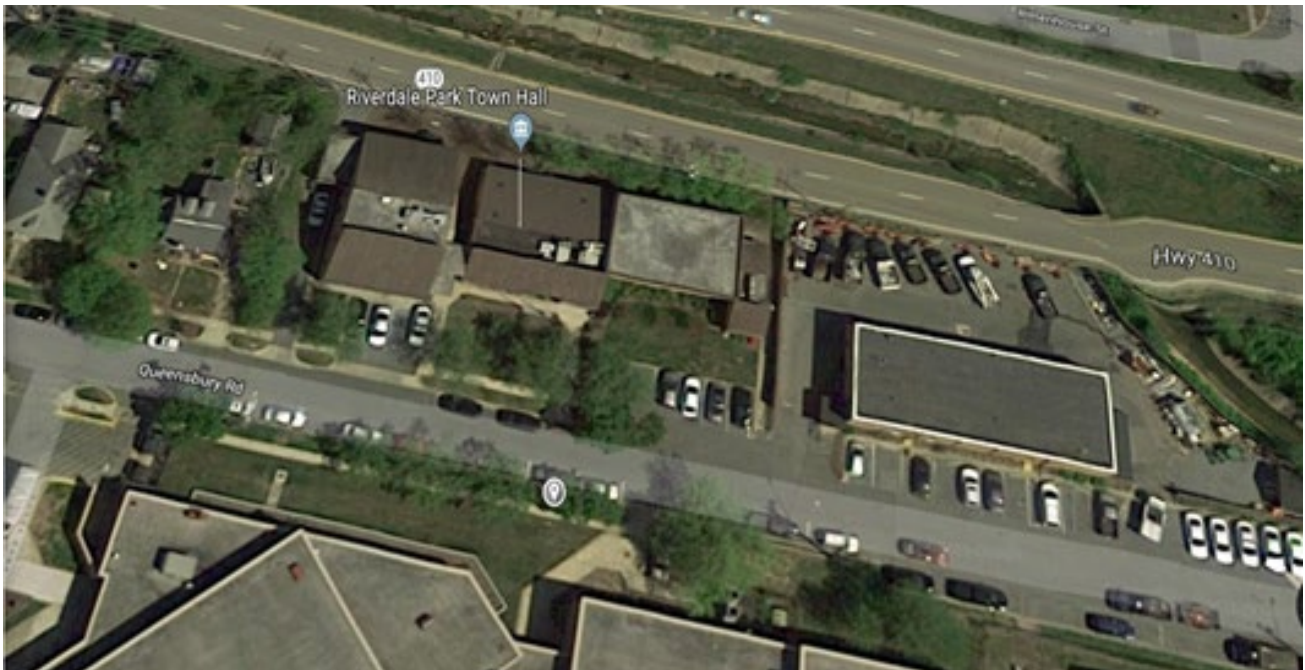


Town of Riverdale Park
Municipal Center Project

Request for Proposals (RFP)
(RFP No. DPW 19-006)

Architectural and Design Services



ISSUE: October 4, 2019

Due: October 25, 2019

5008 Queensbury Road
Riverdale Park, MD 20737
[www. RiverdaleParkMD.Gov](http://www.RiverdaleParkMD.Gov)

Town of Riverdale Park, Maryland
5008 Queensbury Road
Riverdale Park, MD 20737

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1. Request for Proposals (RFP)

The Town of Riverdale Park, Maryland (hereinafter “Town”) is requesting proposals from qualified companies (Firms), licensed in the State of Maryland, to provide architectural, engineering and design services for the Municipal Center Project. The Municipal Center is a cluster of three Town-owned buildings located at 5004, 5008 and 5012 Queensbury Road.

Firms that submit a Proposal must maintain a full-service office within the Washington Metropolitan Area.

The Municipal Center Project (MCP) is funded by the State of Maryland through restricted use grants, with matching local funds, and loans. The Scope of Work described in this RFP adheres to State restricted uses and requirements for the use of funds.

The information and instructions provided in this RFP are designed to solicit responses that demonstrate the Firm’s ability to satisfy the Town’s requirements. Firms submitting proposals shall be capable, able to demonstrate experience in the type of work described in the RFP and have available resources in the form of trained and licensed personnel, support services, specialized subcontractors as needed, and financial resources to carry out the work required by the project.

Proposals must adhere to the format and content of this solicitation and will not be evaluated unless all parts requested are submitted in a complete package, and by the due date.

