



REQUEST FOR PROPOSALS
CITY OF COLLEGE PARK, MARYLAND

RFP NO. CP 27-03

REQUESTS FOR PROPOSALS FOR
PUBLIC SAFETY SERVICES STUDY

ISSUE DATE: OCTOBER 21, 2026

QUESTIONS DUE: NOVEMBER 4, 2026, 9AM

QUESTIONS ANSWERED: NOVEMBER 12, 2026, 5PM

RFP SUBMITTAL DUE DATE: DECEMBER 4, 2026 2PM

CONTACT: Ed Daniel, Project Manager , Public Services Department

Telephone: 301-209-7436 ▪ EMAIL edaniel@collegetparkmd.gov

City of College Park, Maryland
Request for Proposals
Public Safety Services Study
RFP NO. CP-27-03

1. ADVERTISEMENT

The City of College Park, Maryland, requests sealed proposals for a **Public Safety Services Study**.

Proposals must be submitted in original only, on the specified forms, in a sealed envelope addressed to Procurement-Finance Department, City of College Park, Maryland, marked "RFP CP-27-03, Public Safety Services Study, City of College Park, Maryland" and delivered to the Finance Department, City of College Park, 7401 Baltimore Avenue, College Park, Maryland 20740 by December 4, 2027, at 2:00 p.m.

Copies of the Request for Proposals may be downloaded from the City's website at www.collegeparkmd.gov. If you are unable to obtain the Contract Documents from the website, please contact the Finance Department, Monday-Friday 8:00 a.m.-5:00 p.m., at 240-487-3509.

The City of College Park is an equal opportunity employer. Discrimination based on race, religion, sex, age, ethnicity, ancestry, or national origin, physical or mental disability, color, marital status, pregnancy, sexual orientation, gender identity, genetic information, political affiliation, or any other factors not related to the ability to perform the work is expressly prohibited.

The City of College Park reserves the right to accept or reject any and all proposals in whole or in part, to waive any technicalities or formalities, and to exercise its sole discretion to best serve the interests of the City. The contact person and Project Manager for this project is **Ed Daniel**, Safety/Emergency Manager, Department of Public Works (301-209-7436) edaniel@collegeparkmd.gov.

2. PREPARATION OF PROPOSALS

The Proposal Form and attachments are included in the Contract Documents for this project. Any changes not approved by the Project Manager will cause rejection of the proposal.

Each proposal must be enclosed in an opaque, sealed envelope marked, "Procurement, Public Safety Services Study, RFP CP-27-03, City of College Park, Maryland". The proposer's name must also be provided on the envelope.

Please provide the organize the proposal in this order:

- Introduction of Firm

- CVs
- Anticipated percentage of time spent on each task
- Project approach
- Experience with interagency agreements
- Reference List
- Sample

Documents to be submitted with Proposal include:

- Proposal Form
- Attachment A Non-Collusion Affidavit
- Attachment B Affidavit with Respect to Non-Conviction, Non-Suspension and False Pretenses
- Attachment C Information Regarding the Proposer

Errors in preparation of the proposal will not relieve the proposer from the terms thereof.

All proposals remain binding for ninety (90) days after submittal of the RFP.

Proposers, by submitting a proposal, certify that they have thoroughly examined the requirements contained in the RFP documents and are familiar with the City's specifications. Modifications and alternate proposals for the services required may result in the rejection of the proposal. Proposers shall clearly and succinctly respond to the requirements of the request for proposal. Any proposals offered as alternates shall be clearly marked as such.

The Proposer will not discriminate against any employee or applicant for employment because of age, race, color, creed, pregnancy, religion, national origin, ancestry, disability, marital status, sex, sexual orientation, gender identity, physical characteristic or any other factors not related to the ability to perform the work.

3. INVITATIONS TO PROPOSE A COURTESY

This Request for Proposals is sent as a courtesy to known interested companies. The receipt of this Request for Proposals from the City of College Park in no way implies that the recipient is a qualified proposer.

4. INTERPRETATIONS

All questions about the meanings or intent, discrepancies, or omissions of the Request for Proposals shall be submitted in writing to the Project Manager, Ed Daniel, Safety/Emergency Manager, Public Services Department, on or before November 4, 2026 by 9AM. Replies to these inquiries will be made in writing and will be issued through an addendum to the RFP on or before November 12, 2026 by 5PM. Any addenda will be posted to the City's website. It shall be the responsibility of the Proposer to ascertain whether any addenda have been issued by checking the

City's website. Proposer must acknowledge the receipt (or indicate "None" if applicable) of any addenda on their Proposal Form. No questions will be accepted after the November 4, 2026 deadline. Upon award of the Contract, all questions concerning progress of the work shall be directed to the Project Manager.

5. CONTRACT TERM

The work to be performed under the contract ("Services") shall commence within ten days of Notice to Proceed. The contract term will be set forth in the Contract. Time is of the essence to the performance of the Services.

