

Request For Proposal:

SMCPS-2024-02-DSS-DC

**Pre-qualification
For
Chopticon High School Modified Limited Renovation
Architectural/Engineering Design Services**

Commissioned by:

St. Mary's County Public Schools
27190 Point Lookout Road
Loveville, Maryland 20656

Phone: (301) 475-4256

Mrs. Karin M. Bailey, Chairman
Mrs. Cathy Allen, Vice Chairman
Mrs. Mary Washington, Member
Mr. James J. Davis, Member
Mrs. Dorothy Andrews, Member
Ms. Lillian Kibler, Student Member
Dr. J. Scott Smith, Secretary/Treasurer and Superintendent of Schools

Mr. Alex Jaffurs, Ed. D., Assistant Superintendent of Supporting Services
Ms. Paola Laino, Assoc. AIA, Director of Design and Construction
Mr. Todd Whitlock, CDT, Project Management Coordinator II

PREPARED BY:

St. Mary's County Public Schools
27190 Point Lookout Road
Loveville, Maryland 20656

September 20, 2023

**BOARD OF EDUCATION OF ST. MARY'S COUNTY
LEONARDTOWN, MARYLAND**

*Division of Supporting Services
Department of Design and Construction
St. Mary's County Public Schools*

REQUEST FOR PROPOSAL

**CERTIFIED MINORITY BUSINESS ENTERPRISES ARE ENCOURAGED TO RESPOND TO THIS
SOLICITATION NOTICE**

1. Pre-qualification for the Chopticon High School Modified Limited Renovation Architectural/Engineering Design Services, RFP: SMCPS-2024-02-DSS-DC, DATED September 20, 2023.

2. PROJECT DESCRIPTION: St. Mary's County Public Schools (SMCPS) is requesting proposals from firms to provide Architectural/Engineering Design Services for the Chopticon High School Modified Limited Renovation.

3. PRE-PROPOSAL CONFERENCE: NONE.

4. CLOSING DATE FOR RECEIPT OF PROPOSALS: One (1) copy of the Technical Proposals and two (2) copies of the Price Proposal must arrive at the Issuing Office no later than: **2:00 p.m., October 12, 2023**, and must be delivered to Issuing Office and Contracting Officer:

St. Mary's County Public Schools
Attn: Mr. Todd Whitlock, CDT
Project Management Coordinator II
27190 Point Lookout Road
Loveville, MD 20656

Price Proposals shall be submitted in a sealed envelope marked "Price Proposal" with the RFP submission date and the Offeror's name and address.

No Faxed Proposals will be accepted. Offerors mailing proposals should allow sufficient mail delivery time to insure timely receipt by the Issuing Office. Proposals or unsolicited amendments to proposals arriving after the closing time and date will not be considered. Because of the rural location of SMCPS, Federal Express will not guarantee delivery to SMCPS by any specific time.

Table of Contents

SECTION I: GENERAL INFORMATION FOR OFFERORS:.....	4
SECTION II: CHECKLIST	8
SECTION III: SCOPE OF SERVICES.....	9
SECTION IV: EVALUATION AND SELECTION PROCEDURES	11
A. General.....	11
B. Technical Proposal Requirements.....	12
C. Technical Proposal Evaluation	13
D. Price Proposals.....	13
SECTION V: APPENDICES.....	14
APPENDIX A SAMPLE AGREEMENT.....	15
APPENDIX B PRICE PROPOSAL FORM.....	21
APPENDIX C CONTRACT AFFIDAVIT	22
APPENDIX D SEX OFFENDER CERTIFICATION.....	23
APPENDIX E VENDOR QUALIFICATION QUESTIONNAIRE	24

SECTION I: GENERAL INFORMATION FOR OFFERORS:

1. PREPARATION OF PROPOSAL: The Proposals must be labeled with the following notations:

TECHNICAL PROPOSAL: "Technical Proposal RFP: SMCPS-2024-02-DSS-DC Chopticon High School Modified Limited Renovation Architectural/Engineering Design Services" bearing Offeror's name and address.

PRICE PROPOSAL: (Submitted in a sealed envelope) "Price Proposal RFP: SMCPS-2024-02-DSS-DC Chopticon High School Modified Limited Renovation Architectural/Engineering Design Services" bearing Offeror's name and address.

PROPOSAL DUE DATE: 2:00 p.m., October 12, 2023

2. ISSUING OFFICE AND CONTRACTING OFFICER:

St. Mary's County Public Schools
Mr. Todd Whitlock, CDT
Project Management Coordinator II
27190 Point Lookout Road
Loveville, MD 20656

3. CLOSING DATE FOR RECEIPT OF PROPOSALS: One (1) copy of the Technical Proposal and two (2) copies of the Price Proposal must arrive at the Issuing Office no later than: **2:00 p.m., October 12, 2023**, and must be delivered to:

St. Mary's County Public Schools
Attn: Mr. Todd Whitlock, CDT
Project Management Coordinator II
27190 Point Lookout Road
Loveville, MD 20656

Faxed and emailed proposals will not be accepted. Offerors mailing proposals should allow sufficient mail delivery time to insure timely receipt by the Issuing Office. Proposals or unsolicited amendments to proposals arriving after the closing time and date will not be considered.

4. DURATION OF PROPOSAL OFFER: Proposals, including price proposals when requested, are irrevocable for 90 days following the closing date of this RFP. This period may be extended by written mutual agreement between the Offeror and SMCPS. Once a proposal is accepted all prices, terms and conditions shall remain unchanged throughout the contract period.

5. QUESTIONS AND INQUIRIES: Questions and inquiries shall be addressed to the Contracting Officer listed in paragraph 2 and must be submitted in writing (they may be emailed to tgwhitlock@smcps.org) no later than **12:00 noon October 9, 2023**.

6. ADDENDA TO THE RFP: If it becomes necessary to revise any part of this RFP, addenda will be provided to all Offerors who receive the initial RFP. Acknowledgment of the receipt of all amendments, addenda, and changes issued shall be required from all Offerors receiving the RFP. Oral explanations or instructions shall not be binding; only written addenda are binding.

7. CANCELLATION OF THE RFP: SMCPS may cancel this RFP, in whole or in part, at any time before the opening of the proposals.

8. MODIFICATIONS OR WITHDRAWAL OF PROPOSALS: Offerors may modify or withdraw their proposals by sending a written notice which must be received at the Issuing Office before the time and date set for receipt of proposals. Emailed modifications or withdrawals received before this date will also be accepted.

9. PROPOSAL ACCEPTANCE: This Request for Proposal (RFP) creates no obligation on the part of the SMCPs to award a contract or to compensate Offerors for proposal preparation expenses. SMCPs reserves the right to accept or reject any and all proposals, in whole or in part, received as a result of this RFP.

10. ECONOMY OF PREPARATION: Proposals should be prepared simply and economically, providing a straight-forward, concise description of the Offeror's offer to meet the requirements of the RFP. It should respond to each requested item of information in the order that the items appear.

11. ORAL PRESENTATION: Offerors whose proposals are reasonably susceptible of being selected for award may be required to make individual presentations to the Evaluation Committee. SMCPs will advise Offerors as to the date, time and place.

12. INCURRED EXPENSES: SMCPs will not be responsible for any costs incurred by any Offeror in preparing and submitting a proposal.

13. TRANSFERS AND SUBCONTRACTING: The Offeror to whom this contract is awarded may not transfer or subcontract, in whole or in part, any portion of this contract without the written permission of SMCPs.

14. COMPLIANCE WITH LAWS: By submitting a response to this solicitation, the Offeror, if selected for award, agrees that it will comply with all federal, State and local laws, rules, regulations, and ordinances applicable to its activities and obligations under the contract.

15. PUBLIC INFORMATION ACT NOTICE: Offerors should give specific attention to the identification of those portions of their proposals which they deem to be confidential, proprietary information or trade secrets and provide any justification of why such materials should not be disclosed by SMCPs under the Access to Public Records Act, State Government Article, Title 10, Subtitle 6, Annotated Code of Maryland.

16. AWARD: After considering both the technical and financial factors set forth in this RFP, the Committee will recommend that the contract be awarded to the responsible Offeror whose proposal is determined to be the most advantageous to the SMCPs. Should the successful Offeror, to whom the contract is awarded fail or be unable to execute the contract, for any reason, within ten (10) calendar days after notification of award, then that Offeror shall be liable to SMCPs for actual damages incurred by SMCPs. SMCPs reserves the right to cancel the award of any contract prior to execution by all parties without any liability on the part of SMCPs.

17. PROTESTS: Interested parties may protest a prequalification decision of SMCPs by submitting a protest in writing to the Superintendent of Schools, St. Mary's County Public Schools, 23160 Moakley Street, Leonardtown, Maryland 20650 within ten (10) calendar days of the decision. A complete copy of the protest and all supporting documentation must also be submitted within ten (10) calendar days of the decision to the Division of Supporting Services, Department of Design and Construction, St. Mary's County Public Schools, 27190 Point Lookout Road, Loveville, Maryland 20656. SMCPs and the Board may deny untimely protests.

The protest shall identify the prequalification decision being protested, and the Project for which the prequalification decision was made. The written protest shall specify the grounds for the protest and shall include a detailed statement of the factual and legal basis for the protest, including:

- a. The name, address, and telephone number of the protestor

- b. The relevant facts relied upon for the protest
- c. Any language from the prequalification package relied upon for the protest
- d. Any information contained in the Contractor's prequalification application relied upon for the protest
- e. Citation of any rules, regulations, case law, statutes or other legal authority relied upon for the protest
- f. Any other information relied upon for the protest

The written protest shall also include copies of all documents, data, records or other evidence relevant to the protest. The burden of producing the foregoing information, documents, data, records and other relevant evidence is on the protestor. The burden of persuasion on the merits of the protest is also on the protestor.

A decision on the protest, and appeals thereof, shall be made in accordance with the requirements of *Section 4-205(c) of the Education Article of the Annotated Code of Maryland*. Upon receipt of a timely and complete written protest, an initial determination on the protest shall be made by the Superintendent of SMCPS or his/her designee. The decision of the Superintendent may be appealed to the Board, if taken within thirty (30) days after the date of the Superintendent's decision. The decision of the Board may be further appealed to the State Board of Education if taken in writing within thirty (30) days after the decision of the Board.

18. CONTRACTOR'S REQUIRED INSURANCE:

18.1 Insurance coverage shall be provided as required by the General Conditions.

18.2 Property insurance covering any equipment owned by the firm which is used or stored on SMCPS property.

18.3 Certificates of the firm's insurance containing evidence of the Hold Harmless Clause protecting the Board of Education of St. Mary's County shall be filed with SMCPS and shall be subject to their approval for adequacy of protection. No contract will be awarded until appropriate certificates of insurance are filed with and approved by the Contracting Officer.

18.4 The above insurance shall remain in full force and effect for the term of the contract.

19. Subcontractor's Insurance: If any of the work under this contract is subcontracted, the Contractor shall require the subcontractors, or anyone directly or indirectly employed by any of them to procure and maintain the same insurance coverage in the same amounts specified above.

20. ORDER OF PRECEDENCE: To the extent that any provisions of the Proposal prepared by the Contractor are inconsistent with the provisions of the Request for Proposal prepared by the SMCPS, the Contractor shall ask SMCPS for a written ruling and will comply with the ruling.

21. CONTRACT AFFIDAVIT: All respondents must truthfully complete the Contract Affidavit found in the Appendices of this RFP package and submit it with their technical proposal.

22. CONTRACT DOCUMENTS: Contractors should become familiar with the contract documents listed below, all of which are incorporated by reference into the final contract.

- A) Request for Proposal prepared by St. Mary's County Public Schools including all addenda.
- B) Technical Proposal prepared and submitted by the Architect/Engineer
- C) Appendix A. Agreement Between Owner and Architect/Engineer
- D) Appendix B. Price Proposal prepared and submitted by the Architect/Engineer

- E) Appendix C. Contract Affidavit
- F) Appendix D. Sex Offender Certification
- G) Appendix E. Contractor's Qualification Questionnaire

23. LICENSES, REGISTRATION AND QUALIFICATIONS: All work performed by the Contractor shall conform to all State and local codes and ordinances and such other statutory provisions that pertain to this class of work. Such codes, rules, regulations and local ordinances are to be considered part of these specifications. SMCPs reserves the right to require that the contractor demonstrate that it has the skills, equipment and other resources to satisfactorily perform the nature and magnitude of work necessary to complete the project. SMCPs has the option of requiring all personnel working on this contract to have copies of their license/registration forms on file with the Contracting Officer at SMCPs.

24. PROJECT AUTHORIZATION: Individual projects will be authorized through the issuance of a purchase order which shall incorporate all the terms and conditions set forth in the Agreement Between Owner and Architect/Engineer. The Architect/Engineer shall provide an itemized proposal for a scope of work prepared by SMCPs. The basis of the Architect/Engineer's proposal shall be the unit prices submitted by the Contractor in the RFP. All work authorized by purchase order shall be governed by the terms and conditions of the Agreement.

25. RESERVATION OF SMCPs RIGHTS: Board of Education of St. Mary's County reserves the right to accept or reject any and all proposals, in whole or in part, received as a result of this RFP, to not make an award, to waive minor irregularities, or to negotiate with all responsible Offerors in any manner necessary, in order to serve the best interests of St. Mary's County Public Schools.

(End of Section)

SECTION II: CHECKLIST

CHECKLIST for mandatory documents in your response, provided for your convenience:

Failure to provide all mandatory documents may be cause for rejection of your proposal for being non-responsive.

TECHNICAL PROPOSAL

- One (1) copy of the Technical Proposal that includes:
- Letter of Transmittal
- Proposed Design Team
- Client References
- Three examples of relevant projects
- Organizational Diagram
- Project Delivery Plan
- Response solicitation documents including any SMCPs addenda
- Contract Affidavit – Appendix C
- Sex Offender Certification – Appendix D
- Vendor Qualification Questionnaire – Appendix E

NOTE: Offerors must mark the Technical Proposals as follows:

Company Name and Address
Solicitation Reference No.:
 "Technical Proposal RFP:
Due Date

PRICE PROPOSAL

- Two (2) copies of the Price Proposal Form – Appendix B submitted in a sealed envelope.

Note: Offerors must mark the Price Proposals as follows:

Company Name and Address
Solicitation Reference No.:
 "Price Proposal RFP: SMCPs-2024-02-DSS-DC Chopticon High School Modified
 Limited Renovation Architectural/Engineering Design Services"
Due Date

(End of Section)

SECTION III: SCOPE OF SERVICES

GENERAL

The selected architectural firm will execute a contract with St. Mary's County Public Schools to provide design and construction administration services for the Modified Limited Renovation of Chopticon High School.

The scope of service will include but is not limited to the following disciplines: architectural, structural, civil, mechanical, electrical, plumbing, environmental, landscape, landscape irrigation, cost estimating, acoustical, audio/visual, telecommunications systems (data and phone), security systems, and interiors.

The Work requested of the A/E in executing this Scope of Services is to be performed under the direction of an Architect, Surveyor, or professional Engineer registered in the State of Maryland. The A/E is to provide a design concept and documentation consistent with good engineering practices and in compliance with all applicable codes and standards. The A/E is fully responsible for the design and application of all materials, systems, components, processes, and methods documented in the final contract documents. The A/E will ensure that the final product is adequate for what is required to perform the intended function. It should be clearly understood that A/E design consultation extends through construction and initial plant start-up.

BRIEF BUILDING HISTORY:

The original school building was constructed in 1964. There have been multiple additions to the building over its history, as well as several simple internal plan modifications to modify and re purpose spaces within the existing structural grid.

A brief history of previous building modifications is as follows:

1964: 86,256 SF Original construction

1968: 24,995 SF addition to the original building

1983: 18,061 SF addition to the building, as well as renovation of some of the existing spaces

1996: Renovation of some of the existing spaces

2000: 87,313 SF addition to the building, entire building sprinklered, as well as renovation of existing spaces

2013: Security cameras added

2014: Energy efficiency initiative, exterior lighting updated, gym lighting system updated

2015: Door hardware updated

2020: Access control system updated; interior window safety film added

PHASE 1: DESIGN DEVELOPMENT

The A/E shall conduct a thorough field investigation and review of existing construction documents to become fully aware of the existing conditions of the infrastructure, structural, and utility capacities of the facilities. The A/E shall prepare an accurate base plan for the facility that sufficiently covers the scope of the Project. The Owner will provide to the A/E the standard heating and cooling operating parameters and requirements for school facilities.

PHASE 2: DESIGN DEVELOPMENT

Early in the Design Development phase, the A/E shall provide a narrative of proposed options with sufficient details, information, and costs for the Owner to select options prior to the start of a fully developed Design Development submission. The Owner may elect to have an informal review of the options by the Maryland Interagency Commission on School Construction (IAC).

PHASE 3: CONSTRUCTION DOCUMENTS PHASE

The A/E's responsibility during the Construction Documents Phase are as follows:

1. The A/E shall develop a complete, coordinated set of construction documents
2. Provide bound, typewritten, integrated specifications inclusive of standard divisions in accordance with Construction Specification Institute (CSI) format for all disciplines included in the project, coordinated with and inclusive of SMCPS General

Conditions and Contract Documents, and include Hazardous Material Abatement if applicable, prepared by others.

3. Apply for and coordinate requirements associated with obtaining all temporary and permanent permits required to construct and operate all elements of the project
4. Final coordination of asbestos, lead and other hazardous material surveys to ensure proper removal of such materials
5. Submittals shall be prepared by A/E and forwarded to SMCPSS for delivery to State Agency (IAC and DGS)
6. Provide documentation and coordination of design requirements associated with air conditioning system commissioning, energy management systems, security systems, public address systems, telecommunication systems and computer networks
7. Subsequent to a meeting between the A/E and the agencies having jurisdiction, Fire Protection and Life Safety features shall be indicated on a separate plan(s) for regulatory agency review and Owner's awareness. Plans shall include fire resistance ratings, sprinkler coverage, smoke and fire compartmentation, egress ratings, special extinguishing systems, special door operations, and similar features or systems
8. Provide an update of the probable construction cost based on the fully developed Contract Documents
9. Provide a comprehensive phasing plan and schedule that has been thoroughly reviewed with the SMCPSS project manager and school administration
10. Construction Documents Certification:
The A/E shall provide a seal and signature along with a certification that "The Construction Documents contained herein have technically and functionally met the requirements of the Owner". This certification is in addition to a technical certification as required by the State of Maryland, Interagency Commission (IAC) on Public School Construction requirements

PHASE 4: BIDDING AND NEGOTIATION PHASE

The A/E's responsibilities during the bidding phase are as follows:

1. Provide data to SMCPSS Project Manager for "Notice to Bidders" information
2. Distribute contract documents to prospective bidders. A/E to verify with the SMCPSS Department of Design and Construction that a prospective bidder has been pre-qualified with SMPCS.
3. Provide and distribute copies of plans and specifications for public bidding purposes and sets directly to the Owner.
4. Schedule and conduct a pre-bid conference approximately ten (10) days prior to bid date.
5. Attend the project bid opening and assist in bid opening proceedings, if requested. Provide bid tabulation, if requested.
6. Prepare and distribute any addenda pertaining to the bid process to all bidders who have received documents and St. Mary's County Public Schools.
7. Analyze bids and make recommendation to the Director of Design and Construction for SMCPSS.

PHASE 5: CONSTRUCTION ADMINISTRATION PHASE

The A/E's responsibilities during the construction phase of the project are as follows:

1. Architectural and engineering advice during construction
2. A/E shall coordinate all consultant work
3. Distribute construction sets of Drawings and Specifications to General Contractor.
4. A/E shall provide SMCPSS full size sets of drawings, half-size drawings, and sets of Specifications.
5. Attend and document the proceedings of a Pre-Construction Meeting and answer questions relating to the design and construction of the project. Prepare and distribute Pre-Construction Meeting Minutes to team.

6. Review and approve all shop drawing submittals and maintain a bi-weekly submittal log.
7. Conduct bi-weekly construction progress meetings at the construction site, analyze contractor progress schedule, and submit minutes of each progress meeting summarizing the items discussed and an assessment of the contractor's job progress.
8. Develop, analyze and execute Change Orders.
9. Represent the Owner on technical issues relating to the Project.
10. Inspect the Contractor's Work as required to determine its consistency with the contract documents and quality consistent with industry standards.
11. Develop and review with the Owner, a planned scheme of colors and other aesthetic materials and finishes proposed for the project.
12. Review Contractor's pay requests with the Owner's Representative and recommend approval.
13. Review and coordinate the Contractor's requests for reductions in retainage.
14. Provide advice and direction to the Contractor on technical matters relating to the project's design requirements.
15. Develop and coordinate the resolution of construction Punch List items.
16. Review and coordinate maintenance manuals, provided by the construction contractor, for all major equipment requiring regular or periodic maintenance.
17. Develop mechanical and electrical systems diagrams for mounting on the wall of the mechanical rooms for use by school Maintenance and Operations staff.

PHASE 6: POST - CONSTRUCTION PHASE

The A/E is responsible for completing the following on USB Flash Drive:

1. Prepare a full set of record drawings documenting "as-built" conditions, for delivery to the Owner
2. PDF for all bid and construction plans. Each original drawing shall be signed and sealed by a professional Engineer or Architect, licensed in State of Maryland.
3. Original camera-ready contract specification and bid documents. Provide professional Engineer or Architect's seal on cover sheet.
4. Full set of Specifications with all Addenda added on USB Flash Drive.
5. Developing system flow diagrams of major mechanical and electrical systems and equipment.
6. Attend and prepare minutes of a post-occupancy review meeting to be held at the project site.
7. Provide all drawings in AutoCAD (DWG) format.

SECTION IV: EVALUATION AND SELECTION PROCEDURES

A. General

The selection of an architect is a quality and value-based process. The selection of the firm will be based on all the information received including Technical Proposals, client references, interviews, and Price Proposals. Technical Proposals will constitute 70% of the evaluation and Price Proposals will constitute 30%. This procurement includes the following steps:

1. Pre-qualification
2. Expression of Interest
3. Submission of Technical and Price Proposals – Appendix B
4. Evaluation by Selection Committee of Technical and Price Proposals
5. Short-list of Firms Selected
6. Firm Interviews /Presentations - Final Ranking of Proposal
7. Selection of Architect/Engineer Firm

8. Submission of Price Proposals
9. Final Fee Negotiations

The SMCPs will not consider modifications to the terms and conditions of its standard short form contract which is attached as Appendix A.

B. Technical Proposal Requirements

This proposal should be prepared in a clear and precise manner. It should address all appropriate points of this RFP. Keep the information brief, SMCPs values quality of information, not quantity. The firm is free to choose the format that best suits the information provided. However, failure to provide the specific information requested herein may result in the technical proposal being determined non-responsive. Minor irregularities in proposals that are immaterial or inconsequential in nature may be cured or waived whenever it is determined to be in the best interest of SMCPs.

1. Letter of Transmittal: Provide a Letter of Transmittal, on the Offeror's business stationery, which should accompany the proposal. The purpose of this letter is to transmit the proposal; therefore, it should be brief. The letter must be signed by an individual who is authorized to bind the firm to all statements, including services and prices, contained in the proposal.
2. Proposed architect/engineer design team personnel. Identify and provide resumes for key personnel both within the prime firm and within each sub-consultant firm (if used). List the consulting engineering firm and other firms that will be engaged for this project.
 - a. Indicate previous projects executed by the principal architecture firm in which the sub-consultant firms were team members.
 - b. Describe compatibility of the proposed project team and other specific characteristics that complement the project goals.
3. Provide client references. References should be for projects completed within the last five years.
4. Provide three (3) examples of architectural/engineering work that the contractor believes best displays the capacity of the firm to successfully provide services and expertise required. Highest consideration will be given to K – 12 projects. The project examples provided must be from completed projects. Indicate which projects had LEED requirements. Provide background data on these projects, including personnel from the firm who were involved and a description of their role. The information will be treated with the strictest confidentiality. The data requested are:
 - a) a description of the project size and character
 - b) completion date and total project cost
 - c) scope of services provided,
 - d) contact information for the owner's representative.
5. Provide organizational diagram or chart showing the responsibilities of consultants.
6.
 - a. Provide a delivery plan. Detail a project delivery plan identifying the recommended approach including durations and milestones for completing S.D., D.D., and C.D. submissions to the State.
 - b. Provide a tentative construction phasing plan.
7. Hourly compensation rates for the Prime firm and all consultant firms personnel – Appendix B
8. Provide a completed and signed copy of the Contract Affidavit which is appended to this

RFP Appendix C.

9. Provide a completed and signed copy of the Sex Offender Certification which is appended to this RFP in Appendix D.
10. Provide a completed Vendor Qualification Questionnaire which is appended to this RFP in Appendix E.

C. Technical Proposal Evaluation

1. The Selection Committee will review each technical proposal and evaluate it on its merits, with an emphasis on projects in the Southern Maryland Region. Criteria to be evaluated will include, but not be limited to the Offeror's a) Understanding and ability to provide the range of design and construction administration services required; b) Prior firm experience with similar projects; c) Management and technical skills of key personnel; d) Workability of proposed design schedule; e) Any other criteria that SMCPSS deems are in the best interest of the project and school system.
2. Failure of the Offeror's proposal to provide all the mandatory feature requirements as contained within the RFP will normally disqualify an Offeror's proposal as non-responsive. Minor irregularities in proposals that are immaterial or inconsequential in nature may be cured or waived whenever it is determined to be in the best interest of SMCPSS. Any Offeror whose proposal is disqualified based on a determination by the Selection Committee that it is non-responsive will be notified by facsimile following completion of the evaluation of all technical proposals. Price proposals from non-responsive firms will not be evaluated.

D. Price Proposals

The Offeror shall submit in a separate envelope, marked Price Proposal, their Price Proposal in the form provided in Appendix B. The form shall acknowledge all addenda issued for the RFP and establish basic unit prices and labor prices to be used in design and construction administration services. **The Offeror shall complete and submit the Price Proposal Form (Appendix B) for each subconsultant firm on listed their team.**

E. Interviews

Our preference is to have the architect or architectural firm provide the coordination, overall project management, and service in the prime role for construction administration. The following points and questions should be addressed in the oral interviews.

- 1: Provide an overview of the organization and roles of key personnel for the A/E team.
2. Examples of similar projects.
3. Indicate approach and experience to phased construction in an occupied school.
4. Explain how construction services will be administered by both the architect and the MEP consultant.
5. Confirm that you have reviewed the sample A/E agreement and that your firm is willing to execute the agreement as written.

(End of Section)

SECTION V: APPENDICES

- Appendix A. Sample Agreement Between Owner and Architect/Engineer
- Appendix B. Price Proposal Form
- Appendix C. Contract Affidavit
- Appendix D. Sex Offender Certification
- Appendix E. Vendor Qualification Questionnaire

AGREEMENT BETWEEN OWNER AND ARCHITECT/ENGINEER

This Agreement, made as of this ___ day of _____, _____, between the **Board of Education of St. Mary's County**, (hereinafter referred to as "the Owner") and _____ (hereinafter referred to as "the A/E"), for the rendition of Architectural/Engineering Design Consulting Services for the planning, design, and construction administration for a variety of construction projects (hereinafter referred to as "the Project"). WHEREAS, the County of St. Mary's, Maryland has provided funds for public school improvements; and WHEREAS, the A/E has been fully informed as to the scope of the Project and having represented itself to be professionally qualified and sufficiently experienced to render the professional services as detailed herein, having submitted its Contractor Qualifications Questionnaire, Appendix E dated _____, upon which Contractor Qualification Questionnaire the Owner relies on as indication of the A/E's ability to satisfactorily perform the professional services covered by this Agreement. NOW THEREFORE, in consideration of the mutual promises, premises, and covenants contained herein, the Owner and the Architect do hereby agree as follows:

- I. The aforesaid WHEREAS provisions are incorporated herein and form a part of this Agreement. The Architect shall provide professional services for the Project in accordance with the Terms and Conditions of this Agreement.
- III. The Owner shall compensate the A/E, in accordance with the Terms and Conditions of this Agreement, and as follows:
 - a. FOR THE ARCHITECT'S BASIC SERVICES, as described in Section 1.1, basic compensation shall be computed in accordance with the Fixed Fees **PRICE PROPOSAL FORM, APPENDIX B**, which is attached hereto and made a part of this Agreement.
 - b. FOR THE ARCHITECT'S REIMBURSEABLE EXPENSES, compensation has been fixed per Section 1.1.

ARTICLE 1 – ARCHITECT/ENGINEER SERVICES

1.1 The A/E Services are fully described in the proposal for professional services, dated _____, and are hereby incorporated and appended to this agreement as Appendix B.

ARTICLE 2 - THE OWNER'S RESPONSIBILITIES

- 2.1 The Owner shall provide reasonably detailed information, including architectural and engineering program, regarding its requirements for this Project.
- 2.2 The Owner shall designate, when necessary, a representative authorized to act in his behalf with respect to the Project. The Owner or owner's representative shall examine documents submitted by the Architect and shall render decisions pertaining thereto promptly, to avoid unreasonable delay in the progress of the Architect's work.
- 2.3 If the Owner observes or otherwise becomes aware of any fault or defect in the Project or of Contractor's non-conformance with the Contract Documents, he shall give prompt written notice thereof to the Architect.
- 2.4 The Owner shall furnish information required to him as expeditiously as necessary for the orderly progress of the Work.

ARTICLE 3 – CONSTRUCTION COST (Not Used)

ARTICLE 4 - PERSONNEL EXPENSE

- 4.1 Direct Personnel Expense of employees engaged on the Project by the Architect includes architects, engineers, designers, job captains, draftsmen, specification writers, typists, in consultation, research and design, in producing Drawings, Specifications and other documents pertaining to the Project, and in providing services during construction at the site.
- 4.2 Direct Personnel Expense includes costs of salaries including mandatory employees' taxes only, and excludes benefits such as insurance, pensions, vacations, sick leave, holidays and similar benefits

ARTICLE 5 - REIMBURSABLE EXPENSES

- 5.1 The Architect has anticipated expenses for reproduction and transmittal of documents, travel, and other miscellaneous expenses. These expenses shall be fixed and compensated at a lump sum value as provided in Article 1.

ARTICLE 6 - PAYMENTS TO THE ARCHITECT

- 6.1 Payments on account of the Architect/Engineer's Services shall be invoiced to and approved by the Owner.
- 6.2 Payments which are not in dispute and are due the Architect under this Agreement shall bear interest at the legal rate commencing sixty (60) days after the date of billing.
- 6.3 The Owner shall not be responsible to pay, and the Architect shall not be entitled to receive, any compensation for services which are required as a result of the errors, omissions or negligence of the Architect or its consultants, or as a result of the Architect's willful misconduct or failure to perform in accordance with the terms of this Agreement. The Owner shall be entitled to withhold payments which may otherwise be due under the terms of this Agreement in the event the Owner sustains any costs, expenses or other damages as result of the errors, omissions or negligence of the Architect or its consultants, or as a result of the Architect's willful misconduct or failure to perform in accordance with the terms of this Agreement. The Architect will be responsible, at no cost to the Owner, for correcting documents exhibiting b. The Architect will not be responsible for the construction cost of corrections, except those associated with gross negligence, willful misconduct or performance not in accordance with the standard of care for an Architect for the type of Project to be addressed under this Agreement.
- 6.4 If the scope of work is expanded, the Architect/Engineer fee will be proportionally increased.

ARTICLE 7 – ACCOUNTING RECORDS

- 7.1 Records of the Architect/Engineer's Direct Personnel, Consultant and Reimbursable Expenses pertaining to the Project, and records of accounts between the Owner and Contractor, shall be kept on a generally recognized and accepted accounting basis and shall be available to the Owner or his authorized representative at mutually convenient times.

ARTICLE 8 - TIME FOR PERFORMANCE

- 8.1 Time is of the essence under this Agreement. The Architect/Engineer's services shall be performed as expeditiously as possible, and as is consistent with professional care and skill and the orderly progress of the Work.

ARTICLE 9 - INSURANCE

- 9.1 Architect/Engineer shall maintain at his own expense, and shall require all its consultants to maintain the following minimum insurance coverage, which insurance shall be placed with insurance companies rated at least A- by Best's Key Rating Guide, which insurance shall incorporate a provision requiring the giving of written notice to the Owner at least thirty (30) days prior to the cancellation, non-renewal or material modification of any such policies as evidenced by return receipt of United States Certified Mail:
- a. Professional Liability Insurance in the amount of one million dollars (\$1,000,000.00) (including contractual liability coverage with all coverage retroactive to the earlier of the date of this Agreement or the commencement of ARCHITECT's services in relation to the Project) with coverage to be maintained for a minimum period of three (3) years after the date of final payment hereunder.
 - b. Comprehensive General Liability Insurance (including broad-form contractual liability and completed operations, explosion, and collapse coverage) in the amount of two million dollars (\$2,000,000.00).
 - c. Comprehensive Automobile Liability Insurance, including hired and non-owned vehicles, if any, in the amount of one million dollars (\$1,000,000.00).
 - d. Workmen's Compensation Insurance in the amounts required by statute.

Architect/Engineer shall, upon request, submit valid certificates in form and substance satisfactory to Owner evidencing the existence of the foregoing insurance policies and copies of the policies, together with the certificates of insurance and copies of the policies of Architect's consulting engineers, including any mandatory riders thereto. If the Architect/Engineer fails to furnish and maintain the insurance required herein, the Owner may purchase such insurance on behalf of the Architect, and the Architect/Engineer shall pay the cost thereof to the Owner upon demand and shall furnish to the Owner any information needed to obtain such insurance.

ARTICLE 10 - TERMINATION OF AGREEMENT

- 10.1 This Agreement may be terminated by either party upon twenty-four (24) hours written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. In the event the Agreement is terminated by the Owner due to the default of the Architect/Engineer, any amount the Architect may otherwise be entitled to receive as compensation for Basic or Additional Services shall be reduced by any costs, damage or expenses incurred by the Owner as a result of such termination.
- 10.2 In addition to the right to terminate set forth in paragraph 10.1, this Agreement may also be terminated by the Owner in its sole discretion at any time, without cause and for any reason, including the Owner's own convenience, upon not less than twenty-four (24) hours written notice to the Architect/Engineer. In the case of such termination, the Architect shall be entitled to payment for services properly provided in accordance with this Agreement prior to the effective date of such termination, and for any costs directly related to such termination. Such payments shall be limited to:
- a. Payment of the Architect/Engineer's fees pro-rated to the effective date of termination

- b. Payment of the Architect/Engineer's actual reimbursable expenses incurred prior to the effective date of termination, and
- c. Payment of the Architect/Engineer's actual reasonable costs and expenses of termination including costs of terminating the Architect/Engineer's consultants.

The Architect/Engineer shall not be entitled to anticipated fees, profits or overhead on work or services which have not been performed prior to the effective date of termination. In the event that the Owner terminates the Architect/Engineer for default and such termination is subsequently determined to be a wrongful termination, the parties agree that such termination shall be deemed to be converted to a termination of convenience and the Architect/Engineer's recovery shall be limited to sums allowable for such a termination under this subparagraph.

ARTICLE 11 - OWNERSHIP OF DOCUMENTS

- 11.1 All documents which are prepared by the Architect/Engineer and form a part of the services under this Agreement shall, upon completion, become the property of the Owner. The Architect/Engineer shall be responsible for protection and/or replacement of any Contract Documents in its possession. The Owner shall receive all original drawings and the Architect/Engineer shall retain a reproducible copy. All such documents are not to be used by the Owner on any other Project unless the Owner, prior to such use, executes and delivers to the Architect/Engineer an agreement in writing, absolving, releasing, indemnifying and saving the Architect/Engineer harmless of any such use; or in the alternative by providing the Architect/Engineer appropriate compensation and the right and opportunity to determine the feasibility and proprietary of any such intended use. In the event of termination of the Architect/Engineer by the Owner, the Owner, shall, without liability or additional compensation to the Architect/Engineer, have full authority to utilize all documents provided by the Architect/Engineer to complete the Project.

ARTICLE 12 - INDEMNIFICATION

- 12.1 To the fullest extent permitted by law, the Architect/Engineer shall indemnify and hold the Owner harmless against any judgment, actions, causes of action, or damages or whatever kind (whether personal injury, property damage, or otherwise, including consequential damages), and all costs, expenses, losses, attorney's fees and other damages of any kind, arising out of or resulting in whole or in part from any of the Architect/Engineer's work or services under this Agreement, including but not limited to all claims, actions, causes of action and damages arising out of any errors, omissions, negligence or willful misconduct on the part of the Architect/Engineer or any of its consultants, and any breach of this Agreement with the Architect/Engineer

ARTICLE 13 - SUCCESSORS AND ASSIGNS

- 13.1 The Owner and the Architect/Engineer each bind itself, its partners (if any), successors, assigns and legal representatives to the other party to this Agreement and to the partners (if any), successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither the Owner nor the Architect/Engineer shall assign, sublet or transfer any interest in this Agreement without the written consent of the other.

ARTICLE 14 - DISPUTE RESOLUTION

- 14.1 Any disputes which cannot be resolved by agreement between the Architect/Engineer and the Owner shall be resolved through litigation in the State Courts of St. Mary's County, Maryland.

ARTICLE 15 - EXTENT OF AGREEMENT

15.1 This Agreement represents the entire and integrated Agreement between the Owner and the Architect/Engineer and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and the ARCHITECT/ENGINEER.

ARTICLE 16 - GOVERNING LAW

16.1 Unless otherwise specified, this Agreement shall be governed by the laws in the State of Maryland and shall be constructed without regard to any rule or presumption of law requiring construction against the party causing it to be crafted.

ARTICLE 17 - CIVIL RIGHTS

17.1 It is understood that the provisions of Title VI of the Civil Rights Act of 1968 are hereby included in this Agreement to the end that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under this Agreement. It is further understood that the provisions of Article 49B, Section 14 to 20, (Discrimination in Employment) of the Annotated Code of Maryland, 1991 Edition, and as may be amended from time to time, are incorporated by reference and are made a part of this Agreement.

ARTICLE 18 - OTHER CONDITIONS

18.1 The Architect/Engineer represents and warrants to the Owner that is financially solvent and has sufficient knowledge, experience, skill and manpower to perform all of its work and obligations under this Agreement expeditiously and in accordance with the professional standard of care applicable under the circumstances, given the scope and expense of the Project.

18.2 The Owner's approval and/or failure to object to the Architect/Engineer's selection of its consultants, principal representative(s) and full-time project representative (if applicable) shall not make the Owner responsible for work or services of such individuals or entities and shall not create any contractual relationship between the Owner and any such individuals or entities. The ARCHITECT/ENGINEER shall be solely responsible for the payment of such individuals or entities and shall remain liable and responsible to the Owner for the work or any errors or omissions of such individuals or entities. The Owner's approval and/or failure to object to the ARCHITECT/ENGINEER's selection of such individual or entities shall not constitute a waiver of the Owner's right under this Agreement or at law and shall not relieve the Architect/Engineer of its responsibilities under this Agreement.

18.3 The Owner's approval, acceptance, use of or payment for all or any part of the Architect/Engineer's services hereunder or of the Project itself shall not constitute a waiver of the Owner's rights under this Agreement or at law, including its rights to assert claims for errors, omissions or deficiencies in the Architect/Engineer's performance hereunder. Approval by the Owner of any drawings, specifications, bid packages, documents, or other work prepared by the Architect/Engineer under its Agreement shall not relieve the Architect/Engineer of its responsibilities under this Agreement including its responsibility for the design of the Project.

18.4 In the event the Owner or Architect/Engineer employs counsel and/or incurs other costs or expenses to enforce this Agreement or any of the provisions hereof, to institute suite or pursue a claim, to recover damages for breach of this Agreement, to collect amounts to which it is entitled under this Agreement, or to otherwise protect its interests in any subsequent matter in dispute arising under this Agreement, the prevailing party shall be entitled to recover all reasonable attorney's fees, court costs or other charges or expenses expended or incurred herein.

18.5 Each party acknowledges that this Agreement has been fully read and understands the terms of this Agreement and has had the opportunity to consult with counsel in the review and negotiation of this Agreement, and further represents that is has authorized the individual executing this Agreement to do so on its behalf to be legally bound thereby.

This Agreement is executed under seal as of the day and year written and through the parties' undersigned authorized representative.

18.6 Owner makes no representations regarding the amount or type of services, if any, that Services Provider will be asked to provide to Owner during the term(s) of this Agreement. It is expressly understood that the Owner is under no obligation to request any services from Services Provider and no minimum amount of work is required or contemplated under this Agreement. All service requests will be made by the Owner on an as-needed basis, subject to future agreement on the scope of the work and the fee.

OWNER - Board of Education of St. Mary's County

ARCHITECT/ENGINEER –

Dr. J. Scott Smith
Superintendent of Schools

Name
Title

Date Executed

Date Executed

Witness for the Owner

Witness for the Architect/Engineer

Notary Public (Seal)

Notary Public (Seal)

My commission expires:

My commission expires:

PROPOSAL FOR PROFESSIONAL SERVICES

The scope of Architect/Engineer services and compensation due for such services are hereby incorporated and appended in the following proposal to St. Mary's County Public Schools, dated _____. [APPEND PROPOSAL]

Having carefully examined the Request for Proposal (RFP) and specifications for Architectural/Engineering Design Consulting Services and having received all addenda and clarification of all items of doubt, uncertainty, or possible conflict, the undersigned hereby agrees to furnish the project as required by and in strict accordance with the contract requirements, and to the complete satisfaction of the Owner.

Furthermore, the undersign hereby agrees to Architectural/Engineering Design Consulting Services at St. Mary’s County Public School facilities based on the unit prices below in accordance with the performance specifications. Unit prices include consulting services, travel expenses, and overhead and profit.

ITEM #	DESCRIPTION	Average Hourly Rate
001	Principal In Charge	\$
002	Senior Architect/Engineer	\$
003	Design Architect/Engineer	\$
004	Architect/Engineer	\$
005	Project Manager	\$
006	CAD Technician	\$
007	Administrative Support	\$
008	Reimbursable markup	%
009	Cost Estimator	\$

By its submission of this bid, the undersigned agrees that in the event it is selected for Contract Award by the Owner, it shall be bound to Owner with respect to post contract award submission requirements set forth in the RFP.

<u>DATE</u>	<u>ADDENDA NUMBER</u>
_____	_____
_____	_____
_____	_____

Name of Bidder: _____
 Address: _____

 Email: _____
 Date: _____

**MARYLAND STATE PROCUREMENT ARTICLE 21, SECTION 3-405:
VENDOR/CONTRACTOR DISQUALIFICATION - BRIBERY.**

A person convicted for bribery, attempted bribery, or conspiracy to bribe shall be disqualified from entering into a Contract with any county or other subdivision of the State. Every business entity upon submitting a bid or otherwise applying for a Contract shall submit an affidavit stating whether it, its officers, directors, or partners, or its employees have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any State or Federal government.

_____ affirms that it is in full compliance with the aforementioned
(COMPANY NAME)
Maryland State Procurement Article 21, Section 3-405.

STATEMENT OF NON-COLLUSION

1. The undersigned affirms that this bid is made without any previous understanding, agreement or connection with any person, firm or corporation submitting a bid for the same items and/or services and is, in all respects, fair and without collusion or fraud; and that no member of the Board of Education, St. Mary's County Public Schools, the Administrative or Supervisory personnel, or other employees of the St. Mary's County Public Schools will benefit from the award of this bid in violation of Maryland law.

Name of Authorized Company Representative: _____
(PRINT OR TYPE NAME)

Signature of Authorized Company Representative: _____

To be completed by an authorized company representative and a Notary Public:

Dated at _____ this _____ day of _____
_____ 20 _____.

Name of Organization _____

By _____ being duly sworn
(NAME)
deposed and says that he/she is the _____ of
(OFFICER)
_____, and that all the foregoing statements are true and correct.
(CONTRACTING FIRM NAME)

Subscribed and sworn before me this _____ day of _____, 20_____.

Notary Public: _____

My Commission Expires: _____

SEX OFFENDER CERTIFICATION

In conjunction with the submission of its bid, and as a condition precedent to the award of a Contract by the Board of Education of St. Mary's County, the undersigned bidder, by and through its authorized undersigned representative, acknowledges the following provisions of the Criminal Procedure Article of the Annotated Code of Maryland relating to the employment of registered sex offenders, and certifies as follows:

Annotated Code Criminal Procedure Article Provisions

§ 11-722. Entry onto school or day care property prohibited.

(c) Employment of registrants at schools prohibited. -- A person who enters into a contract with a county board of education or a nonpublic school may not knowingly employ an individual to work at a school if the individual is a registrant. (d) Violations; penalty. -- A person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 5 years or a fine not exceeding \$ 5,000 or both.

Certification

The undersigned bidder hereby certifies to the Board of Education of St. Mary's County that no employee, subcontractor, subcontractor employee, or material supplier that is a registered sex offender will be allowed to enter onto school system property at any time in the performance of the work or services for which the contract is awarded.

Name of Individual/Organization (Bidder): _____
(Print or type name)

Name of Authorized Representative: _____
(Print or type name)

Signature of Authorized Representative: _____

The aforesaid bidder further acknowledges that it will be the responsibility of all contractors to obtain similar certifications from all subcontractors, suppliers and vendors delivering materials, equipment or supplies to school system property, and/or performing work or services on school system property, and to monitor adherence to this requirement. In the event that the Owner determines that a registered sex offender has entered upon school property for a delivery of materials, equipment or supplies and/or for the performance of work or services under the contract, such will be grounds for termination of the contract.



St. Mary's County Public Schools

ST. MARY'S COUNTY PUBLIC SCHOOLS
Department of Design and Construction
27190 Point Lookout Road
Loveville, MD 20656
301-475-4256

FY 2024

VENDOR'S QUALIFICATION QUESTIONNAIRE

This questionnaire is intended as a basis for establishing the qualifications of Vendors for undertaking construction work under the jurisdiction of the Board of Education of St. Mary's County.

If a Vendor has completed a questionnaire and delivered such to the local education agency having jurisdiction setting forth their qualifications to the satisfaction of the Superintendent of Schools, the Vendor will be eligible to receive construction documents for bidding, but may be ineligible to be considered for a contract. Failure to have a completed qualification questionnaire delivered to St. Mary's County Public Schools prior to delivery of a bid may result in the rejection of said bid. Certification of qualification shall be valid for one fiscal year only.

SECTION I. – GENERAL INFORMATION

A. Legal Title and Address of Organization:

B. Telephone Number: _____

C. Website and Email Address of Organization: _____

D. Maryland Representative's Name, Title and Address: _____

E. Check if: Corporation LLC Co-Partnership Individual

1. If a Corporation or LLC, please state: _____ Date of Incorporation _____ State in which Incorporated

Name, Title and Date Assuming Position of Principal Officers:

2. If a Co-Partnership, please state: _____ Date of Organization

Nature of Partnership: _____ General, _____ Limited, _____ Association

Names and Addresses of Partners (Attach separate sheet, if necessary):

3. If an Individual, please state full Name and Address of Owner:

F. Is any member of your organization employed by St. Mary's County Public Schools or in any way officially connected with the Local Government? If yes, please explain:

G. Provide name and data about any construction projects you have failed to complete:

-

-

-

H. Has your organization ever been involved in any criminal litigation as a result of construction methods, costs, etc.? _____ If yes, please explain:

-

-

-

I. Has your firm ever been formally barred from performing work for the State of Maryland, a county agency in Maryland, or a school system in Maryland? _____ If yes, please provide the following information for each such action:

1. Facility and Project Name:

2. Date of Disqualification and Duration:

3. Reason for Disqualification:

J. If operating as a General Contractor, has your present or past bonding company ever been requested to act against you due to performance or payment related issues? _____ If yes, please explain:

-

-

-

SECTION II. – FINANCIAL INFORMATION

A. Give the value of all construction equipment (if applicable) fully owned by your organization:
\$ _____ If not fully owned, so state: (Attach separate sheet, if necessary.)

-

-

-

B. Give the value of total assets of your organization (including equipment value in II.A. above):
\$ _____

C. Give the value of the organization's total liabilities: \$ _____

D. Give the total contract value of the work accomplished by your organization in each of the last three (3) years: 20__ \$ _____ 20__ \$ _____ 20__ \$ _____

E. Give the contact value of work presently being accomplished by, or pending award to your organization:
\$ _____

F. Give the value of any judgments or liens outstanding against your organization: \$ _____

G. Has any bonding company refused to write you a bond on any construction work? If yes, please explain:

-

-

H. Give the maximum value per project for which you could obtain Bond: \$ _____

I. Give the maximum aggregate amount for which you could obtain Bond: \$ _____

J. Is your firm able to obtain Performance and Payment bonds from a Surety registered in Maryland with a financial rating of "A-" or better in the Best's Key Rating Guide? _____

SECTION III. – EXPERIENCE

A. Indicate the type of contracting undertaken by your organization and years of experience:

___ General Contractor Years _____
___ Subcontractor : Trade _____ Years _____
Trade _____ Years _____
___ Architect/Engineer Years _____

B. Provide an Organizational Chart of your Firm. Either provide below or attach to this document.

C. State experience of principal members of your organization (Attach additional sheets, as necessary):

Member No. 1:

Name and Title: _____

Years of Experience: Total _____ With Current Firm: _____

Education (degree and specialization): _____

Current Professional Registration or License: _____

Other Professional Qualifications (publications, organizations, training, awards, etc.): _____

Type of Work (e.g. Schools, Residential, Hospitals): _____

Member No. 2:

Name and Title: _____

Years of Experience: Total _____ With Current Firm: _____

Education (degree and specialization): _____

Current Professional Registration or License: _____

Other Professional Qualifications (publications, organizations, training, awards, etc.): _____

Type of Work (e.g. Schools, Residential, Hospitals): _____

Member No. 3:

Name and Title: _____

Years of Experience: Total _____ With Current Firm: _____

Education (degree and specialization): _____

Current Professional Registration or License: _____

Other Professional Qualifications (publications, organizations, training, awards, etc.): _____

Type of Work (e.g. Schools, Residential, Hospitals): _____

D. Give any special qualifications of firm members (Master Electrician, Plumber, Registered Engineer, etc.):

E. List a minimum of 3 projects (maximum 10) completed by your organization that are relevant :
(Attach additional sheets, as necessary)

Project No. 1:

Project Name and Location: _____

Describe the Project: _____

Name and Telephone number of Reference Contact: _____

Date construction contract was completed: _____

Contract amount: \$ _____

Project No. 2:

Project Name and Location: _____

Describe the Project: _____

Name and Telephone number of Reference Contact: _____

Date construction contract was completed: _____

Contract amount: \$ _____

Project No. 3:

Project Name and Location: _____

Describe the Project: _____

Name and Telephone number of Reference Contact: _____

Date construction contract was completed: _____

Contract amount: \$ _____

F. If General Contractor, list subcontractors in various fields who have worked under you:

G. If Subcontractor, list some general contractors for whom you have worked:

H. Does your organization have previous experience working in a K-12 school environment?

If yes, please provide 3 examples including Project Name and School Agency:

I. Does your organization have previous experience working with St. Mary's County Public Schools?

If yes, please provide up to 3 examples including Project Name and your organization's role or trade:

J. What is the monetary value of the largest project accomplished by your organization? \$ _____

K. What is the monetary value of the largest project accomplished in the last three years? \$ _____

L. Maximum value of a project you prefer to undertake: \$ _____

M. Price range of work your organization is deemed best adapted to undertake: \$ _____

N. Is your organization licensed in the State of Maryland for the current year? _____
If yes, provide Expiration Date and License Number: _____

- Please include a copy of your current Maryland Contractor's License with this questionnaire

O. Provide at least three (3) Client References for whom your company has provided services in the last 3 years:

Reference No. 1:

Company Name and Contact: _____

Contact Phone and Email : _____

Project Location and Description: _____

Reference No. 2:

Company Name and Contact: _____

Contact Phone and Email : _____

Project Location and Description: _____

Reference No. 3:

Company Name and Contact: _____

Contact Phone and Email : _____

Project Location and Description: _____

The above statements are certified to be true and accurate.

Dated at _____ this _____ day of _____ 20_____.

By: _____

(Title of Person Signing)

(Name of Organization)

State of _____
County of _____, S.S.

_____ being duly sworn states that he is

(Office)

(Name of Organization)

And that the answers to the foregoing questions and all statements therein contained are true and correct.

Sworn to before me, this _____ day of _____ 20_____.

My Commission expires _____

Notary Public



DO NOT FILL IN THESE SPACES	
Year Filed:	
Application No.:	
Reviewed by:	
Date:	