2. Submission Requirements

- A. For convenience, the label below is provided to properly identify individual proposals. Place the proposal in a sealed envelope; type or print the firms name and address in the appropriate area of the label; and, affix the label on the outer surface of the envelope or package.
- B. Submit **three (3) bound copies and one (1) unbound copy** of the proposal and hand deliver or mail it to the address below so that it is received no later than **4:30 pm on October 25, 2019**.

Address proposal to:

**Attn: Jessica Barnes, Administrative Services Director
Office of Administrative Services
Town of Riverdale Park
5008 Queensbury Road
Riverdale Park, MD 20737**

DO NOT OPEN – SEALED PROPOSALS – DO NOT OPEN

RFP for Architectural and Design Services

RFP No.: DPW 19-006

Proposals Due October 25, 2019

FROM:

DELIVER TO: Attn: Jessica Barnes, Administrative Services Director
Office of Administrative Services
Town of Riverdale Park
5008 Queensbury Road
Riverdale Park, Maryland 20737

- C. Proposals shall be typed and submitted on 8 1/2 x 11 size paper and limited to a total of 60 pages, inclusive of resumes, forms, work examples including pictures; examples of previous work sized at 11x17 are permitted in excess of this amount but limited to 10 pages.

3. Solicitation Schedule

This schedule is an estimate of time to complete this RFP process. The Town reserves the right to modify this schedule as needed to accommodate the completion of the process.

RFP Issue Date:	October 4, 2019
Pre-Proposal Meeting	October 16, 2019, 10:00 am
10:00 am – Overview of RFP	
10:30 am to 12:00 (Facility Tour)	

Meeting Location
Riverdale Park Town Hall
5008 Queensbury Road
Riverdale Park, Maryland 20737

Last Date for Questions:	October 18, 2019 (5:00 pm)
Date for Responses to Questions:	October 21, 2019
Proposal Due Date	October 25, 2019 (4:30 pm)
Selection	October 28 - 30, 2019
Council Action	November 4, 2019
Execution of Contract	November 15, 2019

4. Pre-Proposal Meeting

Firms that intend to submit a proposal are encouraged to attend the pre-proposal meeting for an overview of the project scope, opportunity to ask questions and seek clarification on any aspect of the proposal or process and tour the Municipal Center. Attendance is not mandatory but highly recommended.

The pre-proposal meeting is for information purposes. Any substantive responses to questions asked during the meeting will be made part of an addendum to this RFP and will be sent electronically to all Firms who attended the meeting and posted on the Town’s Website.

5. Questions and Clarifications of RFP Requirements

All questions concerning this RFP shall be submitted in writing no later than 5:00 pm October 18, 2019 to RFP-BIDQuestions@RiverdaleParkMD.Gov and include the Firm's name, point of contact, e-mail and business addresses, and telephone number. Questions submitted after that time will not be addressed. Reference the specific section of the RFP in question. A written response to all questions will be posted on the Town's Website (WWW.RiverdaleParkMD.Gov), on or before October 21st.

Notices of changes, additions and/or deletions to the specifications in this RFP will be provided as addenda and posted on the Town's Website. It shall be the responsibility of all respondents to this RFP to frequently visit the Town's Website at www.RiverdaleParkMD.Gov to check for revisions and responses in addition to any addenda conveyed via email following the pre-proposal meeting.

