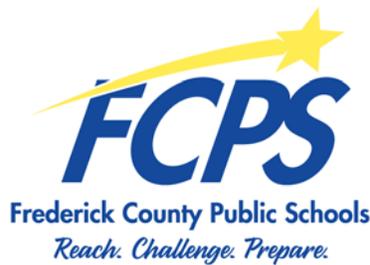


Purchasing Office
191 South East St
Frederick, Maryland 21701
301-644-5208 phone
301-644-5213 fax
kim.miskell@fcps.org



Kerrie Koopman CPPB, CPPO,
Purchasing Manager
**Kim Miskell, CSBO, Assistant Purchasing
Manager**
Bill Meekins CPPB, CPPO, CSBO, CPCP,
Purchasing Agent
Shane Ryberg, Purchasing Agent

RFQ NUMBER/BID NAME: 20A2, Architectural Design for Brunswick Elementary, Myersville Elementary, and Windsor Knolls Middle Schools Security Vestibules

RFQ ISSUE DATE: December 17, 2019

CONTRACT MANAGER: Kim Miskell, CSBO, Assistant Purchasing Manager, kim.miskell@fcps.org

CONTRACT ADMINISTRATOR: Bradley Ahalt, Senior Project Manager, Construction Management

PRE-QUOTE SITE VISIT: 10:00 A.M., local time, on January 3, 2020

Beginning at Brunswick Elementary School, 400 Central Avenue, Brunswick, MD 21716; Continuing to Myersville Elementary School, 429 Main Street, Myersville, MD 21773 and Ending at Windsor Knolls Middle School, 11150 Windsor Road, Ijamsville, MD 21754
(Attendance is encouraged, but not mandatory.)

BONDS REQUIRED: NO

MBE REQUIREMENTS: NO

RFQ DUE: 11:00 A.M., local time, on January 23, 2020.
Faxed or emailed bids are not acceptable.

SEALED BID DELIVERED TO: Frederick County Public Schools
Attn: Purchasing Department
191 South East Street
Frederick, MD 21701

(Parking is available at Deck #5 on All Saints Street. Recent security upgrades at the FCPS Central Office Building will require visitors to request entry utilizing the phone buzzer/button system. Please allow enough time to ensure access to the building prior to the bid due time.)

Bid proposal must be properly marked with vendor's business name, address, bid name and number on the envelope or package. Do not return the following pages: cover page, table of contents, map, calendar, directory or terms and conditions.

TENTATIVE AWARD DATE: BOE Work Session, scheduled on: February 12, 2020.

ELIGIBILITY TO BID: All Frederick County Public School vendors and or contractors interested in bidding on FCPS projects must register at eMaryland Marketplace Advantage www.procurement.maryland.gov. FCPS will no longer accept bidder's applications.



Request for Quote 20A2

Date: December 17, 2019

To: BFM – Brent Feight
Proffitt and Associates – Kori Purdum Matheis / Kevin Kneer

Project: Brunswick Elementary School (BES) – Security Vestibule – Architectural Design
Myersville Elementary School (MyES) – Security Vestibule – Architectural Design
Windsor Knolls Middle School (WKMS) – Security Vestibule – Architectural Design

Proposal Due Date: January 23, 2020 by 3:00 pm

Project Summary

FCPS Construction Management is requesting Lump Sum Fee proposals from selected Architects in accordance with FCPS RFP 19A3 for the design of three (3) new Security Vestibule Projects at Brunswick Elementary School (BES), Myersville Elementary School (MyES) and Windsor Knolls Middle School (WKMS) as per the Project Description and Scope of Work outlined below. FCPS RFP #19A3 unit prices will only be utilized for any additional or non-performed design activities. It is the intent of FCPS to select One (1) Design Consultant to perform the Architectural Design Services for all three Projects based on the Cumulative Sum Total of all three (3) Basic Services Architectural Design Fee Proposals. The Bid Phase and Construction Administration Services will be negotiated separately with the selected Design Consultant and procured under a separate Purchase Order, if required.

Project Description

Provide a complete set of Construction Design Documents to perform the Brunswick Elementary School (BES), Myersville Elementary School (MyES) and Windsor Knolls Middle School (WKMS) Security Vestibule Projects. The Construction Design Documents shall specifically address improving and providing a secure entry vestibule application to provide a secure, safe, controlled and monitored school entrance at BES, MyES and WKMS.

