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REQUEST FOR PROPOSALS

(HCHC RFP No. 01-10-2025)

CIVIL ENGINEERING SERVICES FOR NEW RESIDENTIAL DEVELOPMENT

Issuance Date: October 24, 2025

Submission Deadline

December 4, 2025 at 2:00 p.m. Eastern Time (ET)
(See Section 8 for details)

Questions Deadline

November 7, 2025 at 5:00 p.m. ET

ALL QUESTIONS MUST BE SUBMITTED IN WRITING TO
questions@househoward.org
(See Section 11 for details)

Issued by:
Howard County Housing Commission
Peter Engel, Executive Director

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1. INTRODUCTION

The Howard County Housing Commission (the “Commission”) seeks proposals from qualified, licensed, and insured Civil Engineering firms. The selected firm (the “Contractor”) will be engaged for design consultation, preparation of the civil engineering plans, obtaining County approvals for the site development plan and any other entitlements, and construction administration services as needed. These services concern two development sites that the Commission is planning for a medium density development of townhouses and/or stacked townhouses. The Commission may choose to use its zoning exemption to allow for residential uses outside of the current zoning. The two sites are described below which shall comprise the Project(s):

Beechcrest Site – 9750 & 9790 Washington Blvd, Laurel, Maryland

The development site is approximately 7.5 acres comprised of two adjoining parcels at 9750 and 9790 Washington Blvd, Laurel, MD (together the “Beechcrest Site”). The 9750 Washington Blvd. property is currently owned by the Commission and is 5.56 acres. The adjacent property at 9790 Washington Blvd. is 1.92 acres and will be conveyed by Howard County to the Commission.

The Commission intends to create a homeownership plan comprised of a mix of townhouses and stacked townhouses. The plan and mix of units will be completed in consultation with the selected Contractor.

Waterloo Site – 5497 Waterloo Road, Ellicott City, Maryland

The development site is approximately 2.04 acres comprised of a single parcel located at 5497 Waterloo Road, Ellicott City, MD (the “Waterloo Site”). The property is currently under contract for purchase by the Commission. The Commission is the owner of the adjacent property at 5505 Waterloo Road, Ellicott City, MD, which includes a 106-unit apartment building Ellicott Gardens.

The Commission intends to create a homeownership plan comprised of a mix of townhouses and stacked townhouses but is interested in exploring other concepts. The plan and mix of units will be completed in consultation with the selected Contractor. The site is currently in the final stages of obtaining a Technically Complete designation for a Site Development Plan for 95 senior rental apartments (SDP-24-044).

See additional details about the Beechcrest and Waterloo Sites (together the “RFP Sites”) in **Exhibit A** attached hereto.

Respondents may propose services for one or both sites. Respondents submitting for both sites may submit a single proposal with a separate fee proposal for each site.

2. COMMISSION BACKGROUND

Organized in 1990, the Commission is an independent State-chartered Public Housing Authority. The mission of the Commission is to provide safe, quality, affordable, and sustainable housing opportunities for low- and moderate-income families in Howard County, Maryland (the “County”) and to assist them in moving toward economic independence. The Commission pursues this mission through open, efficient, innovative, and accountable processes.

The Commission’s Board of Commissioners consists of seven members, each appointed by the County Executive and approved by the County Council. The Commission develops and manages housing resources to benefit low- and moderate-income residents of the County. The Commission owns over 2,500 rental units and manages these properties through contractual services with third-party management companies. The Commission also develops housing opportunities through cooperative efforts with developers, government entities, and private investors using a variety of funding sources such as the Low-Income Housing Tax Credit, bond issuance, loans, and grants. Additionally, the Commission operates the federally funded Housing Choice Voucher Program for the County. The Commission does not own or operate any HUD Public Housing units.

3. CONTRACT PERIOD

The contract period shall be for one year with one-year renewal options through the completion of the Project(s) exercisable at the sole discretion of the Commission.

4. CONTRACTOR’S QUALIFICATIONS AND ELIGIBILITY

4.1 The Contractor must be a corporation or company that is validly existing and permitted to do business in Maryland. Additionally, the Contractor must be in good standing with the Maryland State Department of Assessments and Taxation. More information is available at <http://www.dat.state.md.us/>.

4.2 The Contractor must possess all necessary licensing under Maryland law to

provide the services specified in this RFP.