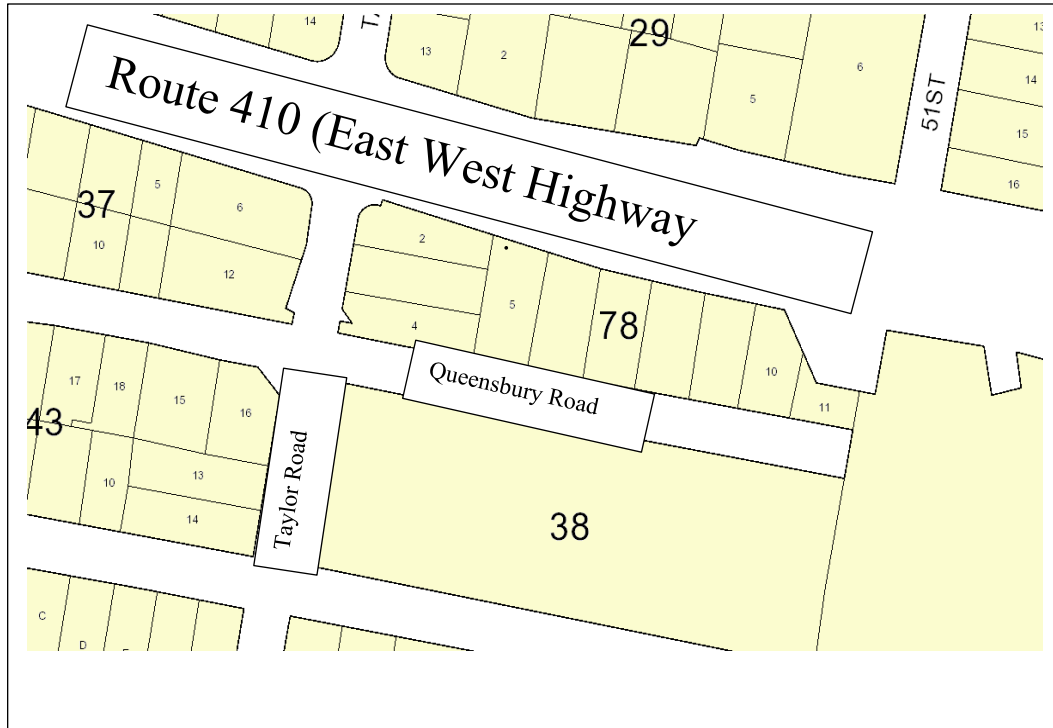
6. Project Area, Guiding Principles and Phases

The Municipal Center Project area consists of three buildings -5004, 5008 and 5012 Queensbury Road, that house the Police Department, Town Administration and Public Works, respectively, and parking areas along the street. The aerial and street and block maps show the location of the Municipal Center. The site is bordered on the north by State Route 410 (East West Highway); east, by the Anacostia Trails Heritage Area and Wells Run Creek (which also bisects Route 410 at this location); south, by Riverdale Elementary School; and west by single-family homes. The project and surrounding areas are zoned One-Family Detached Residential, except the heritage area is Reserved Open Space.

Town of Riverdale Park Municipal Center



(Source: Google Map)



(Source: PGAtlas)

The principles guiding the project include the following:

- a. Create an open and welcoming atmosphere at the Town Hall building;
- b. Improve the usability of the Town Hall building, allowing for multiple concurrent uses;
- c. Demonstrate the Town's commitment to energy efficiency and sustainability;
- d. Provide outdoor meeting space;
- e. Update critical systems to ensure usability for the future;
- f. Increase the effectiveness and efficiency of the Town's operations;
- g. Ensure compliance with Federal, State and local laws, rules and regulations;
- h. Ensure compliance with existing grant applications; and
- i. Update staff areas to provide a profession work environment.

The project will proceed and be completed in phases, primarily to meet requirements for the expenditure of funds. The project components may be completed in a different order or may overlap. Three phases are anticipated, they are:

- Phase 1: Enclosure of new space, construction of dormers, roof replacement, and RTU (roof-top-units) replacement and as Alternate 1 -installation of roof mounted solar power systems;
- Phase 2: Exterior and building envelop improvements, and parking improvements; and
- Phase 3: Interior improvements.

7. Municipal Center Project Scope

1. Roof Replacement at 5004 and 5008 Queensbury Road and roof analysis and potential replacement at 5012 Queensbury Road: elements include energy efficient sloped and flat roofs with rain barrels and rain disposal system; solar power system (as Alternate 1); and, HVAC roof top unit replacement
2. Floor plan changes at each building:
 - a. 5008 Queensbury Road: remove and relocate walls between several existing offices including Council Chambers; remove main entrance doors and windows and install matching storefront doors and windows; and, remove existing staff restroom and install kitchenette in same space and create two new small office areas
 - b. 5004 and 5008 Queensbury Road: construct an enclosed walkway and penetration to connect structures along north wall running between the contiguous structures
 - c. 5004 Queensbury Road: reconfigure interior and install security features
 - d. 5004 and 5008 Queensbury Road: enclose a portion of the rear exterior area between the two buildings and create shell space to address future space needs
3. New public-staff restroom facilities at 5004 and 5008 Queensbury: update layout, fixtures, and surfaces; ensure compliance with ADA; and, renovate locker rooms at 5004 Queensbury Road
4. Renovate interior surfaces:
 - a. 5008 Queensbury Road: replace existing flooring throughout; replace existing light fixtures throughout; replace grid ceiling throughout; paint throughout; remove interior windows from small conference room (currently video room) and close penetrations to create a second conference room; and, refinish existing interior doors and install new hardware and closers
 - b. 5004 and 5012 Queensbury Road: repair or replace interior surfaces disturbed in the process of construction/reconstruction
5. Plumbing upgrades at each building: supply and/or replace certain plumbing connections, equipment, and fixtures and retrofit or convert existing plumbing fixtures to be water efficient
6. Electrical Systems at each building: analyze electrical systems and correct any code deficiencies
7. Outdoor meeting space at 5008 Queensbury Road: design, supply and install patio areas to be used for outdoor meeting space to include hardscape, landscaping, and signage in front of the two new penetrations to the Council Chambers and in rear area (northside of