6. PROJECT DESCRIPTION & BACKGROUND INFORMATION

Introduction and Background

The City of College Park is located in Prince George's County, Maryland, and serves a population of approximately 35,000 residents. The City is home to the University of Maryland, College Park, and supports a diverse mix of residents, students, visitors, businesses, institutions, and commuters. College Park offers the character of a small city/town environment while also serving as a regional destination with significant educational, transportation, recreational, aviation, and community amenities.

College Park is also home to the world's oldest continuously operating airport, College Park Airport, and includes numerous parks, trails, transit connections, commercial corridors, neighborhoods, student housing areas, and major event destinations. These features create a public safety environment unique within Prince George's County and require coordination among multiple law enforcement and public safety partners.

The City is a "university community" with a mix of mid-rise buildings and a bustling commercial corridor on US1 attracting development. We participate in a myriad of community coalitions and university-based groups to gather best practices and methodologies. Our community has several distinct neighborhoods, each with its own identity and culture. College Park is a City on the rise and with a "green" and sophisticated sense of purpose and mission.

Purpose of the Study

This study seeks to assess public safety services options available in the City's corporate boundaries. The study should identify costs, staffing models, operational requirements, benefits, challenges, implementation timelines, and opportunities associated with potential policing service models for College Park residents, businesses, students, and visitors.

The study will provide an informed basis for City Council and staff to evaluate whether the City should continue, modify, expand, or replace current policing arrangements, including the

existing Memorandum of Understanding with Prince George's County and agreements with other law enforcement partners. The Study will define and provide comparables from other law enforcement agencies and identify the best investment for College Park residents and businesses.

The Study will evaluate all the services and opportunities available regionally and determine if there are opportunities for collaboration and shared services with other local municipalities.

Current Public Safety Environment

The City does not currently operate its own police department. Prince George's County (PGPD) provides police services, and the City has augmented them through an MOU for expanded coverage that began in 2004; we added a full-time officer in 2013, and it was updated to concurrent jurisdiction with the University of Maryland in 2013. Under the current MOU, two full-time equivalent officers are based at College Park City Hall, while the County covers vehicles, uniforms, staffing, insurance, and related employment obligations under this agreement. The City pays the County annually for these services.

In addition to the two contracted officers, the City has an agreement with PGPD for part-time officers, currently estimated at approximately 15.5 full-time equivalents. The City also maintains a contiguous jurisdiction agreement with the University of Maryland Police Department for areas adjacent to the University.

Other law enforcement and public safety partners operating within or adjacent to the City include the Maryland-National Capital Park and Planning Commission Police for numerous park and community center locations; the Washington Metropolitan Area Transit Authority Police for Metro areas including College Park and Greenbelt train stations and the many bus lines that traverse the City; the Maryland State Police, whose local barracks is within College Park city limits; the University of Maryland Police Department for campus and special events; and the Maryland Transit Administration, which will have responsibilities associated with the Purple Line when service begins.

7. SCOPE OF SERVICES

The selected consultant shall evaluate public safety and policing service options for the City, including but not limited to:

- Reviewing current policing arrangements, service levels, cost structure, staffing model, agreements, and operational responsibilities.
- Analyzing crime statistics, calls for service, response times, geographic coverage, demographics, growth patterns, housing trends, student population impacts, commercial

activity, transit activity, special events, and other publicly available or City-provided data.

- Evaluating current and future service demands related to University activity, special events, Metro service, Purple Line service, parks, commercial areas, and residential neighborhoods.
- Assessing the benefits, challenges, risks, and costs of maintaining the current model, modifying the current model, contracting with other agencies, creating a municipal police department, or pursuing hybrid/shared-service models.
- Estimating startup, transition, and recurring operating costs, including staffing, recruitment, training, supervision, facilities, fleet, equipment, uniforms, insurance, dispatch, records management, technology, information technology, human resources, legal support, accreditation & training accreditation & training requirements with needed administrative oversight.
- Evaluating the impacts of Maryland policing mandates, including body-worn camera and dash camera requirements, records retention, evidence management, data storage, public information requests, and compliance obligations.
- Analyzing the City's current tax rate, potential tax differential implications, and the fiscal relationship between current policing expenditures and projected alternatives.
- Assessing hiring and recruitment challenges in the Washington and Baltimore regional police labor markets, including compensation, benefits, incentives, training pipelines, and competitive pressures from local, state, university, and municipal agencies.
- Developing an implementation timeline for each feasible option, from City Council direction through policy development, accreditation planning, recruitment, hiring, training, facilities readiness, equipment procurement, and operational launch.

STUDY OPTIONS TO BE EVALUATED

- Continuation of the current public safety and policing structure.
- Modification or expansion of the existing Prince George's County MOU and part-time officer program.
- Support current agreement with the University of Maryland Police Department and other partner agencies.
- Explore contracted services with another law enforcement agency for specific functions, such as patrol, dispatch, records, investigations, or special event support.
- Research the costs (staffing, equipment, vehicles, and facilities), process, timeline, and impacts of the creation of a standalone City of College Park Police Department.
- Develop and explore "hybrid models" that combine City staffing with contracted dispatch, records, specialized services, mutual aid, or regional support.
- Non-policing public safety strategies that may complement or reduce demand for sworn police services, including environmental design, lighting, code enforcement coordination, outreach, and community safety programs.

