct: In preparing its bid on this project, the bidder has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in "discrimination" as defined in §19-103 of the State Finance and Procurement Article of the Annotated Code of Maryland. "Discrimination" means any disadvantage, difference, distinction, or preference in the solicitation, selection, hiring, or commercial treatment of a vendor, subcontractor, or commercial customer on the basis of race, color, religion, ancestry, or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or any otherwise unlawful use of characteristics regarding the vendor's, supplier's, or commercial customer's employees or owners. "Discrimination" also includes retaliating against any person or other entity for reporting any incident of "discrimination". Without limiting any other provision of the solicitation on this project, it is understood that, if the certification is false, such false certification constitutes grounds for the State to reject the bid submitted by the bidder on this project, and terminate any contract awarded based on the bid. As part of its bid or proposal, the bidder herewith submits a list of all instances within the past 4 years where there has been a final adjudicated determination in a legal or administrative proceeding in the State of Maryland that the bidder discriminated against subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of that determination, including any remedial action taken. Bidder agrees to comply in all respects with the State's Commercial Nondiscrimination Policy as described under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland.

B-1. Certification Regarding Minority Business Enterprises.

The undersigned bidder hereby certifies and agrees that it has fully complied with the State Minority Business Enterprise Law, State Finance and Procurement Article, §14-308(a)(2), Annotated Code of Maryland, which provides that, except as otherwise provided by law, a contractor may not identify a certified minority business enterprise in a bid or proposal and:

REQUEST FOR PROPOSALS
CABIN REHABILITATION AT KINGS LANDING PARK

- (1) Fail to request, receive, or otherwise obtain authorization from the certified minority business enterprise to identify the certified minority proposal;
- (2) Fail to notify the certified minority business enterprise before execution of the contract of its inclusion in the bid or proposal;
- (3) Fail to use the certified minority business enterprise in the performance of the contract; or
- (4) Pay the certified minority business enterprise solely for the use of its name in the bid or proposal.

Without limiting any other provision of the solicitation on this project, it is understood that if the certification is false, such false certification constitutes grounds for the State to reject the bid submitted by the bidder on this project, and terminate any contract awarded based on the bid.

B-2. Certification Regarding Veteran-Owned Small Business Enterprises. The undersigned bidder hereby certifies and agrees that it has fully complied with the State veteran-owned small business enterprise law, State Finance and Procurement Article, §14-605, Annotated Code of Maryland, which provides that a person may not:

- (1) Knowingly and with intent to defraud, fraudulently obtain, attempt to obtain, or aid another person in fraudulently obtaining or attempting to obtain public money, procurement contracts, or funds expended under a procurement contract to which the person is not entitled under this title;
- (2) Knowingly and with intent to defraud, fraudulently represent participation of a veteran-owned small business enterprise in order to obtain or retain a bid preference or a procurement contract;
- (3) Willfully and knowingly make or subscribe to any statement, declaration, or other document that is fraudulent or false as to any material matter, whether or not that falsity or fraud is committed with the knowledge or consent of the person authorized or required to present the declaration, statement, or document;
- (4) Willfully and knowingly aid, assist in, procure, counsel, or advise the preparation or presentation of a declaration, statement, or other document that is fraudulent or false as to any material matter, regardless of whether that falsity or fraud is committed with the knowledge or consent of the person authorized or required to present the declaration, statement, or document;
- (5) Willfully and knowingly fail to file any declaration or notice with the unit that is required by COMAR 21.11.12; or

REQUEST FOR PROPOSALS
CABIN REHABILITATION AT KINGS LANDING PARK

(6) Establish, knowingly aid in the establishment of, or exercise control over a business found to have violated a provision of §B-2(1)—(5) of this regulation.

