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

ADDENDUM #2

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 sixty-two pages.

Below are the Request for Information Responses and Attachment A (EVALUATION AND RANKING METHOD):

Number	RFI Question	Section	MCPS Response
1	(Section 1.1) Will firms be prequalified separately for Special Projects and Major Capital Projects? Should offerors identify which category or categories they are pursuing, and is a separate submission required for each?	1.1	No. MCPS will establish a single prequalified list of Owner's Representative and Project Management firms. The Special Projects and Major Capital Projects categories referenced in the RFQ are deleted by this addendum (see revised Sections 1.1 and 3.2B). Offerors will not select a category, and MCPS will not prequalify firms by project type, size, or construction value. Each prequalified firm is expected to provide owner's representative services across the full range of MCPS capital work, from smaller systemic and capital renewal projects (e.g., HVAC, roofing and building envelope, ADA accessibility, and security upgrades, often constructed during summer

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			breaks in occupied schools) to major capital projects (e.g., new schools, replacement schools, additions, and major renovations delivered over multiple years), and everything in between. Offerors shall submit one proposal that demonstrates, through work samples, key personnel, and project management approach, the capability and capacity to manage that full range.
2	Please confirm whether firms can be added to the list during the three-year term. What triggers the new RFQ referenced in Section 1.1?	1.1	Firms will not be added to the list during the term except through a new RFQ. Per Section 1.1, MCPS may issue a new RFQ if the existing list does not provide adequate resources to meet MCPS's needs (e.g., workload, required expertise, or firms removed from the list). Firms already on the list would not need to resubmit.
3	Will MCPS provide an addendum acknowledgment form? Or is acknowledgment in the Letter of Transmittal acceptable?	1.1	No separate acknowledgment form will be issued. Offerors shall acknowledge receipt of all addenda, by addendum number and date, in the Letter of Transmittal. No MCPS forms or affidavits are required beyond the items listed in Section 3.
4	Should offerors state whether they are applying for Special Projects, Major Capital Projects, or both? Will MCPS evaluate and prequalify firms separately for each category? Please also describe typical project size or value ranges for each category.	1.1	No. MCPS will establish a single prequalified list of Owner's Representative and Project Management firms. The Special Projects and Major Capital Projects categories referenced in the RFQ are deleted by this addendum (see revised Sections 1.1 and 3.2B). Offerors will not select a category, and MCPS will not prequalify firms by project type, size, or construction value. Each prequalified firm is expected to provide owner's representative services across the full range of MCPS capital work, from smaller systemic and capital renewal projects (e.g., HVAC, roofing and building envelope, ADA accessibility, and security upgrades, often constructed during summer breaks in occupied schools) to major capital projects (e.g., new schools, replacement schools, additions, and major renovations delivered over multiple years), and everything in between. Offerors shall submit one proposal that demonstrates, through work samples, key personnel, and project

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			management approach, the capability and capacity to manage that full range. MCPS is not establishing project categories or construction value thresholds for this RFQ, and the category definitions and dollar thresholds used in MCPS's January 2026 Architectural Services RFQ do not apply. Assignments will range from smaller systemic and capital renewal projects (e.g., HVAC, roofing and building envelope, ADA accessibility, and security upgrades) to major capital projects (e.g., new schools, replacement schools, additions, and major renovations). Work samples must, taken together, demonstrate successful owner's representative performance at both ends of that range (see revised Section 3.2B). For each work sample, identify the construction value, gross square footage, delivery method, and duration.
5	Please describe the anticipated selection process and contract structure for project-specific RFPs, including whether selection will be qualifications-based, price-based, rotating selection, or a combination.	1.1	Project-specific RFPs will generally be issued to all prequalified firms. MCPS reserves the right to issue an RFP to a subset of prequalified firms based on project type, complexity, or required expertise; pre-qualified firms will not be limited to projects of a particular size. Each RFP will state its evaluation criteria, which are expected to follow a best-value approach considering qualifications, technical approach, and a fixed fee, and may include interviews. RFQ scores and rankings will not carry forward. MCPS anticipates requesting a fixed-price (lump sum) fee for each project-specific RFP. MCPS may also request hourly rates for additional services. The pricing structure will be stated in each RFP.
6	May an offeror seek prequalification for Special Projects only, rather than both Special Projects and Major Capital Projects? Please clarify the anticipated scope and scale of Special Projects.	1.1	No. MCPS will establish a single prequalified list of Owner's Representative and Project Management firms. The Special Projects and Major Capital Projects categories referenced in the RFQ are deleted by this addendum (see revised Sections 1.1 and 3.2B). Offerors will not select a category, and MCPS will not prequalify firms by project type, size, or construction value. Each prequalified firm is expected to provide owner's representative services across the full range of MCPS capital work, from smaller

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			systemic and capital renewal projects (e.g., HVAC, roofing and building envelope, ADA accessibility, and security upgrades, often constructed during summer breaks in occupied schools) to major capital projects (e.g., new schools, replacement schools, additions, and major renovations delivered over multiple years), and everything in between. Offerors shall submit one proposal that demonstrates, through work samples, key personnel, and project management approach, the capability and capacity to manage that full range. MCPS is not establishing project categories or construction value thresholds for this RFQ, and the category definitions and dollar thresholds used in MCPS's January 2026 Architectural Services RFQ do not apply. Assignments will range from smaller systemic and capital renewal projects (e.g., HVAC, roofing and building envelope, ADA accessibility, and security upgrades) to major capital projects (e.g., new schools, replacement schools, additions, and major renovations). Work samples must, taken together, demonstrate successful owner's representative performance at both ends of that range (see revised Section 3.2B). For each work sample, identify the construction value, gross square footage, delivery method, and duration.
7	Please provide MCPS’s definitions or distinguishing characteristics for Special Projects versus Major Capital Projects, including typical project size or value ranges, to assist Offerors in selecting the most relevant project experience.	1.1	MCPS is not establishing project categories or construction value thresholds for this RFQ, and the category definitions and dollar thresholds used in MCPS's January 2026 Architectural Services RFQ do not apply. Assignments will range from smaller systemic and capital renewal projects (e.g., HVAC, roofing and building envelope, ADA accessibility, and security upgrades) to major capital projects (e.g., new schools, replacement schools, additions, and major renovations). Work samples must, taken together, demonstrate successful owner's representative performance at both ends of that range (see revised Section 3.2B). For each work sample, identify the construction value, gross square footage, delivery method, and duration.

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8	What dollar ranges separate Special Projects from Major Capital Projects? What is the anticipated annual volume or total value of work in the FY2027-2032 CIP for prequalified firms, how many Owner's Representative assignments are expected in the first year, and can MCPS share a representative list of upcoming projects?	1.1	MCPS is not establishing project categories or construction value thresholds for this RFQ, and the category definitions and dollar thresholds used in MCPS's January 2026 Architectural Services RFQ do not apply. Assignments will range from smaller systemic and capital renewal projects (e.g., HVAC, roofing and building envelope, ADA accessibility, and security upgrades) to major capital projects (e.g., new schools, replacement schools, additions, and major renovations). Work samples must, taken together, demonstrate successful owner's representative performance at both ends of that range (see revised Section 3.2B). For each work sample, identify the construction value, gross square footage, delivery method, and duration. MCPS cannot guarantee a volume of work. Offerors may review the Board of Education's FY2027–2032 Capital Improvements Program on the MCPS website for upcoming projects.
9	Please provide the intended summary. Specifically: do the category definitions in MCPS's January 2026 Architectural Services RFQ (Special Projects at a construction value of $5,000,000 and under; Major Capital Projects above $5,000,000) apply to this RFQ	1.1	No. MCPS does not establish project categories or construction value thresholds for this RFQ, and the category definitions and dollar thresholds used in MCPS's January 2026 Architectural Services RFQ do not apply. Assignments will range from smaller systemic and capital renewal projects (e.g., HVAC, roofing and building envelope, ADA accessibility, and security upgrades) to major capital projects (e.g., new schools, replacement schools, additions, and major renovations). Work samples must, taken together, demonstrate successful owner's representative performance at both ends of that range (see revised Section 3.2B). For each work sample, identify the construction value, gross square footage, delivery method, and duration.
10	Can you provide examples of the anticipated projects for each category?	1.1	Anticipated assignments span the full range of the MCPS Capital Improvements Program (CIP), including systemic and capital renewal projects (e.g., HVAC replacement, roof replacement and building envelope, ADA accessibility, security, and fire alarm/life safety upgrades), additions, renovations, new and replacement

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			schools, and program-level management of multiple projects. Prequalified firms are expected to handle any of these assignments. Offerors may review the Board of Education's FY2027–2032 CIP on the MCPS website for upcoming projects.
11	What are the typical construction value ranges for each category?	1.1	MCPS is not establishing project categories or construction value thresholds for this RFQ, and the category definitions and dollar thresholds used in MCPS's January 2026 Architectural Services RFQ do not apply. Assignments will range from smaller systemic and capital renewal projects (e.g., HVAC, roofing and building envelope, ADA accessibility, and security upgrades) to major capital projects (e.g., new schools, replacement schools, additions, and major renovations). Work samples must, taken together, demonstrate successful owner's representative performance at both ends of that range (see revised Section 3.2B). For each work sample, identify the construction value, gross square footage, delivery method, and duration.
12	Categories: may a firm prequalify for Special Projects only, rather than both Special Projects and Major Capital Projects? Could MCPS indicate the typical size range of Special Projects?	1.1	No. MCPS will establish a single prequalified list of Owner's Representative and Project Management firms. The Special Projects and Major Capital Projects categories referenced in the RFQ are deleted by this addendum (see revised Sections 1.1 and 3.2B). Offerors will not select a category, and MCPS will not prequalify firms by project type, size, or construction value. Each prequalified firm is expected to provide owner's representative services across the full range of MCPS capital work, from smaller systemic and capital renewal projects (e.g., HVAC, roofing and building envelope, ADA accessibility, and security upgrades, often constructed during summer breaks in occupied schools) to major capital projects (e.g., new schools, replacement schools, additions, and major renovations delivered over multiple years), and everything in between. Offerors shall submit one proposal that demonstrates, through work samples, key personnel, and project