SCOPE OF WORK:

Brunswick Elementary School (BES), Myersville Elementary School (MyES) and Windsor Knolls Middle School (WKMS) Security Vestibule Projects are to include the following features to provide a secure, safe, controlled and monitored school entrance at BES, MyES and WKMS:

Design Features

1. Civil - Only as required to obtain a Building Permit
2. Architectural
 - a. General Construction / General Carpentry
 - b. Doors, Frames and Hardware
 - i. FCPS Specified Aluminum Storefront and Aluminum Doors with ¼” Clear Tempered Glass and ¼” Laminated Safety Glass
 - ii. FCPS Specified Hardware as per the FCPS Hardware Preamble provided by FCPS
 - c. Interior Finishes
 - i. Metal Framing and Drywall
 - ii. Acoustical Ceiling
 - iii. Flooring
 - iv. Painting
3. Structural – Only as required
4. Mechanical – Only as required
 - a. HVAC Modifications
 - b. Sprinkler System Modifications
5. Electrical – Only as required
 - a. General Electrical Modifications
 - b. Low Voltage Modifications
 - i. Fire Alarm Modifications
 - ii. Security System Modifications

1. Card Access System as per FCPS requirements
2. AI Phone Entry System as per FCPS requirements
- c. Technology Modifications as required

Design Categories to include but not limited to:

1. Design Phase – Basic Service
 - a. Schematic Design / Design Development
 - i. Provide a minimum of three (3) Design Scheme Options to review and eventually approve one (1) Design Scheme Option to design and develop.
 - ii. Preparation of a Cost Estimate of the SD / DD Scheme Options
 - b. Site Plan Development, Review and Coordination only as it pertains to obtaining a Building Permit.
 - c. Improvement Plan / Construction Document Development, Review and Coordination only as it pertains to obtaining a Building Permit.
 - d. Preparation of Construction / Permit Set of Documents (Drawings and Specifications)
 - i. Provide both an Electronic and Hard Copy Set of the RFP Documents
 - ii. Preparation of a Cost Estimate of the Construction / Permit Set of Documents.
 - e. Attend Design Meetings and prepare and compile Meeting Minutes
 - f. Prepare and provide an Electronic Set (CD) of As-Built Documents in both a CAD and PDF format.
2. Permitting – Basic Service
 - a. Meet, Review and Coordinate with the City of Frederick and or Frederick County Department of Planning and Permitting
 - b. Prepare and Submit the Building Permit Application
 - c. Obtain the Building Permit and any other necessary approvals from the City of Frederick and or Frederick County.
3. Reimbursable Categories – Estimated Expenses not included in Basic Services
 - a. Document Reproduction
 - i. Printing, Copying and Mailings
 - ii. Electronic Document Preparation
 - b. Miscellaneous Expenses
 - c. Reimbursable Mark-Up is 10%
4. RFP Phase – Alternate 1
 - a. Review and respond to Design RFI's
 - b. Attend RFP Meetings, RFP Review and Analysis
5. Construction Administration – Alternate #2
 - a. Review, comment and approve Submittals
 - b. Review and respond to Construction RFI's
 - c. Attend Construction Meeting and Perform Site Visits
 - d. Review and approve Requisitions
 - e. Prepare Certificate of Substantial Completion

Design Components to include but not limited to:

1. Examine the existing conditions at the Main School Entrance and the agencies surrounding the Entry.
2. Examine the existing conditions and student movement with-in the Interior Corridor circulation pattern.
3. Examine the existing conditions and Public/Staff / Student movement to and from the Main School Office.
4. Provide all design requirements to receive an approved Building Permit.
5. Provide coordination for design review and approval with the City of Frederick, Frederick County and FCPS Construction Management.
6. Provide one reproducible set of documents on a CD in pdf format at the completion of each Design Phase.
7. Provide a detailed Cost Estimate of the Construction Documents
8. Upon completion of the Project provide a complete set of As-Built documents.
9. A Site Visit is recommended.
10. FCPS will assist in providing existing documents for your use as available upon request.