REQUIRED DELIVERABLES

- Develop a timeline that would include the project kickoff meeting and finalized plan. To include the following activities and deliverables
- Provide a data request list and methodology information that includes a summary of current policing and public safety services.
- Prepare a stakeholder engagement summary, including City staff, elected officials, residents, businesses, students, University representatives, and partner agencies as appropriate. Community Input and feedback mechanism (ex., surveys and focus groups)
- Prepare comparative analysis of similar Maryland and regional municipal policing models.
- Develop cost summary that includes staffing, facilities, fleet, technology, records, human resources, and implementation estimates for each option.
- Provide brief assessment of legal, operational, administrative, compliance, accreditation, and risk management requirements.
- Draft report for City and Council review at midpoint. (Provide updates throughout)
- Conduct public presentation of findings, if requested by the City.
- Submit a Final report with options, findings, assumptions, cost ranges, implementation timelines, and decision points.
- Ideally, the City would like to conclude this project by late Summer 2027.

8. QUALIFICATION REQUIREMENTS

Respondents should demonstrate experience conducting comparable public safety, policing, municipal police department feasibility, staffing, cost, and organizational studies. The City is particularly interested in firms with experience developing models for local or municipal police organizations and with a strong understanding of Maryland policing requirements, public safety service delivery, interagency agreements, police reform mandates, accreditation expectations, and municipal budgeting. Expertise in municipal collaboration efforts or previous experience in University communities is a plus. The following items are required for the RFP:

- Firm overview and relevant experience.
- Project team qualifications and resumes.
- Understanding the project and proposed approach.
- Detailed work plan and timeline.
- Examples of similar studies or evaluations.
- References from comparable clients.
- Proposed fee structure and budget by task.

- Identification of assumptions, exclusions, and information needed from the City.

The Contractor shall be capable of performing or coordinating **all services identified within this Scope of Work**. The Contractor shall have sufficient personnel, equipment, experience, and resources to respond to requests from the City and complete work within the timeframes established by the City.

Where specialized services require a specific license, certification, permit, or qualified subcontractor, the Contractor shall be responsible for ensuring that all applicable requirements are satisfied. The use of subcontractors shall not relieve the Contractor of responsibility for the satisfactory completion of the work.

9 . SUBMISSION REQUIREMENTS

Documents to be submitted with the Proposal include an original, two copies, and of the following:

- Proposal Form - An authorized representative who can make a binding commitment must sign the Bid Proposal Form.
- Information regarding the Bidder Form, including three references with complete contact information for three major research projects.
- A written proposal outlining the scope of work and timeline for completing the above tasks.
- Resumes and/or CVs.
- Non-Collusion Affidavit.
- Affidavit with Respect to Non-Conviction, Non-Suspension, and False Pretenses.

10. REVIEW OF QUALIFICATIONS

Proposers, whether individuals or organizations, are encouraged to have demonstrated experience in public safety service studies. The City will review all submissions for responsiveness to this RFP. Individuals and research teams will be given consideration. The review will consider the experience of the individual, firm, or team; the experience of the individuals proposed to work on the project; work on similar projects; project references; and fee structure. The City will select the most qualified individuals, or teams to be interviewed for the project. The City may request additional information and reserves the right to reject any or all proposals as is in its best interest. Prior to awarding the contract, the City may conduct interviews with selected proposers. Proposals will be graded upon the categories of the attached evaluation criteria.

11. ASSIGNMENT

The selected Proposer shall not assign or subcontract any portion of the operation without prior written approval from the City. If the Consultant intends as part of its proposal to form a team or subcontract any part of the Services described in its proposal, that fact must be explicitly stated in

the proposal and the Consultant shall include the qualifications and references of any proposed subcontractors. If the City awards the contract to the Consultant and approves any subcontract, this approval shall not create any relationship between the subcontractor and the City, and the Consultant shall remain responsible for the entire contract.

12. INDEPENDENT CONSULTANT

The selected Proposer will be engaged as an independent contractor and not as an employee or agent of the City.

13. AWARD OF CONTRACT

Proposers shall submit a proposal for the entire contract only. In determining which proposal is the best, the City will take into consideration the experience, qualifications, references, and current availability of research team to perform the work. The Mayor and Council of the City of College Park will select the successful proposal. The City reserves the right to reject any or all proposals, and to exercise its sole discretion to best serve the interests of the City. Except where the City exercised the right reserved herein to reject any or all proposals, the Contract will be awarded in the best interest of the City of College Park.

The City of College Park reserves the right to cancel the Award of the Contract at any time prior to execution of the Contract without liability on the part of the City.

14. EXECUTION OF THE CONTRACT

The Proposer to whom the Contract has been awarded must execute a Contract in substantially the form attached within ten business days after the award and submit such other Documents as required by the Contract Documents including bonds, and insurance certificates. Failure by the successful Proposer to execute the Contract and submit such other documents as required by the Contract Documents shall be just cause for annulment of the Award.

If the Proposer to whom the award is made shall fail to execute the contract as herein provided, the award may be annulled and the contract awarded, at the discretion of the City, to another Proposer.