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			management approach, the capability and capacity to manage that full range.
13	Does MCPS formally evaluate owner's representative performance on each project, and do evaluations factor into later selections?	1.1	Yes. MCPS evaluates consultant performance; repeated poor performance may result in removal from the list (Section 1.1) and may be considered in future selections
14	Section 1.4 expects the firm to work "solely in the owner's best interest, offering unbiased technical and financial advice." May a firm that currently provides architecture and engineering, design or construction services to MCPS respond to this RFQ, or would that work be considered a conflict of interest?	1.4	No crossover between Owner's Representative services and other MCPS services. 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 may not provide or pursue any of the following services on any MCPS Capital Improvements Program project for the duration of the prequalification term, including any extensions: architectural/engineering design; construction management, either agency or at-risk; general contracting or design-build; commissioning; or testing and inspection. This applies whether the firm would act as a prime, subconsultant, joint venture member, or team member. It also applies to the firm's parent, subsidiaries, and affiliates, and to every subconsultant named on its team. 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 helps MCPS prepare a solicitation may 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. See revised Section 1.6.
15	Will a firm prequalified for Owner's Representative services be restricted from pursuing other MCPS roles, such as design, construction management, or commissioning, on the same project or program?	1.4	Yes. Firms on the Owner's Representative list, including their affiliates and named subconsultants, may not pursue architectural/engineering design, construction management, general contracting or design-build, commissioning, or testing and

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			inspection work on any MCPS Capital Improvements Program project during the prequalification term. See the response to #14 and revised Section 1.6.
16	Section 3.2B asks for projects of “scale and scope” similar to the summary in Section 1.4. Section 1.4 describes scope expectations but not scale. Please provide the approximate scale expected for each category, Special Projects and Major Capital Projects (for example, construction budget range or square footage).	1.4	Section 3.2B is revised by this addendum: the reference to "the summary provided in section 1.4" shall read "the scope of services described in Sections 1.4 and 2.1." MCPS is not establishing project categories or construction value thresholds for this RFQ, and the category definitions and dollar thresholds used in MCPS's January 2026 Architectural Services RFQ do not apply. Assignments will range from smaller systemic and capital renewal projects (e.g., HVAC, roofing and building envelope, ADA accessibility, and security upgrades) to major capital projects (e.g., new schools, replacement schools, additions, and major renovations). Work samples must, taken together, demonstrate successful owner's representative performance at both ends of that range (see revised Section 3.2B). For each work sample, identify the construction value, gross square footage, delivery method, and duration.
17	We are considering including an MEP engineering subconsultant on our Owner’s Representative/Project Management team. Its proposed responsibilities may include technical design review, construction observation, and inspection support. Please clarify whether participation in the prequalified team, or acceptance of a subsequent assignment, would restrict that subconsultant’s eligibility to provide separately procured MEP design services to MCPS, either directly or as a subconsultant to an architect. Would any restriction apply only to the affected procurement/project, to related projects, or to the entire capital program? Please also explain how Policy BBB Section D.8 applies to this arrangement,	1.4	Yes, the restriction applies. A subconsultant named on an Owner's Representative team is subject to the same program-wide restriction as the prime for the duration of the prequalification term, including any extensions. This includes MEP design work that MCPS procures separately, whether directly or as a subconsultant to an architect, on any MCPS Capital Improvements Program project. An MEP firm that wishes to remain eligible for MCPS design work should not join an Owner's Representative team. An existing MCPS design contract held by the subconsultant on the proposal due date must be disclosed in the Letter of Transmittal and may be completed; MCPS will not assign the team Owner's Representative services on any related project. See the response to #14 and revised Section 1.6.

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	including whether MCPS would permit project-specific exclusions from solicitation preparation, designer selection, confidential procurement information, and independent review of the subconsultant's own work. Please identify any restrictions applicable to affiliates, existing design contracts, and the period after a PM assignment ends		
18	May a firm on the Owner's Representative list also perform design, construction, testing, or inspection work for MCPS, or team with firms on other MCPS prequalified lists? Do any restrictions apply program-wide or only to projects the firm manages, and does list placement limit pursuit of MCPS design-build or construction work?	1.4	No. Firms on the Owner's Representative list, including their affiliates and named subconsultants, may not pursue architectural/engineering design, construction management, general contracting or design-build, commissioning, or testing and inspection work on any MCPS Capital Improvements Program project during the prequalification term. See the response to #14 and revised Section 1.6.
19	Would serving on the owner's-representative team restrict a firm from bidding on future construction work?	1.4	Yes. Firms on the Owner's Representative list, including their affiliates and named subconsultants, may not pursue architectural/engineering design, construction management, general contracting or design-build, commissioning, or testing and inspection work on any MCPS Capital Improvements Program project during the prequalification term. See the response to #14 and revised Section 1.6.
20	The RFQ requires one hard copy and one electronic copy. Please clarify the required medium and file format for the electronic copy, such as USB drive and PDF.	1.5	The electronic copy shall be a single, searchable PDF on a USB or USB-C flash drive, included in the sealed package with the hard copy. Email and portal submissions will not be accepted. Please name the file "[Firm Name]_RFQ DPC5000.1.pdf". There is no file-size limit.
21	I am preparing our submission for RFQ#DPC5000.1 – Owner's Representative and Project Management Services. The RFQ notes that one hard copy and one electronic copy are required, but it does not specify	1.5	The electronic copy shall be a single, searchable PDF on a USB or USB-C flash drive, included in the sealed package with the hard copy. Email and portal submissions will not be accepted. Please name the file "[Firm Name]_RFQ DPC5000.1.pdf". There is no file-

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	where to send the electronic copy.Could you please confirm the correct process for submitting the electronic copy?		size limit. Deliver one (1) hard copy and one (1) electronic copy, together in a sealed envelope/package labeled "RFQ#DPC5000.1 – Owner's Representative and Project Management Services" with the Offeror's name, to: Montgomery County Public Schools, Department of Planning and Construction, 45 W. Gude Drive, Suite 4000 (1st Floor Lobby), Rockville, Maryland 20850, by the proposal due date and time (as amended by this addendum).
22	(Section 1.5) What format is required for the electronic copy (USB drive, emailed PDF, or other), and should it be a single combined PDF?	1.5	The electronic copy shall be a single, searchable PDF on a USB or USB-C flash drive, included in the sealed package with the hard copy. Email and portal submissions will not be accepted. Please name the file "[Firm Name]_RFQ DPC5000.1.pdf". There is no file-size limit.
23	What electronic media is acceptable for the electronic copy (USB, email, portal)? Is courier or mail delivery accepted if it arrives by 2:00 pm? Are ink signatures required on the hard copy?	1.5	The electronic copy shall be a single, searchable PDF on a USB or USB-C flash drive, included in the sealed package with the hard copy. Email and portal submissions will not be accepted. Please name the file "[Firm Name]_RFQ DPC5000.1.pdf". There is no file-size limit. Hand delivery and commercial courier are both acceptable; mailed submissions are at the Offeror's risk. Submissions must be physically received at the location above by the proposal due date and time (as amended by this addendum). Yes. The Letter of Transmittal in the hard copy must bear the signature of the person authorized to legally bind the Offeror (original or verified digital signature).
24	What format and medium are required for the one electronic copy (for example, PDF on a USB drive submitted with the hard copy), and is there a file-size limit or naming convention?	1.5	The electronic copy shall be a single, searchable PDF on a USB or USB-C flash drive, included in the sealed package with the hard copy. Email and portal submissions will not be accepted. Please name the file "[Firm Name]_RFQ DPC5000.1.pdf". There is no file-size limit.
25	Section 1.5 lists 45 W. Gude Drive, Suite 4000, while other DPC materials list Suite 4300. Please confirm	1.5	Suite 4000 (1st Floor Lobby), as stated in Section 1.5, is the correct delivery location for this RFQ. Hand delivery and commercial courier are both acceptable; mailed submissions are at the

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	the delivery suite and whether both hand delivery and commercial courier are accepted.		Offeror's risk. Submissions must be physically received at the location above by the proposal due date and time (as amended by this addendum).
26	What format (file type and media device) shall the electronic copy of the proposal be submitted in?	1.5	The electronic copy shall be a single, searchable PDF on a USB or USB-C flash drive, included in the sealed package with the hard copy. Email and portal submissions will not be accepted. Please name the file "[Firm Name]_RFQ DPC5000.1.pdf". There is no file-size limit
27	Will firms be evaluated separately for Special Projects and Major Capital Projects?	1.5	No. MCPS will establish a single prequalified list of Owner's Representative and Project Management firms. The Special Projects and Major Capital Projects categories referenced in the RFQ are deleted by this addendum (see revised Sections 1.1 and 3.2B). Offerors will not select a category, and MCPS will not prequalify firms by project type, size, or construction value. Each prequalified firm is expected to provide owner's representative services across the full range of MCPS capital work, from smaller systemic and capital renewal projects (e.g., HVAC, roofing and building envelope, ADA accessibility, and security upgrades, often constructed during summer breaks in occupied schools) to major capital projects (e.g., new schools, replacement schools, additions, and major renovations delivered over multiple years), and everything in between. Offerors shall submit one proposal that demonstrates, through work samples, key personnel, and project management approach, the capability and capacity to manage that full range.
28	Please confirm the required format for the electronic copy (USB drive, email, or online portal).	1.5	The electronic copy shall be a single, searchable PDF on a USB or USB-C flash drive, included in the sealed package with the hard copy. Email and portal submissions will not be accepted. Please name the file "[Firm Name]_RFQ DPC5000.1.pdf". There is no file-size limit

