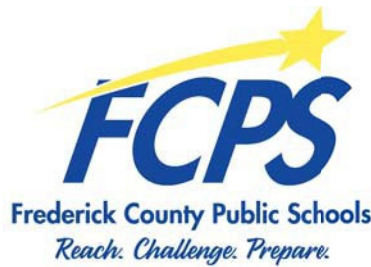


**Purchasing Office**  
191 South East St  
Frederick, Maryland 21701  
301-644-5208 phone  
301-644-5213 fax



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:	24A2, Twin Ridge Elementary School Limited Renovation Program – Design-Build
RFP ISSUE DATE:	December 19, 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 January 2, 2024 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.procurenw.com/portal/fcps">https://secure.procurenw.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 January 19, 2024 RFP's will be opened and publicly read utilizing Google Meet. Google Meet joining info: Video call link: <a href="https://meet.google.com/cpw-isvo-ipk">https://meet.google.com/cpw-isvo-ipk</a> Or dial: (US) +1 615-640-0171 PIN: 749 184 715#
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="https://procurement.opengov.com/signup">https://procurement.opengov.com/signup</a>
TENTATIVE AWARD DATE:	BOE Work Session, scheduled on: April 10, 2024
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.

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Manager**  
Roy McHaffa, CPP, CPDW, Purchasing Agent  
David Guzman, Purchasing Agent

## **RFP #24A2**

### **Request for Letter of Interest**

### **Design-Build Services for Limited Renovations of Twin Ridge Elementary School**

Frederick County Public Schools is soliciting Design-Build services for limited renovation of Twin Ridge Elementary School (ES). Twin Ridge ES is located at 1106 Leafy Hollow Circle, Mt. Airy, MD 21771. Located on 17 acres, Twin Ridge ES was originally constructed in 1992 and has had no renovations or additions. The building is approximately 68,900 gross square feet. The school currently serves students in grades pre-K through 5 and has a state rated capacity of 681 students.

A facility and program assessment was completed in spring 2023 to determine opportunities for limited renovations at Twin Ridge ES. The study analyzed the condition of all building systems to recommend projects that would extend the life of the building for 20 to 30 years. The current space usage was also compared to the current Board of Education (BOE) approved elementary educational specifications as scaled for the size of the building, which led to the development of a test-fit option. A summary of the desired scope follows. The full facility assessment and educational specifications will be provided to firms invited to submit a full technical and fee proposal.

After incorporating missing program spaces within the buildings, FCPS anticipates that the SRC of the building will be approximately 644 at the completion of the project.

The limited renovation will address the most critical systems throughout the building:

- Architectural
- Structural
- Mechanical
- Lighting
- Electrical
- Plumbing
- Fire Safety
- Communication

Limited changes to the building layout will focus on improving the main office and health suite and adding support spaces that are not currently available. These changes may include but are not limited to any necessary changes in configuration of walls, ductwork, air terminal units, HVAC controls, plumbing, electrical receptacles and wiring, lighting and emergency lighting, fire and smoke detection devices, fire alarms, sprinkler infrastructure, security devices and communication infrastructure throughout the building. Other changes will improve the building finishes throughout the building to allow the building to serve its students for the next several decades, including but not limited to repainting/refinishing interior and exterior surfaces, replacement of ceiling grid and tiles (including sprinkler heads), replacement of all casework, replacement of flooring and repointing exterior bricks where needed. All new furniture, fixtures, equipment and technology will be provided. A few structural elements exhibiting deterioration will be repaired or replaced. Details of the work to be done are found below in the Limited Renovation Summary with additional details on specific spaces in the individual space sections. The Design Builder will be responsible for verifying the scope of work.

The limited renovation project is expected to take place over two summer breaks with the school remaining occupied by students, faculty and administration during the school years with limited

disruption due to the project. FCPS will consider opportunities to conduct limited work during other school breaks or in areas of the building that can be isolated during the school year.

Design and permitting of the project are expected to begin in July 2024 upon award of the Design-Build contract and continue through May 2025. The majority of the Phase 1 construction work will occur over the 8-week summer break between June and August 2025 but may also occur during student breaks and when the work will not disrupt the students' education.

Similarly, the second phase of construction would occur over the 8-week summer break between June and August 2026 or during student breaks. The estimated budget for this project is \$18.5 million.

Only letters of interest from Design-Build teams will be considered. The Design-Build team will be led by the design builder and include such professionals as architect, civil, mechanical, electrical and structural engineers, communication/data network consultants, food service consultants, etc. All members of the Design-Build team shall be included in the response to this solicitation.

Interested Design-Builders shall submit an electronic cover letter indicating their interest in this project and listing any relevant experience that qualifies the team for this project. You must also identify the Design Builder project manager, and the design team 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.

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 experience with Design-Build educational projects, 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.

If you are interested in being considered, please submit your letter of interest electronically through OpenGov Procurement. A FREE account can be created with OpenGov Procurement by signing up at <https://procurement.opengov.com/signup>. Letters of Interest shall be submitted electronically prior to 11:00 a.m., Friday, January 19, 2024. Be sure to include the RFP number on the Letter of Interest.

Should you have questions about this RFP, they need to be submitted in writing to [kim.miskell@fcps.org](mailto:kim.miskell@fcps.org) by 4:00 PM on January 2, 2024, 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.

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