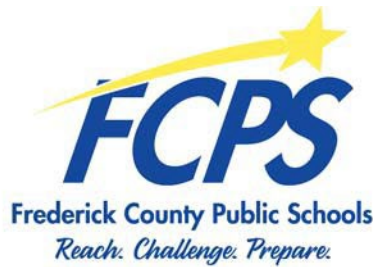


**Purchasing Office**  
191 South East St  
Frederick, Maryland 21701  
301-644-5208 phone  
301-644-5213 fax



Bill Meekins, CPPB, CPPO, NIGP-CPP,  
CSBO, CPCP, Purchasing Manager  
**Kim Miskell, CSBO, Assistant Purchasing  
Manager**  
Roy McHaffa, Purchasing Agent  
David Guzman, Purchasing Agent

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RFP NUMBER/NAME:	23A4, Middletown Elementary School and Middletown Middle School Replacement Design – Request for Letters of Interest
RFP ISSUE DATE:	March 10, 2023
CONTRACT MANAGER:	Kim Miskell, CSBO, Assistant Purchasing Manager, <a href="mailto:kim.miskell@fcps.org">kim.miskell@fcps.org</a>
CONTRACT ADMINISTRATOR:	Adnan Mamoon, Director of Capital Programs, Division of Operations, <a href="mailto:adnan.mamoon@fcps.org">adnan.mamoon@fcps.org</a>
QUESTIONS:	A pre-proposal meeting will not be held. Questions due no later than 4:00 P.M., local time, on March 20, 2023 Submit questions in writing to the Contract Manager listed above with a copy to the Contract Administrator.
OBTAINING BID DOCUMENTS:	To view and/or download this solicitation package please visit our webpage at: <a href="https://secure.procurenow.com/portal/fcps">https://secure.procurenow.com/portal/fcps</a> If you have problems downloading this bid or applicable addenda, contact: <a href="mailto:staci.greeley@fcps.org">staci.greeley@fcps.org</a>
BONDS REQUIRED:	NO
MBE REQUIREMENTS:	NO
LETTERS OF INTEREST DUE DATE:	11:00 A.M., local time, on March 31, 2023 RFP's will be opened and publicly read utilizing Google Meet. Google Meet joining info: Video call link: <a href="https://meet.google.com/omi-sdns-yft">https://meet.google.com/omi-sdns-yft</a> Or dial: (US) +1 901-562-0942 PIN: 145 235 791#
LOI SUBMISSION:	FCPS is accepting electronic bid submissions through OpenGov Procurement. No bid submissions will be accepted via mail.  Bidders can create a FREE account with OpenGov procurement by signing up at <a href="http://securenow.com/signup">http://securenow.com/signup</a> .
TENTATIVE AWARD DATE:	BOE Work Session, scheduled on: June 28, 2023
ELIGIBILITY TO BID:	All Frederick County Public School vendors and or contractors interested in bidding on FCPS projects must register at eMaryland Marketplace Advantage <a href="http://www.procurement.maryland.gov">www.procurement.maryland.gov</a> . FCPS will no longer accept bidder's applications.

## **RFP #23A4, Request for Letter of Interest Design Services Replacement of Middletown Elementary School and Middletown Middle School (Co-located Facility)**

Frederick County Public Schools is soliciting architectural design services for the replacement of Middletown Elementary School (ES) and Middletown Middle School (MS) in a co-located building. The Middletown campus is composed of two adjoining parcels totaling 71.26 acres located in the heart of the Town of Middletown. Three existing schools are located on the site, all of which are aging and planned for modernization within the next decade. The feasibility study recommendation approved by the Board of Education on February 22, 2023 calls for replacement of the elementary and middle schools separately within a single building. The high school will be replaced at a later date under a separate contract but must be considered within the master planning process for the elementary and middle facility.

Middletown ES is located at 201 E. Green St. at the southwest corner of the campus. MES serves students in grades three through five and has a state rated capacity of 480 students. Equated enrollment as of December 2022 was 438 students. The educational specifications for the elementary school portion of the building call for a state rated capacity of 523 students.

Middletown MS is located at 100 Martha Mason Street at the southeast corner of the campus. MMS serves students in grades six through eight and has a state rated capacity of 1,072 students. Equated enrollment as of December 2022 was 787 students. The educational specifications for the middle school portion of the building call for a state rated capacity of 839 students.

Middletown HS is located at the north end of the campus and serves students in grades nine through twelve with a state rated capacity of 1328. The design capacity for the high school will be determined closer to the start of design for its replacement but will be no larger than 1,600 students.