Project Design Schedule

- | | |
|------------------------|--|
| - January 3, 2020 | Pre-Design Meeting Site Visit at 10:00 am starting at BES, MyES and WKMS |
| - January 23, 2020 | Design Proposal Due |
| - January 29, 2020 | Design Recommendation Due |
| - February 12, 2020 | BOE Meeting Design Award |
| - February 17, 2020 | Begin Design |
| - June 30, 2020 | Complete Design |
| - July 31, 2020 | Receive Approved Building Permit |
| - August/December 2020 | Bid the Projects |
| - January 2021 | Award Construction Contracts |
| - June 2021 | Construction |

Project Construction Schedule

- June - August 2021 contingent upon the availability of adequate funding in the FY20 CIP Budget

Please address all questions to **Bradley Ahalt** Bradley.Ahalt@fcps.org with a copy to Kim Miskell, kim.miskell@fcps.org.

Please complete the Form of Proposal and deliver two (2) Hard Copies of the Proposal in a clearly marked and sealed envelope prior to and no later than 11:00 am on Thursday, January 23, 2020 to the main lobby of Frederick County Public Schools (FCPS) at 191 South East Street, Frederick, MD 21701, Attention: Kim Miskell, CSBO, Purchasing Manager.

Thanks for your interest, cooperation and assistance.

Bradley W. Ahalt
Senior Project Manager
FCPS Construction Management

**RFQ 20A2, ARCHITECTURAL DESIGN FOR BRUNSWICK ELEMENTARY, MYERSVILLE
ELEMENTARY AND WINDSOR KNOLLS MIDDLE SCHOOLS SECURITY VESTIBULES**

FORM OF PROPOSAL

Project: Brunswick Elementary School – Security Vestibule – Architectural Design
Myersville Elementary School – Security Vestibule – Architectural Design
Windsor Knolls Middle School – Security Vestibule – Architectural Design

Proposals

Due: January 23, 2020 by 11:00 am

Clearly identify on the outside of the envelope “Technical and Fee Proposal for Architectural Design Services – Brunswick Elementary School, Myersville Elementary School and Windsor Knolls Middle School – Security Vestibule – Architectural Design - FCPS RFQ 20A2.

Architectural Firm _____ **Address** _____

We offer to provide Architectural Design Services for the **Brunswick Elementary School, Myersville Elementary School and Windsor Knolls Middle School** – Security Vestibule Projects in strict accordance with the specifications contained in the RFQ #20A2 dated December 17, 2019 and in conjunction with FCPS RFP 19A3.

**Brunswick Elementary School – Security Vestibule – Architectural Design
Basic Services Fee Proposal**

Design Phase Services:

Bid \$ _____
Lump Sum _____ Amount in Words _____

Permitting Phase Services:

Bid \$ _____
Lump Sum _____ Amount in Words _____

Total Basic Services Fee:

Bid \$ _____
Lump Sum _____ Amount in Words _____

Reimbursables – Estimated Expenses not include in the Basic Services:

Total Reimbursables:

Bid \$ _____
Lump Sum _____ Amount in Words _____

Alternates not included in the Basic Services

Alternate #1 – Bid Phase:

Bid \$ _____
Lump Sum _____ Amount in Words _____

Alternate #2 – Construction Administration:

Bid \$ _____
Lump Sum _____ Amount in Words _____

SIGNATURE OF ABOVE: _____

TITLE: _____

ADDRESS: _____

TELEPHONE # _____ FAX # _____

E-MAIL ADDRESS (for correspondence): _____

E-MAIL ADDRESS (for receiving Purchase Orders): _____

(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 _____ Addendum #2 _____ Addendum #3 _____

Addendum #4 _____ Addendum #5 _____ Addendum #6 _____

RFQ 20A2, ARCHITECTURAL DESIGN FOR BRUNSWICK ELEMENTARY, MYERSVILLE
ELEMENTARY AND WINDSOR KNOLLS MIDDLE SCHOOLS SECURITY VESTIBULES
FREDERICK COUNTY PUBLIC SCHOOLS
STATUTORY AFFIDAVIT AND NON-COLLUSION CERTIFICATION

Special Instructions: An authorized representative of the bidder needs to complete the following affidavit and insert an answer to paragraphs 1 and 3.

BIDDERS: The submission of the following Affidavit at the time of the bid opening is:

requested to be completed but not required to be notarized.

required to be completed and notarized.

I, _____, being duly sworn, depose and state:

1. I am the _____ (officer) and duly authorized representative of the firm of
the organization named _____ whose address is
(Name of Corporation)
_____ and that I

possess the authority to make this affidavit and certification on behalf of myself and the firm for which I am acting.