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29	Please describe the required format and media for the electronic copy, such as a single searchable PDF on a USB drive. Additionally, is a separate email submission required or allowed?	1.5	The electronic copy shall be a single, searchable PDF on a USB or USB-C flash drive, included in the sealed package with the hard copy. Email and portal submissions will not be accepted. Please name the file "[Firm Name]_RFQ DPC5000.1.pdf". There is no file-size limit.
30	Please confirm the electronic-copy delivery method and delivery suite. The RFQ lists Suite 4000; the website lists Suite 4300.	1.5	The electronic copy shall be a single, searchable PDF on a USB or USB-C flash drive, included in the sealed package with the hard copy. Email and portal submissions will not be accepted. Please name the file "[Firm Name]_RFQ DPC5000.1.pdf". There is no file-size limit. Suite 4000 (1st Floor Lobby) as stated in Section 1.5 is the correct delivery location for this RFQ.
31	Please identify the delivery methods MCPS expects to use for CIP projects, such as design-bid-build, design-build, or construction management at risk.	2.1	MCPS anticipates using design-bid-build and construction manager at risk (CMAR), and may use design-build or other methods as appropriate. The delivery method will be identified in each project-specific RFP.
32	Which of the 12 listed responsibilities apply to Special Projects versus Major Capital Projects? Is portfolio-level program management in scope, or only project-level management? Will Owner's Representative staff be assigned by project or embedded with DPC staff, and will MCPS contract third-party testing and inspection directly or expect the Owner's Representative team to provide it?	2.1	The specific scope will be defined in each project-specific RFP. Any of the Section 2.1 responsibilities may apply to any assignment, regardless of project size. Both project-level and program-level management may be requested. Firms will be assigned by project, and some assignments may involve staff working closely with or embedded in DPC. MCPS typically contracts third-party testing and inspection directly; the Owner's Representative coordinates and oversees that work as stated in Section 1.4.
33	Please identify the business and professional licenses required for an owner’s-representative/project-management firm that is not proposing to perform architectural or engineering design itself. Section 3 also refers to an “architectural firm”; does that wording apply to all respondents?	3	The reference to "the architectural firm" in Section 3 is an error and shall read "the Offeror" (the Owner's Representative firm). The Offeror does not need to be an architectural firm, and architectural and/or engineering licensure is not required of the firm. This RFQ is for Owner's Representative and Project Management services only. At a minimum, the Offeror must be registered and in good standing to do business in Maryland with the State Department of Assessments and Taxation (SDAT); an entity formed outside

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			Maryland must be registered (foreign-qualified) with SDAT. Provide the SDAT registration and the Comptroller Good Standing Certificate (Section 3.1D). No firm-level architectural or engineering permit and no construction contractor license is required for Owner's Representative services. Offerors should include copies of individual professional licenses and certifications held by key personnel (e.g., PE, RA, CCM, PMP, LEED AP), which will be considered in the evaluation. Offerors are responsible for any other license required by Maryland law for the services they provide.
34	Section 3 states that MCPS may require the “architectural firm” to demonstrate specified qualifications and resources. Please confirm whether this language applies to firms responding for Owner’s Representative and Project Management services and whether architectural or engineering licensure is required.	3	The reference to "the architectural firm" in Section 3 is an error and shall read "the Offeror" (the Owner's Representative firm). The Offeror does not need to be an architectural firm, and architectural and/or engineering licensure is not required of the firm. This RFQ is for Owner's Representative and Project Management services only.
35	Section 3 refers to an architectural firm. Must the prime offeror be an authorized architectural firm, or may an owner's representative/project management firm qualify as prime? Please identify the business and professional licenses or firm authorizations required with the submission.	3	The reference to "the architectural firm" in Section 3 is an error and shall read "the Offeror" (the Owner's Representative firm). The Offeror does not need to be an architectural firm, and architectural and/or engineering licensure is not required of the firm. This RFQ is for Owner's Representative and Project Management services only. At a minimum, the Offeror must be registered and in good standing to do business in Maryland with the State Department of Assessments and Taxation (SDAT); an entity formed outside Maryland must be registered (foreign-qualified) with SDAT. Provide the SDAT registration and the Comptroller Good Standing Certificate (Section 3.1D). No firm-level architectural or engineering permit and no construction contractor license is required for Owner's Representative services. Offerors should include copies of individual professional licenses and certifications held by key personnel (e.g., PE, RA, CCM, PMP, LEED AP), which will be

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			considered in the evaluation. Offerors are responsible for any other license required by Maryland law for the services they provide.
36	The introduction to Section 3 states that MCPS may require "the architectural firm" to demonstrate its skills, licensing and resources. Is it correct that this refers to the offeror, and that offerors do not need to be architectural firms?	3	The reference to "the architectural firm" in Section 3 is an error and shall read "the Offeror" (the Owner's Representative firm). The Offeror does not need to be an architectural firm, and architectural and/or engineering licensure is not required of the firm. This RFQ is for Owner's Representative and Project Management services only.
37	Please confirm that the reference to “the architectural firm” in Section 3 applies to all offerors under this RFQ, and that the solicitation is for Owner’s Representative and Project Management services.	3	The reference to "the architectural firm" in Section 3 is an error and shall read "the Offeror" (the Owner's Representative firm). The Offeror does not need to be an architectural firm, and architectural and/or engineering licensure is not required of the firm. This RFQ is for Owner's Representative and Project Management services only.
38	“Application forms and supplemental information must be typed or printed. Information presented therein shall be clear, complete, accurate, and concise.” Please confirm that no MCPS forms, affidavits, or certifications are required beyond the items listed in Section 3, 3.1A through 3.1E.	3	Correct. No MCPS forms or affidavits are required beyond the items listed in Section 3. Offerors should acknowledge receipt of all addenda in the Letter of Transmittal; no separate acknowledgment form will be issued.
39	Section 3 states: “MCPS reserves the right to require that the architectural firm 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 necessary to complete the project for which they will be considered.” Please confirm this provision applies to Owner's Representative and Project Management offerors.	3	The reference to "the architectural firm" in Section 3 is an error and shall read "the Offeror" (the Owner's Representative firm). The Offeror does not need to be an architectural firm, and architectural and/or engineering licensure is not required of the firm. This RFQ is for Owner's Representative and Project Management services only.
40	What business and professional licenses are expected for an owner's representative or project management firm? Section 3 refers to "the	3	The reference to "the architectural firm" in Section 3 is an error and shall read "the Offeror" (the Owner's Representative firm). The Offeror does not need to be an architectural firm, and architectural and/or engineering licensure is not required of the firm. This RFQ is

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	architectural firm"; is a design-professional license required?		for Owner's Representative and Project Management services only. At a minimum, the Offeror must be registered and in good standing to do business in Maryland with the State Department of Assessments and Taxation (SDAT); an entity formed outside Maryland must be registered (foreign-qualified) with SDAT. Provide the SDAT registration and the Comptroller Good Standing Certificate (Section 3.1D). No firm-level architectural or engineering permit and no construction contractor license is required for Owner's Representative services. Offerors should include copies of individual professional licenses and certifications held by key personnel (e.g., PE, RA, CCM, PMP, LEED AP), which will be considered in the evaluation. Offerors are responsible for any other license required by Maryland law for the services they provide.
41	May a non-architectural construction/project-management firm lead the response?	3	Yes. The reference to "the architectural firm" in Section 3 is an error and shall read "the Offeror" (the Owner's Representative firm). The Offeror does not need to be an architectural firm, and architectural and/or engineering licensure is not required of the firm. This RFQ is for Owner's Representative and Project Management services only.
42	Must subcontractors submit licensing and Good Standing Certificates? May the prime rely on a subcontractor's projects or key personnel to meet Section 3.2 criteria, and will relevant experience that proposed key personnel gained at prior employers count toward project experience?	3.1	The prime Offeror (and each member of a joint venture) must submit the Section 3.1A–3.1E items. For subconsultants, the prime should include the Section 3.1E debarment confirmation covering all team members; subconsultants must be registered and in good standing in Maryland before performing work under a specific project contract. Projects performed by subconsultants or JV members may be included among the 5–10 work samples, provided each sample clearly identifies the firm that performed the work and its role. MCPS will evaluate the relevance of each project and the extent to which the performing firm/personnel will perform MCPS work; projects performed directly by the Offeror will generally be viewed as the strongest evidence of the firm's capability. Yes. Projects performed by proposed key personnel

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			while employed by another firm may be included, provided each sample clearly identifies the prior employer, the individual's specific role and responsibilities, and the dates of involvement. A client reference for the project is recommended. These will be considered, but MCPS will distinguish between individual experience and the Offeror firm's own record.
43	Other than the 1–2 page limitation identified for work samples, are there overall proposal page limits or formatting requirements, including font size, margins, page size, or exclusions from page limits for resumes, licenses, certificates, and other attachments?	3.2	The overall submission is limited to 75 pages, and everything in the submission counts toward that limit, including front and back covers, tab dividers, the table of contents, the Letter of Transmittal, narrative, work samples, organization charts, staffing matrix, resumes, and the licensing and Good Standing documents required under Sections 3.1C–3.1D. Each printed side counts as one page. Pages shall be 8.5" x 11"; any 11" x 17" foldout counts as two pages. MCPS does not prescribe font size or margins, but text must be legible (10-point minimum recommended).
44	May the required project examples include relevant work completed by proposed key personnel under previous employers, provided the individual's role, responsibilities, and prior organization are clearly identified?	3.2	Yes. Projects performed by proposed key personnel while employed by another firm may be included, provided each sample clearly identifies the prior employer, the individual's specific role and responsibilities, and the dates of involvement. A client reference for the project is recommended. These will be considered, but MCPS will distinguish between individual experience and the Offeror firm's own record.
45	Beyond the 1–2 page limit for project sheets, is there a page limit or font/margin requirement for the overall submission? Are the cover, tabs, resumes, and licensing documents excluded from any page count?	3.2	The overall submission is limited to 75 pages, and everything in the submission counts toward that limit, including front and back covers, tab dividers, the table of contents, the Letter of Transmittal, narrative, work samples, organization charts, staffing matrix, resumes, and the licensing and Good Standing documents required under Sections 3.1C–3.1D. Each printed side counts as one page. Pages shall be 8.5" x 11"; any 11" x 17" foldout counts as two pages. MCPS does not prescribe font size or margins, but text must be legible (10-point minimum recommended).

Number	RFI Question	Section	MCPS Response
46	Is there a total page limit for the response? Do the 1-2 page project samples count toward it? Are resumes, licenses, Letter of Transmittal ,and certificates excluded from any limit? Are font and margin requirements specified?	3.2	The overall submission is limited to 75 pages, and everything in the submission counts toward that limit, including front and back covers, tab dividers, the table of contents, the Letter of Transmittal, narrative, work samples, organization charts, staffing matrix, resumes, and the licensing and Good Standing documents required under Sections 3.1C–3.1D. Each printed side counts as one page. Pages shall be 8.5" x 11"; any 11" x 17" foldout counts as two pages. MCPS does not prescribe font size or margins, but text must be legible (10-point minimum recommended).
47	Do resumes, licenses, certificates, the Letter of Transmittal, covers, tab pages, and exhibits such as sample reports count toward any limit?	3.2	The overall submission is limited to 75 pages, and everything in the submission counts toward that limit, including front and back covers, tab dividers, the table of contents, the Letter of Transmittal, narrative, work samples, organization charts, staffing matrix, resumes, and the licensing and Good Standing documents required under Sections 3.1C–3.1D. Each printed side counts as one page. Pages shall be 8.5" x 11"; any 11" x 17" foldout counts as two pages. MCPS does not prescribe font size or margins, but text must be legible (10-point minimum recommended).
48	Is there an overall page limit for the submission? If so, please confirm whether the 1-2 page project samples, resumes, licenses, certificates, and the Letter of Transmittal count toward it.	3.2	The overall submission is limited to 75 pages, and everything in the submission counts toward that limit, including front and back covers, tab dividers, the table of contents, the Letter of Transmittal, narrative, work samples, organization charts, staffing matrix, resumes, and the licensing and Good Standing documents required under Sections 3.1C–3.1D. Each printed side counts as one page. Pages shall be 8.5" x 11"; any 11" x 17" foldout counts as two pages. MCPS does not prescribe font size or margins, but text must be legible (10-point minimum recommended).
49	For the employee breakdown in Section 3.2, should offerors report firmwide totals, the local office serving MCPS, or both?	3.2	Provide both firmwide totals and the totals for the office(s) that would serve MCPS.

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50	Are there minimum education, years of experience, certifications, professional licenses, or school-construction experience requirements for personnel proposed under Section 3.3?	3.3	Offerors should identify key personnel by role, such as principal-in-charge, program manager, project manager, assistant project manager, cost estimator, scheduler, and field representative/construction inspector, along with any specialty roles (e.g., MEP, commissioning, sustainability). Personnel may be presented as a bench by role. Include a staffing matrix that shows, for each person, the types and sizes of projects he or she has managed, so MCPS can confirm the team can staff both smaller systemic projects and major capital projects. There are no mandatory minimum qualifications; education, years of experience, K-12 experience, and credentials (PE, RA, CCM, PMP, LEED AP, etc.) will be considered in the evaluation.
51	Section 5 cites the Access to Public Records Act. Please confirm it refers to the current Maryland Public Information Act. Will MCPS notify an offeror before releasing pages marked confidential, and does MCPS prefer a marking format or a separate confidential appendix?	5	Yes. The governing reference is the Maryland Public Information Act, General Provisions Article, Title 4, Annotated Code of Maryland. Mark each confidential page or section individually as required by Section 5; a separate confidential appendix is acceptable but not required. MCPS will evaluate any request in accordance with the MPIA and will make reasonable efforts to notify the Offeror before releasing material it has marked confidential. A redacted copy is not required.
52	Section 5 cites State Government Article Title 10, Subtitle 6, for public records. Please confirm that the Maryland Public Information Act in the General Provisions Article, Title 4, is the governing reference for marking confidential information.	5	Yes. The governing reference is the Maryland Public Information Act, General Provisions Article, Title 4, Annotated Code of Maryland. Mark each confidential page or section individually as required by Section 5; a separate confidential appendix is acceptable but not required. MCPS will evaluate any request in accordance with the MPIA and will make reasonable efforts to notify the Offeror before releasing material it has marked confidential. A redacted copy is not required.
53	Please confirm that financial statements and resumes marked confidential will be exempt from public disclosure. Is a redacted-copy submission required?	5	Yes. The governing reference is the Maryland Public Information Act, General Provisions Article, Title 4, Annotated Code of Maryland. Mark each confidential page or section individually as required by Section 5; a separate confidential appendix is

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			acceptable but not required. MCPS will evaluate any request in accordance with the MPIA and will make reasonable efforts to notify the Offeror before releasing material it has marked confidential. A redacted copy is not required.
54	Section 6 encourages Minority Business Enterprise participation. Will any MBE participation goals, subcontracting goals, reporting requirements, or supporting documentation apply to subsequent project-specific awards?	6	MBE participation is not a scored criterion in this RFQ, and no MBE forms are required with the submission. MBE participation goals and reporting requirements may be established on individual project-specific RFPs. Where goals apply, MCPS recognizes MBE certification issued by the Maryland Department of Transportation (MDOT) Office of Minority Business Enterprise; other certifications (e.g., DC CBE, Virginia SWaM, federal SBA) are not counted unless the firm is also MDOT-certified. Counting rules, including prime self-performance, will be stated in each RFP.
55	Section 6 encourages minority business enterprises to respond but states no goal or form. Is any MBE, women-owned, veteran-owned, or service-disabled veteran-owned certification,form, or affidavit required with the RFQ submission? Will such status be considered in this evaluation or in project-specific selections?	6	No. No MBE, WBE, VSBE, or other certification, form, or affidavit is required with the RFQ submission. Such status is not a scored criterion in this RFQ evaluation. Participation goals, if there are any, will be addressed in project-specific RFPs.
56	Does MCPS anticipate participation goals in project-specific RFPs, and which certifying bodies does MCPS recognize (for example, Maryland MBE, Maryland VSBE, Montgomery County LSBRP, or federal SBA or VA veteran-owned certification)?	6	MBE participation is not a scored criterion in this RFQ, and no MBE forms are required with the submission. MBE participation goals and reporting requirements may be established on individual project-specific RFPs. Where goals apply, MCPS recognizes MBE certification issued by the Maryland Department of Transportation (MDOT) Office of Minority Business Enterprise; other certifications (e.g., DC CBE, Virginia SWaM, federal SBA) are not counted unless the firm is also MDOT-certified. Counting rules, including prime self-performance, will be stated in each RFP.
57	May a certified prime's own participation count toward any goal?	6	Counting rules will be stated in each project-specific RFP where a goal applies.

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58	Does MCPS plan to apply an MBE participation goal to project-specific RFPs issued to prequalified firms? If yes, which MBE certifications will MCPS recognize?	6	MBE participation is not a scored criterion in this RFQ, and no MBE forms are required with the submission. MBE participation goals and reporting requirements may be established on individual project-specific RFPs. Where goals apply, MCPS recognizes MBE certification issued by the Maryland Department of Transportation (MDOT) Office of Minority Business Enterprise; other certifications (e.g., DC CBE, Virginia SWaM, federal SBA) are not counted unless the firm is also MDOT-certified. Counting rules, including prime self-performance, will be stated in each RFP.
59	Does Montgomery County Public Schools (MCPS) certify Minority Business Enterprise (MBE) firms independently, or must all firms counting toward the project's MBE participation goal hold active certification through the Maryland Department of Transportation (MDOT) Office of Minority Business Enterprise?	6	MBE participation is not a scored criterion in this RFQ, and no MBE forms are required with the submission. MBE participation goals and reporting requirements may be established on individual project-specific RFPs. Where goals apply, MCPS recognizes MBE certification issued by the Maryland Department of Transportation (MDOT) Office of Minority Business Enterprise; other certifications (e.g., DC CBE, Virginia SWaM, federal SBA) are not counted unless the firm is also MDOT-certified. Counting rules, including prime self-performance, will be stated in each RFP.
60	Is there an MBE participation goal, a certification requirement (e.g., MDOT certification), or any scoring preference? Are small business or local business preferences applied?	6	MBE participation is not a scored criterion in this RFQ, and no MBE forms are required with the submission. MBE participation goals and reporting requirements may be established on individual project-specific RFPs. Where goals apply, MCPS recognizes MBE certification issued by the Maryland Department of Transportation (MDOT) Office of Minority Business Enterprise; other certifications (e.g., DC CBE, Virginia SWaM, federal SBA) are not counted unless the firm is also MDOT-certified. Counting rules, including prime self-performance, will be stated in each RFP. No small business or local business preference is applied in this RFQ.
61	Please clarify what qualifies as credit for minority contracting - does CBE, MBE, Small business, women owned, etc?	6	MBE participation is not a scored criterion in this RFQ, and no MBE forms are required with the submission. MBE participation goals and reporting requirements may be established on individual project-specific RFPs. Where goals apply, MCPS recognizes MBE

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			certification issued by the Maryland Department of Transportation (MDOT) Office of Minority Business Enterprise; other certifications (e.g., DC CBE, Virginia SWaM, federal SBA) are not counted unless the firm is also MDOT-certified. Counting rules, including prime self-performance, will be stated in each RFP.
62	How is MBE participation weighted in the RFP?	6	MBE participation is not a scored criterion in this RFQ, and no MBE forms are required with the submission. MBE participation goals and reporting requirements may be established on individual project-specific RFPs. Where goals apply, MCPS recognizes MBE certification issued by the Maryland Department of Transportation (MDOT) Office of Minority Business Enterprise; other certifications (e.g., DC CBE, Virginia SWaM, federal SBA) are not counted unless the firm is also MDOT-certified. Counting rules, including prime self-performance, will be stated in each RFP.
63	Will MCPS consider other certifications (i.e. SWAM)?	6	MBE participation is not a scored criterion in this RFQ, and no MBE forms are required with the submission. MBE participation goals and reporting requirements may be established on individual project-specific RFPs. Where goals apply, MCPS recognizes MBE certification issued by the Maryland Department of Transportation (MDOT) Office of Minority Business Enterprise; other certifications (e.g., DC CBE, Virginia SWaM, federal SBA) are not counted unless the firm is also MDOT-certified. Counting rules, including prime self-performance, will be stated in each RFP.
64	Will the owner's representative recommend or certify contractor pay applications, and will that review include monitoring MBE participation reports, prevailing-wage certified payrolls, and contractor bonds and insurance?	6	Yes. The Owner's Representative will review and recommend contractors pay applications to MCPS for approval, and may be asked to monitor MBE participation reports, prevailing-wage certified payrolls, and contractor bonds and insurance.
65	Please confirm that prequalification carries no minimum work guarantee. Are project-specific RFPs issued to all prequalified firms or only a subset?	7	Correct. Prequalification carries no guarantee of work (Section 7), and MCPS does not place an annual or per-firm cap on work awarded from the list. Project-specific RFPs will generally be issued

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			to all prequalified firms. MCPS reserves the right to issue an RFP to a subset of pre-qualified firms based on project type, complexity, or required expertise; pre-qualified firms will not be limited to projects of a particular size. Each RFP will state its evaluation criteria, which are expected to follow a best-value approach considering qualifications, technical approach, and a fixed fee, and may include interviews. RFQ scores and rankings will not carry forward.
66	Is there a monetary or project maximum amount of work any firm can win per annum or for length of RFQ qualification?	7	Correct. Prequalification carries no guarantee of work (Section 7), and MCPS does not place an annual or per-firm cap on work awarded from the list.
67	Will MCPS provide standard contract terms, insurance requirements, and indemnification provisions now? Because firms are deemed to accept RFQ terms under Section 11, please release them by addendum before the exception deadline.	11	Contract terms, insurance, and indemnification will be provided with each project-specific RFP and are not part of this RFQ. Section 11 applies to the terms of this RFQ only; Offerors may raise questions or exceptions regarding contract terms at the project-specific RFP stage. MCPS does not anticipate executing master agreements upon prequalification. Contracts will be executed for each project-specific award, and the agreement form, insurance, and indemnification requirements will be provided with each project-specific RFP.
68	Section 11 treats failure to request clarification before the question deadline as full acceptance of the RFQ terms. Because the RFQ does not include contract terms, please confirm that offerors may propose exceptions to, or negotiate, agreement terms (including insurance, indemnification, and limitation of liability) at the project-specific stage without affecting prequalified status.	11	Confirmed. Section 11 applies to the terms of this RFQ. Agreement terms, including insurance, indemnification, and limitation of liability, will be provided with each project specifically RFP; exceptions may be raised at that stage and will not affect prequalified status.
69	Does MCPS anticipate interviews or presentations under Sections 12.3 and 12.4? If so, what timeframe and format, and which personnel should attend?	12.3	MCPS may elect to conduct discussions/interviews under Sections 12.3–12.4 with all or a subset of the highest-ranked Offerors. If held, they are anticipated in mid-to-late November 2026; invited

Number	RFI Question	Section	MCPS Response
			firms will be notified by email with the format and requested attendees (typically the principal-in-charge and key personnel).
70	Does Section 15 cooperative purchasing apply to the prequalification itself or only to projectspecific agreements, and is extending terms to other entities at the consultant's option?	15	Section 15 applies to contracts resulting from project-specific awards, not to the prequalification itself, and extending terms to other entities is the consultant's option.
71	Please also confirm that there is no annual or per-firm dollar cap on work awarded from this list.Section 16 refers to protest procedures; for this RFQ, which MCPS office receives protests and what filing deadline applies?	16	Correct. Prequalification carries no guarantee of work (Section 7), and MCPS does not place an annual or per-firm cap on work awarded from the list. Protests are governed by the MCPS Procurement Manual and shall be submitted in writing to the MCPS Procurement Unit within the timeframe stated in the Procurement Manual.
72	Section 18 requires compliance with Maryland laws concerning registered sex offenders and criminal background checks. Please clarify whether contractor personnel will be subject to MCPS-specific fingerprinting or background screening requirements, when those requirements must be completed, and whether associated costs are the contractor's responsibility.	18	Not required with the RFQ submission; Offerors should confirm in the Letter of Transmittal their agreement to comply with Section 18. After a project-specific award and before accessing MCPS school sites, all consultant personnel who will work on MCPS property must complete MCPS criminal background check/fingerprinting requirements in accordance with Maryland law. All associated costs are the responsibility of the consultant. Offerors should plan for processing time before site access.
73	Is a signed acknowledgment or affidavit under Section 18 required with the RFQ submission?	18	No separate affidavit is required with the RFQ submission; confirm agreement to comply with Section 18 in the Letter of Transmittal.
74	On project assignments, which personnel must complete MCPS fingerprinting, background checks, or badging; must this be completed before assignment to an occupied school site; who administers and pays for them; and what is the typical processing time?	18	Not required with the RFQ submission; Offerors should confirm in the Letter of Transmittal their agreement to comply with Section 18. After a project-specific award and before accessing MCPS school sites, all consultant personnel who will work on MCPS property must complete MCPS criminal background check/fingerprinting requirements in accordance with Maryland law. All associated costs are the responsibility of the consultant. Offerors should plan for processing time before site access.

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75	Please confirm which personnel are subject to the Maryland criminal background check requirements in Section 18. Please confirm whether checks are completed through an MCPS process before assignment to a project, and whether any documentation is required with the RFQ response.	18	Not required with the RFQ submission; Offerors should confirm in the Letter of Transmittal their agreement to comply with Section 18. After a project-specific award and before accessing MCPS school sites, all consultant personnel who will work on MCPS property must complete MCPS criminal background check/fingerprinting requirements in accordance with Maryland law. All associated costs are the responsibility of the consultant. Offerors should plan for processing time before site access.
76	Please identify the background-screening, site-access, and insurance requirements applicable to proposed personnel, including when those requirements must be satisfied	18	Not required with the RFQ submission; Offerors should confirm in the Letter of Transmittal their agreement to comply with Section 18. After a project-specific award and before accessing MCPS school sites, all consultant personnel who will work on MCPS property must complete MCPS criminal background check/fingerprinting requirements in accordance with Maryland law. All associated costs are the responsibility of the consultant. Offerors should plan for processing time before site access. Site access and insurance requirements will be defined in each project specifically RFP and contract after award.
77	At what stage are criminal background checks required (proposal, list placement, or project assignment)? Do they apply to all staff or only personnel with student contact or school-site access?	18	Not required with the RFQ submission; Offerors should confirm in the Letter of Transmittal their agreement to comply with Section 18. After a project-specific award and before accessing MCPS school sites, all consultant personnel who will work on MCPS property must complete MCPS criminal background check/fingerprinting requirements in accordance with Maryland law. All associated costs are the responsibility of the consultant. Offerors should plan for processing time before site access. [Confirm MCPS process/office and typical processing time.]
78	Will interviews or presentations be conducted? If so, what is the anticipated schedule relative to the anticipated December 10, 2026 Board of Education approval?	12.3 – 12.4	MCPS may elect to conduct discussions/interviews under Sections 12.3–12.4 with all or a subset of the highest-ranked Offerors. If held, they are anticipated in mid-to-late November 2026; invited firms will be notified by email with the format and requested

Number	RFI Question	Section	MCPS Response
			attendees (typically the principal-in-charge and key personnel). [Andrea to confirm timing.]
79	Are individual Maryland professional licenses, such as PE or RA, required for any key personnel roles? If yes, please identify the roles. Are licenses from other states acceptable at the RFQ stage if Maryland licensure is obtained before work on a project-specific assignment?	3.1A and 3.1C	No individual Maryland PE or RA license is required for any key personnel role. Licenses and credentials from other states will be considered at the RFQ stage. Any project-specific licensing requirement will be stated in the project RFP.
80	For Section 3.1B, please confirm whether the disclosure of other names applies to business entities,trade names, or d/b/a names under which the firm or its principals operated as owners, or whether it also includes principals' prior employment with other firms.	3.1B	Principals mean the firm's owners, officers, partners, and members. The disclosure applies to other business entities, trade names, d/b/a names, or predecessor firms under which the firm or its principals did business, or were licensed, in Maryland in the last 10 years. It does not include principals' prior employment as employees of other firms. A statement in the proposal or Letter of Transmittal is sufficient; if there are none, state so.
81	For the Section 3.1B disclosure, please confirm how MCPS defines principals. Is a statement in the proposal sufficient, or does MCPS require a signed statement on company letterhead?	3.1B	Principals mean the firm's owners, officers, partners, and members. The disclosure applies to other business entities, trade names, d/b/a names, or predecessor firms under which the firm or its principals did business, or were licensed, in Maryland in the last 10 years. It does not include principals' prior employment as employees of other firms. A statement in the proposal or Letter of Transmittal is sufficient; if there are none, state so.
82	(Sections 3.1B–3.1E) In a teaming arrangement, must the licensing, good standing, prior-name disclosure, and debarment documentation be provided for each subconsultant, or only for the prime offeror?	3.1B–3.1E	The prime Offeror (and each member of a joint venture) must submit the Section 3.1A–3.1E items. For subconsultants, the prime should include the Section 3.1E debarment confirmation covering all team members; subconsultants must be registered and in good standing in Maryland before performing work under a project-specific contract.
83	Section 3.1C requires proof of current business and professional licensing. Please identify the specific professional licenses, if any, required of an Owner's	3.1C	At a minimum, the Offeror must be registered and in good standing to do business in Maryland with the State Department of Assessments and Taxation (SDAT); an entity formed outside

Number	RFI Question	Section	MCPS Response
	Representative/Project Management firm for this RFQ.		Maryland must be registered (foreign-qualified) with SDAT. Provide the SDAT registration and the Comptroller Good Standing Certificate (Section 3.1D). No firm-level architectural or engineering permit and no construction contractor license is required for Owner's Representative services. Offerors should include copies of individual professional licenses and certifications held by key personnel (e.g., PE, RA, CCM, PMP, LEED AP), which will be considered in the evaluation. Offerors are responsible for any other license required by Maryland law for the services they provide.
84	(Section 3.1C) Please clarify what "proof of current business and professional licensing" is required for owner's representative services. Is a Maryland Professional Engineer license held by key personnel sufficient, or is a firm-level permit required? For a firm organized outside Maryland, is foreign qualification with SDAT acceptable?	3.1C	A Maryland PE license held by key personnel is not a substitute for the firm's business registration; no firm-level engineering permit is required unless the firm provides services requiring one. A firm organized outside Maryland must be registered (foreign-qualified) with SDAT. At a minimum, the Offeror must be registered and in good standing to do business in Maryland with the State Department of Assessments and Taxation (SDAT); an entity formed outside Maryland must be registered (foreign-qualified) with SDAT. Provide the SDAT registration and the Comptroller Good Standing Certificate (Section 3.1D). No firm-level architectural or engineering permit and no construction contractor license is required for Owner's Representative services. Offerors should include copies of individual professional licenses and certifications held by key personnel (e.g., PE, RA, CCM, PMP, LEED AP), which will be considered in the evaluation. Offerors are responsible for any other license required by Maryland law for the services they provide.
85	Is it satisfied by Maryland business registration plus individual licenses or certifications held by key personnel?	3.1C	Yes. Maryland business registration (SDAT) and the Comptroller Good Standing Certificate, plus copies of individual licenses/certifications held by key personnel, satisfy Section 3.1C.
86	Section 3.1C requires firms to be licensed to do business in Maryland as required by the Business Regulation Article, Annotated Code of Maryland.Please identify the specific license or	3.1C	The Offeror must be registered and in good standing with SDAT and provide a Good Standing Certificate from the Comptroller of Maryland. No additional license is required by MCPS for Owner's Representative services. At a minimum, the Offeror must be

