



Redevelopment Authority
of Prince George's County

REDEVELOPMENT AUTHORITY OF PRINCE GEORGE'S COUNTY

INVITATION FOR BIDS

NO. 2023-1

*Building Construction – Retail Kiosk
at the*

Towne Square at Suitland Federal Center Development

ISSUE DATE: 07/21/2023

PRE-BID CONFERENCE: 07/31/2023, 10:00 am

BID CLOSING: 08/22/2023, 12:00 Noon



This document is available from the Redevelopment Authority Webpage at:
<http://www.princegeorgescountymd.gov/sites/RedevelopmentAuthority/Developers/Opportunities/Pages/default.aspx>

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SECTION I: INTRODUCTION

1.1 SUMMARY STATEMENT

The Redevelopment Authority of Prince George's County (RDA) is hereby soliciting bids from qualified general contractors for building construction services. The building to be constructed will be a 4,000 square foot single story, slab on grade retail kiosk located within the Central Park of the RDA's Towne Square at Suitland Federal Center development.

The RDA has employed the services of Cober Johnson & Romney PLLC as its Owner's Representative and Development Manager to oversee all activities of the prosecution and delivery of the project requirements hereunder.

1.2 SOLICITATION CLOSING DATE

The bidder must submit original and 4 copies of the bid along with an electronic version on a USB flash drive in a sealed package and address to:

Gerald P. Konohia
Senior Manager
Redevelopment Authority
9200 Basil Court, Suite 504
Largo, Maryland 20774

Bids must be received, and time stamped by the Redevelopment Authority no later than August 15, 2023 at 12:00 noon EST. The submittals must be sealed, and the outside envelope must be clearly marked "**IFB No. 2023-1**".

Late bids will not be considered. Respondents to this IFB should allow sufficient mail delivery time to ensure timely receipt by the Redevelopment Authority. Bidders shall prepay any shipping/delivery charges, as applicable, for all documents submitted.

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1.3 QUESTIONS, INQUIRIES AND PRE-BID CONFERENCE

Questions and inquiries must be submitted via email no later than ten business days prior to the IFB closing date to:

Gpkonohia@co.pg.md.us

Phone calls or faxed questions will not be accepted. All questions and answers will be posted to the RDA website no later than ten business days prior to the IFB closing date. All potential respondents are responsible for checking the RDA website for any addendums. A Pre-Bid Conference will be held at the site development office located at 4600 Suitland Rd., Suitland, MD on July 31, 2023 at 10:00 a.m. EST. Attendance at the pre-bid conference is not mandatory but is strongly recommended.

1.4 BID ACCEPTANCE

The Redevelopment Authority reserves the right to accept or reject any and all bids, in whole or in part, received as a result of this solicitation and to waive minor irregularities. Further, the RDA reserves the right to make a whole award, partial award, or no award at all.

1.5 DURATION OF BID OFFER

Bids are to be held valid for six months following the closing date for this IFB. This period may be extended by mutual written agreement between the Bidders and the Redevelopment Authority.

1.6 NOTICE TO BIDDERS

Before submitting a bid, Offerors are to completely familiarize themselves with the requirements of the solicitation. Failure to do so will **not** relieve the Offeror of responsibility to fully perform in accordance therewith. No consideration will be granted

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for any alleged misunderstanding of the material to be furnished or work to be done, it being understood that the submission of a bid is an agreement with all of the items and conditions referred to herein.

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SECTION II: GENERAL INFORMATION

2.1 ECONOMY OF PREPERATION/INCURRED EXPENSES

Bids should be prepared simply and economically, providing a straightforward, concise delineation of the Bidders' capabilities and description of the offer to meet the requirements of this IFB. The RDA will not be responsible for any costs incurred by any Offeror in preparing and submitting a response to this solicitation.

2.2 ADDENDA TO INVITATION FOR BID

If it becomes necessary to revise any part of this IFB, Addenda will be provided on the RDA website. It is the responsibility of all potential respondents to regularly check the RDA website for any Addenda.

2.3 ORAL PRESENTATIONS

The Redevelopment Authority reserves the right to conduct individual interviews with finalists and to request best and final offers from any or all finalists. Those Bidders may be required to provide oral presentations to discuss their bid, answer questions from the RDA's Bid Analysis Group, and/or clarify their technical submittal.