structure) between 5004 and 5008

8. Parking at 5004 and 5008 Queensbury Road: design, supply, and install parking
9. Fire Protection at 5008 Queensbury Road: extend existing partial sprinkler system if required
10. Additional renovations and additions:
 - a. 5008 Queensbury Road: design, supply, and install cabinetry in large conference room along east wall for additional storage and a combination of storage and display; modify existing HVAC duct to include the installation of dampers to balance airflow and repair and clean existing HVAC duct work; add HVAC and upgrade lighting to convert into long-term file/working space; and, add doors to create additional exterior secure storage
 - b. 5012 Queensbury Road: design, supply and install ventilation assembly on east wall to provide for air-movement in shop area; replace two man-doors; design, supply and install concrete stairs (or ramp) and landing at two man-doors; and, design, supply and install penetration in north west office area for installation of a PTAC unit
 - c. 5004, 5008, and 5012 Queensbury Road: design, supply and install key card access control system
11. Acquisition and installation of furnishings related to the construction and reconstruction project
 - a. 5008 Queensbury Road: acquire and install new seating system in Council Chambers; acquire and install lateral-filing system in expanded file room (previously finance and separately archive room); design, supply and install dais that expands shared use of the Council Chambers; and, acquire furnishings for outdoor meeting spaces
 - b. 5004, 5008, and 5012 Queensbury Road: acquire miscellaneous cabinets, tables, desks, chairs, etc. that are directly related to the construction/reconstruction project

8. Architectural Services

- a. Prepare plans, specifications and cost estimates for various capital improvement projects;
- b. Determine permit requirements, complete permitting applications and secure approvals;
- c. Prepare BID and RFP packages and contract documents, and participate in the proposal review and contractor selection processes;
- d. Provide construction administration, management and inspections for all phases of the

project and review and certify contractor invoices; and

- e. Maintain original set of records and provide a duplicate set of records to the Town on work performed, certifications and any other documents that may be required in performance of the work.

9. Additional Submission Specifications

All submissions shall include the following information:

1. Fee proposal: provide a lump sum fee proposal for architectural, engineering and design services according to Municipal Center Project Scope with a breakdown per phase and type of service (as outlined above) and according to the Hourly Rate Structure provided in Appendix D.
2. Completed Appendix A: Proposal Form affixed to the front of a Transmittal Letter signed by the Firm's official who is authorized to bind the offeror to the terms of the proposal and who will have contractual responsibility with the Town: that includes the legal name of company, corporate address, telephone number and email address of the official, and the office to which this project will be assigned (if the firm operates from more than one location); and an overview of the history of the company, years in business, the disciplines that the proposer is offering to provide and a brief description of the specialties of any subcontractors the Firm anticipates using.
3. Completed Appendix B: List of Subcontractors.
4. Completed Appendices C: Proposal Form Price Authorization attesting that all required information has been submitted; and D: Hourly Rate Schedule and Reimbursable and Overhead Costs – note that the hourly rates will not be a part of the evaluation, instead they help to determine if the Firm's pricing is competitive as compared to the budget amount, industry pricing, and the pricing of other proposals.
5. Three references provided on Appendix E: References, for completed work like that in the Scope of Services, completed within the last five (5) years.
6. Description of the Firm's ability to satisfactorily perform the required work including:
 - A brief profile of the firm, including brief history, philosophy and the types of services offered; years in business (a minimum of seven years is required); form of the organization (corporation, partnership, or sole proprietorship); number, size and location of offices; and, total number of employees;
 - A description of the Firm's experience in performing work of a similar nature to that solicited in this RFP and highlight the participation in such work by the key personnel (include their resumes), proposed for assignment to the Town;
 - A description of specialized training, experience and professional competence in the areas directly related to the services being offered; and,

