



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

Request for Proposal
GIS Database Update and Maintenance
Village of Martin's Additions

INTRODUCTION

The Village of Martin's Additions (Village or VMA) hereby solicits proposals from individuals or firms with experience in providing survey and GIS services. VMA currently uses Esri ArcGIS software for its GIS database. The successful bidder should be prepared to meet with the VMA Council and staff as needed. VMA expects that the successful bidder would begin immediately.

BACKGROUND

The VMA is a small municipality of approximately 89 acres and 325 houses. See Appendix A.

SCOPE OF WORK

The successful bidder would be engaged on for one year with three option years available. Geographic areas would include the following:

- *Establish GIS control network throughout the Village using permanent concrete markers.*
- *Establish additional survey control points up and down Village streets.*
- *Locate all front property corners using control points, property plats, and other available resources.*
- *Input all new data into Village database, including tree size/type and location as provided by Village.*
- *Provide tool for calculation of established building line, as per Village Code Section 7-101 (n)*
- *Annual GIS Updates and Maintenance*
 - *Field visits and field surveys to update changes in street curbs, sidewalks, new houses, building or covered porch additions in the front of houses, as well as tree removal or new plantings within the Village right-of-way. New data will be added to the database.*
 - *Offer insight and recommendations for updating computer software to continue utilizing GIS services.*

SUBMITTAL REQUIREMENTS

Proposals must include the following:

- A transmittal letter introducing you or your firm and general approach to this work.

- The qualifications of your company to perform the scope of work and any equipment that would be used.
- The name(s) of the designated project manager(s) and a brief summary of their qualifications.
- Cost information, including billable rates and any additional expenses for undertaking this work.
- Two references with contact information.
- 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)

SUBMITTING PROPOSALS

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

Village of Martin's Additions
 Attn: GIS Services
 7013 Brookville Road Suite B
 Chevy Chase, MD 20815-3263

Or

vmarfp@gmail.com

Proposals must be received no later than 5:00pm Friday, July 15, 2017. 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.

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.

Appendix A

The Village of Martin's Additions
(no repaving on Brookville Road / MD-186)

B

Bradley Lane (3408-3525)

C

Chestnut Street (7200-7223)
Cummings Lane (3405-3521)

D

Delfield Street (7200-7320)

M

Melville Place (6700-6709)

O

Oxford Street (202-209)

Q

Quincy Street (101-163)

R

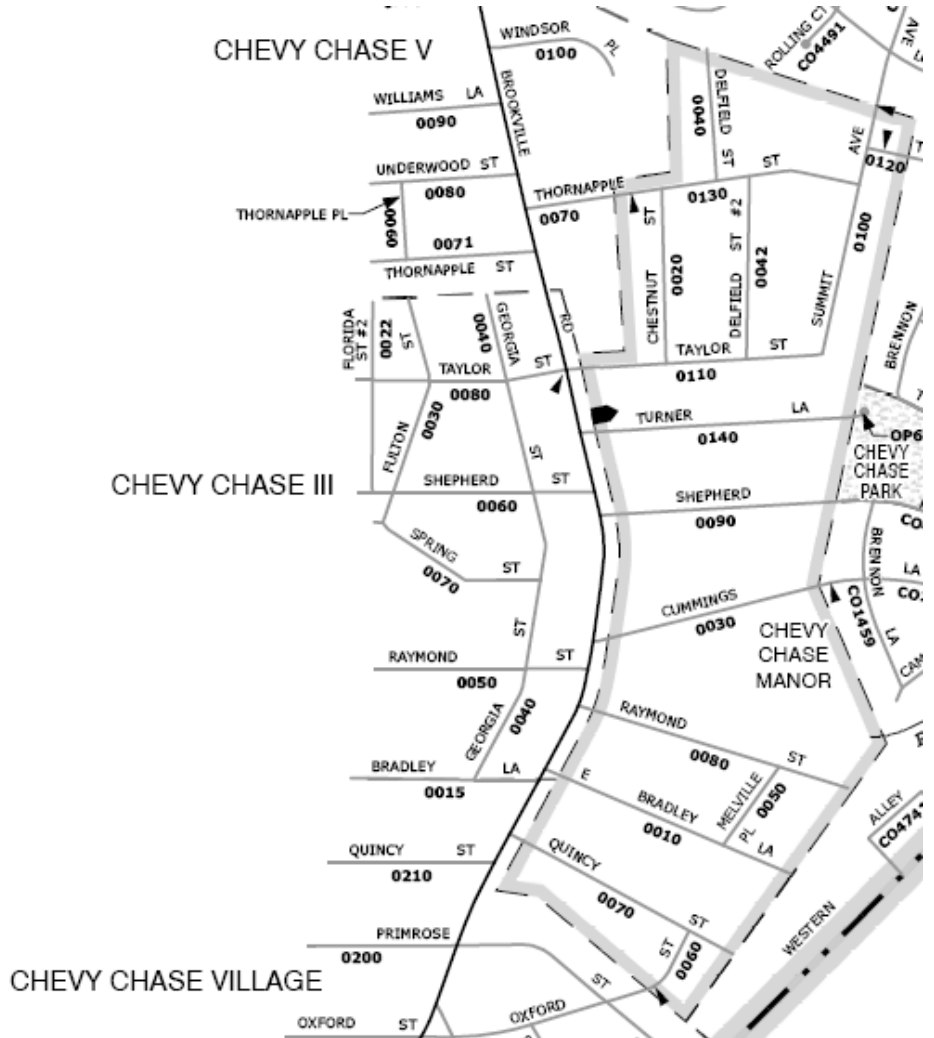
Raymond Street (3406-3529)

S

Shepherd Street (3404-3519)
Summit Avenue (7200-7405)

T

Taylor Street (3404-3518)
Thornapple Street
(3219-3503)
Turner Lane (3402-3519)



Appendix B

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 Section 3 of the Village of Chevy Chase 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, Section 3 of the Village of Chevy Chase 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 Section 3 of the Village of Chevy Chase.

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: _____