Design for the Middletown Elementary and Middle co-located facility is expected to begin July 1, 2023 upon award of this contract. Throughout the design and construction process the students will remain within their existing buildings. It is anticipated that construction will begin in summer 2025 and the co-located building would open to students in the fall of 2027 with demolition of the existing elementary and middle buildings and completion of site work to follow as part of this project. At this time the schedule for the high school replacement has not been finalized.

A feasibility study was completed in November 2022 and presented to the Board of Education at the November 9, 2022 meeting. Following a public engagement phase, the Board of Education approved the feasibility study and recommendation to replace the elementary school and middle school as separate schools within a single co-located building at their February 22, 2023 meeting. A copy of the feasibility study can be found on the BoardDocs agenda item for the November 9, 2022 meeting. <https://go.boarddocs.com/mabe/fcps/Board.nsf/Public>.

The educational specifications include 160,724 gross square feet (gsf) for the co-located elementary and middle building. Approximately 52,102 gsf will be dedicated to elementary school programs, 92,078 gsf will be dedicated to middle school programs and 15,554 gsf will be shared spaces for staff and building services, which includes the Maintenance Area Office serving schools throughout the west side of Frederick County. The facility is expected to meet the requirements of LEED silver but no certification will be required. While the high school replacement will not be designed at this time, as part of this design, a concept plan that identifies the location of all future amenities on the site will be created.

Only letters of interest from architecture firms will be considered. However, the architects shall include all professionals on their design team such as civil, traffic, mechanical, electrical and structural engineers, communication/data network consultants, food service consultants, LEED certified professionals, etc. in their response to this solicitation. The team will be evaluated as submitted, however FCPS reserves the right to require modification of named subconsultants prior to signing the final contract. A construction management firm will be hired separately and is expected to begin participating in the design meetings during the schematic design phase.

If you are interested in being considered for this project, please send an electronic copy of your cover letter indicating your interest in this project and listing any relevant experience that qualifies your firm for this project. You must also identify the project manager and names of all members of your design team including sub-consultants. In addition, to individual names of sub-consultants, include company names, addresses, phone numbers and emails. Please utilize SF330 forms parts I and II, including resumes of all subconsultants.

A team of FCPS staff will independently review and evaluate all letters of interest and select the top qualified firms. These firms will be invited to submit a full technical and fee proposal. Selection of those invited to respond to the RFP will be based in part on the firm's educational design experience, experience with similar projects and experience working in Maryland as well as your sub-consultants' experience with similar projects. The technical/fee proposals will be evaluated separately.

Please submit your letter of interest electronically through OpenGov Procurement. A FREE account can be created with OpenGov Procurement by signing up at <http://secure.procurenow.com/signup>. Letters of Interest shall be submitted electronically prior to 11:00 A.M., Friday, March 31, 2023. Be sure to include the RFP number on the Letter of Interest.

Should you have questions about this RFP, submit them in writing to [kim.miskell@fcps.org](mailto:kim.miskell@fcps.org) by 4:00 P.M. on March 20, 2022, so that all questions and answers may be shared via an addendum.

Your continued interest in serving the Frederick County Public Schools is appreciated. Should you have any questions concerning this matter, please contact Kim Miskell at (301) 644-5208.

Thank you for your attention to this matter and your interest in our projects.

Holly Nelson, AICP  
Facilities Planner, Facilities Services Division  
Frederick County Public Schools  
191 South East Street  
Frederick, MD 21701  
(301) 644-5026

**SIGNATURE ACKNOWLEDGING PROPOSAL**

**Note: When submitting your bid/proposal, please use this page as a cover sheet for your proposal.**

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: \_\_\_\_\_

dba: \_\_\_\_\_

REGISTERED MARYLAND CONTRACTOR NUMBER: \_\_\_\_\_

FEDERAL IDENTIFICATION: \_\_\_\_\_ DATE: \_\_\_\_\_

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): \_\_\_\_\_

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	_____
Addendum #7	_____	Addendum #8	_____

**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: \_\_\_\_\_

## **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 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
<b>Conflict of Interest Disclosure</b>	
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

## **PROPRIETARY INFORMATION IDENTIFICATION**

Name of Firm/Offeror: \_\_\_\_\_

All information submitted by an offeror is subject to public disclosure under the Public Information Act, Title 4, General Provisions Article, Annotated Code of Maryland. Unless portions of a solicitation are identified as confidential, all records are considered public. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures or paragraphs that constitute trade secrets or proprietary information. In addition, a summary of proprietary information shall be submitted on this form. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable.

Section Title:	Page #s:	Reason for Withholding from Disclosure
_____	_____	_____
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I certify the accuracy of this information.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_