REQUEST FOR PROPOSALS
FOR ALL HAZARDS
MITIGATION & RESILIENCY
SERVICES To Include:
GRANT WRITING, GRANT
MANAGEMENT, PLANNING,
AND RELATED SUPPORT
SERVICES
RFP #2019-1

Mayor and City Council of Laurel, Maryland
8103 Sandy Spring Road
Laurel, MD 20707
January 23, 2019
NOTICE TO BIDDERS - REQUEST FOR PROPOSALS

RFP NUMBER: 2019-1
ALL HAZARDS MITIGATION & RESILIENCY SERVICES

Issue Date: January 23, 2019
Due Date: February 8, 2019

A. General Information

Pursuant to this Request for Proposals (RFP), the Mayor and City Council of Laurel, Maryland (the “City”) is currently soliciting bids from qualified firms to provide All Hazards Mitigation & Resiliency Services to include: Grant Writing, Grant Management, Planning, and Related Support Services to the City’s Office of Emergency Management (OEM) per specifications and scope of services established from time to time.

This “Request for Proposals” (RFP) is an official notification for the need of Support Services for the City of Laurel OEM All Hazards Mitigation and Resiliency Program. Submittal of a proposal does not guarantee that the firm will be contracted to perform any services but only serves notice to the City of Laurel Department of Budget & Personnel Services that the firm desires to be considered.

The City advertises solicitations through the newspaper, the City’s Website and selected Trade Journals, if necessary. Copies of this solicitation and information can also be received by contacting the City of Laurel Budget & Personnel Services (BAPS), 8103 Sandy Spring Rd, Laurel, MD. 20707 or at apickett@laurel.md.us.

Interested firms are invited to submit Proposals for consideration in accordance with this RFP to the City of Laurel Department of Budget & Personnel Services (BAPS). Original signed Proposal Documents, an electronic copy in Adobe Acrobat PDF format, and three (3) hard copies of the Proposal Documents must be received prior to 11:00 a.m. EST on February 8, 2019, by: City of Laurel BAPS (At the above address).

ANY BID RECEIVED AFTER THAT TIME SHALL BE AUTOMATICALLY REJECTED AND RETURNED UNOPENED AS REQUIRED BY THE CITY’S POLICIES REGARDING BIDDING.

The Proposal Documents shall be enclosed in a sealed opaque envelope or box and be plainly marked on the upper left-hand corner with the name and address of the Proposer and bear the following title: “City of Laurel, Maryland: Request for Proposals for All Hazards Mitigation & Resiliency Services to include: Grant Writing, Grant Management, Planning, and Related Support Services RFP #2019-1. Proposals will be publicly opened and read in the City Council Chambers on February 8, 2019, at 11:15 a.m. EST at 8103 Sandy Spring Road, Laurel, MD.

All requests for information or clarification regarding this proposal shall be made in writing or email and submitted to the City of Laurel BAPS, 8103 Sandy Spring Road, Laurel, MD. 20707 or at apickett@laurel.md.us no later than February 4, 2019, at 5:00 p.m. EST. Inquiries, clarifications or requests for interpretations will not be responded to if received after this date and time.

The City reserves the option to reject any or all Proposal Documents, wholly or in part, received by reason of this RFP, to terminate the procurement process at any time, to waive any regularities or omissions in any Proposal, to award in whole or in part to one or more Proposers, or to take any other such actions that may be deemed in the best interest of the City.
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Request for Proposals
Grant Writing, Grant Management, Hazard Mitigation Planning, and Related Support Services

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1.0 GENERAL INFORMATION

1.1 DEFINED TERMS

The terms defined in this section shall apply to all documents contained in this RFP, the Proposal Documents to be submitted, and the Contractual Services Agreement for the Project. If a conflict arises, the definitions contained in the Contractual Services Agreement shall supersede the definitions provided in this RFP.

“Addenda” or “Addendum” means a written modification to this RFP issued by the City covering changes, additions, clarifications, deletions or reductions in the terms of this RFP.

“Appendix” means any of the Appendices included to this RFP.

“Applicable Law” means any applicable law, regulation, ordinance, rule, order, or determination of any federal, state, county, or municipal authority, including the City Charter and City Code of Ordinances.

“Contractual Services Agreement” means the contract for Grant Writing, Consulting and Support Services, to be executed by the City and the Selected Firm.

“Evaluation Committee” means the committee appointed or selected by the City Administrator, responsible for the review and evaluation of Proposals in response to this RFP and recommendations for selection of a Proposer.

“Firm" means a Proposer or entity responding to this RFP and submitting a Proposal.

“Project” means everything required to be furnished and done for and relating to the professional services in accordance with this RFP and the Contractual Services Agreement and contract documents, including the employment and furnishing of all labor, materials, equipment, supplies, tools, storage, transportation, insurance, bonds, and other in-kind services whatsoever necessary for the full performance by the Firm.

“Proposal” means the Proposal or bid submitted by a Proposer in response to and in accordance with this RFP.

“Proposal Documents” means any one of the Proposal documents identified and attached to this RFP, which must be submitted with the Proposal according to the instructions in this RFP.

“Proposer” means the entity or firm that submits a timely responsive Proposal in response to this RFP.

“RFP” means this Request for Proposals.
“Selected Firm” or “Selected Proposer” means the Firm or Proposer selected to enter into the Contractual Services Agreement with the City and awarded the Contractual Services Agreement.

“State” means the State of Maryland.

“City” means the City of Laurel, Maryland.

“City Council” means the legislative/governing body of the City of Laurel, Maryland.

1.2 Procurement and Proposal Process

This RFP seeks the competitive procurement and selection of a qualified Firm to enter into a Contractual Services Agreement with the City. It is the intent of the City to competitively solicit and award a Firm which is competent and highly qualified and that understands the needs of the City.

Firms will be evaluated and ranked for competitive selection and award based on the evaluation criteria set forth in this RFP. Proposal Documents submitted in response to this RFP will be reviewed and evaluated by the Evaluation Committee appointed by the City Administrator. The Evaluation Committee during its evaluation process may contact references and verify information submitted by Proposers during the RFP process. The Evaluation Committee may request clarification and additional information from Proposers.

1.3 Addenda to RFP

During the period provided for preparation of Proposal Documents, the City may issue Addenda answering questions, clarifying or modifying this RFP. Such Addenda will be numbered consecutively and shall be on the City of Laurel's public website and issued to any Firms in receipt of the RFP package directly from the City Clerk.

The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given. Only written Addendum from the City shall be binding. Proposers that obtain information from sources other than addenda issued by the City or via any advertising services are cautioned that the information may be incorrect or incomplete. The Proposer shall be responsible for obtaining all Addenda prior to submitting Proposal Documents. Copies of all Addenda shall be enclosed in the proposal packages.

1.4 Communications Protocol

The City is committed to a fair and open process for interested parties to receive information about the Project and the competitive selection and award procurement process the City is utilizing in this RFP. Any and all questions, inquiries, requests for clarification and additional information, and correspondence concerning this RFP or the Project requirements must be directed in writing to:

U.S. Mail: City of Laurel Department of Budget & Personnel Services 8103 Sandy Spring Road, Laurel, MD. 20707

Request for Proposals Grant Writing, Grant Management, Hazard Mitigation Planning, and Related Support Services

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The City Contact above is the sole point of contact for the City in this RFP procurement process. All communications between the Proposer and the City shall be with OEM and must be submitted in writing and subject to distribution to all Proposers. Communications sent via electronic mail may be printed and made available to all Proposers. Responses to questions or requests for information will be provided to all Proposers. Any and all such interpretations and supplemental information will be made in the form of written Addenda, which will be distributed via print, email and/or social media services and will become a part of this RFP.

1.5 CONFIDENTIALITY AND PUBLIC RECORDS

The Proposal Documents and related materials received from the Firms in response to this RFP will become the property of the City and will not be returned. The City is a public agency subject to the Maryland Public Information Act.

Upon the City’s notice of a decision or intended decisions on selection of a Proposer or within ten (10) days after the opening of the Proposal Documents, whichever is earlier, any material submitted in response to this RFP will become a “public record” and shall be subject to public disclosure consistent with applicable state law. All documents submitted to the City pursuant to this RFP are public records or documents subject to disclosure, except as specifically exempted by applicable Law. The City reserves the right to make all final determination(s) of the applicability of the Maryland Public Information Act.

By submitting their Proposals, each Firm expressly acknowledges and agrees that the City will not be responsible or liable in any way for any losses that the Firm may suffer from disclosure of information or materials to third parties and the Firm agrees to defend, indemnify, and hold harmless the City from all costs (including reasonable attorneys’ fees) arising from or related to any action under Maryland Public Information Act.

1.6 COMPLIANCE WITH FEDERAL, STATE LAWS AND CITY CODE

The Project may be subject to the regulatory authority of a number of local, State and Federal agencies. The Selected Firm shall be responsible for obtaining all necessary permits and licenses.

No proposal shall be accepted from, nor will any contract be awarded to, any person who is in arrears to the City for any debt or contract, who is a defaulter, as surety or otherwise, of any obligation to the City, or who is deemed irresponsible or unreliable by the City. The City shall be the sole judge of said determination.

1.7 PROPOSAL SUBMITTAL DEADLINE DELIVERY

Submission of responsive Proposal Documents is required for the Proposer to affirmatively declare its intention to participate in the RFP and Proposal process. Submittals shall comply with the instructions in this RFP.
By signing and submitting Proposal Documents, the Firm certifies that no principal (which includes shareholders, members, partners, officers, directors, or executives) is presently debarred, proposed for debarment or declared ineligible to bid or participate in any federal, state or local government agency projects.

A Firm may submit modified Proposal Documents to replace all or any portion of previously submitted Proposal Documents up to the Submittal Deadline. Only the latest version of the Proposal Documents will be considered.

If any information provided by a Firm becomes inaccurate, the Firm must immediately notify the City and provide updated accurate information in writing, under penalty of perjury.

All Proposal Documents, consisting of one (1) original signed set, three (3) printed copies, and one electronic copy in Adobe Acrobat PDF Format must be received no later than February 8, 2019 at 11:00 a.m. EST.

The electronic copy shall be exactly identical to what is contained in the original hardcopy Proposal. The CD shall contain a single .PDF file including all attachments in a format that enables word searches to the maximum extent possible. Forms and/or documents requiring signatures may be scanned but must be merged into the Proposal .PDF file.

The Proposal Documents (CD and hard copies) must be submitted in a sealed envelope or box and plainly marked on the upper left hand corner with the name and address of the Firm and bear the following title: “City of Laurel, Maryland; Request for Proposals for Grant Writing, Grant Management, Hazard Mitigation Planning, and Related Support Services, RFP #2019-1” and shall be delivered to:

City of Laurel Department of Budget & Personnel Services
8103 Sandy Spring Road, Laurel, MD. 20707

**Late Proposal Documents will not be accepted after the Submittal Deadline. All Proposal Documents submitted after the Submittal Deadline will not be accepted and will be rejected and returned to the Proposer unopened.** An amendment is considered a new Proposal and will not be accepted after the Submittal Deadline. The delivery of Proposal Documents to the City by the Submittal Deadline is solely the responsibility of the Proposer.

A Proposer may withdraw submitted Proposal Documents prior to the Submission Deadline by delivering a written withdrawal request to the address above. Such withdrawal will not prejudice the City against the Firm in regard to future opportunities to work with the City.

### 1.8 PROPOSER EXPENSES

The City accepts no liability for the costs and expenses incurred by the Proposers in responding to this RFP, attending Pre-Proposal meetings, site visits or interviews, due diligence and inquiries, subsequent negotiations, and all other activities associated with this procurement process, which shall be the sole responsibility of the Proposers. Proposers shall prepare the required Proposal Documents at their sole cost and expense with the understanding that the City shall not provide reimbursement for the associated costs and expenses.