- 4.3 The Contractor must clear the federal debarment list under the U.S. System for Award Management (SAM). Federal debarment is checked for both the company and principal(s) of the company. More information is available at <https://www.sam.gov/portal/public/SAM/>.
- 4.4 The Contractor must have a proven record of providing the services required. The Commission reserves the right to perform investigations as may be deemed necessary to ensure that competent personnel and management will be utilized in the performance of the services.

5. SCOPE OF SERVICES

The Contractor shall provide design consultation, preparation of civil construction documents, and construction administration services for the Project. It is anticipated that the Commission will procure a homebuilder for the construction and sale of the homeownership units. The Commission and Contractor will be responsible for the site plan preparation, subdivision, entitlements, and construction of site work. It is anticipated that the Commission will convey fully entitled and buildable lots to the selected homebuilder. Tasks assigned to the Contractor may include, but shall not be limited to, those listed below.

The Contractor, in consultation with the Commission, shall be responsible for subcontracting with additional professionals as necessary to complete the scope of work below.

5.1 **Preliminary Design.**

- 5.1.1 Review zoning, topography, APFO and other development plan requirements for Development Site(s);
- 5.1.2 Advise the Commission on a desirable and feasible new construction development program for the site;
- 5.1.3 Participate in collaboration with third-party developer or development consultant and/or home builder selected by the Commission to determine the final site plan;
- 5.1.4 Prepare any requested preliminary civil engineering plans and layouts or reports to assist the Commission in determining the development program. Contractor should anticipate preparing a minimum of 3 options for each site; and

5.1.5 Assist with any funding/lending applications as needed.

5.2 **Construction Documents / Entitlements.**

5.2.1 Prepare civil plans for the Project to the Commission's and any funder's standards;

5.2.2 Prepare subdivision plans as required for townhouse or condominium plan;

5.2.3 Prepare and submit Site Development Plan and other required entitlement applications to the County and respond to County comments until Project entitlement is approved;

5.2.4 Prepare cost estimate for site work to construct civil plan, and participate in value engineering as needed;

5.2.5 Assist in preparation of bid package for site work construction;

5.2.6 Hire, coordinate, and oversee the work of any necessary subconsultants. These services required may include but are not limited to architectural design concepts, road noise study, traffic study, test pits on site; and

5.2.7 Conduct quality control reviews and require same of all subconsultants.

5.3 **Construction Administration.**

5.3.1 Provide construction administration services site work construction, and for vertical construction as needed;

5.3.2 Review/respond to RFIs;

5.3.3 Attend regular project meetings;

5.3.4 Coordinate with utility companies;

5.3.5 Review general contractor requisitions as needed, and prepare requisition review comments;

5.3.6 Conduct any closeout activities related to the foregoing tasks; and

5.3.7 Complete any other requirements of CDA, and any other funders, investors or lenders of the project for final closing or post construction. Provide construction administration services as needed for vertical construction of the new development.

6. HOLD HARMLESS/INDEMNIFICATION

- 6.1 The Contractor shall indemnify and hold the Commission and Howard County, Maryland harmless from and against any and all liability and expenses, including attorney's fees, howsoever arising or incurred, arising out of or attributable to the Contractor's performance of services specified herein, provided that the Contractor shall not be responsible for acts of negligence or willful misconduct committed by the Commission, its employees, agents and officials.
- 6.2 Any property or work to be provided by the Contractor under this contract will remain at the Contractor's risk until written acceptance by the Commission; and the Contractor will replace, at Contractor's expense, all property or work damaged or destroyed by any cause whatsoever.

7. INSURANCE REQUIREMENTS

- 7.1 The Contractor shall purchase and maintain, during the term of the contract, including any extensions thereof, such policies of insurance acceptable to the Commission as will protect the Contractor and the Commission from claims or losses, regardless of whether such claims or losses result from the Contractor's actions or omissions or those of a subcontractor or those of anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. The following coverages are mandatory but may not be all-inclusive, based on the parameters of the proposal. The Contractor will also need to comply with any insurance requirements of the Project's funders.
- 7.1.1 Commercial General Liability Insurance: Combined Single Liability limits of \$1,000,000 per occurrence, and \$2,000,000 in the aggregate, naming "Howard County Housing Commission, its elected and appointed officials, officers, employees, and authorized volunteers" as additional insureds.
- 7.1.2 Worker's Compensation Insurance: Statutory coverage for Maryland jurisdiction, including Employer's Liability coverage, with a limit of at least \$100,000.
- 7.1.3 Automobile Liability Insurance: Combined single limits of liability of at least \$1,000,000 per occurrence.