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	licenses MCPS requires for a firm providing Owner's Representative and Project Management services. Please also identify the issuing authority for each, such as the Clerk of the Circuit Court, the Maryland Department of Labor, or SDAT (State Department of Assessments and Taxation).		registered and in good standing to do business in Maryland with the State Department of Assessments and Taxation (SDAT); an entity formed outside Maryland must be registered (foreign-qualified) with SDAT. Provide the SDAT registration and the Comptroller Good Standing Certificate (Section 3.1D). No firm-level architectural or engineering permit and no construction contractor license is required for Owner's Representative services. Offerors should include copies of individual professional licenses and certifications held by key personnel (e.g., PE, RA, CCM, PMP, LEED AP), which will be considered in the evaluation. Offerors are responsible for any other license required by Maryland law for the services they provide.
87	Does MCPS require a county construction license from the Clerk of the Circuit Court under Business Regulation Article Title 17, Subtitle 6, for firms providing owner's representative services? Or does that license apply only to firms performing construction?	3.1C	No. A county construction license is not required for Owner's Representative services. Offerors are responsible for any license required by Maryland law for the services they provide.
88	Section 3.1C also requires proof of current professional licensing.Please confirm the professional licensing MCPS expects at the firm level. For example, is a Maryland Board for Professional Engineers firm permit or a Maryland Board of Architects firm permit required for the prime offeror? Or is proof of SDAT registration and good standing enough for firms whose owner's representative services involve no sealed design work?	3.1C	No firm-level Board for Professional Engineers or Board of Architects permit is required for the prime Offeror. SDAT registration and good standing are sufficient for firms providing Owner's Representative services that involve no sealed design work.
89	Do the licensing, Comptroller Good Standing, and SDAT requirements in Sections 3.1C and 3.1D apply only to the prime offeror? Or must each	3.1C and 3.1D	The prime Offeror (and each member of a joint venture) must submit the Section 3.1A–3.1E items. For subconsultants, the prime should include the Section 3.1E debarment confirmation covering all team members; subconsultants must be registered and in good

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	subconsultant or joint venture member also submit these documents?		standing in Maryland before performing work under a project-specific contract.
90	Section 3.1C, what professional licensing does MCPS require of an owner's representative or project management firm?	3.1C and 3.1D	At a minimum, the Offeror must be registered and in good standing to do business in Maryland with the State Department of Assessments and Taxation (SDAT); an entity formed outside Maryland must be registered (foreign-qualified) with SDAT. Provide the SDAT registration and the Comptroller Good Standing Certificate (Section 3.1D). No firm-level architectural or engineering permit and no construction contractor license is required for Owner's Representative services. Offerors should include copies of individual professional licenses and certifications held by key personnel (e.g., PE, RA, CCM, PMP, LEED AP), which will be considered in the evaluation. Offerors are responsible for any other license required by Maryland law for the services they provide.
91	Sections 3.1C–D require documentation with the proposal, while Section 17 identifies Maryland registration and good standing as conditions of contract award. Please clarify whether these requirements must be fully satisfied at proposal submission or before contract award. If the latter, may proof of pending applications be included with the proposal?	3.1C-D and 17	The Section 3.1C–3.1D documents are required with the proposal. A firm with a pending SDAT registration or Comptroller certificate may include proof of the pending application; however, registration and good standing must be in place before the recommendation to the Board of Education (and are a condition of contract award under Section 17). If a Comptroller certificate has been requested but not issued by the proposal's due date, include proof of the request and a printout of the firm's current SDAT status. The certificate must be provided before the recommendation to the Board of Education; firms that cannot provide it will not be placed on the list.
92	Please confirm the exact certificate required under Section 3.1D, which references the Comptroller's General Accounting Division, and whether a separate SDAT Certificate of Status is also required. What evidence is acceptable to demonstrate financial stability?	3.1D	Section 3.1D requires both: (1) a Good Standing Certificate (tax compliance certificate) from the Comptroller of Maryland, General Accounting Division, and (2) current registration/good standing with SDAT (an SDAT Certificate of Status or printout of the SDAT business entity record is acceptable). An SDAT Certificate of Status alone does not satisfy the Comptroller requirement. No specific document is required. Offerors should provide a brief narrative

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			supported by at least one of the following: a bank reference letter, a Dun & Bradstreet report, or the most recent year's financial statements (audited statements are not required). MCPS may request additional information during evaluation. Financial information may be marked confidential by Section 5.
93	Does MCPS specifically require the Good Standing Certificate issued by the Comptroller's General Accounting Division, or will a Certificate of Status issued by the Maryland State Department of Assessments and Taxation satisfy this requirement?	3.1D	Section 3.1D requires both: (1) a Good Standing Certificate (tax compliance certificate) from the Comptroller of Maryland, General Accounting Division, and (2) current registration/good standing with SDAT (an SDAT Certificate of Status or printout of the SDAT business entity record is acceptable). An SDAT Certificate of Status alone does not satisfy the Comptroller requirement.
94	Which document or documents satisfy the Good Standing Certificate requirement in Section 3.1D: a Comptroller of Maryland tax compliance certificate, an SDAT Certificate of Status, or both?	3.1D	Section 3.1D requires both: (1) a Good Standing Certificate (tax compliance certificate) from the Comptroller of Maryland, General Accounting Division, and (2) current registration/good standing with SDAT (an SDAT Certificate of Status or printout of the SDAT business entity record is acceptable). The SDAT Certificate of Status alone does not satisfy the Comptroller requirement.
95	Is a signed statement on company letterhead acceptable for the Section 3.1E debarment confirmation, or does MCPS have a required affidavit form?	3.1E	No specific form is required. A statement in the Letter of Transmittal, or a signed statement on company letterhead, is acceptable. The confirmation covers debarment by any federal, state, or local public body, including federal exclusions listed in SAM.gov.
96	Teaming: may an offeror include subconsultants in its response? If so, will the experience and key personnel of subconsultants be considered under Sections 3.2 and 3.3, and may a firm be named on more than one offeror’s team?	3.2 and 3.3	Yes. Offerors may respond as a prime with subconsultants or as a joint venture. A joint venture must identify the lead member, include a copy of the JV agreement or letter of intent, and provide the Section 3.1 items for each JV member. Projects performed by subconsultants or JV members may be included among the 5–10 work samples, provided each sample clearly identifies the firm that performed the work and its role. MCPS will evaluate the relevance of each project and the extent to which the performing firm/personnel will perform MCPS work; projects performed

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			directly by the Offeror will generally be viewed as the strongest evidence of the firm's capability. Subconsultant key personnel will be considered under Section 3.3. A subconsultant may appear on more than one Offeror's team.
97	Section 3.2A references financial stability. Is specific documentation required to demonstrate financial stability, such as financial statements, a letter from a financial institution, bonding information, or other evidence?	3.2A	No specific document is required. Offerors should provide a brief narrative supported by at least one of the following: a bank reference letter, a Dun & Bradstreet report, or the most recent year's financial statements (audited statements are not required). MCPS may request additional information during evaluation. Financial information may be marked confidential per Section 5.
98	Section 3.2A identifies local school district experience and experience with IAC, MSDE, and DGS submission procedures. Are these minimum qualification requirements, or will comparable public-sector Owner’s Representative/project management experience also be considered?	3.2A	These qualifications are scored under Section 3.2A, not minimum eligibility requirements. Comparable public-sector owner's representative experience will be considered; demonstrated knowledge of Maryland IAC/MSDE/DGS submission procedures and experience with Maryland school systems will be rated more favorably.
99	Under Section 3.2A, is direct experience with IAC, MSDE, and DGS a minimum eligibility requirement or a scored qualification? How will comparable out-of-state school experience and demonstrated knowledge of Maryland submission procedures be evaluated?	3.2A	These qualifications are scored under Section 3.2A, not minimum eligibility requirements. Comparable public-sector owner's representative experience will be considered; demonstrated knowledge of Maryland IAC/MSDE/DGS submission procedures and experience with Maryland school systems will be rated more favorably.
100	Section 3.2A asks offerors to demonstrate "financial stability." What documentation, if any, does MCPS expect, for example financial statements, a bank reference letter or a narrative?	3.2A	No specific document is required. Offerors should provide a brief narrative supported by at least one of the following: a bank reference letter, a Dun & Bradstreet report, or the most recent year's financial statements (audited statements are not required). MCPS may request additional information during evaluation. Financial information may be marked confidential per Section 5.
101	Section 3.2A, page 4, states, “The Offeror shall demonstrate general competence, geographic	3.2A	Geographic location is one element considered within Section 3.2A, evaluated on the Offeror's ability to respond promptly and attend

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	location of firm relative to MCPS…" How will MCPS evaluate geographic location relative to MCPS?		meetings at MCPS offices and school sites. There is no required radius, and a branch office may satisfy this element.
102	Section 3.2A, page 4, references "financial stability." What documentation does MCPS expect to show financial stability, such as a bank reference letter? If more detailed financial information is required, may this information be submitted under separate confidential cover?	3.2A	No specific document is required. Offerors should provide a brief narrative supported by at least one of the following: a bank reference letter, a Dun & Bradstreet report, or the most recent year's financial statements (audited statements are not required). MCPS may request additional information during evaluation. Financial information may be marked confidential by Section 5. It may be submitted in a separately sealed envelope marked confidentially within the submission package.
103	Please confirm that Section 3.2A is referring to the Montgomery County Department of General Services, and not Maryland DGS.	3.2A	No. In Section 3.2A, "DGS" refers to the Maryland Department of General Services, which participates in the State's IAC review of school construction projects.
104	Is "geographic location of firm relative to MCPS" a scored factor? Does MCPS prefer a local office within a defined radius, and may a branch office satisfy it?	3.2A	Geographic location is one element considered within Section 3.2A, evaluated on the Offeror's ability to respond promptly and attend meetings at MCPS offices and school sites. There is no required radius, and a branch office may satisfy this element.
105	What documentation of financial stability is expected (audited financial statements, bank letter, D&B report)? Will submitted financials be kept confidential?	3.2A	No specific document is required. Offerors should provide a brief narrative supported by at least one of the following: a bank reference letter, a Dun & Bradstreet report, or the most recent year's financial statements (audited statements are not required). MCPS may request additional information during evaluation. Financial information may be marked confidential by Section 5. See also Section 5 regarding confidentiality.
106	How are the 50 points for Company Background and Project Experience divided among the Section 3.2A items and the 3.2B project samples? Is there a preference for projects for MCPS, Maryland school systems, or IAC-funded projects?	3.2A and 3.2B	Each of the four Section 4 criteria is divided into sub-criteria with assigned point values, and each sub-criterion is rated on a defined scale. See Attachment A to this addendum, Evaluation and Ranking Method. Experience of MCPS, other Maryland school systems, and IAC-funded, phased, or occupied-school projects will be viewed as most relevant.

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107	Are the elements listed in Sections 3.2A and 3.2B scored individually or holistically within the 50-point criterion?If individually, what is the weighting?	3.2A and 3.2B	Each of the four Section 4 criteria is divided into sub-criteria with assigned point values, and each sub-criterion is rated on a defined scale. See Attachment A to this addendum, Evaluation and Ranking Method. Experience on MCPS, other Maryland school systems, and IAC-funded, phased, or occupied-school projects will be viewed as most relevant. The sub-criteria point values are listed in Attachment A to this addendum.
108	Will placement on the prequalified list be based on a minimum score, a ranking cut-off, or another method, and does MCPS anticipate a target range for the number of firms per category?	3.2A and 3.2B	There is no predetermined target or maximum number of firms. Per Section 1.1, the number will be determined by MCPS after evaluation. Placement is based on the evaluated scores and ranking under Section 12.7; no minimum cut-off score is published. See Attachment A, Section 4, for the ranking method.
109	Section 3 / 3.2B, page 3-4, states “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 work samples shall be 1-2 pages max. Offerors shall include past performance as an Owner’s Representative on MCPS and similar public projects, especially budget and schedule performance.” Please confirm whether there is an overall page limit or any font, margin, or page size requirement. Please also confirm that the 1- to 2-page limit in Section 3.2B applies to each project, and whether covers, tabs, resumes, and licensing documents count toward any limit.	3.2B	The 1–2-page limit in Section 3.2B applies to each individual project/work sample (i.e., 5–10 samples at 1–2 pages each). The overall submission is limited to 75 pages, and everything in the submission counts toward that limit, including front and back covers, tab dividers, the table of contents, the Letter of Transmittal, narrative, work samples, organization charts, staffing matrix, resumes, and the licensing and Good Standing documents required under Sections 3.1C–3.1D. Each printed side counts as one page. Pages shall be 8.5" x 11"; any 11" x 17" foldout counts as two pages. MCPS does not prescribe font size or margins, but text must be legible (10-point minimum recommended).
110	May a newly established Maryland prime contractor demonstrate relevant experience through its proposed key personnel and an identified construction-management/owner’s-representative subcontractor, provided each project is accurately	3.2B	Yes. Projects performed by proposed key personnel while employed by another firm may be included, provided each sample clearly identifies the prior employer, the individual's specific role and responsibilities, and the dates of involvement. A client reference for the project is recommended. These will be

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	attributed to the entity and personnel that performed it? May those projects count toward the 5–10 completed work samples required by Section 3.2B?		considered, but MCPS will distinguish between individual experience and the Offeror firm's own record. Projects performed by an identified construction management/owner's representative subconsultant may also be included and count toward the 5–10 work samples, provided each is accurately attributed. MCPS will consider the firm's newness in evaluating firm history, workload, capacity, and financial stability.
111	Does the 1–2-page limit in Section 3.2B apply to each project sample? Are there any overall page limits or additional application forms? Please also confirm the required delivery method for the electronic copy and any package-labeling instructions	3.2B	The 1–2-page limit in Section 3.2B applies to each individual project/work sample (i.e., 5–10 samples at up to 2 pages each). The overall submission is limited to 75 pages, and everything in the submission counts toward that limit, including front and back covers, tab dividers, the table of contents, the Letter of Transmittal, narrative, work samples, organization charts, staffing matrix, resumes, and the licensing and Good Standing documents required under Sections 3.1C–3.1D. Each printed side counts as one page. Pages shall be 8.5" x 11"; any 11" x 17" foldout counts as two pages. MCPS does not prescribe font size or margins, but text must be legible (10-point minimum recommended). No additional application forms are required. Deliver one (1) hard copy and one (1) electronic copy, together in a sealed envelope/package labeled "RFQ#DPC5000.1 – Owner's Representative and Project Management Services" with the Offeror's name, to: Montgomery County Public Schools, Department of Planning and Construction, 45 W. Gude Drive, Suite 4000 (1st Floor Lobby), Rockville, Maryland 20850, by the proposal due date and time (as amended by this addendum). The electronic copy shall be a single, searchable PDF on a USB or USB-C flash drive, included in the sealed package with the hard copy. Email and portal submissions will not be accepted. Please name the file "[Firm Name]_RFQ DPC5000.1.pdf". There is no file-size limit.
112	Section 3.2B requires 5–10 previous completed projects related to Special Projects and/or Major	3.2B	The requirement is five (5) to ten (10) work samples total. Because MCPS is establishing a single prequalified list, the work samples

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	Capital Projects. If an Offeror seeks qualification for both categories, is the requirement 5–10 projects total or 5–10 projects for each category?		must, taken together, demonstrate the Offeror's ability to manage both smaller systemic/capital renewal projects and major capital projects, as required by revised Section 3.2B.
113	Section 3.2B states that work samples shall be 1–2 pages maximum. Does the 1–2 page limitation apply to each individual project/work sample or to the entire collection of work samples?	3.2B	The 1–2-page limit in Section 3.2B applies to each individual project/work sample (i.e., 5–10 samples at 1–2 pages each). The overall submission is limited to 75 pages, and everything in the submission counts toward that limit, including front and back covers, tab dividers, the table of contents, the Letter of Transmittal, narrative, work samples, organization charts, staffing matrix, resumes, and the licensing and Good Standing documents required under Sections 3.1C–3.1D. Each printed side counts as one page. Pages shall be 8.5" x 11"; any 11" x 17" foldout counts as two pages. MCPS does not prescribe font size or margins, but text must be legible (10-point minimum recommended).
114	Is there a required recency period within which the completed projects submitted under Section 3.2B must have been performed?	3.2B	No mandatory recency period, but projects completed within the past ten (10) years are preferred and will be considered more relevant.
115	May relevant Owner’s Representative or project management experience performed by the Offeror as a subcontractor or teaming partner be submitted under Section 3.2B, provided the Offeror clearly identifies its specific responsibilities and accomplishments?	3.2B	Yes, provided the Offeror clearly identifies the prime/owner, its role as subcontractor or team partner, and its specific responsibilities and accomplishments on the project.
116	For Section 3.2B, may the proposed principals' or key personnel's completed projects performed while employed by other firms count toward the required project examples? If so, what attribution and supporting evidence are required regarding the prior employer, each individual's role, and project results?	3.2B	Yes. Projects performed by proposed key personnel while employed by another firm may be included, provided each sample clearly identifies the prior employer, the individual's specific role and responsibilities, and the dates of involvement. A client reference for the project is recommended. These will be considered, but MCPS will distinguish between individual experience and the Offeror firm's own record.

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117	(Section 3.2B) May an offeror respond as a prime with subconsultants, or as a joint venture or formal teaming arrangement? If so, may projects performed by subconsultants or JV partners count toward the required 5–10 projects, provided each project identifies the team member that performed it?	3.2B	Yes. Offerors may respond as a prime with subconsultants or as a joint venture. A joint venture must identify the lead member, include a copy of the JV agreement or letter of intent, and provide the Section 3.1 items for each JV member. Projects performed by subconsultants or JV members may be included among the 5–10 work samples, provided each sample clearly identifies the firm that performed the work and its role. MCPS will evaluate the relevance of each project and the extent to which the performing firm/personnel will perform MCPS work; projects performed directly by the Offeror will generally be viewed as the strongest evidence of the firm's capability.
118	(Section 3.2B) Will MCPS accept projects completed by proposed key personnel while employed at a previous firm, if the individual's role is clearly identified?	3.2B	Yes. Projects performed by proposed key personnel while employed by another firm may be included, provided each sample clearly identifies the prior employer, the individual's specific role and responsibilities, and the dates of involvement. A client reference for the project is recommended. These will be considered, but MCPS will distinguish between individual experience and the Offeror firm's own record.
119	(Section 3.2B) Will owner's representative and construction management experience on federal, state, and municipal facility projects be considered "similar public projects," in addition to K-12 work?	3.2B	Yes. K-12 public school projects, particularly in Maryland and on IAC-funded, phased, or occupied-school projects, are most relevant. Owner's representative, program management, and agency construction management work for other public owners (federal, state, county, municipal, higher education) will also be considered. Private/commercial work may be included but will generally be considered less relevant
120	For Section 3.2B, what does MCPS consider “similar public projects” (for example, other public school systems; Maryland state, county, or municipal agencies; federal agencies; higher education or institutional owners)?	3.2B	K-12 public school projects, particularly in Maryland and on IAC-funded, phased, or occupied-school projects, are most relevant. Owner's representative, program management, and agency construction management work for other public owners (federal, state, county, municipal, higher education) will also be considered. Private/commercial work may be included but will generally be considered less relevant.