- Outline of proposed staffing and organization including professional credentials of the proposed Project Manager(s); list of key personnel and organizational chart defining roles and associated areas of technical expertise.
7. A statement of the Firm's Project Management System Area, as provided in response to the following questions, in sufficient content and detail:
- Describe the Firm's Quality Assurance and Quality Control procedures;
 - Describe the Firm's tracking system to monitor project budget and scope; and
 - Describe the Firm's ability to provide interaction with clients and stakeholders.
8. Completed Appendices F: Non-Collusion Affidavit; G: False Pretenses Affidavit; H: Affidavit of Non-Conviction; and, I: Certification of Non-Suspension.

10. Additional RFP Provisions

1. List any lawsuits or arbitration proceedings that have been initiated by or against the firm in the past five years. Briefly state the nature of the action and the outcome.
2. All proposals must remain in effect for at least 90 days from submittal. The Town of Riverdale Park reserves the right to accept proposals individually or collectively, to accept or reject any or all proposals, waive any informality, cancel the solicitation prior to the proposal due date and take whatever action is in the best interest of the Town. There is no guarantee, either expressed or implied, that award of a contract will be made to any Firm. A proposal, once submitted, becomes the property of the Town. It can be withdrawn from consideration by the Firm at any time before the proposal due date.
3. The Town may request additional information, samples, or presentations in support of this RFP. Additionally, the Town may conduct an interview with the Firm's representatives under consideration to clarify any information provided, or to gather more evidence of managerial, financial, and technical abilities.
4. All proposals will be date and time stamped. Any proposal submitted after the submission due date and time shall not be considered. Notwithstanding any other provisions of this RFP to the contrary, a late modification of an otherwise successful proposal which makes its terms more favorable to the Town may be considered at any time it is received and may be accepted.
5. A Firm shall submit only one proposal in response to this RFP. More than one proposal from an individual, Firm or partnership, corporation or association under the same or different names will not be considered and will be grounds

for disqualification and/or rejection of the companies involved, unless prior approval has been given by the Town. All submissions will be retained by the Town except for proprietary financial information. The submissions will become the property of the Town and the Town has the right to distribute or use such information as it determines.

6. The Town shall not bear or assume any financial obligations or liabilities regarding the preparation of any proposals submitted in response to this RFP.
7. Each Firm shall carefully examine this RFP and any and all amendments, addenda, or other revisions, and thoroughly familiarize itself with all requirements prior to proffering a proposal. Should a Firm find discrepancies or ambiguities in, or omissions from, the RFP and amendments, addenda or revisions, or otherwise desire an explanation or interpretation of the RFP, amendments, addenda, or revisions, it must submit a request for an interpretation or correction in writing and convey it through email. Any information given to a Firm concerning the solicitation will be posted as an addendum on the Town's Website if in the sole discretion of the Town it is necessary in proffering proposals or if the lack of it would be prejudicial to any other prospective Firms.
8. Firms submitting a proposal shall provide insurance in the amounts specified below.
 - A. The Firm shall provide proof of compliance with State law as to workers' compensation and unemployment insurance, and of adequate comprehensive general liability insurance (bodily injury of \$1,000,000.00 for each occurrence/aggregate; property damage of \$500,000.00 for each occurrence/aggregate) and automobile fleet coverage (\$1,000,000.00 for each occurrence/aggregate; property damage of \$500,000.00 for each occurrence/aggregate). The Firm shall indemnify and save harmless the Town, its officers, agents, servants, and employees, from all suits, actions, and damages or cost of every kind and description arising directly or indirectly out of the performance of the Contract, including attorneys' fees, whether caused by actions or omissions on the part of the Firm, its agents, servants and employees, or other causes.
 - B. The Town shall be named as an additional Insured on the Comprehensive General Liability Insurance, the Automobile Fleet Insurance, and the Property Damage Insurance.
 - C. A Certificate of Insurance shall be provided to the Town by the Firm within five business days after the award of the contract and in any event prior to commencing work under the contract. The Certificate shall demonstrate that the Firm has complied with the requirements of this section and be in a form acceptable to the Town.
 - D. Liability insurance on all major divisions of coverage for each and every Firm and subcontractor shall be required for the length of the contract. The Firm and all