A Proposer may submit only one proposal for the Contract. More than one proposal from an individual, firm, or partnership, corporation, or association under the same or different names will not be considered for any given Contract, and will be considered grounds for disqualification and/or rejection of the proposals involved, unless prior approval has been given by the City.

15. NOTICE TO PROCEED

After execution of the Contract, the City will issue a Notice to Proceed. This Notice to Proceed will be the date upon which Services under this Contract will be initiated.

Services performed prior to the date set forth in the Notice to Proceed shall be at the successful Bidder's risk.

16. DISCLAIMER

The RFP, including the documents incorporated and/or referenced in the RFP, have been prepared to solicit proposals, and are not contract offers. The only document that will be binding on the City is the contract, if any, duly executed by the City and the selected Consultant. No proposal shall be construed as creating any contractual relationship between the City and any party responding to this RFP.

Nothing contained in this RFP in writing or implied by the selection process shall create any obligation on the part of the City to select any consultant for the services described herein. The City reserves the right at its sole discretion to select any consultant, to decide not to select a consultant or proceed with the project, or to otherwise modify their approach to the assignment.

17. MODIFICATION OF PROPOSAL DOCUMENTS

The right is reserved, as the interests of the City may require, to revise or amend the proposal requirements prior to the date set for submission of proposal responses and to postpone the date set for proposals. Such revisions, amendments and/or postponements will be announced by addendum, a copy of which shall be furnished to all known prospective proposers and posted to the City's website.

18. INSURANCE AND INDEMNIFICATION

The selected Consultant will purchase from insurance companies authorized to do business in Maryland, and maintain during the entire term of the contract, comprehensive general liability insurance, automobile liability insurance, professional errors and omissions coverage, and workers' compensation insurance with limits of not less than those set forth below. On each policy, Consultant will name the City as an additional insured, with the exception of the workers compensation and errors and omissions insurance, and will provide an additional insured endorsement.

- i. Comprehensive General Liability Insurance: Combined single limit liability insurance with a limit of \$2,000,000 each occurrence/aggregate. All insurance shall include completed operations and contractual liability coverage.
- ii. Automobile Liability Coverage: Automobile insurance with a combined limit of \$1,000,000 for each occurrence/aggregate.
- iii. Professional Errors and Omissions Insurance. The Consultant shall maintain a policy with limits of not less than \$1,000,000 each occurrence/aggregate
- iv. Workers' Compensation Insurance: Consultant shall comply with the requirements and benefits established by the State of Maryland for the provision of Workers'

Compensation insurance. Consultant shall provide workers' compensation insurance meeting the statutory limits for Maryland and Employers' Liability limits of \$500,000. All corporations are required to provide Workers' Compensation Certificates of Insurance.

The selected Consultant will covenant to maintain insurance, in these amounts, which will insure all activities undertaken by Consultant on behalf of the City under this Contract. Copies of the certificates of insurance and additional insured endorsements for all required coverage shall be furnished to the City within ten (10) days following the execution of this contract and prior to commencement of any Services. The City shall receive 30 days prior notice of any reduction or elimination of the insurance coverage required herein.

Provision of any required insurance does not relieve Consultant of any of the responsibilities or obligations assumed by the Consultant in the contract awarded, or for which the Consultant may be liable by law or otherwise. Provision of such insurance is not intended in any way to waive the City's immunities or any damage limits applicable to municipal government as provided by law.

The selected Consultant shall also furnish to the City a Certificate of Insurance and additional insured endorsement in like amounts for any approved sub-contractor prior to commencement of Services in the City.

The required insurance may be in policy or policies of insurance, primary and excess, including the so-called umbrella or catastrophe form and must be placed with insurers rated "A-" or better by A.M. Best Company, Inc., provided any excess policy follows form for coverage. Coverage will be primary and noncontributory with any other insurance and self-insurance.

The Consultant shall indemnify and save harmless the City, its officers, agents, servants, and employees, from all suits, actions, and damages or costs of every kind and description arising directly or indirectly out of the performance of the Contract, including attorneys' fees, caused by negligent or willful actions or omissions on the part of the Consultant, its agents, servants and employees, and subcontractors.

19. REPRESENTATIONS BY PROPOSER

In submitting a proposal, the Proposer certifies that the Proposer:

- a. Currently complies with the conditions of §69-6 "Equal Benefits" of the City Code, by providing equality of benefits between employees with spouses and/or dependents of spouses and employees with domestic partners and/or dependents of domestic partners, and/or between spouses of employees and/or dependents of spouses and domestic partners of employees and/or dependents of domestic partners; or
- b. Will comply with the conditions of §69-6 at time of contract award; or
- c. Is not required to comply with the conditions of §69-6 because of allowable exemption; and

d. Does not discriminate on the basis of age, race, color, creed, pregnancy, religion, national origin, ancestry, disability, marital status, sex, sexual orientation, gender identity, physical characteristic, or other unlawful basis of discrimination.

**CITY OF COLLEGE PARK
PROPOSAL FORM RFP – CP-27-03
PUBLIC SAFETY SERVICES STUDY**

CITY OF COLLEGE PARK

PROPOSAL DUE DATE: December 4, 2026

Original plus 3 copies to:

TIME:

2:00p.m.

