



## BoardDocs Cover Page

(Due to final Cabinet-level approver on Monday at noon, 2+ weeks prior to BOE meeting date)

Meeting Date:	June 10, 2020	
Agenda Session: (Category)	<input checked="" type="checkbox"/> Work Session (Bids, former F&F items, etc.) <input type="checkbox"/> Closed <input type="checkbox"/> Regular, Preliminary Items (System Recognitions)	<input type="checkbox"/> Regular, Action/Consent <input type="checkbox"/> Board Items <input type="checkbox"/> Public Hearing
Title (Subject):	RFP 20A3 Facility and Program Assessment for Four Schools - Architect Selection	
Access:	<input type="checkbox"/> Private <input checked="" type="checkbox"/> Public	
Type:	<input type="checkbox"/> Business Item <input type="checkbox"/> Policy Item <input type="checkbox"/> Strategic Plan Item <input type="checkbox"/> System Recognition <input checked="" type="checkbox"/> Action (e.g., bids, action/consent items) <input type="checkbox"/> Consent (e.g., staffing, policies, grants over \$25k)	<input type="checkbox"/> Information (e.g., grants under \$25k) <input type="checkbox"/> Discussion <input type="checkbox"/> Minutes <input type="checkbox"/> Report <input type="checkbox"/> Special Agenda Type <input type="checkbox"/> Procedure
Aspirational Goals: (May select multiple)	<input type="checkbox"/> 1-Student Achievement <input type="checkbox"/> 2-Effective and Engaged Staff <input checked="" type="checkbox"/> 3-Resource Allocation	<input type="checkbox"/> 4-Family and Community Involvement <input type="checkbox"/> 5-Health and Safety
Recommended Action:	Board approval of RFP 20A3 Facility and Program Assessment for Four Schools - Architect Selection	
Backup Documents:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, how many? _____ Submitted: <input checked="" type="checkbox"/> Herewith <input type="checkbox"/> Later <input type="checkbox"/> Both Is one a PowerPoint (PPT): <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Comment: _____	
Immediately following receipt of an email confirmation that this item has been approved by the Superintendent, the person posting this item to BoardDocs is responsible for emailing the approved PPT to <a href="mailto:jeremy.eccard@fcps.org">jeremy.eccard@fcps.org</a> and <a href="mailto:kelly.gordon@fcps.org">kelly.gordon@fcps.org</a> .		

**PURPOSE OF PRESENTATION:** Staff has reviewed the attached contract and recommends approval by the Board of Education of Frederick County.

**BACKGROUND/SUMMARY:** This recommendation is to establish a contract for architectural and engineering services for an assessment to evaluate the potential limited renovations needs of four elementary schools. The four elementary schools under consideration are Emmitsburg, Lewistown, Thurmont and Wolfsville.

**PRESENTER(S) & TITLE(S):**

Kim Miskell, CSBO, Assistant Purchasing Manager  
 Adnan Mamoon, Director of Capital Programs, Capital Programs Department

**SUBMITTED BY:**

Kerrie Koopman CPPB, CPPO, Purchasing Manager  
 Leslie R. Pellegrino, Chief Financial Officer

**RFP 20A3**  
**FACILITY AND PROGRAM ASSESSMENT FOR FOUR SCHOOLS - ARCHITECT SELECTION**

**FACT SHEET**

A. **Overview:** This recommendation is to establish a contract for architectural and engineering services for an assessment to evaluate the potential limited renovations needs of four elementary schools. The four elementary schools under consideration are Emmitsburg, Lewistown, Thurmont and Wolfsville. Proposals were opened on May 6, 2020.

1. **RFP participation:**

126 proposals downloaded  
18 companies submitted proposals

2. **Proposals were received from:**

Bignell Watkins Hasser Architects (Annapolis, MD)  
Cannon Design (Baltimore, MD)  
Crabtree, Rohrbaugh & Associates (Towson, MD)  
DLR Group (Washington, DC)  
dp+partners Architects (Washington, DC)  
**Facility Engineering Associates (Fairfield, VA)**  
Frederick Ward Associates, Inc. (Bel Air, MD)  
Johnson, Mirmiran & Thompson, Inc. (Hunt Valley, MD)  
Leuterio Thomas, LLC (National Harbor, MD)  
Marotta/Main Architects (Lancaster, PA)  
Moseley Architects (Baltimore, MD)  
Murphy & Dittenhafer, Inc. (Baltimore, MD)  
Proffitt & Associates Architects, P.C. (Frederick, MD)  
RAUCH, Inc. (Easton, MD)  
Samaha Associates, P.C. (Fairfax, VA)  
Shephard Restoration Engineers, Inc. (Media, PA)  
Shinberg, Levinas Architects Design, Inc. (Bethesda, MD)  
Studio Twenty Seven Architects (Washington, DC)

3. **Other Facts:**

- The facility and program assessment of the four schools is to include at a minimum, the following:
  - Educational Specifications
  - Existing Conditions
  - Building and Life Safety Issues
  - Summary of Strategies
  - Floor Plans and Site Plans
  - Cost Estimates
  - Recommendations
  - Meetings and Final Report
- Staff members from different departments reviewed the technical proposals. Firms scoring a total of 70 points or higher on the technical proposal was interviewed. Firms scoring a total of 70 points or higher on the interview their cost proposals were opened. Selection is based on the total score of each vendor's technical and cost proposal.
- This contract will be administered by Adnan Mamoon, Director of Capital Programs, Capital Programs Department.