*Request for Proposals*

*Grant Writing, Grant Management, Hazard Mitigation Planning, and Related Support Services*
2.0 THE PROJECT

The City seeks to retain the services of an experienced professional grant writer(s) or firm to work closely with the City’s Emergency Manager, Office of Emergency Management (OEM), City Administrator, City Solicitor, Mayor and City Council and various City Departments to undertake the following tasks:

Grant Writing:

The City is actively pursuing grant opportunities at the state and federal levels for a variety of purposes related to emergency management, hazard mitigation, and other resiliency activities. The City is seeking a qualified firm to assist in the identification of grant opportunities and the pursuit of these through the application and proposal process.

Grant Management:

The City is seeking a qualified firm to assist it with the management of any currently open and active grant opportunities, as well as any new grant awards entered into during the period of any contract executed through this solicitation.

Hazard Mitigation Planning:

The City has recently been awarded a FEMA Hazard Mitigation Assistance sub-award to develop a Flood Risk Addendum to its approved Local Hazard Mitigation Plan. Proposers should describe past experience and a technical approach to the development of this type of plan addendum in their proposal.

Other Related Support Services:

The City expects the selected proposer to be qualified to provide it with technical, programmatic, and related support required to meet its goals and needs as they pertain to the grant writing and management tasks identified above.

A contract will be awarded to the responsive and responsible firm providing the most advantageous proposal based on the scope of services, evaluation criteria, references and price. Although price is a consideration, it will not be the sole determinant for awarding this contract. No minimum quantity of work or compensation for the work will be assured to the firm retained. The City reserves the right to enter into multiple contracts based on proposals to this submission if no single firm best meets the City’s needs.
2.1 PROJECT SCHEDULE

The following Project Schedule is tentative and subject to change by the City, in its sole discretion, at any time during the procurement process.

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue RFP</td>
<td>January 24, 2019</td>
</tr>
<tr>
<td>Deadline for Questions from Proposers Regarding RFP</td>
<td>February 4, 2019</td>
</tr>
<tr>
<td>Deadline for Issuance of RFP Addenda (if necessary)</td>
<td>February 5, 2019</td>
</tr>
<tr>
<td><strong>Deadline for Submittal of Proposals</strong></td>
<td><strong>February 8, 2019 at 11:00 a.m. EST</strong></td>
</tr>
<tr>
<td>Opening of Proposals</td>
<td>February 8, 2019 at 11:15 a.m. EST</td>
</tr>
<tr>
<td>Responsiveness ranking and recommendations by Evaluation Committee</td>
<td>February 11, 2019</td>
</tr>
<tr>
<td>Legal Review by City Solicitor</td>
<td>February 13, 2019</td>
</tr>
<tr>
<td>Presentation of Committee recommendations to Mayor</td>
<td>February 15, 2019</td>
</tr>
<tr>
<td>Presentation of Committee recommendations to City Council</td>
<td>March 6, 2019</td>
</tr>
<tr>
<td><strong>Approval and Selection of Proposal by City Council</strong></td>
<td>March 25, 2019</td>
</tr>
<tr>
<td>Contractual Services Agreement Execution</td>
<td>March 26, 2019</td>
</tr>
<tr>
<td>Notice to Proceed to Firm</td>
<td>May 1, 2019</td>
</tr>
</tbody>
</table>

Once the Firm(s) is/are approved by the City Council, the City Administrator will enter into contractual discussions with the designated Firm that best fits the requirements for the specific project or services.

3.0 PROPOSAL REQUIREMENTS AND SUBMITTAL

The Firm’s Proposal shall be typed and submitted on 8 1/2”x11” paper, portrait orientation, with headings and sections numbered appropriately. The following should be submitted for a proposing firm to be considered:

- An original copy (so marked) and three (3) copies and one (1) CD, sealed in one package and clearly labeled “City of Laurel, Maryland: Request for Proposals for Grant Writing, Grant Management, Hazard Mitigation Planning, and Related Support Services RFP #2019-1”.