Procurement

Finance Department

City of College Park

7401 Baltimore Avenue

College Park, MD 20740

(insert name of proposing company)

Hereby submits the following proposal for Public Safety Services Study- CP-27-03. Having carefully examined the Request for Proposals, Instructions to Proposers, the proposed Contract and Addenda Numbered _____ (complete if any addenda were issued, or enter "None), and having received clarification on all items of conflict or upon which any doubt arose, and understanding that any unit price bid will remain in effect throughout the term of the contract, the undersigned proposes to furnish all labor, equipment, materials, etc., required by the documents for the entire Services, all in strict accordance with the contract documents, for the lump sum of:

\$

(numerical figures)

(printed sum)

SPECIAL TERMS AND CONDITIONS:

- A. Failure to fill in all blanks properly and completely may be cause for rejection of this proposal.
- B. It is understood that the proposal price will be firm for ninety (90) calendar days from the proposal opening date, and that, if notified of acceptance of this proposal within this time, the Bidder shall execute a contract for the above stated compensation.
- C. The bid shall be stated in both words and figures.
- D. In submitting this bid, the Proposer certifies that the Proposer:
 - 1. Currently complies with the conditions of §69-6 “Equal Benefits” of the City Code, by providing equality of benefits between employees with spouses and/or dependents of spouses and employees with domestic partners and/or dependents of domestic partners, and/or between spouses of employees and/or dependents of spouses and domestic partners of employees and/or dependents of domestic partners; or
 - 2. Will comply with the conditions of §69-6 at time of contract award; or
 - 3. Is not required to comply with the conditions of §69-6 because of allowable exemption.
- E. In submitting this bid, the Proposer certifies that the Proposer does not discriminate on the basis of age, race, color, creed, pregnancy, religion, national origin, ancestry, disability, marital status, sex, sexual orientation, gender identity, physical characteristic, or other unlawful basis of discrimination.

Consultants Legal Business Name: _____

Firm Representative: _____
(printed name)

Title: _____

Signature: _____

Date: _____

Non-Collusion Affidavit

_____, being duly sworn on oath, deposes and says:

That he/she is the

(Owner, Partner, Title if on behalf of a Corporation)

of _____,
(Name of Business, Corporation or Partnership)

the party submitting the Proposal; that no officer of the said Corporation has nor has any person, firm or corporation acting on its behalf; agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the Proposal being submitted herewith; and that the said Corporation has not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the Proposal Price of the Proposer herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the Proposal is submitted; that in making this Affidavit, the affiant represents that she has personal knowledge of the matters and facts herein stated. The Affiant hereby declares and affirms under the penalties of perjury that the foregoing is true to the best of her knowledge and information.

To be signed by a duly authorized Officer.

_____(SEAL)
Name

Title _____

Date: _____

AFFIDAVIT WITH RESPECT TO NON-CONVICTION, NON-SUSPENSION AND FALSE PRETENSES

I hereby affirm that:

1. 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.
2. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been convicted, or in an official investigation or other proceeding admitted in writing or under oath, acts or omissions which constitute bribery, attempted bribery or conspiracy to bribe under the provisions of Criminal Law Article of the Annotated Code of Maryland or under the laws of any state or the federal government (conduct prior to July 1, 1977 is not required to be reported); and
3. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been convicted under a State or federal law or statute of any offense enumerated in §16-203 of the State Finance and Procurement Article; and
4. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been found civilly liable under a State or federal antitrust statute as provided in §16-203 of the State Finance and Procurement Article.
5. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees who will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction have been debarred or suspended under this subtitle.
6. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, information and belief, any officer, director, partner, member, or associate thereof; nor any of its employees directly involved in obtaining contracts with

the City, has been convicted of false pretenses, attempted false pretenses or conspiracy to commit false pretenses under the laws of any state or federal government, based upon acts committed after July 1, 1981.

7. State "none" below or, as appropriate, list any suspension, debarment, conviction, plea or admission described in Paragraph 2 - 6 above, with the circumstances, date, court, official or administrative body, the individuals involved and their position with the firm, and the sentence or disposition, if any.

I acknowledge that this affidavit is to be furnished, where appropriate, to the City of College Park under Section 16-311 of the State of Maryland Finance and Procurement Article of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the City of College Park 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 of the Annotated Code of Maryland, 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 City.

I further affirm that the business entity is properly registered to do business in the State of Maryland, or is not required to be registered.

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

Date

Signature

Printed Name

INFORMATION REGARDING THE PROPOSER

1. Legal name of proposer:

Individual/partnership/corporation

Address: _____

Phone: _____

Email address of contact person _____

2. Non-Corporation Business

List the name and business and residence address of each individual having a ten percent (10%) or greater financial interest in the business.

<u>Name</u>	<u>Business address</u>	<u>Residence Address</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Corporate Business Entities

List all officers of the corporation, their business address, and the date on which they assumed their respective offices.

<u>Name</u>	<u>Office</u>	<u>Business address</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Please provide the following information concerning work that you have done within the last five (5) years which is similar to the Bid work.