subcontractors must supply evidence of insurance upon request. Each Firm agrees to assist in every manner possible in the reporting and investigation of any accident, and upon request, agrees to cooperate with all interested insurance carriers in the handling of any claim or suit. The Firm shall be prepared to show evidence of insurance as required by the Town included herein, prior to the to the execution of any contract. The Firm shall provide the Certificate of Insurance to the Finance Department. Failure to provide an acceptable Certificate of Insurance with the timeframe stated above shall be cause to terminate the contract. The Certificate shall state that such insurance is in full force and cannot be cancelled or released except upon thirty (30) days after written notice to the Town. If any of the stated coverages expire during the term of this contract, the Firm shall deliver renewal certificates to the Town at least ten (10) calendar days prior to the expiration.

11. Evaluation Criteria

Firms must submit a proposal on the entire project. In determining which proposal best meets the Town's expectations, a Review Committee comprising Town staff will take into consideration the specifics of the proposal, the proposal price, and the experience, qualifications, capacity, references and past performance, responsibility and financial resources of the Firm to perform the work. The Town reserves the right to reject any or all proposals, and to exercise its sole discretion to best serve the interests of the Town. The Town reserves the right to cancel the Award of the Contract at any time prior to the execution of the contract without liability on the part of the Town.

12. Execution of the Contract

The Firm selected will be expected to sign a contract within ten (10) business days after receipt of the contract and submit such other documents as required by the contract including required performance bonds, and insurance certificates. If the Firm to whom the award is made fails to execute the Contract as herein provided, the award may be annulled and the Contract awarded, at the discretion of the Town, to another Firm, and such Firm shall fulfill every stipulation embraced herein, as if he/she were the original party to whom the award was made, or the Town may reject all of the proposals, as its interest may require.

APPENDIX A: Proposal Form

In order to qualify for this project, the Firm must submit this form affixed to the front of the Transmittal Letter.

Company Name:

President/CEO Name:

Address:

City, State and Zip:

Telephone: _____

Email Address: _____

Years in Business: _____

Business Structure: () Partnership () Corporation () Sole Proprietor

Types of services provided and technical details that qualify the Firm to perform the work (add pages as needed):

APPENDIX B: List of Subcontractors

<u>Company Name</u>	<u>Expertise</u>	<u>Role on Project</u>

APPENDIX C: Proposal Form Price Authorization

By signing this proposal form, such action certifies that the Firm has personal knowledge of the following:

1. That said Firm has examined this RFP and specifications, carefully prepared the proposal form, and has checked the same in detail before submitting said proposal; and that said Firm, or the agents, officers, or employees thereof, have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competition in connection with this proposal.
2. That all of said work will be performed at the Firm's own proper cost and expense. The Firm will furnish all necessary materials, labor, tools, machinery, apparatus and other means of construction in the manner provided in the applicable specifications, and at the time stated in the contract.
3. The undersigned, being a reputable company hereby submits in good faith and in full accordance with all specifications, attached or integral, their Proposal:

Authorized Signature:

Printed Name and Title of Signatory:

Date: _____

SEAL: (If corporation)

APPENDIX D: Hourly Rate Schedule and Reimbursable and Overhead Costs

Provide detailed Hourly Rates in the spaces provided below for each staff position and any other incidental or additional costs required to complete the Scope of Work requirements.

HOURLY RATE SCHEDULE: *(Please list all positions anticipated)*

SPECIALTY	TITLE & ROLE	HOURLY RATE

List all anticipated reimbursable and overhead costs in the table below.

REIMBURSABLE COST DESCRIPTION	AMOUNT/RATE

The Town reserves the right to negotiate this price on a project-by-project basis.

APPENDIX E: References:

List three (3) references with whom you have had similar contracts during the past five (5) years. These references must be included with the proposal.