- Title Page showing the RFP number, subject, the firm’s name, the contact person’s name, address and telephone number and the date of the proposal.
• Transmittal Letter summarizing in a brief and concise manner the Proposer’s understanding of the work to be performed, the commitment to perform the work within the anticipated time period, a statement describing why the firm believes itself to be best qualified to perform the engagement, and a statement acknowledging that the proposal remains in effect for ninety (90) days. An additional agent of the proposer must sign the Letter of Transmittal indicating the agent’s title and authority.

• Company Overview: Provide an overview of the company detailing the total number and expertise of professional staff, describing staff credentials, and identifying office locations and staff to be assigned to work with the City.

• Experience and Proposals of the firm with the name, address, phone number, fax number and email address of the business and whether it operates as an individual, partnership, or corporation. Also indicate if the Firm is a female or minority owned and/or operated business. If so, attach a certificate or other proof of minority status.

• At least three examples of local government clients to which the firm provided or is providing similar services. Include the client name, location and summary of services performed.

• Service Approach: Present your understanding of the City’s needs as a Maryland municipality and the scope of services required. This section should address Project Staffing, Management, Quality Control Process, and the approach to the Project.

• Cost proposal: Proposal should include a base rate or rates for the types of services required to perform the work included in the RFP.

• Proof of appropriate state certifications: Provide proof that the Firm is licensed to operate in Maryland.

• Proposals: Please indicate completed projects of a similar nature. Also, indicate a contact person for each reference cited.

• References: References from at least three (3) clients, preferably municipalities for whom the Firm has completed similar projects within the last five (5) years. The references should include the name, address, telephone number and email address of a contact person for each reference cited. References will be verified.

• List of the Firm’s insurance policies, the insurer, policy numbers and amount pertaining to required services.

• A statement acknowledging that the Selected Proposer shall give all notices and be responsible for compliance with all permit requirements, laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the services. The City shall not be responsible for monitoring the Proposer’s compliance with any laws or regulations.
3.1 **Insurance**

Proposers shall provide with their Proposal evidence of insurance acceptable to the City and in compliance with the requirements set forth in this RFP and the Contractual Services Agreement.

Upon execution of the Contractual Services Agreement, the Selected Firm shall, at their own expense, procure and maintain throughout the term of the Contractual Services Agreement and any renewals thereof, with insurers acceptable to the City, the types and amounts of insurance conforming to the minimum requirements:

A. **Worker’s Compensation:** Coverage must apply for all employees and statutory limits in compliance with the applicable state and federal laws. In addition, the policy must include the following:

1. Employer’s Liability with a minimum limit per accident in accordance with statutory requirements.
2. Notice of Cancellation and/or Restriction. The endorser to provide the City with thirty (30) days’ written notice of cancellation and/or restriction.

B. **Comprehensive General Liability:** Coverage must include:

1. $1,000,000.00 combined limit per occurrence for bodily injury, personal injury and property damage. If contract is less than $100,000.00, then general liability insurance requirement is $300,000.00.
2. Contractual coverage applicable to this specific contract, including any hold harmless and/or indemnification agreement.
3. Notice of Cancellation and/or Restriction. The policy must be endorsed to provide the City with thirty (30) days’ written notice of cancellation and/or restriction.

C. **Comprehensive Automobile Liability:** Coverage must be afforded on a form no more restricted than the latest edition of the Comprehensive Automobile Liability Policy filed by the Insurance Services Office and must include:

1. $300,000 combined single limit per accident for bodily injury and property damage.
2. Owned Vehicles.
3. Hired and Non-Owned Vehicles.
4. Employee Non-Ownership. Notice of Cancellation and/or Restriction. The policy must be endorsed to provide the City with thirty (30) days’ written notice of cancellation and/or restriction.

Certificates of Insurance evidencing the insurance coverage specified in this Article shall be submitted to the City with the executed Contract. The Certificates of Insurance shall be filed with the City before this Contract is deemed approved by the City. The required Certificates of Insurance not only shall name types of policies provided, but also shall refer specifically to this Contract. All the policies of insurance so required of the Firm shall be endorsed to include as additional insured the City, its officers, employees, and agents, except for Worker’s Compensation. If the initial insurance policy expires prior to completion of the Project, renewal Certificates of Insurance shall be furnished thirty (30) days prior to the date of the policy expiration.
3.2 OTHER SUPPORTING DOCUMENTATION

The Firm may submit additional supporting information which it deems relevant or important to its Proposal under this section. Additional supporting information is limited to twenty (20) pages.