FOR WHOM PERFORMED	CONTRACT AMOUNT	DATE COMPLETED	CONTACT'S NAME/ TELEPHONE NUMBER
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5. Please provide at least 3 references, including any Maryland governmental units or agencies for whom you have worked on a similar project. Include the name and telephone number of your contact with each.

6. Identify all subcontractors that you intend to use in performing the work under the Contract, and specify the work each is expected to perform.

7. Bidders will answer the following questions: (The word “you” refers any individual, partnership, partner and/or corporation and its’ officers.)

a. Have you ever failed to complete any work or contract awarded to you?

If yes, state where and why _____

b. Have you ever been affiliated with some other organization that failed to complete a contract?

If yes, state name of other organization and reason
therefore. _____

c. With what other businesses are you affiliated? _____

d. Please list all persons who will supervise the work under the Contract. _____

Dated this _____ day of _____, 2025.

Company/individual _____

By: _____

Name: _____

Title: _____

EVALUATION CRITEREA**ATTACHMENT D**

CRITERIA	WEIG HT	SCO RE	WEIGHTED SCORE
Understanding and Prior Work in Maryland and DC, University Communities, and Regional Municipal Law Enforcement Operations	20%		
Quality, clarity and feasibility of the proposed methodology with a clear approach in developing cost and contract models	15%		
Experience Evaluating interagency agreements, contracted policing arrangements, and municipal police department formation (including financial, operational and compliance impacts)	15%		
Experience with Maryland Police Training Commission or similar regulatory agencies	15%		
Quality of references and examples of prior work	15%		
Cost Proposal	15%		
Adherence to RFP	5%		

The maximum score for any criteria is 100

The maximum weighted score is 100.

**DRAFT CITY OF COLLEGE PARK
CONTRACT NO. CP-27-03**

THIS CONTRACT is effective on the ____ day of _____, 2026 by and between the City of College Park (hereinafter referred to as the "City") and _____ (hereinafter referred to as "Consultant").

WHEREAS, the City wishes to obtain a Consultant to evaluate public safety and policing service options for the City; and

WHEREAS, the Consultant is willing to provide said services.

NOW THEREFORE, the parties hereto agree as follows:

I. SCOPE OF SERVICES

The selected consultant shall evaluate public safety and policing service options for the City, including but not limited to:

- Reviewing current policing arrangements, service levels, cost structure, staffing model, agreements, and operational responsibilities.
- Analyzing crime statistics, calls for service, response times, geographic coverage, demographics, growth patterns, housing trends, student population impacts, commercial activity, transit activity, special events, and other publicly available or City-provided data.
- Evaluating current and future service demands related to University activity, special events, Metro service, Purple Line service, parks, commercial areas, and residential neighborhoods.
- Assessing the benefits, challenges, risks, and costs of maintaining the current model, modifying the current model, contracting with other agencies, creating a municipal police department, or pursuing hybrid/shared-service models.
- Estimating startup, transition, and recurring operating costs, including staffing, recruitment, training, supervision, facilities, fleet, equipment, uniforms, insurance, dispatch, records management, technology, information technology, human resources, legal support, accreditation & training accreditation & training requirements with needed administrative oversight.
- Evaluating the impacts of Maryland policing mandates, including body-worn camera and dash camera requirements, records retention, evidence management, data storage, public information requests, and compliance obligations.
- Analyzing the City's current tax rate, potential tax differential implications, and the fiscal relationship between current policing expenditures and projected alternatives.

- Assessing hiring and recruitment challenges in the Washington and Baltimore regional police labor markets, including compensation, benefits, incentives, training pipelines, and competitive pressures from local, state, university, and municipal agencies.

Developing an implementation timeline for each feasible option, from City Council direction through policy development, accreditation planning, recruitment, hiring, training, facilities readiness, equipment procurement, and operational

II. CONTRACT TERM

The Services to be performed under the contract ("Services") shall commence within ten days of notice to proceed. The term of this Agreement will be from _____ through _____. Time is of the essence for the performance of the scope of work.

III. CONTRACT PRICE

The City agrees to pay to the Consultant the sum of _____ for services upon receipt of deliverables as described in this Contract.

IV. OTHER PAYMENTS; EXPENSES; TAXES

The City will not be responsible for any cost or expenses of operation of any kind associated with Consultant's provision of services pursuant to this Contract, except as set out herein. Consultant shall be entitled to no fees, bonuses, contingent payments, or any other amount in connection with the services to be rendered hereunder except as set out herein. The parties hereto further agree that the City shall have no obligation to reimburse, pay directly or otherwise satisfy any expenses of the Consultant in connection with the performance of his obligations under this Contract.

It is expressly understood and acknowledged by the parties hereto that the fees payable hereunder shall be paid in the gross amount, without reduction for any Federal or State withholding or other payroll taxes, or any other governmental taxes or charges. The parties hereto further recognize that Consultant, as an independent Consultant of the City, is responsible for directly assuming and remitting any applicable Federal or State withholding taxes, estimated tax payments, Social Security payments, unemployment compensation payments, and any other fees, taxes, and expenses whatsoever. In the event that Consultant is deemed not to be an independent Consultant by any local, state, or federal governmental agency, Consultant agrees to indemnify and hold harmless the City for any and all fees, costs, and expenses, including, but not limited to, attorneys' fees incurred thereby.