- 7.1.4 Professional Liability Insurance: Single limit claims of at least \$2,000,000, and \$4,000,000 in the aggregate. The policy shall contain prior acts coverage sufficient to cover all services performed by the Contractor for the Renovation Project. Upon the Commission's request, the Contractor shall give prompt written notice to the Commission of any and all claims made against the policy during the period in which the policy is required to be maintained. If the policy is written on a claims-made basis and coverage is cancelled at any time, the Contractor will obtain, at its cost, an extended reporting endorsement which provides continuing coverage for claims based upon alleged acts or omissions during the term of the contract awarded hereunder until all applicable statutes of limitation periods have expired.
- 7.2 All policies of insurance shall be underwritten by companies licensed to do business in the State of Maryland.
- 7.3 The Contractor shall assure that all subcontractors performing services in accordance with this solicitation carry identical insurance coverage as required of the contract, either individually or as an Additional Insured on the policies of the Contractor. Exceptions may be made only with the written approval of the Commission. Contractor shall indemnify the Commission for any uninsured losses relating to contractual services involving subcontractors, including workers' compensation claims.
- 7.4 The Contractor shall not commence work under the contract until the Commission receives evidence of all required coverage. Further, the Contractor shall not reduce, cancel, or change any of the required coverages without 60 days' notice of such change to the Commission.
- 7.5 The Contractor will not hold the Commission or Howard County liable for any injuries to the employees, servants, agents, subcontractors or assignees of the contract arising out of or during the course of services relating to this agreement.
- 7.6 The providing of any insurance required herein does not relieve the Contractor of any of the responsibilities or obligations assumed by the Contractor in the contract awarded or for which the Contractor may be liable by law or otherwise.
- 7.7 Failure to provide and continue in force such insurance as required above shall be deemed a material breach of the contract for which the Commission may terminate the contract.

8. SUBMISSION OF PROPOSALS

An incomplete response to this RFP may be cause for rejection. To be considered complete, a response to this RFP must include all of the items listed below (Documents A, B, and C are attached hereto):

- 8.1 Completed and executed **Document A** (Proposal Cover Page);
- 8.2 Responses to the items listed in **Document B** (Required Proposal Content);
- 8.3 Completed and executed **Document C** (Affidavit); and
- 8.4 Completed **Document D** (Pricing Table).

Each proposer must submit one (1) electronic copy of their proposal. Proposers must comply with each of the following submission guidelines:

- 8.5 The electronic copy of the proposal must be in Adobe PDF format and must be e-mailed to submissions@househoward.org.
 - 8.5.1 If your e-mail is rejected by the server for being too large, your e-mail attachment may be broken into clearly labeled parts and sent over multiple e-mails (example: 1 of 3, 2 of 3, and 3 of 3).
 - 8.5.2 **You will receive a confirmation e-mail that your proposal has been received. If you DO NOT receive a confirmation e-mail, you should notify us by sending an e-mail to: questions@househoward.org.**
- 8.6 Proposals must be received by the Commission no later than **2:00 p.m. ET on December 4, 2025**.

Timely proposals become the property of the Commission. Late submissions will not be considered.

A submission in response to this RFP shall be considered as a representation that the proposer:

- 8.7 Has carefully reviewed the terms and conditions of this RFP;
- 8.8 Has carefully investigated all conditions which affect or may, at some future date, affect the performance of the services covered by the

proposal;

- 8.9 Is familiar with the entire area to be serviced as described in the specifications;
- 8.10 Has carefully reviewed all contract documents;
- 8.11 Is fully informed concerning the conditions to be encountered, character, quality and quantity of work to be performed and materials to be furnished;
- 8.12 Is familiar with all applicable federal, state and county laws, codes, and ordinances that in any way affect the prosecution of the work or persons engaged or employed in the work specified herein;
- 8.13 Agrees that the Commission may copy the proposal to facilitate evaluation and/or responding to requests for public records; and
- 8.14 Warrants that any copying of the proposal by the Commission will not violate the rights of any third party.

9. EVALUATION OF PROPOSALS

The Commission intends to make award to the responsible proposer whose proposal represents the best overall value to the Commission. Proposals will be evaluated based on the following criteria:

- 9.1 Qualifications, experience, education and technical competence of the firm and its personnel in providing similar services for entities similar to the Commission;
- 9.2 Completeness of the proposal;
- 9.3 Price Proposal; and
- 9.4 EBO status (see Item 7 on Document B).