2.4 CONFIDENTIALITY/PROPRIETARY INFORMATION

Bidders must specifically identify those portions of their bids, if any, which they deem to contain confidential, proprietary information or trade secrets and must provide justification why such material should not, upon request, be disclosed by the Redevelopment Authority in accordance with the Maryland Freedom of Information Act, 10-601 *et. seq.*, State Government Article, Maryland Annotated Code. Bidders must clearly indicate each and every page that is deemed to be confidential / proprietary or a trade secret (it **IS NOT** sufficient to preface your proposal with a proprietary statement).

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2.5 ALLOWANCE OF IN-HOUSE WORK

No section or portion of this IFB or the resulting Contract shall be construed or interpreted to preclude the Redevelopment Authority from accomplishing any task or undertaking of any operation or project utilizing its own work force and that of the Owner's Representative.

2.6 FORMATION OF AGREEMENT/CONTRACT WITH SUCCESSFUL CONTRACTOR

The Contract to be negotiated as a result of this IFB (the "Contract") shall be by and between the Bidder as Contractor and the Redevelopment Authority as Owner and shall contain provisions included in this IFB. By submitting a bid in response to this IFB, the Bidder accepts the terms and conditions set forth herein.

2.7 AFFIDAVITS, CERTIFICATIONS AND AFFIRMATIONS

Bidders are required to submit with their bid certain certifications, affirmations and affidavits. These forms, which should be completed by all Offerors, are included as Appendix A of this RFP.

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SECTION III: SCOPE AND REQUIREMENTS**3.1 BACKGROUND/PROJECT DESCRIPTION**

The Redevelopment Authority's mission is to contribute to the creation of a diverse and vibrant economy and living environment for Prince George's County, using community building techniques and providing responsible and responsive development and redevelopment that is designed to enhance quality of life, balanced growth and job creation for diverse, sustainable communities.

Beginning in the early 2000's, the RDA began acquiring dilapidated and blighted properties in the Suitland Manor Subdivision, along Homer Avenue, Huron Avenue, Hudson Avenue, Lewis Avenue and Chelsea Way. The Acquisition, totaling 22 acres, was complete in 2007. The tenants were relocated, and all buildings were demolished.

In late 2014, the RDA, together with its development consultant team began planning the development of a new mixed-use community anchored by the Suitland Federal Center which houses the new headquarters of U.S. Census Bureau. Working collaboratively and assembling adjacent property owners, the development team in 2015, guided the property through the entitlement process obtaining approval of the Preliminary Plan of Subdivision and the MUTC Special Permit. With adjacent property owners the total land area of the approved plans is approximately 29 +/- acres.

Beginning in early 2019, the RDA partnered with private developers to construct 219 townhomes, a 137-unit multi-family apartment building for seniors, a grand park along Towne Park Boulevard (formerly Homer Avenue), a central park and essential utilities and infrastructure. The town homes and apartment building are completed and fully occupied. The Central Park, bounded by Arts Vista Boulevard (a new street), Toles Park Road (a new street) and Towne Square Boulevard (formerly Huron Avenue) will be the location for the retail kiosk along with other amenities.

The objective of this solicitation is to procure a general contractor to construct the retail kiosk in the Central Park. The retail kiosk will be a 4,000 square foot single story slab on grade structure with plumbing, mechanical, electrical, and HVAC systems installed. Final finishes will be completed by others according to future tenant specifications.

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3.2 SITE DESCRIPTION



Fig 1. Development Site Plan

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3.3 SCOPE OF SERVICES

The Contractor procured through this IFB will be required to provide all labor, supervision, materials and equipment required to construct the retail kiosk, including installation of plumbing, electrical, mechanical and HVAC systems in accordance with the plans, drawings and specifications provided with this solicitation.

3.4 REQUIREMENTS

The specific requirements for construction of the retail kiosk shall be as set forth in the drawings and specifications as listed in Appendices A and B of this IFB. The drawings and specifications listed in this IFB will be available via a link in the RDA's website.