V. CONTRACT DOCUMENTS

This Contract and the following enumerated documents form the contract, and they are fully a part of the contract as if attached hereto:

Request for Proposals Attachment A
Bid Forms as submitted by Consultant Addenda
Other Documents Contained within the Bid Specifications
Certifications, Affidavits and Affirmations of Consultant Required by the City Information
Regarding the Bidder

The bid documents submitted by the Consultant are incorporated herein and made a part of the contract documents by reference.

VI. CAPACITY TO PERFORM

The Consultant represents that all equipment and personnel necessary for providing the described services and items will be available as needed. The Consultant shall perform all specified work using properly trained and skilled individuals supervised and directly employed by the Consultant.

VII. STATUS OF CONSULTANT

The Consultant shall perform the services described herein as an independent contractor and not as an employee of the City.

VIII. INSURANCE AND INDEMNIFICATION

Consultant will purchase from insurance companies, government self-insurance pools or government self-retention funds authorized to do business in Maryland, and maintain during the entire term of this Contract, comprehensive general liability insurance, automobile liability insurance, and workers' compensation insurance with limits of not less than those set forth below. On each policy, Consultant will name the City as an additional insured, with the exception of the workers compensation insurance, and will provide an additional insured endorsement.

- i. Comprehensive General Liability Insurance: Combined single limit liability insurance with a limit of \$2,000,000 each occurrence/aggregate. All insurance shall include completed operations and contractual liability coverage.
- ii. Automobile Liability Coverage: Automobile insurance with a combined limit of \$1,000,000 for each occurrence/aggregate.
- iii. Professional Errors and Omissions Insurance. The Consultant shall maintain a policy with limits of not less than \$1,000,000 each occurrence/aggregate
- iv. Workers' Compensation Insurance: Consultant shall comply with the requirements and benefits established by the State of Maryland for the provision of Workers' Compensation insurance. Consultant shall provide workers' compensation insurance meeting the statutory limits for Maryland and Employers' Liability limits of \$500,000.

All corporations are required to provide Workers' Compensation Certificates of Insurance.

Consultant covenants to maintain insurance, in these amounts, which will insure all activities undertaken by Consultant on behalf of the City under this Contract. Copies of the certificates of insurance and additional insured endorsements for all required coverage shall be furnished to the City within ten (10) days following the execution of this contract and prior to commencement of any work. The City shall receive thirty (30) days prior notice of any amendment, reduction or elimination of the insurance coverage required herein.

Provision of any insurance required herein does not relieve Consultant of any of the responsibilities or obligations assumed by the Consultant in the contract awarded, or for which the Consultant may be liable by law or otherwise. Provision of such insurance is not intended in any way to waive the City's immunities or any damage limits applicable to municipal government as provided by law.

The Consultant shall also furnish to the City a Certificate of Insurance and additional insured endorsement in like amounts for any approved sub-contractor prior to commencement of work in the City.

The required insurance may be in policy or policies of insurance, primary and excess, including the so-called umbrella or catastrophe form and must be placed with insurers rated "A-" or better by A.M. Best Company, Inc., provided any excess policy follows form for coverage. Coverage will be primary and noncontributory with any other insurance and self-insurance.

The Consultant shall indemnify and save harmless the City, its elected officials, employees, and agents from all suits, actions, and damages or costs of every kind and description arising directly or indirectly out of the performance of the Contract, including attorneys' fees, whether caused by actions or omissions on the part of the Consultant, its agents, servants, and employees, or due to other causes.

LICENSES, APPLICABLE LAWS

The Consultant will be responsible for obtaining any and all licenses pertaining to performance of work under the contract. All services and materials provided by the Consultant shall conform to all applicable laws and regulations.

IX. MATERIALS AND STANDARD OF WORK

All work performed, and material provided, pursuant to this contract shall be in conformance with standards adopted by the State of Maryland and Prince George's County and will be appropriate for existing conditions. All work shall be performed in a neat and workmanlike manner by trained and experienced personnel. Defective or unsuitable materials or workmanship shall be rejected and shall be made good by the Consultant at Consultant's expense, notwithstanding that such deficiencies have been previously accepted or were due to no fault of the Consultant.

X. ACCURATE INFORMATION

The Consultant certifies that all information provided in response to this Request for Proposal is true and correct. Any false or misleading information is grounds for the City to reject the proposal and to terminate this contract.

XI. PERIODIC AND FINAL INSPECTION

The City will make periodic inspections of the work through the City's Project Manager or designated representative to ensure that all contract requirements have been met.

XII. RESTORATION OF PROPERTY

The Consultant, at its own expense and in a manner acceptable to the City, will restore or replace to original condition any property displaced or damaged as a result of work performed under this contract, whether the property is owned by the City or a third party.

