

5. SECTION B - SCOPE OF SERVICES:

5.1. Background

The Division of Facilities Management (DFM), Department of General Services (DGS) oversees the maintenance and operation of the Strathmore Music Hall Center located at 5301 Tuckerman Lane Rockville, Maryland 20852. The 3 (three) story building is approximately 195,000 SQF, consisting of several sections for educational purposes as well as a full concert hall.

It has been determined by the Department of General Services that the existing fire alarm systems are of concern and have commissioned a project to fully update and modernize the existing fire alarm system. It is recommended that offerors attend the site visit. Offerors are responsible for doing research and be aware of all existing conditions.

5.2. Intent

The County intends to contract with a full-service contractor with proven experience in fire alarm system design, installation, restoration, repair, testing, and maintenance for commercial and government facilities, including high-security environments. The contractor must be capable of servicing systems regardless of manufacturer, model, or age.

The awarded contractor must employ licensed and certified fire alarm technicians as part of its full-time staff and maintain an in-house inventory of replacement parts, with service vehicles stocked with commonly used components. A 24-hour emergency dispatch service with guaranteed prompt response is required throughout the contract term.

The contractor must have the technical and human resources to respond promptly to service requests and complete all work within the specified project timelines. All labor, equipment, supervision, and materials must be provided in compliance with federal, state, and local laws, as well as applicable environmental and safety regulations, while minimizing disruption to County property.

This Request for Proposal (RFP) is for the replacement of the fire alarm system at the Strathmore Music Center. The project scope includes the development and submission of design drawings in both AutoCAD and PDF formats to the Montgomery County Division of Facilities Management (DFM) and the Department of Permitting Services (DPS). The selected contractor will be responsible for obtaining all necessary permits and inspections, and for completing a full replacement of the existing fire alarm system with a non-proprietary, addressable, state-of-the-art model.

5.3. Scope of Services/Specifications/Work Statement

Objective:

Offeror must provide a design to replace the existing Simplex fire alarm system with a new modern non-proprietary state of the art, new control equipment (head-end) and devices in kind to achieve a fully functional addressable fire alarm system.

The project must achieve the following:

1. Provide a more maintainable, reliable, fully functional addressable fire alarm system.
2. Design shall be in accordance with latest IBC, NFPA 72, NFPA 101, adapted by DPS, and A/E Design standards.
3. Replace existing fire alarms control equipment and fire alarm devices.
4. Provide interior finish work such as gypsum wall board, ceiling panels and painting walls if required.
5. New system shall incorporate and maintain the controls of the smoke management and smoke removal systems.

6. New system shall allow for modular expansion.
7. Prioritize parallel fire alarm infrastructure to maintain continuity of operation while system is being replaced to limit outages.
8. **The contractor will be responsible for maintaining the existing fire alarm system from the issuance of the Notice to Proceed until the new system is fully installed and all old devices have been removed...**
9. Achieve the project goals without harmful impact to the architecturally significant spaces and materials identified in the building's arts for the concert hall must be preserved. Design impacts to all spaces and materials to be reversible to the greatest possible extent.
10. Provide quantity of Existing Fire Alarm System Components:
11. Demolish existing fire alarm equipment after the new system is accepted by MCG Fire Marshal of the permitting department.
12. Contractor will provide a one-year warranty and will respond to the emergency calls within 2 hours 24/7. And trouble calls within 4 hours during warranty time.

5.4. Contractor's Qualifications

The Contractor must be fully qualified to perform the specified services in a professional manner. The contractor must be able to perform commercial fire alarm and electrical systems replacement, maintenance and repair and have at least five (5) years of experience as a primary contractor providing services of similar scope and extent as the ones detailed here.

The Offeror must provide evidence (Attachment D) of experience in providing commercial fire alarm and electrical systems replacement, maintenance and repair, and troubleshooting services as outlined in the specifications.

5.5. Contractor's Responsibility

- a. The Contractor must have established offices and warehouse areas to provide the services specified in this RFP. The County reserves the right to coordinate an inspection prior to the recommendation for award of this RFP.
- b. The Contractor must provide experienced and qualified personnel to perform the duties required in accordance with the scope of work of this RFP.
- c. At the County's request, within (3) three business days, the Contractor must provide a current copy of the State Contractor's license.
- d. At the County's request, within (3) three business days, the Contractor must provide a copy of each technician's State/County licenses (i.e., Master, Journeyman, etc.).
- e. All professional licenses must be current and valid.
- f. The Contractor will not allow an unlicensed technician or a technician with an expired license to work on County projects.
- g. All personnel working at a County Facility must be identified as Contractor's employees by means of uniform or ID badge. While working on County Facilities, the Contractor's personnel must conduct duties in a professional, courteous, cooperative, and cordial manner without causing disturbances or interfering with the work being conducted. The County (Contract Administrator - CA) must request the Contractor or Sub-Contractor employee that does not meet the requirements of this Contract no longer be permitted to perform any work under this Contract.
- h. Contractor must issue, distribute, maintain, manage, account for, and return to the County any access badge that the County provides Contractor to allow a Contractor's worker access onto County property to perform work under this Contract. Contractor must assign a supervisor to direct, control, and supervise its workers. Contractor must instruct the County regarding individual workers to whom to assign an Access Badge; issue, distribute, manage, maintain, and return to the County any Access Badge and all

Access Badges. Contractor must return an Access Badge to the County's Contract Administrator when a contractor's worker no longer is using the Access Badge and must return all Access Badges to the County at the time of each County Access badge reissuance and at the end of the Contract term.