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SECTION IV: PROPOSAL SUBMITTALS

4.1 BID FORMAT

Each Bid shall have the following sections prominently displayed:

1. Title Page
2. Table of Contents
3. Project Approach & Methodology
4. Fee (Not to Exceed), including unit rates.
5. Local & MBE Participation
6. Timeline
7. Exceptions or Restrictions
8. Statement of no Conflict of Interest
9. Statement of no Pending or Threatening Litigation
10. Certificate of Good Standing

4.2 FORMAT DESCRIPTION

Each bid shall conform to the following order and format:

- 4.2.1 **Transmittal Letter:** The bid shall include a transmittal letter prepared on the Bidder's business stationery. The purpose is to identify the bidder and transmit the bid to the RDA and should therefore be brief. The letter must be signed in ink by an individual who is authorized to bind the firm to all statements, including services and prices contained in the bid.
- 4.2.2 **Title Page:** Each bid shall begin with a Title page. It should display the words "IFB No. 2023-1." It should also have the name of the company, and name, title, business address, email address and telephone number of the person authorized to obligate the company.
- 4.2.3 **Table of Contents:** The bid shall contain a "TABLE OF CONTENTS" with page numbers indicated.
- 4.2.4 **Bid:** The Offeror shall present their offer on double spaced typed pages. Bid must address each of the areas covered under the evaluation criteria in the order as provided below:

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The Project Approach and Methodology: Offerors must submit a narrative description of the proposed staffing, equipment to be deployed, organizational structure and other resources required to provide the demolition and grading services required by this IFB. The narrative should include a description and explanation of any management, cost control and scheduling software to be utilized.

Experience and Key Personnel: Offerors must provide examples of a minimum of three relevant completed projects where it has provided for the installation of erosion and sediment control features, surface demolition services and rough grading. Descriptions of successfully completed projects by the team members of similar scope to the one proposed and shall include the timeline for completion, and total cost. Offerors must identify the key members of the proposed Construction Management team. Resumes for each key member of the team should be submitted and shall be limited to three pages each.

Fee (Lump Sum): The Offeror must submit on the Bid Form (Appendix B) the proposed lump sum fee for the total scope of work and services to be provided. The fee shall include the cost for mobilization, operations, demobilization and all miscellaneous expenses and fees such as, but not limited to office administration, telephone, mailings, dump fees, site overheads and other expenses. Offerors must also provide on the Appendix B - Bid Form the Unit Prices to be used for changing quantities of work items. Please do not make any changes to the format of the Bid Form.

Local and Minority Business Involvement: The RDA seeks to have local and minority participation at all levels of the Project. Please identify all local and minority businesses that are part of the Construction Management team. The RDA encourages Local and Minority Businesses to submit as prime consultant if qualified.

Timeline: The Offeror shall present the Project timeline in a weekly or monthly format as may be convenient identifying the overall duration for the work and major activities.

- 4.2.5 Exceptions or Restrictions: Should the Offeror take exception to any provision or requirement of this IFB, it must be indicated in this section.
- 4.2.6 No Conflicts of Interest: The Offeror is required to make a statement of no knowledge of any potential conflicts of interest with the Redevelopment Authority or Prince George's County.

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- 4.2.7 No Pending Litigation: The Offeror must affirm that they are not party to any pending litigation against the Redevelopment Authority or Prince George's County.
- 4.2.8 Certificate of Good Standing: The Offeror must provide a Certificate of Good Standing from the State of Maryland.

4.3 OFFEROR QUALIFICATIONS

- Offeror must show through entity and/or key personnel experience a track record of having provided similar construction activities, including installation of erosion and sediment control features, building demolition and finish grading activities.
- Offeror must provide evidence of organizational and financial capacity to deliver the proposed services.
- Offeror must identify key subcontractors and vendors it intends to use along with the scope for which the subcontractor and/or vendor will supply.

4.4 DEMONSTRATION OF EXPERIENCE

Bidders shall identify three (3) similar demolition projects, completed or in process of completion, comparable to Bidder's proposed services and which Bidder or their key personnel have had primary involvement. For each relevant project, the Bidder shall identify the following:

- a. Project name;
- b. Location or address of the project;
- c. Description of the project, including work performed and total acreage;
- d. Period of performance;
- e. Estimated total project costs, if the project is not yet complete or actual total development costs, if project has been completed;
- f. Projected commencement and completion date, if project is not yet complete or actual commencement and completion date, if project is complete;
- g. Name and contact information for Project Owner or representative provided as a reference.