2. Except as described in paragraph 3 below, neither I, nor to the best of my knowledge, the above firm, nor any of its officers, directors, or partners, or any of its employees who are directly involved in obtaining or performing contracts with any public bodies has:
- a. been convicted of bribery, attempted bribery, or conspiracy to bribe, under the laws of any state or of the federal government;
 - b. been convicted under the laws of the state, another state, or the United States of: a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; or fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property;
 - c. been convicted of criminal violation of an antitrust statute of the State of Maryland, another state, or the United States;
 - d. been convicted of a violation of the Racketeer influenced and Corrupt Organization Act, or the Mail Fraud Act, for acts in connection with the submission of bids or proposals for a public or private contract;
 - e. been convicted of any felony offenses connected with obtaining, holding, or maintaining a minority business enterprise certification, as prohibited by Section 14-308 of the State Finance & Procurement Article;
 - f. been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction under any of the laws or statutes described in Paragraph (a) through (e) above; or
 - g. been found civilly liable under an antitrust statute of this State, another state, or the United States for acts or omissions in connection with the submission of bids or proposals for a public or private contract.
3. The only conviction, plea, or admission by any officer, director, partner, or employee of this firm to involvement in any of the conduct described in Paragraph 2 above is as follows:

If none, write "None" below. If involvement, list the date, count, or charge, official or administrative body, the individuals involved, their position with the firm, and the sentence or disposition of the charge.

(you may attach an explanation if necessary)

4. I affirm that this firm will not knowingly enter into a contract with a public body under which a person or business debarred or suspended under Maryland State Finance and Procurement Title 16, subtitle 3, Annotated Code of Maryland, as amended, will provide, directly or indirectly, supplies, services, architectural services, construction-related services, leases of real property, or construction.

5. I affirm that this proposal or bid to the Board of Education of Frederick County is genuine and not collusive or a sham; that said bidder has not colluded, conspired, connived and agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding and is not in any manner, directly or indirectly, sought by agreement of collusion or communication or conference, with any person to fix the bid prices of the affidavit or any other bidder, or to fix any overhead, profit or cost element of said bid price, or that if any bidder, or to secure an advantage against the Board of Education of Frederick County or any other person interested in the proposed contract; and that all statements in the proposal or bid are true. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the Board of Education of Frederick County may terminate any contract awarded and take any other appropriate action.

I DO SOLEMNLY DECLARE AND AFFIRM under the penalties of perjury that the contents of this affidavit are true and correct, that I am executing this Affidavit in compliance with Section 16-311 of the State Finance and Procurement Article, Annotated Code of Maryland, and in compliance with requirements of the Board of Education of Frederick County, and that I am executing and submitting this Proposal on behalf of and as authorized by the bidder named below.

(Legal Name of Company)

(dba)

(Address)

(City)

(State)

(Zip)

(Telephone)

(Fax)

(Print Name)

(Title)

(Date)

(Signature)

(Title)

(Date)

We are/I am licensed to do business in the State of Maryland as a:

Corporation

Partnership

Individual

Other

If required to be notarized:

(Witness)

(Title)

SUBSCRIBED AND SWORN to before me on this _____ day of _____, 20____.

NOTARY PUBLIC

My Commission Expires: _____

**RFQ 20A2, ARCHITECTURAL DESIGN FOR BRUNSWICK ELEMENTARY,
MYERSVILLE ELEMENTARY AND WINDSOR KNOLLS MIDDLE SCHOOLS SECURITY
VESTIBULES FREDERICK COUNTY PUBLIC SCHOOLS**

