



VILLAGE OF MARTIN'S ADDITIONS  
7013B Brookville Road ♦ Chevy Chase, Maryland 20815 ♦ 301/656-4112  
www.martinsadditions.org

**Request for Proposals  
Walkability Study Facilitation  
Village of Martin's Additions**

**INTRODUCTION**

The Village of Martin's Additions (VMA or Village) hereby solicits proposals from individuals or firms to facilitate a resident-task force charged with undertaking a VMA walkability study. While the Village Council will appoint residents to this task force to conduct the study and make final recommendations to the Council, the facilitator will guide the task force through any relevant information gathering, gap analysis, and recommendation making process. The successful proposer should be prepared to meet with the VMA task force, staff, and Council as well as facilitate community hearings, as needed. VMA expects that the successful proposer would begin immediately following contract award.

**BACKGROUND**

VMA is a small municipality of approximately 89 acres and 325 homes. Approximately 2.5 miles of streets run through the Village, connecting it to neighboring municipalities as well as unincorporated Montgomery County. The Village is interested in assessing – within its borders – walkability to points of interest (e.g., the Brookville Market area and school bus stops as well as connections to the area's greater network of sidewalks).

**SCOPE OF WORK**

The successful bidder will facilitate:

- the resident-task force's work to
  - conduct a walkability study and
  - make recommendations to the Council, and
- any required broader resident meetings during the walkability study and recommendation-making process.

**SUBMITTAL REQUIREMENTS**

Proposals must include the following:

- A transmittal letter introducing you or your firm and general approach to this project.
- The individual or firm's qualifications to perform the scope of work, including resumes for all those the bidder anticipates will work on the project.
- Cost information, including whether proposer intends to bill hourly or the work would be done on a retainer and any additional expenses for undertaking this work.

- Proof of liability insurance.
- Two references with contact information for whom the respondent has performed similar facilitation work.
- Proof of registration to do business in Maryland (Md. Code, Corps. Art. Sec. 7-201).
- Submission of non-collusion, non-conviction, and non-suspension/disbarment affidavits (Md. Code, State Finance and Procurement Art. Sec. 16-311(a) and (b)). (See attached Appendices B & C).
- Any additional information the respondent believes would be helpful for the Village to make a final selection.

### **SUBMITTING PROPOSALS**

If you wish to provide a proposal, the required information should be submitted to:

Village of Martin's Additions  
 Attn: Walkability Study Facilitation  
 7013 Brookville Road, Suite B (2<sup>nd</sup> Floor)  
 Chevy Chase, MD 20815

Or

vmarfp@gmail.com

Proposals must be received no later than 5:00 p.m. on March 29, 2019. Proposals received after the deadline will not be considered. Proposals sent via mail should be submitted with one original and one copy. VMA reserves the right to reject any and all proposals in part or in full and to waive formalities as may best serve the interests of VMA.

Should you have any questions about this RFP, they must be submitted in writing to vmarfp@gmail.com and they may be responded to in writing on the VMA website. Of note, all questions responded to will be responded to on the public website so that the public may see questions received and any Village's answers. It will be the responsibility of bidders to check the website for responses to their questions.

*The Village of Martin's Additions is a municipality of approximately 325 houses in the Chevy Chase area of Maryland's Montgomery County. A five-person elected Council governs the Village and it hires a Village Manager to which it delegates duties consistent with the Village Charter and ordinances.*

*The Village of Martin's Additions is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*



### Non-Collusion Affidavit

I hereby affirm that:

I am the \_\_\_\_\_(title) and duly authorized representative of the firm of \_\_\_\_\_(name of Corporation) 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. I further affirm:

1. I am fully informed respecting the preparation and contents of the attached bid or and all of the pertinent circumstances respecting such bid:

2. Such bid is genuine and is not a collusive or sham bid:

3. Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interests, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the Contract for which the attached bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Village of Martin's Additions or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

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

Name of Firm: \_\_\_\_\_

Signature and Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Affidavit of Non-Conviction**

I hereby affirm that:

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. I further affirm:

1. Except as described in paragraph 2 below, neither I nor the above business entity, nor to the best of my knowledge, any of its controlling stockholders, officers, directors, or partners, performing contracts with any public body (the State or any unit thereof, or any local governmental entity in the State, including any bi-county or multi-county entity) has:

A. been convicted under the laws of the State of Maryland, any other state, or the United States of any of the following: (1) bribery, attempted bribery, or conspiracy to bribe; (2) a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; (3) fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property; (4) a criminal violation of an anti-trust statute; (5) a violation of the Racketeer Influenced and Corrupt Organization Act, or the Mail Fraud Act, for acts in connection with the submission of bids or proposals for a public or private contract; (6) a violation of State Finance and Procurement Article of the Annotated Code of Maryland; or (7) conspiracy to commit any of the foregoing;

B. pled *nolo contendere* to, or received probation before verdict for, a charge of any offense set forth in subsection A of this paragraph;

C. been found civilly liable under an anti-trust statute of the State of Maryland, another state or the United States for acts or omissions in connection with the submission of bids or proposals for a public or private contract; or

D. during the course of an official investigation or other proceeding, admitted, in writing or under oath, an act or omission that would constitute grounds for conviction or liability under any law or statute described in subsection A or C of this paragraph;

2. State “none” or, as appropriate, list on a separate sheet any conviction, plea or admission described in paragraph 2 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.

\_\_\_\_\_.

3. I further affirm that neither I nor the above business entity shall knowingly enter into such a contract with the Village of Martin’s Additions under which a person or business debarred or suspended from contracting with a public body 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.

I acknowledge that this affidavit is given pursuant to Maryland Code, Finance and Procurement Article, Section 16-311. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the Village of Martin's Additions 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 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 Village of Martin's Additions.

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

Name of Business Entity: \_\_\_\_\_

Signature and Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_