

RFP 23A4
MIDDLETOWN ELEMENTARY SCHOOL AND MIDDLETOWN MIDDLE SCHOOL REPLACEMENT DESIGN – ARCHITECT SELECTION

FACT SHEET

A. **Overview:** This recommendation is to establish a contract for architectural services for the replacement design of Middletown Elementary School and Middletown Middle School.

1. **RFP Participation:**

7 proposals downloaded
3 companies submitted a proposal

2. **Proposals were received from:**

Cannon Washington, Inc. dba: CannonDesign (Baltimore, MD)
Crabtree, Rohrbaugh & Associates, Inc. (Towson, MD)
Moseley Architects of Maryland, Inc. (Baltimore, MD)

3. **Other facts:**

- Middletown Elementary School was originally constructed in 1974, with no major additions or renovations since. The school currently serves students in grades third through fifth grade and has a state rated capacity of 480 students.
- Middletown Middle School was originally constructed in 1953 with additions in 1957, 1976, and 1995. The school currently serves students in grades sixth through eighth and has a state rated capacity of 1,052 students.
- In February 2023, the Board of Education of Frederick County (BOE) approved the Middletown Elementary School and Middletown Middle School feasibility study which recommended that the school be replaced as separate schools with-in a single co-located building at a state rated capacity of 523 elementary school students and 839 middle school students.
- Project design is scheduled to begin in FY24 contingent upon the availability of funding. Design will be in accordance with educational specifications approved by the BOE at the October 26, 2022, Board of Education meeting,
- Staff members from different departments reviewed and scored the letters of interest. Firms scoring a total of 80 points or higher were invited to submit full technical and fee proposals. Five firms were shortlisted; however, two firms withdrew due to workload capacity. A team of eight staff members reviewed the technical proposals of the three remaining shortlisted firms. The firms were interviewed and fee proposals opened. Selection is based on the total score of each vendor’s technical and cost proposal.
- The contract will be administered by Adnan Mamoon, Director of Capital Programs, Capital Programs Department.

4. **Source of Funding:** Contingent upon FY24, FY25, FY26 and FY27 Capital Improvement Projects Budget and IAC approval.

B. **Recommendation:** Staff recommends award of the contract for RFP 23A4, Middletown Elementary School and Middletown Middle School Replacement Design to Cannon Washington, Inc. dba CannonDesign, at a cost of \$3,612,000 plus reimbursable expenses not to exceed \$232,300.

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

<input checked="" type="checkbox"/> _X_ Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Deferred	<input type="checkbox"/> Other	KM/sg
06.28.23_Date	<input type="checkbox"/> Date	<input type="checkbox"/> Date	<input type="checkbox"/> Date	BOE Meeting 06.28.23

SCORING SUMMARY

Firm	Technical Score (40 Points Max)	Interview Score (50 Points Max)	Total Technical and Interview Score	Fee Score (10 Points Max)	Total Score
CannonDesign	34.70	43.56	78.26	10.00	88.26
Moseley Architects	34.90	42.06	76.96	9.04	86.00
Crabtree, Rohrbaugh & Associates	33.35	42.38	75.73	7.56	83.29

Technical Scoring Criteria

- Team's Understanding of Project Scope
- Team's Overall Creativity
- Team's Strategy for Efficient/Cost Effective Building
- Ability to Complete Work
- Quality of Technical Proposal

Interview Scoring Criteria

- Content of Presentation
- Presentation Quality
- Team Participation
- Professionalism

BID TABULATION

Firm	Fee
CannonDesign	\$ 3,532,000.00
Moseley Architects	\$ 3,980,694.00
Crabtree, Rohrbaugh & Associates	\$ 4,675,010.00