CERTIFICATION OF COMPLIANCE

1. All Contractors, subcontractors or vendors must abide by FCPS Board policies and regulations while working on FCPS property.
2. Maryland Law requires that any person who enters into a contract with a county board of education may not knowingly employ an individual to work at a school (or FCPS facility) if the individual is a registered sex offender. Please reference §11-113 of the Criminal Procedure Article of Maryland Code for penalty.
3. Be advised that individuals who are registered sex offenders are not eligible to work on any FCPS project. The Contractor must initially check the Maryland Department of Public Safety & Correctional Services' MARYLAND SEX OFFENDER REGISTRY and search for the name of any employee to be assigned to work on this project. This applies to subcontractors and material/equipment suppliers as well.
4. In the event that a registered sex offender is discovered to be working on a FCPS project, whether through employment by the prime Contractor, subcontractor or vendor, the site superintendent will immediately remove the individual from the premises and permanently terminate his work assignment. FCPS may terminate this contract as a result if the Contractor is unable to demonstrate he has exercised care and diligence in the past in checking the Maryland registry.
5. Effective July 1, 2015, amendments to §6-113 of the Education Article of the Maryland Code further require that a contractor or subcontractor or vendor for a local school system may not knowingly assign an employee to work on school premises with direct, unsupervised, and uncontrolled access to children, if the employee has been convicted of, or pled guilty or nolo contendere to, a crime involving:
 - a. A sexual offense in the third or fourth degree under §3-307 or §3-308 of the Criminal Law Article of the Maryland Code.
 - b. Child sexual abuse under §3-602 of the Criminal Law Article of the Maryland Code or any other State; or
 - c. A crime of violence as defined in §14-101 of the Criminal Law Article of the Maryland Code or any other State
6. With the passing of Maryland Law MD. Code, Educ. 6-113.2, employers of all contracted staff must obtain background information relating to child sexual abuse or sexual misconduct. This means that all contracted staff having direct contact with students must meet all of the FCPS and Maryland State Department of Education (MSDE) requirements before doing business with FCPS. See: [Maryland State Department of Education Website](#); [House Bill 486 Child Sexual Abuse and Sexual Misconduct Prevention](#); [MSDE Guidelines For MD. Code, Educ. 6113.2](#); and [Employment History Review Form for Child Abuse and Sexual Misconduct](#) for additional information.

In addition, there has been no change to the current FCPS requirement, that all contracted staff who have contact with students are required to be fingerprinted in order to obtain a criminal background check. Fingerprints and background check are still an enforced FCPS requirement.

7. Under recent amendments to §5-561 of the Family Law Article of the Maryland Code, each contractor, subcontractor, or vendor shall certify by signing this affidavit that any individuals in its work-force including sub-contractors, have undergone a criminal background check, including fingerprinting, if the individuals will work in a FCPS school facility in circumstances where they have direct, unsupervised, and uncontrolled access to children.

By my signature below, I affirm under penalties of perjury that the contents of this Certification of Compliance are true to the best of my knowledge, information and belief.

Signature _____ Date _____

Print name and title of signatory _____

Print name of company _____

Vendor Conflict of Interest Disclosure Form

All vendors interested in conducting business with Frederick County Public Schools (FCPS) must complete and return the Vendor Conflict of Interest Disclosure Form, in order to be eligible to be awarded a contract with FCPS.

Please note that all vendors must comply with FCPS’s conflict of interest certification, as stated below.

If a vendor has a relationship with a FCPS employee or an immediate family member (spouse, child (stepchild or adopted), parent, or sibling) of a FCPS employee, the vendor shall disclose the information required below.

Certification: I hereby certify, that to the best of my knowledge, there is no conflict of interest involving the vendor named below:

1. No FCPS employee or the employee’s immediate family member has an ownership interest in the vendor’s company, or is deriving personal financial gain from this contract.
2. No retired or separated FCPS employee who has been retired or separated from the organization for less than one (1) year has an ownership interest in the vendor’s company.
3. No FCPS employee is contemporaneously employed or prospectively to be employed with the vendor.
4. The vendor did not provide any information or criteria in the drafting of the solicitation prior to it being advertised for competitive pricing.
5. Vendor hereby declares it has not, and will not provide gifts or hospitality of any dollar value, or any other gratuities to FCPS employee to maintain a contract.
6. Vendor hereby declares that in the process of preparing a quote/bid/proposal for FCPS, there have been no acts of bribery, extortion, trading, laundering of corrupt practices, and/or nepotism have transpired between FCPS employee and the vendor.
7. Please note any other exceptions below.

Vendor Name & Email	Vendor Address & Phone Number
Conflict of Interest Disclosure	
Name of FCPS employee or immediate family member with whom there may be a potential conflict of interest. <i>If no conflict of interest, write “N/A” and initial.</i>	Disclose the relationship to the employee or the immediate family member, their interest in the vendor's company, and any additional information

I certify that the information provided is true and correct by my signature below:

Signature of Vendor Authorized Representative/Date

Printed Name of Vendor Authorized Representative