XIII. TERMINATION FOR DEFAULT

Failure of the Consultant to deliver work, supplies, materials, or services in a timely manner, to correct defective work or materials, to act in good faith, or to carry out the work in accordance with contract documents shall constitute a breach of contract. In such event, the City may give notice to the contractor to cease work until the cause for such order has been eliminated. Should the Consultant fail to correct such default within 24 hours after receipt of notification, the City may terminate any such contract. This provision shall not limit the City in exercising any other rights or remedies it may have.

XIV. TERMINATION FOR CONVENIENCE

The performance of work or delivery of services may be terminated in whole or in part at any time upon written notice when the City determines that such termination is in its best interest. The City will be liable only for labor, materials, goods, and services furnished prior to the effective date of such termination.

XV. NOTICES

All notices shall be sufficient if delivered in person or sent by certified mail to the parties at the following addresses:

If to the City:

Kenneth A. Young
City Manager
City of College Park
7401 Baltimore Avenue
Suite 201
College Park, MD 20740

If to the Consultant:

XVI. ERRORS IN SPECIFICATIONS

The Consultant shall take no advantage of any error or omission in the specifications. The City shall make such corrections and interpretations as may be deemed necessary and that decision shall be final.

XVIII. GOVERNING LAW

This contract is executed in the State of Maryland and shall be governed by Maryland law without regard to its conflict of laws provisions. The Consultant, by executing this contract, consents to the jurisdiction of the Maryland state courts with respect to any dispute arising out of this contract.

XIX. INTERPRETATION

Any questions concerning conditions and specifications shall be directed in writing to the Project Manager. No interpretation shall be considered binding unless provided in writing by the Project Manager. By execution of this contract, the Consultant certifies that it understands the terms and specifications.

XX. ATTORNEYS' FEES AND COSTS

The prevailing party shall be entitled to attorney's fees and costs incurred in any actions or claims brought to enforce this contract, or for damages thereunder.

XXI. SUCCESSORS AND ASSIGNS

This Contract shall inure to the benefit of and be binding upon the successors and assigns of the parties hereto. In any event, the Consultant shall not assign any right or obligation under this contract without the City's express written consent, which may be withheld in the City's sole discretion.

XXII. ENTIRE AGREEMENT

This Contract, including exhibits attached hereto, constitutes the entire agreement between the City and the Consultant and may only be amended in a writing executed by both parties.

XXIII. NON-DISCRIMINATION.

A. The City of College Park is an Equal Opportunity Employer. Discrimination based on race, religion, sex, age, ethnicity, ancestry, or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation, or any other factors not related to the ability to perform the work is expressly prohibited.

B. The Consultant certifies that it does not discriminate on the basis of race, religion, sex, age, ethnicity, ancestry, or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, pregnancy, political affiliation, or any other factors not related to the ability to perform the work.

XXIV. EQUAL BENEFITS.

A. Consultant must comply with the applicable provisions of § 69-6 of the City Code. The Consultant shall provide the City Manager, or his/her designee, access to its records for the purpose of audits and/or investigations to ascertain compliance with these provisions.

B. Upon request, the Consultant shall provide evidence of compliance with the provisions of § 69-6 of the City Code upon each new bid, contract renewal, or when the City Manager has received a complaint or has reason to believe the Consultant may not be in compliance with the provisions of this section.

C. The failure of the Consultant to comply with § 69-6 of the City Code will be deemed to be a material breach of the covered contract.

XXV. PERMITS

The Consultant is responsible for obtaining all permits required for the work.

XXVI. SEVERABILITY

If and for so long as any provision of this Contract shall be deemed to be judged invalid for any reason whatsoever, such invalidity shall not affect the validity or operation of any other provision of this Contract, except only so far as shall be necessary to give effect to the interpretation of such invalidity, and any such invalid provision shall be deemed severed from this Contract without affecting the validity of the balance hereof.

XXVII. COUNTERPARTS

The parties may execute this Contract in counterparts, which each such document shall, in the aggregate and when signed by both parties, constitute one and the same instrument; and, thereafter, each counterpart shall be deemed an original instrument as against any party who has signed it. This Contract shall not be valid or enforceable unless and until executed by a duly authorized officer of each party. The Parties may sign in writing or by electronic signature. An electronic signature will have the same effect as an original signature.

XXVIII. THIRD PARTY BENEFICIARY

This Contract is entered into solely for the benefit of the City and the Consultant. No third party will be deemed a beneficiary of this Contract, and no third party will have the right to make any claim or assert any right under this Contract.

XXIX. PERFORMANCE DURING DISPUTE.

Unless otherwise directed by the City, the Consultant shall continue performance under this Contract while matters in dispute are being resolved, excepting disputes over payment for services that are past due that are otherwise not contested.

IN WITNESS WHEREOF, we have hereunto set our hands and seals.

ATTEST:

CITY OF COLLEGE PARK

Yvette Allen, CMC, City Clerk

By: _____
Kenneth A. Young, City Manager

**APPROVED AS TO FORM AND LEGAL
SUFFICIENCY:**

By: _____
Stephanie P. Anderson, City Attorney

WITNESS:

CONSULTANT:

_____ By: _____
Name: _____
Title: _____