1. Name of Client: _____

Name and Title of Client's Primary Contact:

Contact's Telephone Number: _____

Contact's Email: _____

Brief description of the types of services provided, the location where the services were provided, and dates of service:

2. Name of Client: _____

Name and Title of Client's Primary Contact:

Contact's Telephone Number: _____

Contact's Email: _____

Brief description of the types of services provided, the location where the services were provided, and dates of service:

3. Name of Client: _____

Name and Title of Client's Primary Contact:

Contact's Telephone Number: _____

Contact's Email: _____

Brief description of the types of services provided, the location where the services were provided, and dates of service:

APPENDIX F: Non-Collusion Affidavit

I, _____, being duly sworn on oath, deposes and says:

That they are the _____ (Owner, Partner, Title if on
behalf of a Corporation) of _____,
(Name of Business, Corporation or Partnership)

the party submitting the foregoing Proposal; that (he has not) (no officer of the said Corporation has) (no partner of the said Partnership has) nor has any person, firm or corporation acting on (their) (its) behalf; agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the Proposal being submitted herewith; and that {he/she) (the said Corporation) (the said Partnership) has not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the Proposal Price of the Contractor herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the within Proposal is submitted; that in making this Affidavit, the affiant represents that he/she has personal knowledge of the matters and facts herein stated. The Affiant hereby declares and affirms under the penalties of perjury that the foregoing is true to the best of their knowledge and information.

To be signed by Contractor, if the Contractor is an Individual; or by a Partner, if the Contractor is a Partnership; or by a duly authorized Officer, if the Contractor is a Corporation.

(Signature)

(Date)

(SEAL if a Corporation)

APPENDIX G: False Pretenses Affidavit

I, _____, the undersigned _____
(Office Held)

of _____, being first duly sworn on oath,
(Name of Business Entity)

affirms and says this _____ day of _____, 2019, that I hold

the aforementioned office in _____.
(Name of Business Entity)

I FURTHER ATTEST, under the penalties of perjury, that neither I, nor to the best of my knowledge, information and belief, the above Business Entity nor any officer, director, partner, member or associate thereof; nor any of its employees directly involved in obtaining contracts with the Town, has been convicted of false pretenses, attempted false pretenses or conspiracy to commit false pretenses under the laws of any state or federal government, based upon acts committed after July 1, 1981.

To be signed by Contractor, if the Contractor is an Individual; or by a Partner, if the Contractor is a Partnership; or by a duly authorized Officer, if the Contractor is a Corporation.

(Signature)

(Date)

(SEAL if a Corporation)

APPENDIX H: Affidavit of Non-Conviction

I hereby affirm that:

- (1) I am the _____ (Title) and duly authorized representative of _____ (Name of Business Entity) whose address is _____ and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting.
- (2) Except as described in Paragraph 6 below, neither I nor the above firm 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, or any county, bi-county or multi-county agency or subdivision of the State have been convicted, or in an official investigation or other proceeding admitted in writing or under oath, acts or omissions which constitute bribery, attempted bribery or conspiracy to bribe under the provisions of Criminal Law Article of the Annotated Code of Maryland or under the laws of any state or the federal government (conduct prior to July 1, 1977 is not required to be reported); and
- (3) Except as described in Paragraph 6 below, neither I nor the above firm 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, or any county, bi-county or multi-county agency or subdivision of the State have been convicted under a State or federal law or statute of any offense enumerated in §16-203 of the State Finance and Procurement Article; and
- (4) Except as described in Paragraph 6 below, neither I nor the above firm 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, or any county, bi-county or multi-county agency or subdivision of the State have been found civilly liable under a State or federal antitrust statute as provided in §16-203 of the State Finance and Procurement Article.
- (5) Except as described in Paragraph 6 below, neither I nor the above firm nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees who will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction have debarred or suspended under this subtitle.
- (6) State "none" or, as appropriate, list any conviction, plea or admission described in Paragraphs 2 through 5 above, with the date, court, official or administrative body, the individuals involved and their position with the firm, and the sentence or disposition, if any.

I acknowledge that this affidavit is to be furnished, where appropriate, to the Town of RIVERDALE PARK, Maryland, under Section 16-311 of the State of Maryland Finance and Procurement Article of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not true and

correct, the Town of RIVERDALE PARK may terminate any contract awarded and take any other appropriate actions. I further acknowledge that I am executing this affidavit in compliance with Section 16-309 of the State Finance and Procurement Article of the Annotated Code of Maryland which ordains that any person convicted of bribery (upon acts committed after July 1, 1977) in furtherance of obtaining a contract from the State or any subdivision of the State of Maryland shall be disqualified from entering into a contract with the Town.

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

Signature _____ Date _____

Printed Name _____

APPENDIX I: Certificate of Non-Suspension

I, _____, do hereby
certify that _____
has not been suspended or _____ (Name of Contractor)
barred from participation in contract activities with any government.

Signature: _____

Title: _____

Date: _____