4.0 PROPOSAL EVALUATION

EVALUATION COMMITTEE

City Emergency Manager
Deputy City Administrator,
Director, BAPS
Any other City Designated Personnel (by City Administrator)

4.1 EVALUATION PROCESS

Proposal Documents must be submitted by the Submittal Deadline specified. Once received, the review and notification process will be as follows:

1. Proposals/Bids opened & read into public record.
2. Each proposal/bid will be reviewed, evaluated and scored by the Evaluation Committee.
3. Proposals/Bids ranked from highest score to lowest score.
4. Proposal/Bid Ranked List and recommendations submitted to City Solicitor for review.
5. Final Listing submitted to the Mayor and City Council and/or the City Administrator for approval.

4.2 EVALUATION CRITERIA

Proposals submitted in response to this RFP will be evaluated and ranked according to the following evaluation criteria set forth in this Section:

<table>
<thead>
<tr>
<th>Evaluation and Ranking Criteria</th>
<th>Ranking Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price Proposal................................</td>
<td>30 Points</td>
</tr>
<tr>
<td>Letter of Introduction</td>
<td>20 Points</td>
</tr>
<tr>
<td>Related Experience</td>
<td>20 Points</td>
</tr>
<tr>
<td>Technical Approach</td>
<td>20 Points</td>
</tr>
<tr>
<td>References</td>
<td>10 Points</td>
</tr>
</tbody>
</table>

100 Points
4.3 **CITY RIGHTS AND OPTIONS**

The issuance of this RFP by the City is a solicitation for Firms to submit Proposals. The City reserves the following rights, which shall be exercised in its sole and absolute discretion, including without limitation:

- Supplement, amend, clarify or otherwise modify this RFP;
- Waive minor irregularities and omissions in the information contained in the Proposals submitted and to make all final determinations;
- Not to select any Firm for the award of the Contractual Services Agreement as a result of this procurement process and/or to terminate the procurement process by written notice to the Firms for any reason or no reason whatsoever;
- Change or alter the schedule of events or Project Schedule associated with this procurement process upon notice to the Firms;
- Refuse to evaluate Proposals where the requested Proposal Documents and information and materials are not provided, insufficiently provided, incomplete, or not provided by the Submission Deadline. There is no appeal from a refusal for an incomplete or late Proposal. The Submittal Deadline for Proposals will not be changed in order to accommodate supplementation of incomplete or late submissions;
- Require additional information from one or more Proposers to supplement or clarify the Proposals submitted;
- Conduct investigations, check references, and verify information with respect to Proposals and experience of each Proposer;
- Reject any Proposal found to be irregular, incomplete, conditional, or not in conformance with or not responsive to the requirements of this RFP;
- Receive written questions, requests for clarifications or additional information concerning this RFP from Proposers prior to the deadline for questions, and issue Addenda in response to such questions or requests for clarifications or additional information;
- Cancel this RFP, in whole or in part, if determined to be in the best interests of the City;
- Take any action affecting this RFP process or the Project that would be in the best interests of the City;
- Reject any and all Proposals, or part of any or all Proposals, or waive any irregularity, defect or technicality in any Proposal; and
- Suspend or cancel negotiations with the highest ranked and Selected Firm and proceed to negotiations with the next highest ranked Proposer, in its sole and absolute discretion.

All Proposal Documents shall become the property of the City and will not be returned to Firms except those submittals that are not received by the Submittal Deadline, which shall be rejected and returned unopened to those Firms. The Proposal Documents are a public record, and portions thereof may remain confidential only to the extent specifically exempted by Maryland Public Records Law.

Neither the City, the Evaluation Committee, staff, representatives, consultants, agents nor attorneys will be liable for any claims or damages resulting from the solicitation, collection, review or evaluation of Proposal Documents or submittals related to this RFP.

THE CITY OF LAUREL IS AN EQUAL OPPORTUNITY EMPLOYER