- i. The Contractor must provide a telephone number that can be contacted 24 hours a day, 7 days a week, including holidays, to request emergency services. Answering machines are not acceptable, calls must be answered live. Failure to respond to emergency calls must be a cause for termination for default. See Section J, provision 29 Termination for default.
 - a. The Contractor must designate a Point of Contact for all services requested under this solicitation and must provide all contact information for the Point of Contact to the Contract Administrator or its designee.
 - b. The Contractor is required to furnish a functioning, cellular phone to the Supervisor while performing work under this contract. The Supervisor must notify the Contract Administrator or his designee at the time of arrival to each job site and upon completion of each task assigned by the Contract Administrator. The Contract Administrator or designee must be able to place a phone call directly to the Supervisor while they are working on County property and receive an immediate response from the Supervisor to whom the call was placed.

- i. Fire alarm systems
 - c. All work must be performed according to the standards of the electrical services industry, manufacturer's specifications and to the complete satisfaction of the County. The Contractor must be responsible for all work permits and inspections for projects that have these requirements. All work must conform to Montgomery County Building and Fire Codes and be inspected by County officials as required by the applicable Maryland Uniform Statewide Building Code.
 - d.** The Contractor will be responsible for ensuring that all work performed meets regulatory standards and permit requirements. The County will not pay the Contractor for time and materials incurred to correct defective work and/or work that did not meet inspection requirements.
 - e. The Contractor must own and have in good condition all equipment necessary to perform the services detailed as part of this solicitation. The Contractor must possess commercial-grade equipment to service electrical components up to size of the equipment in place at County facilities. ***The Contractor must provide with its proposal a list of the equipment that it owns.***
 - f. The Contractor must have a Safety Plan in place. The Contractor must provide a copy of its Safety Plan to the Contract Administrator or its designee every time the Safety Plan is revised or updated. Please see recommended guidelines <https://www.osha.gov/shpguidelines/program-evaluation.html>).
 - g. The Contractor is responsible for securing the work area and providing all necessary safety supplies.
 - h. The Contractor must not store materials or equipment on County property.
 - i. The Contractor must only use new materials for any work performed under this solicitation.
 - j. The Contractor must only use materials that meet the specifications and industry standards for the application at hand.

- k. The Contractor will be responsible for providing all materials, supplies, personnel, transportation, equipment, and resources needed to perform the work detailed as part of this solicitation.
- l. The Contractor must protect the County's property from damage or losses because of work performed under this solicitation. The Contractor must replace or make good any such damage, loss, or injury.
- m. The Contractor must be responsible for maintaining traffic flow, and for protection and safety of vehicles and pedestrians in the area affected by all Contract work. The Contractor must provide all signs, barricades flashers, and flag-personnel required to maintain traffic flow and safety. Signs and other traffic control devices must be in accordance with industry standards.
- n. The Contractor must remove and dispose of debris, including compliance with any and all environmental requirements, is the responsibility of the Contractor. Contractor must transport all debris off site for deposit at a recognized refuse/recycling collection center. All debris and refuse associated with services provided under this solicitation. Disposal of debris must be at no additional charge to the County. The County reserves the right to request that the Contractor returns damaged components/equipment to the Division of Facilities Management (1301 Seven Locks Road, Potomac) for future scraping. Delivery of damaged components/equipment to DFM instead of to an approved disposal facility must be at no additional cost to the County.

5.6. County's Responsibility

The County will be responsible for providing the contractor with access to the facilities.

5.6.1 The County will communicate to the Contractor all known relevant information regarding the extent of the emergency and the facility being serviced.

- a. The County may, from time-to-time, provide Contractor with an Access Badge for Contractor's workers who need to enter County property in order to perform work under the Contract ("Access Badge"). A County Access Badge is the property of Montgomery County, Maryland, and the assignment of an Access Badge is person-specific, in accordance with Contractor's instructions to the County to provide a contractor's worker access to County property in order to perform work under the Contract. The Contractor must supervise and direct its workers that it assigns to work, including those who perform work on County property. Contractor and its workers must comply with all County security requirements, including any and all security requirements related to an Access Badge. Accordingly, Contractor must not issue, distribute, transfer to, or otherwise permit use of, an Access Badge by, any worker other than the worker to whom it has instructed the County to assign the Access Badge. Furthermore, Contractor must immediately notify the County when a worker to whom the Contractor instructed the County to assign an Access Badge ceases to be assigned by the Contractor to perform work under the Contract. The Contractor must return to the County an Access Badge within forty-eight (48) hours after a worker to whom the Contractor instructed the County to assign an Access Badge ceases to be assigned by the Contractor to perform work under the Contract. The County reserves the right to reissue Access Badges as a mechanism to ensure that only authorized Contractor workers have access to County property. The County reserves the right to determine the frequency of Access Badge reissuance. Intentional or negligent misuse of a County Access Badge by the Contractor or its worker(s) will serve as cause for Contract termination by the County.

5.7. Reports/Deliverables

Meetings and project status reports are required and will be determined/scheduled by the project manager.