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Offerors must be fully licensed in the State of Maryland for the type of work required by this solicitation no later than the date that proposals are due. Offerors who are not fully licensed and certified shall not be found qualified.

The Project will require the Contractor to provide proof of the following insurance coverages prior to commencement of Work:

- Commercial General Liability insurance having limits of at least 1 million dollars per occurrence, 2 million dollars aggregate;
- Umbrella Liability insurance of at least 2 million dollars;
- Commercial Auto (including owned, leased, non-owned and hired) having limits of at least \$500,000; and
- Workers Compensation Insurance at statutory amounts.

4.5 COUNTY LOCAL AND MINORITY OWNED BUSINESS PARTICIPATION

A priority for Prince Georges County Government and a mission of the RDA is to create jobs and opportunities for local residents, County located business enterprise (CLB), minority-owned businesses (MBE) and women-owned businesses (WBE) certified businesses. The goal is to build capacity for such firms to grow and compete effectively with their majority-owned counterparts.

The total contract value for this solicitation, must include 40% local participation and 20% MBE/WBE participation. These are minimum thresholds and it is expected that successful respondents will exceed these thresholds as described in this Section.

For businesses with a headquarters located outside of Prince George's County, the following will be considered as CLB for the purpose of achieving the 40% local participation requirement:

- the business has an established office within Prince George's County with at least 5 full-time-equivalent (FTE) employees working in the county located office; or
- the business has at least three FTE employees in the county located office, with at least two of those being residents of Prince George's County; or
- the business has an ownership interest in the building housing the county located office.

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SECTION V: EVALUATION AND SELECTION PROCESS

5.1 SELECTION PROCESS

The Bidder that best meets the Redevelopment Authority's requirements in this solicitation in terms of capabilities and price will be selected.

5.2 EVALUATION AND SELECTION COMMITTEE

The Selection Committee (SC) will evaluate all Bids received by the closing deadline. The SC may request additional technical assistance from any resource at its discretion.

5.3 QUALIFYING BIDS

The SC shall first review each Bid for compliance with the requirements of this IFB as set forth in Section IV. Each bid received as a result of this IFB shall be subject to the same review and evaluation process. Failure to comply with any requirements of this procurement may disqualify a Bidder's Proposal. The RDA reserves the right to waive a requirement and/or minor irregularities when it is in the RDA's best interest to do so. Bids will not be opened publicly. The RDA also reserves the right to request supplemental information from Bidders during the evaluation period. The following criteria will be used in the evaluation of submitted proposals.

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5.4 EVALUATION CRITERIA

After determining compliance with the requirements of this IFB the SC shall conduct its evaluation of the technical and cost merit of the proposals. Each proposal received as a result of this IFB shall be subject to the same review and evaluation process. The following criteria will be used in the evaluation of submitted proposals:

Project Approach & Methodology (narrative demonstrates understanding = higher score)	5
Experience (more experience = higher score)	10
Key Personnel (better appropriate credentials = higher score)	10
Fee (Not to Exceed) (lowest realistic fee = higher score)	50
Local Business Involvement (more LB involvement = higher score)	7
Minority Business Involvement (more MB involvement = higher score)	13
Timeline (more realistic timeline = higher score)	5
<i>Total</i>	<i>100</i>

5.5 FINAL RANKING AND SELECTION

The evaluation criteria contained herein shall be scored by the SC based upon the stated weight factors for each evaluation criteria. The SC will make recommendations to the Executive Director who will make the final selection.

Based on the SC’s initial review of bids, the RDA may invite, without cost to itself, ranking finalists to make a presentation to the SC of their proposal and their capabilities as a further consideration in the selection process. The RDA also reserves the right to request supplemental information including, but not limited to, audited and unaudited financial statements of all equity partners.

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5.6 BIDS PROPERTY OF RDA

All bids submitted in response to this IFB become the property of the RDA and may be appended to any formal documentation which would further define or expand the contractual relationship between the RDA and the successful Offeror.