4. **Source of Funding:** Contingent upon Board approval of the FY21 Capital Improvement Projects Budget.

---

B. **Recommendation:** Staff recommends that RFP 20A3, Facility and Program Assessment for Four Schools - Architect Selection, be awarded to Facility Engineering Associates (Fairfield, VA), at a cost not to exceed \$127,965.00.

---

C. **Action taken by the Board (Purchasing use only):**

AB \_\_\_ Approved      \_\_\_ Denied      \_\_\_ Deferred      \_\_\_ Other      KM/ab

6.10.20 Date      \_\_\_ Date      \_\_\_ Date      \_\_\_ Date      BOE Meeting: 06.10.20

**RFP 20A3**  
**FACILITY AND PROGRAM ASSESSMENT FOR FOUR SCHOOLS - ARCHITECT SELECTION**  
**SCORING SUMMARY**

<b>Firm</b>	<b>Technical Score</b>	<b>Fee Score</b>	<b>Total Score</b>
Facility Engineering Associates	<b>80.00</b>	<b>20.00</b>	<b>100.00</b>
Moseley	71.05	15.38	86.43
DLR Group	70.06	10.99	81.05
Proffitt & Associates	65.65		
Cannon Design	64.42		



# FACILITY AND PROGRAM ASSESSMENT OF FOUR SCHOOLS FEE PROPOSAL

	Emmitsburg Elementary	Lewistown Elementary	Thurmont Elementary	Wolfsville Elementary	Subtotal
Architectural	\$10,800	\$12,000	\$15,100	\$9,800	\$47,500
Structural	\$13,325	\$15,000	\$19,000	\$12,300	\$59,625
MEP	Included Above	Included Above	Included Above	Included Above	Included Above
Telecommunications	Included Above	Included Above	Included Above	Included Above	Included Above
Other Sub (Cost Estimator)	\$4,890	\$5,530	\$5,530	\$4,890	\$20,840
Subtotals	\$28,815	\$32,530	\$39,630	\$26,990	
Total					\$127,965

Reimbursables\*

**TOTAL FEE**

Note: Mileage is not an acceptable reimbursable expense

Add Alternate Price (reimbursable amount will be used, if needed)

Roof moisture study (per location):

\*Reimbursables will include: (none)

Exceptions and Comments:

(See Next Page)

Confirm Schedule of Fees is attached for both the firm and the subconsultants

In compliance with your invitation for bidders, the undersigned proposes to furnish and deliver all labor and materials in accordance with the accompanying specifications and "Instructions and General Conditions" for the price as listed on the enclosed Proposal Sheet(s).

I/We certify that this bid/proposal is made without previous understanding, agreement, or connection with any person, firm, or corporation submitting a bid/proposal for the same goods/services and is, in all respects fair and without collusion or fraud; that none of this company's officers, directors, partners or its employees have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or federal government; and that no member of the Board of Education of Frederick County, Administrative or Supervisory Personnel or other employees of the Frederick County Public Schools, has any interest in the bidding company except as follows:

COMPANY: Facility Engineering Associates, P.C.  
dba:

REGISTERED MARYLAND CONTRACTOR NUMBER: 48851 (State of Maryland PE firm license)

FEDERAL IDENTIFICATION: 54-1646671

DATE: May 6, 2020

The undersigned has familiarized themselves with the conditions affecting the work, the specifications, and is legally authorized to make this proposal on behalf of the Contractor listed above.

NAME (please print): Christopher P. Hodges, P.E., CFM, LEED AP

SIGNATURE OF ABOVE:

TITLE: Principal

ADDRESS: 12701 Fair Lakes Circle, Suite 101, Fairfax, VA 22033

TELEPHONE # 703.591.4855

FAX #703.591.4857

E-MAIL ADDRESS (for correspondence): [hodges@feapc.com](mailto:hodges@feapc.com)

E-MAIL ADDRESS (for receiving Purchase Orders): [hodges@feapc.com](mailto:hodges@feapc.com)

(DO NOT COMPLETE THIS AREA IF YOUR COMPANY IS UNABLE TO RECEIVE PURCHASE ORDERS ELECTRONICALLY)

ACKNOWLEDGMENT OF ADDENDA (if applicable)

The above-signed company/firm acknowledges the receipt of the following addenda for the above-referenced solicitation.

Date Received by Proposer/Bidder:

Addendum #1: April 20, 2020

Addendum #2: April 27, 2020

Addendum #3: May 1, 2020

Addendum #4: May 1, 2020