The Commission may enter into negotiations and interviews with proposers and invite best and final proposals as deemed to be in the best interest of the Commission. Negotiations and interviews may be in the form of face-to-face, telephone, facsimile, e-mail or written communications, or any combination thereof, at the Commission's sole discretion. Proposers, however, are strongly advised not to prepare their proposals based on any assumption or understanding that negotiations or interviews will take place. Proposers are advised to respond to this RFP fully and with forthrightness at the time of submission.

Following submission, proposers are strongly cautioned not to contact elected officials or members of the evaluation committee regarding the selection process. Inappropriate efforts to lobby or influence individuals involved in the selection process may result in dismissal from further consideration, at the Commission's sole discretion.

The Commission reserves the right, in its sole discretion, to: (1) reject all proposals; (2) select a winning proposal and, if terms cannot be agreed to, select another proposal (this process may be repeated); (3) select more than one proposal; or (4) proceed in any manner that is advantageous to the Commission.

10. PUBLIC RECORDS AND REQUESTS FOR CONFIDENTIAL TREATMENT

Timely proposals become the property of the Commission. A proposal will be open to the public under the Maryland Public Information Act (Title 4 of the General Provisions Article of the Annotated Code of Maryland) (the "PIA") and other applicable laws and rules.

Proposers may request that the Commission treat certain information contained in their proposals as exempt from disclosure. To receive such treatment, the proposer must show the specific grounds in the PIA or other applicable law or rule that support exempt treatment and must submit an additional copy of the proposal with the exempt information deleted. The additional copy must provide the general nature of the material removed and shall retain as much of the original proposal as possible.

A proposer shall be responsible for any costs or damages associated with defending the proposer's request for exempt treatment.

The other provisions of this Section notwithstanding, the Commission shall retain the ultimate discretion to determine whether any part of any proposal should be disclosed.

11. QUESTIONS

Questions concerning this RFP must be made in writing and e-mailed to questions@househoward.org. Questions must be received no later than **5:00 p.m. ET on November 7, 2025**. Answers to questions and any addenda/amendments to the RFP will be posted by **November 14, 2025** on the Commission's website at: <https://househoward.org/working-with-hchc/solicitations/>.

DOCUMENT A

PROPOSAL COVER PAGE

TITLE: Civil Engineering Services for New Residential Development (HCHC RFP No. 01-10-2025)

TO: HOWARD COUNTY HOUSING COMMISSION
9770 Patuxent Woods Drive Suite 100
Columbia, MD 21046

Company Name: _____

Address: _____

(City) (State) (Zip Code)

Phone: _____ Fax: _____ E-Mail: _____

Federal Tax ID No.: _____

MD Dept. of Assessments and Taxation ID No.: _____

Request for Confidential Treatment (check one):

- ☐ We are not requesting confidential treatment for this proposal.
- ☐ We are requesting confidential treatment for portions of this proposal. We have supplied, as an attachment to this proposal, a list of the provisions identified by section number for which we seek confidential treatment along with the statutory basis under Maryland law for exempting that information from public disclosure. We have supplied an additional copy of the proposal with confidential information deleted. In the event the designation of confidentiality of this information is challenged, the undersigned hereby agrees to provide legal counsel or other necessary assistance to defend the designation of confidentiality and agrees to indemnify and hold the Commission and Howard County, Maryland harmless for any costs or damages arising out of the Commission agreeing to withhold the materials based on our request. Our stated bases for confidential treatment notwithstanding, we understand that the Commission shall have the ultimate discretion to determine whether the information provided in our proposal should be disclosed in accordance with applicable law. We agree that the Commission may deem our request for confidential treatment to be invalid if we fail to include in this submission all information and documentation required by this paragraph.

The undersigned affirms that all statements in this submission are true and accurate to the best of the knowledge and belief of the undersigned:

SIGNATURE

DATE

PRINTED NAME

TITLE

DOCUMENT B

REQUIRED PROPOSAL CONTENT

TITLE: Civil Engineering Services for New Residential Development (HCHC RFP No. 01-10-2025)

The Proposal must address each of the following items:

1. **Page Limit.** Your submission must not exceed 25 pages. Document A (Proposal Cover Page, Document C (Affidavit), and Document D (Pricing Table) DO NOT count against the page limit.
2. **Cover Letter.** Provide a cover letter that summarizes the proposer's interest in and understanding of the services solicited by this RFP, a brief description of qualifications, and identification of a primary contact person. Proposer must indicate which if their proposal is for one or both of the development sites.
3. **Table of Contents.** The proposal must include a table of contents.
4. **Description of Proposer.** Provide a concise description of the proposer and the resumes and relevant certifications of all key personnel involved in performing the services solicited by this RFP.
5. **Statement of Qualifications.** Explain the knowledge and experience that qualifies the proposer's firm and personnel to perform the services solicited by this RFP. This should include a discussion of the proposer's ability to meet tight deadlines.
6. **References.** List clients for whom the proposer and the key personnel have rendered services similar to those solicited by this RFP within the past three (3) years. Each listed client must be accompanied by each of the following:
 - a. Description the project;
 - b. Narrative of services rendered by the proposer and key personnel involved;
 - c. Fees charged; and
 - d. Client contact information.
7. **EBO Information.** Confirm whether the proposer is a minority-owned business enterprise, women-owned business enterprise, disabled-owned business enterprise, a HUD-defined Section 3 business concern, or has other equal business opportunity status and, if applicable, provide a copy of valid certification. Five percent (5%) of the scoring of proposals will be based on whether the proposer submits such certification. Scoring may also take into account the demographic makeup of the proposer's firm including in leadership and staff roles and other efforts made by the firm toward diversity, inclusion, and equity.
8. **Fee Proposal.** Complete **Document D – Pricing Table**. If the proposer is submitting for both RFP Sites, then the proposer must complete a separate Pricing Table for each development site.

DOCUMENT C

AFFIDAVIT

TITLE: Civil Engineering Services for New Residential Development (HCHC RFP No. 01-10-2025)

Contractor _____

Address _____

I, _____, the undersigned _____, of the above named
(Print Signer's Name) (Print Office Held)

Contractor does declare and affirm this _____ day of _____, _____, that I hold the
aforementioned office in the above named Contractor and I affirm the following:

AFFIDAVIT I

The Contractor, his Agent, servants and/or employees, have not in any way colluded with anyone for and on behalf of the Contractor or themselves, to obtain information that would give the Contractor an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Contractor, or themselves, to gain any favoritism in the award of the contract herein.

AFFIDAVIT II

No officer or employee of Howard County, Maryland or the Howard County Housing Commission, whether elected or appointed, has in any manner whatsoever, any interest in or has received prior hereto or will receive subsequent hereto any benefit, monetary or material, or consideration from the profits or emoluments of this contract, job, work or service for the Commission, and that no officer or employee has accepted or received or will receive in the future a service or thing of value, directly or indirectly, upon more favorable terms than those granted to the public generally, nor has any such officer or employee of the County or Commission received or will receive, directly or indirectly, any part of any fee, commission or other compensation paid or payable to the Commission in connection with this contract, job, work, or service for the Commission, excepting, however, the receipt of dividends on corporation stock.

AFFIDAVIT III

Neither I, nor the Contractor, nor any officer, director, or partners, or any of its employees who are directly involved in obtaining contracts with Howard County or the Commission have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state, or of the federal government for acts or omissions committed after July 1, 1977.

AFFIDAVIT IV

Neither I, nor the Contractor, nor any of our agents, partners, or employees who are directly involved in obtaining contracts with Howard County or the Commission have been convicted within the past 12 months of discrimination against any employee or applicant for employment, nor have we engaged in unlawful employment practices as set forth in Section 12.200 of the Howard County Code, or of Section 16 of Article 49B of the Annotated Code of Maryland or, of Sections 703 and 704 of Title VII of the Civil Rights Act of 1964.

I do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing affidavits are true and correct to the best of my knowledge, information and belief.

SIGNATURE

DATE

PRINTED NAME

TITLE

DOCUMENT D

PRICING TABLE

TITLE: Civil Engineering Services for New Residential Development (HCHC RFP No. 01-10-2025)

Development Site: _____

I. Scope of Work. Fee proposal for completing key tasks.

ITEM	COST
Preliminary Design	
Construction Documents / Entitlements	
Construction Administration	

II. Hourly Rate. Hourly fee proposal to complete additional components outside of the RFP Scope of Work.

TITLE	HOURLY RATE
	\$
	\$
	\$
	\$
	\$

If additional space is needed, use multiple copies of this Document D.

EXHIBIT A

PROPERTY DESCRIPTION

Beechcrest Site

- 9750 Washington Blvd, Laurel, Maryland: 5.56 acres; former mobile home park
- 9790 Washington Blvd, Laurel, Maryland: 1.92 acres; former antique store



EXHIBIT A

PROPERTY DESCRIPTION

Waterloo Site

- 5497 Waterloo Road, Ellicott City, Maryland: 2.04 acres; former single-family home. Commission owns adjacent parcel Ellicott Gardens.

