

**REQUEST FOR EXPRESSIONS OF INTEREST FOR  
ARCHITECTURAL AND ENGINEERING SERVICES FOR  
THE MAYOR AND CITY COUNCIL OF LAUREL, MARYLAND**

**May 15, 2020**

The Mayor and City Council of Laurel, Maryland is soliciting responses for a new open-ended multi-year contract for Architectural and Engineering (A&E) services with two or three qualified consultant firms. All interested A&E firms are encouraged to submit expressions of interest.

The City of Laurel desires to select and contract with A&E firms that can provide a broad range of municipal engineering, survey, architectural, and land planning services. Partnerships and sub-consultant agreements may be considered to provide the desired services and resources. This selection will be a Qualifications-Based Selection using the American Public Works Association (APWA) Red Book Guidelines for Public Agencies. Copies of these Guidelines are available through the APWA bookstore. Required capabilities include:

- Civil and structural engineering by registered Maryland Professional Engineer.
- Land survey by a Maryland registered surveyor.
- Highway and street design and maintenance engineering.
- Construction inspection and administration for roadways, buildings, and recreation facilities; inspection of storm drain systems; and field and laboratory testing.
- Environmental Engineering, including but not limited to wet lands delineation, wet land mitigation design, tree conservation planning, and forest stand delineation.
- Leadership in Energy and Environmental Design certification services.
- Cartographic services.
- Architectural services with a Maryland registered architect to include historic preservation issues and American with Disabilities Act issues including plan review.
- Traffic engineering.
- Bikeway planning and design services.
- Land use planning, including residential and commercial site plan preparation and review; landscape architecture; and public recreation facility site and landscape plans.
- Storm water control and management design; design and review of storm water management systems; floodplain management capability; and flood proofing methods and techniques.
- Maryland Licensed Fire Protection Engineer to review and approve building plans in the City.
- Maryland Licensed Fire Protection Engineer to review fire suppression systems plan review and inspections.

REQUEST FOR EXPRESSIONS OF INTEREST  
ARCHITECTURAL AND ENGINEERING SERVICES

May 15, 2020

- Maryland Licensed Fire Protection Engineer to review residential and commercial fire and life safety plan review and inspections.

Expressions of interest shall be received by the Director of Budget and Personal Services, Laurel Municipal Center, 8103 Sandy Spring Road, Laurel, Maryland 20707 no later than **5:00 p.m. on June 19, 2020**. Four (4) copies of each submittal are required: two (2) bound, one (1) unbound copy (submitted via express mail) and one (1) PDF file (submitted via e-mail to [msaylor@laurel.md.us](mailto:msaylor@laurel.md.us)). The bound copy submittals may include general promotional literature. No facsimile transmittals will be accepted. The expression of interest submittal must include the following:

1. Standard Form 254 - for principal firm and each sub-consultant.
2. Standard Form 255 - with no modifications to standard forms:
  - A. Item 6 shall include key consultants and associates for joint ventures, partnerships, and sub-contractors.
  - B. Item 7 shall be limited to six (6) key persons including the structural P.E., registered traffic engineer, registered surveyor, registered civil engineer, registered architect, and principal contact (if not one of the preceding).
  - C. Item 8 shall not exceed ten (10) representative projects, and should include at least one each for an urban roadway, traffic engineering design or analysis, park design, and a municipal building. A representative project demonstrating design/build or construction management experience is desirable. Item 8c should include a contact name and telephone number.
  - D. Item 9 (All work by firms currently being performed directly for State Agencies) may be deleted, as this type of work should be included in Item 8.
  - E. Item 10 shall emphasize any special personnel and technical resources (e.g. aerial photogrammetry, GIS, CAD, pavement testing and analysis, nuclear density gauge, etc.).
3. The City's current Capital Improvement Program (CIP) Fiscal Years 2021-2026 pages F-1 through F-4 provides a summary of projects funded for the current Fiscal Year plus projects programmed for Fiscal Years 2022 through Fiscal Year 2026.

REQUEST FOR EXPRESSIONS OF INTEREST  
ARCHITECTURAL AND ENGINEERING SERVICES

May 15, 2020

4. A cover letter indicating interest in providing architectural and engineering services shall be provided. The letter shall be limited to a maximum of three pages with standard typeface size. The letter shall indicate the principal firm's tenure and range of experience in the State of Maryland. Resources in various branch offices, including those in other states, will be given merit. The letter shall also include a statement that the interested firm, if selected as a contract candidate, will enter into negotiations concerning fee structure and contract terms.

The submittal may also include a maximum of five (5) letters of commendation or recommendations from former or existing clients. Preferably at least one (1) of these being from a Municipal, County or State government agency.

The Mayor and City Council of Laurel reserves the right to reject any or all submittals, without cause or explanation, as the interests of the City may require. Short-listed candidates may be invited to offer a presentation and respond to questions prior to final selection of the consultants for the upcoming three to five years.

An in-house staff committee will perform the review of expressions of interest and proposals. Final selection and contract acceptance shall be with the approval of the Mayor and City Council. The rating criteria for the short-listing of candidates shall include, but not be limited by, the following:

- Qualifications and experience of key staff.
- Relevant experience in Prince George's County and the State of Maryland.
- Past performance with the City of Laurel, other Maryland municipalities, and/or Maryland counties.
- Capabilities and resources.
- Compatibility of size and depth of principal firm with the broad range of services sought.
- Proximity of a local office to the City of Laurel.
- Certification that the firm has a Continuity of Operations Plan.

It is the objective of this process to establish contracts with an initial term of four (4) years, with the possibility of a one (1) year extension, subject to mutually acceptable contract provisions.

The attention of interested firms is directed to the generalized scope of services and the CIP Summary of Projects. This can be found on the City of Laurel's web page: [www.cityoflaurel.org/baps/city-budgets](http://www.cityoflaurel.org/baps/city-budgets).

REQUEST FOR EXPRESSIONS OF INTEREST  
ARCHITECTURAL AND ENGINEERING SERVICES

May 15, 2020

The review of submittals in response to this request will result in a short list of five (5) firms and these firms will be requested to make a presentation to the Selection Committee. The final selection is scheduled to be completed by July 31, 2020. The negotiation process is planned to conclude with a recommendation to the Mayor and City Council in September 2020.

All inquiries and requests for additional information should be directed to Christy Fang, Assistant Director, Public Works at (301) 725 0088, extension 3214. All submittals shall become and remain the property of the City of Laurel.

FOR THE MAYOR AND CITY COUNCIL OF LAUREL

A handwritten signature in blue ink that reads "Lisa Amodeo". The signature is fluid and cursive.

---

S. Michele Saylor, Director of Budget & Personnel Services

cc: Robert A. Ferree, Director, Public Works