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SECTION VI: APPENDICES

APPENDIX A – DRAWING LIST

ARCHITECTURAL	
CS-001	COVER SHEET
CS-002	DRAWING INDEX
G-001	GRAPHIC STANDARDS, ABBREVIATIONS, VICINITY MAP, GENERAL NOTES
G-011	CODE ANALYSIS
G-012	GROUND FLOOR LIFE SAFETY PLAN
G-020	COMSCHED ENVELOPE COMPLIANCE
G-024	ADA ACCESSIBILITY REQUIREMENTS
G-030	WALL, FLOOR and ROOF ASSEMBLIES
G-046	TYPICAL FLASHING DETAILS
A-001	ARCHITECTURAL SITE PLAN
A-101	GROUND FLOOR PLAN
A-102	GROUND SLAB PLAN
A-131	GROUND FLOOR RCP
A-141	ROOF PLAN and DETAILS
A-211	ELEVATIONS
A-212	COLORED ELEVATIONS
A-213	PERSPECTIVE VIEWS
A-301	BUILDING SECTIONS
A-311	WALL SECTIONS
A-312	WALL SECTIONS
A-313	WALL SECTIONS
A-401	RESTROOM ENLARGED PLANS AND ELEVATIONS

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A-402	ENLARGED PLANS AND SECTIONS
A-403	SEATING AREA ENTRANCE PLAN
A-501	TYPICAL EXTERIOR DETAILS
A-502	PLAN AND INTERIOR DETAILS
A-601	SCHEDULE AND DETAILS
STRUCTURAL	
S-001	GENERAL NOTES
S-002	GENERAL NOTES
S-100	FOUNDATION PLAN
S-200	CANOPY FRAMING PLAN
S-210	ROOF FRAMING
S-401	CONCRETE DETAILS
S-501	STEEL DETAILS
S-502	STEEL DETAILS
S-503	STEEL DETAILS
S-504	STEEL DETAILS
MECHANICAL	
M-001	MECHANICAL COVER SHEET
M-002	MECHANICAL NOTES
M-101	MECHANICAL GROUND FLOOR PLAN
M-102	MECHANICAL ROOF PLAN
M-501	MECHANICAL DETAILS
M-601	MECHANICAL SCHEDULES
M-701	MECHANICAL REPORTS

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PLUMBING	
P-001	PLUMBING COVER SHEET
P-100	PLUMBING FOUNDATION PLAN
P-101	PLUMBING GROUND FLOOR
P-102	PLUMBING ROOF PLAN
P-501	PLUMBING DETAILS
P-601	PLUMBING SCHEDULES
P-611	PLUMBING RISERS
ELECTRICAL	
E-001	ELECTRICAL COVER SHEET
E-101	ELECTRICAL GROUND FLOOR PLAN
E-102	ELECTRICAL ROOF PLAN
E-501	ELECTRICAL SYMBOLS, ABBREVIATIONS & DETAILS
E-502	ELECTRICAL DETAILS
E-601	ELECTRICAL POWER RISER
E-602	ELECTRICAL PANEL SCHEDULES
E-603	ELECTRICAL LIGHTING FIXTURE SCHEDULES & COMPLIANCE CERTIFICATE

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APPENDIX B - BID FORM

I (we) _____, _____,
Company Name Tax ID No.

Propose to furnish all labor, materials, equipment, services and supervision required by the contract documents for the entire work, in accordance with the contract documents and scope of work for construction of the retail kiosk, for the lump sum price of _____ (\$ _____).

Bid Price Breakdown

ITEM	COST
1. General Conditions	
2. Exterior Improvements	
3. Utilities	
4. Concrete	
5. Masonry	
6. Metals	
7. Wood, Plastics & Composites	
8. Thermal & Moisture Protection	
9. Openings	
10. Specialties	
11. Equipment	
12. Mechanical (HVAC, Plumbing, Sprinkler, etc.)	
13. Electrical (Power, lighting, Lightning Protection, Fire Alarm, etc.)	
14. Insurance	

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15. Cost of Bonds (Performance and Labor/Material)	
16. Builder's Overhead & Profit	
17. LUMP SUM PRICE TOTAL	