C. AFFIRMATION REGARDING BRIBERY CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business (as is defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies has been convicted of, or has had probation before judgment imposed pursuant to Criminal Procedure Article, §6-220, Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

D. AFFIRMATION REGARDING OTHER CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies, has:

(1) Been convicted under state or federal statute of:

(a) A criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; or

(b) Fraud, embezzlement, theft, forgery, falsification or destruction of records or receiving stolen property;

(2) Been convicted of any criminal violation of a state or federal antitrust statute;

REQUEST FOR PROPOSALS
CABIN REHABILITATION AT KINGS LANDING PARK

- (3) Been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C. §1961 et seq., or the Mail Fraud Act, 18 U.S.C. §1341 et seq., for acts in connection with the submission of bids or proposals for a public or private contract;
- (4) Been convicted of a violation of the State Minority Business Enterprise Law, §14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;
- (5) Been convicted of a violation of §11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland;
- (6) Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsections (1)—(5) above;
- (7) Been found civilly liable under a state or federal antitrust statute for acts or omissions in connection with the submission of bids or proposals for a public or private contract;
- (8) Been found in a final adjudicated decision to have violated the Commercial Nondiscrimination Policy under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland with regard to a public or private contract; or
- (9) Admitted in writing or under oath, during the course of an official investigation or other proceedings, acts or omissions that would constitute grounds for conviction or liability under any law or statute described in §§B and C and subsections D(1)—(8) above, except as follows (indicate reasons why the affirmations cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved and their current positions and responsibilities with the business, and the status of any debarment):

E. AFFIRMATION REGARDING DEBARMENT

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities, including obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows (list each debarment or

REQUEST FOR PROPOSALS
CABIN REHABILITATION AT KINGS LANDING PARK

suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds of the debarment or suspension).

F. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES

I FURTHER AFFIRM THAT:

(1) The business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and

(2) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows (you must indicate the reasons why the affirmations cannot be given without qualification):

G. SUB-CONTRACT AFFIRMATION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

H. AFFIRMATION REGARDING COLLUSION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business has:

REQUEST FOR PROPOSALS
CABIN REHABILITATION AT KINGS LANDING PARK

(1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or offer that is being submitted;

(2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the bidder or offeror or of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying bid or offer is submitted.

I. CERTIFICATION OF TAX PAYMENT

I FURTHER AFFIRM THAT: Except as validly contested, the business has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Department of Labor, Licensing, and Regulation, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

J. CONTINGENT FEES

I FURTHER AFFIRM THAT:

The business has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency working for the business, to solicit or secure the Contract, and that the business has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency, any fee or any other consideration contingent on the making of the Contract.

K. CERTIFICATION REGARDING INVESTMENTS IN IRAN

(1) The undersigned certifies that, in accordance with State Finance and Procurement Article, §17-705, Annotated Code of Maryland:

(a) It is not identified on the list created by the Board of Public Works as a person engaging in investment activities in Iran as described in State Finance and Procurement Article, §17-702, Annotated Code of Maryland; and

(b) It is not engaging in investment activities in Iran as described in State Finance and Procurement Article, §17-702, Annotated Code of Maryland.

2. The undersigned is unable to make the above certification regarding its investment activities in Iran due to the following activities:

REQUEST FOR PROPOSALS
CABIN REHABILITATION AT KINGS LANDING PARK

L. CONFLICT MINERALS ORIGINATED IN THE DEMOCRATIC REPUBLIC OF CONGO (FOR SUPPLIES AND SERVICES CONTRACTS)

I FURTHER AFFIRM THAT:

The business has complied with the provisions of State Finance and Procurement Article, §14-413, Annotated Code of Maryland governing proper disclosure of certain information regarding conflict minerals originating in the Democratic Republic of Congo or its neighboring countries as required by federal law.

M. ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer and may be distributed to units of: (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of this bid or proposal shall be construed to supersede, amend, modify or waive, on behalf of the State of Maryland, or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

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: _____ (print name of Authorized Representative and Affiant)

_____ (signature of Authorized Representative and Affiant)

REQUEST FOR PROPOSALS
CABIN REHABILITATION AT KINGS LANDING PARK

Attachment F – No Bid Form (For Invited Proposals Only)

Contractor / Builder
No Reply Form

FIRM NAME:	
PROJECT:	Cabin Rehabilitation at Kings Landing Park

It is important that the Calvert Nature Society and the Division of Natural Resources 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:

Karyn Molines
Division Chief
Calvert County Natural Resources Division
175 Main Street
Prince Frederick, MD 20678

or by email: molinekl@co.cal.md.us

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: