Montgomery County Public Schools
Division of Facilities Management
Department of Planning and Construction
45 West Gude Drive, Suite 4000
Rockville, Maryland 20850

ADDENDUM #1

Request for Qualifications
Owner's Representative and Project Management Services
October 26, 2026

This addendum is supplementary to the solicitation dated September 30, 2026, and becomes a part of the request for qualifications and contract documents.

This addendum consists of seven (7) pages.

The following clarifications are made to the Request for Qualifications:

#	RFQ Section	Current Language	Revised Language (for addendum)
1	Cover page – Project Description	Special Projects and Major Capital Projects	Owner's Representative and Project Management Services for the FY2027–2032 Capital Improvements Program (all project types and sizes)
2	Cover page – Proposal Due Date	October 28, 2026 @ 2:00 pm	**November 4, 2026 @ 2:00 pm**
3	Section 1.1 Intent, first paragraph	…Owner's Representative and Project Management services associated with two categories: Special Projects and Major Capital Projects, to be included in its Fiscal Year 2027–2032 Capital Improvements Program.	Montgomery County Public Schools (MCPS) is soliciting qualifications from firms to provide Owner's Representative and Project Management services for projects in its Fiscal Year 2027–2032 Capital Improvements Program (CIP). MCPS will establish a single prequalified list. Each prequalified firm must be capable of managing the full range of MCPS capital projects through the full project life cycle, from smaller systemic and capital renewal projects in occupied schools (e.g., HVAC, roofing and building envelope, ADA accessibility, and security upgrades) to major capital projects (e.g., new schools,

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			replacement schools, additions, and major renovations), and everything in between. MCPS will not prequalify firms by project category, size, or construction value, and Offerors shall not identify a category in their submission.
4	Section 1.4 Requirements – add bullet	(new)	● Scales its staffing, management systems, and reporting to the size and complexity of each assignment, from short-duration summer projects at occupied schools to multi-year major capital projects, and supports multiple concurrent assignments of varying size.
5	Section 3, introduction	MCPS reserves the right to require that the architectural firm demonstrate… the nature and magnitude of work necessary to complete the project for which they will be considered.	MCPS reserves the right to require that the Offeror demonstrate that it has the skills, competence, responsibility, licensing, professional staff, financial capabilities, and other resources to satisfactorily perform the nature and magnitude of work described in Section 1.1.
6	Section 3.1A Letter of Transmittal – add	(new)	The Letter of Transmittal shall also include: (1) acknowledgment of all addenda by number and date; (2) the Section 3.1B disclosure (or a statement that there is none); (3) the Section 3.1E debarment confirmation covering the Offeror and all team members; (4) agreement to comply with Section 18; (5) disclosure of any active MCPS contract held by the Offeror, its affiliates, or named subconsultants for design, construction management, contracting, commissioning, or testing and inspection services (Section 1.6); and (6) a brief statement of the Offeror's capability to deliver Owner's

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			Representative services across the full range of projects described in Section 1.1.
7	Section 3.2A – add	…firm's workload and capacity…	…firm's workload and capacity, including capacity to manage multiple concurrent assignments of varying size and complexity…
8	Section 3.2B Work Samples – replace in full	The Offeror shall provide 5-10 previous completed work projects that relate to either special projects and/or major capital projects. The scale and scope should be similar to the summary provided in section 1.4…	The Offeror shall provide five (5) to ten (10) completed projects on which the Offeror, or a clearly identified team member, served as Owner's Representative, Program Manager, or Agency Construction Manager (CMa) acting on the owner's behalf. Taken together, the work samples shall demonstrate the Offeror's ability to manage the full range of projects described in Section 1.1 and shall include at least two (2) smaller systemic, capital renewal, or renovation projects and at least two (2) major capital projects (new construction, replacement, addition, or major renovation). Scope shall relate to the services described in Sections 1.4 and 2.1. Each work sample is limited to two (2) pages and shall identify: owner and client reference (name, title, phone, email); firm that performed the work and its role; proposed key personnel involved and their roles; project type, gross square footage, and construction value; delivery method (design-bid-build, CMAR, or design-build); whether the work was phased or in an occupied facility; original and final construction cost; change orders as a percentage of construction cost; original and actual

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			substantial completion dates; and a brief explanation of any variances. Include past performance on MCPS and similar public projects.
9	Section 3.3A Key Personnel – replace in full	Offeror is to identify qualified personnel and their roles, who would be made available and assigned to the project, if the firm is selected.	The Offeror shall identify key personnel by role (e.g., principal-in-charge, program manager, project manager, assistant project manager, cost estimator, scheduler, field representative/construction inspector, and specialty roles) and provide resumes of up to two (2) pages each. Include (1) an organization chart showing how the team is staffed for a smaller systemic project and for a major capital project, and (2) a staffing matrix showing, for each person, the types, sizes, and delivery methods of projects he or she has managed. Personnel may be presented as a bench.
10	Section 3.4A Approach – add	(new, at end)	The Offeror shall describe how its approach, staffing, systems, and reporting are scaled for (a) a smaller systemic project with a compressed summer construction window in an occupied school and (b) a multi-year major capital project with IAC/MSDE/DGS State review, and how the firm manages multiple concurrent assignments of different sizes.

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11	New Section 3.5 Submission Format	(new)	The submission is limited to 75 pages, 8.5" x 11" (11" x 17" foldouts count as two pages). Everything in the submission counts toward the limit, including covers, tab dividers, table of contents, Letter of Transmittal, narrative, work samples, organization charts, staffing matrix, resumes, and the Section 3.1C–3.1D licensing and Good Standing documents. Each printed side counts as one page. A 10-point minimum font is recommended. Organize the submission in the order of Section 3 with tabbed dividers.
12	Section 1.5 Proposal Responses – add	…one hard copy and one electronic copy…	…one hard copy and one electronic copy. The electronic copy shall be a single, searchable PDF on a USB or USB-C flash drive, named "[Firm Name]_RFQ DPC5000.1.pdf", included in the sealed package labeled "RFQ#DPC5000.1 – Owner's Representative and Project Management Services" with the Offeror's name. Deliver to Suite 4000 (1st Floor Lobby). Email and portal submissions will not be accepted.
13	Section 4 Qualification Criteria – replace	A. Offeror Overview [10 points]; B. Company Background and Project Experience [50 points]; C. Key Personnel [15 points]; D. Approach to Project Management [25 points]	A. Offeror Overview [10 points]; B. Company Background and Project Experience [40 points]; C. Key Personnel [25 points]; D. Approach to Project Management [25 points]. Each criterion is divided into sub-criteria as shown in Attachment A, Evaluation and Ranking Method. Proposals must also meet the pass/fail requirements in Attachment A; proposals that do not will be deemed non-responsive under Section 12.1.
14	Section 5 Confidentiality	…Access to Public Records Act, State Government Article, Title 10, Subtitle 6…	…Maryland Public Information Act, General Provisions Article, Title 4, Annotated Code of Maryland…

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15	Order of precedence (addendum preamble)	(new)	This addendum forms part of the RFQ. Where this addendum conflicts with the RFQ, this addendum governs. All references in the RFQ to "Special Projects" and "Major Capital Projects" as separate categories are deleted. Answers to questions supersede any oral statements made at the October 7, 2026 pre-proposal meeting. Offerors are directed to new Section 1.6, which bars firms on the Owner's Representative list from providing design, construction, commissioning, or testing and inspection services to MCPS during the prequalification term. All other terms remain unchanged. Offerors shall acknowledge this addendum in the Letter of Transmittal.
16	Addendum attachments	(new)	Attachment A – Evaluation and Ranking Method; Attachment B – Pre-Proposal Meeting Presentation; Attachment C – Pre-Proposal Meeting Attendee List; Attachment D – Responses to Questions.
17	New Section 1.6 – Conflict of Interest (Owner's Representative Independence)	(new)	1.6 CONFLICT OF INTEREST. MCPS intends to keep Owner's Representative services independent of the design and construction services they oversee. A firm placed on the Owner's Representative prequalified list, including its parent, subsidiaries, and affiliates, and every subconsultant named on its team, shall not provide or pursue, as a prime, subconsultant, joint venture member, or team member, any of the following services on any MCPS Capital Improvements Program project for the duration of the prequalification term, including any extensions: (a) architectural/engineering design; (b) construction management, either agency or at-risk; (c) general contracting or design-build; (d) commissioning; or (e) testing and

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			inspection. An Offeror that holds an active MCPS contract for any of these services on the proposal due date shall disclose it in the Letter of Transmittal; that contract may be completed, but MCPS will not assign the firm Owner's Representative services on any related project. A firm that assists MCPS in preparing a solicitation shall not compete on that solicitation. FIRMS THAT WISH TO REMAIN ELIGIBLE FOR MCPS DESIGN, CONSTRUCTION, COMMISSIONING, OR TESTING AND INSPECTION WORK SHOULD NOT RESPOND TO THIS RFQ. MCPS may waive this restriction in writing on a case-by-case basis. Violation of this section is cause for removal from the prequalified list under Section 1.1.

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