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121	For Section 3.2B, for the “5-10 previous completed work projects that relate to either special projects and/or major capital projects…” Please confirm: a. whether projects substantially complete or in closeout count as completed; b. whether projects where the firm served as Program Manager or Construction Manager acting as the owner's agent are acceptable; c. whether projects performed by subconsultants or by proposed key personnel at prior firms may be included as one of the “5-10 completed project”; d. whether a recency period applies.	3.2B	(a) Substantially complete projects and those in closeout may be included if clearly identified. (b) Yes, projects where the firm served as Program Manager or as Construction Manager acting as the owner's agent are acceptable. (c) Yes, see responses regarding subconsultant and prior-employer projects; each must be clearly attributed. (d) No mandatory recency period, but projects completed within the past ten (10) years are preferred and will be considered more relevant.
122	Experience: under Section 3.2B, will MCPS consider relevant experience of the firm’s principals gained before the firm was formed, including construction contract administration on federal programs?	3.2B	Yes. Relevant experience of the firm's principals gained before the firm was formed, including construction contract administration on federal programs, may be included if clearly attributed. Yes. Projects performed by proposed key personnel while employed by another firm may be included, provided each sample clearly identifies the prior employer, the individual's specific role and responsibilities, and the dates of involvement. A client reference for the project is recommended. These will be considered, but MCPS will distinguish between individual experience and the Offeror firm's own record.
123	Submission: is there a page limit for the response, and in what format should the electronic copy be provided?	3.2B	The overall submission is limited to 75 pages, and everything in the submission counts toward that limit, including front and back covers, tab dividers, the table of contents, the Letter of Transmittal, narrative, work samples, organization charts, staffing matrix, resumes, and the licensing and Good Standing documents required under Sections 3.1C–3.1D. Each printed side counts as one page. Pages shall be 8.5" x 11"; any 11" x 17" foldout counts as two pages. MCPS does not prescribe font size or margins, but text must be legible (10-point minimum recommended). The electronic copy shall be a single, searchable PDF on a USB or USB-C flash drive,

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			included in the sealed package with the hard copy. Email and portal submissions will not be accepted. Please name the file "[Firm Name]_RFQ DPC5000.1.pdf". There is no file-size limit.
124	Must the 5-10 projects have been completed within a set look-back period? Are non-school public owner projects acceptable? Is the Owner's Representative role required on every sample, or does related program or construction management count? Are references or contact information required?	3.2B	No mandatory recency period, but projects completed within the past ten (10) years are preferred and will be considered more relevant. K-12 public school projects, particularly in Maryland and on IAC-funded, phased, or occupied-school projects, are most relevant. Owner's representative, program management, and agency construction management work for other public owners (federal, state, county, municipal, higher education) will also be considered. Private/commercial work may be included but will generally be considered less relevant. Owner's representative experience is preferred, but program management and agency construction management experience acting on the owner's behalf will be considered. Include a client reference with contact information for each sample
125	Does MCPS permit firms to respond to this solicitation through strategic teaming arrangements, including prime/subconsultant partnerships or formal joint ventures (JVs), whereby multiple firms combine their qualifications, technical expertise, resources, and relevant project experience to satisfy the RFQ requirements? Specifically, regarding Section 3.2B, which requires 5–10 previously completed projects, would MCPS accept a combined portfolio of qualifying projects completed by the participating firms, or must the prime offeror independently demonstrate all required project experience?	3.2B	Yes. Offerors may respond as a prime with subconsultants or as a joint venture. A joint venture must identify the lead member, include a copy of the JV agreement or letter of intent, and provide the Section 3.1 items for each JV member. Projects performed by subconsultants or JV members may be included among the 5–10 work samples, provided each sample clearly identifies the firm that performed the work and its role. MCPS will evaluate the relevance of each project and the extent to which the performing firm/personnel will perform MCPS work; projects performed directly by the Offeror will generally be viewed as the strongest evidence of the firm's capability. The prime is not required to independently demonstrate all the project experience.
126	Section 3.2B states that work samples should be similar in scale and scope to the summary provided in Section 1.4, but Section 1.4 lists firm requirements	3.2B	Section 3.2B is revised by this addendum: the reference to "the summary provided in section 1.4" shall read "the scope of services described in Sections 1.4 and 2.1." MCPS is not establishing project

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	and contains no project summary. Please provide the intended summary. Specifically: what typical construction value range and duration does MCPS anticipate for each category		categories or construction value thresholds for this RFQ, and the category definitions and dollar thresholds used in MCPS's January 2026 Architectural Services RFQ do not apply. Assignments will range from smaller systemic and capital renewal projects (e.g., HVAC, roofing and building envelope, ADA accessibility, and security upgrades) to major capital projects (e.g., new schools, replacement schools, additions, and major renovations). Work samples must, taken together, demonstrate successful owner's representative performance at both ends of that range (see revised Section 3.2B). For each work sample, identify the construction value, gross square footage, delivery method, and duration. Durations vary widely: smaller systemic projects are often designed and constructed within 12 months, with construction typically confined to the summer break; major capital projects typically run three to five years from planning through closeout. [Andrea to confirm durations.]
127	Section 3.3A requires identification of qualified personnel and their roles. Are resumes required for the proposed personnel, and if so, is there a required format or page limitation for each resume?	3.3A	Yes, resumes are required for proposed key personnel. Resumes are limited to two (2) pages per person, in the Offeror's own format, and count toward the 75-page limit.
128	(Section 3.3A) Is there a page limit for resumes or a minimum/maximum number of key personnel to be identified?	3.3A	Yes, resumes are required for proposed key personnel. Resumes are limited to two (2) pages per person, in the Offeror's own format, and count toward the 75-page limit. There is no minimum or maximum number of key personnel.
129	Should offerors present a bench of personnel by role or a specific proposed team? Are named personnel binding at the project-specific RFP stage, and are specific roles, minimum qualifications, certifications (PMP, CCM, LEED AP, PE, RA), resume page limits, or a set number of key personnel expected?	3.3A	Offerors should identify key personnel by role, such as principal-in-charge, program manager, project manager, assistant project manager, cost estimator, scheduler, and field representative/construction inspector, along with any specialty roles (e.g., MEP, commissioning, sustainability). Personnel may be presented as a bench by role. Include a staffing matrix that shows, for each person, the types and sizes of projects he or she has managed, so MCPS can confirm the team can staff both smaller

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			systemic projects and major capital projects. There are no mandatory minimum qualifications; education, years of experience, K-12 experience, and credentials (PE, RA, CCM, PMP, LEED AP, etc.) will be considered in the evaluation. Yes, resumes are required for proposed key personnel. Resumes are limited to two (2) pages per person, in the Offeror's own format, and count toward the 75-page limit. [Andrea to confirm 2-page resume limit.] Personnel proposed in a project-specific RFP may differ from those identified in the RFQ. Any substitute must have equal or better qualifications, and substitutions after a project award require MCPS approval.
130	Is there a resume format or page limit, and will MCPS give weight to specific credentials (for example, LEED AP, commissioning certification, or professional engineering licensure)?	3.3A	Yes, resumes are required for proposed key personnel. Resumes are limited to two (2) pages per person, in the Offeror's own format, and count toward the 75-page limit. Credentials such as LEED AP, commissioning certification, and professional engineering licensure will be considered.
131	Are resumes required for key personnel? If yes, should resumes be 1 page max per person?	3.3A	Yes, resumes are required for proposed key personnel. Resumes are limited to two (2) pages per person, in the Offeror's own format, and count toward the 75-page limit.
132	Does MCPS use a project management information system or document control platform that the Owner's Representative will be expected to use? If so, please provide the name of the system.	3.4A	MCPS does not require a specific platform at the RFQ stage; Offerors should describe the systems they use per Section 3.4A. Any MCPS-required project management, document control, or reporting platform will be identified in the project-specific RFP. Offerors provide their own scheduling and project-control software licenses (e.g., Primavera P6 or Microsoft Project).
133	Is the October 7 virtual meeting mandatory, and is advance registration required?	Pre-Propsal Meeting	The pre-proposal meeting was not mandatory, and advance registration was not required. The presentation and attendee list will be posted with the addendum on the MCPS website and eMaryland Marketplace; the meeting was not recorded. Any questions answered orally are confirmed or superseded by the written addendum; oral communications are not binding.

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134	Will the October 7 pre-proposal meeting recording, presentation, and attendee list be posted to the MCPS website or eMaryland Marketplace?	Pre-Propsal Meeting	The pre-proposal meeting was not mandatory, and advance registration was not required. The presentation and attendee list will be posted with the addendum on the MCPS website and eMaryland Marketplace; the meeting was not recorded. Any questions answered orally are confirmed or superseded by the written addendum; oral communications are not binding.
135	Will meeting minutes, the attendee list, and Q&A from the October 7 pre-proposal meeting be posted? Please confirm addenda posting dates, given questions are due October 14 and proposals October 28.	Pre-Propsal Meeting	The pre-proposal meeting was not mandatory, and advance registration was not required. The presentation and attendee list are attached to this addendum and posted on the MCPS website and eMaryland Marketplace; the meeting was not recorded. Any questions answered orally are confirmed or superseded by this written addendum; oral communications are not binding. This addendum is issued October 26, 2026.
136	Will MCPS share the pre-proposal meeting presentation, any minutes or notes, and the list of attendees? If questions were answered orally during the meeting, please confirm they will be issued in a written addendum.		The pre-proposal meeting was not mandatory, and advance registration was not required. The presentation and attendee list will be posted with the addendum on the MCPS website and eMaryland Marketplace; the meeting was not recorded. Any questions answered orally are confirmed or superseded by the written addendum; oral communications are not binding.
137	Will MCPS post the list of firms that attended the pre-proposal meeting?	Pre-Propsal Meeting	The pre-proposal meeting was not mandatory, and advance registration was not required. The presentation and attendee list will be posted with the addendum on the MCPS website and eMaryland Marketplace; the meeting was not recorded. Any questions answered orally are confirmed or superseded by the written addendum; oral communications are not binding.
138	May an Offeror seek prequalification for both the Special Projects and Major Capital Projects categories, or must the Offeror select only one category?		No. Offerors do not select a category. MCPS will establish a single prequalified list of Owner's Representative and Project Management firms. The Special Projects and Major Capital Projects categories referenced in the RFQ are deleted by this addendum (see revised Sections 1.1 and 3.2B). Offerors will not select a category, and MCPS will not prequalify firms by project type, size,

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			or construction value. Each prequalified firm is expected to provide owner's representative services across the full range of MCPS capital work, from smaller systemic and capital renewal projects (e.g., HVAC, roofing and building envelope, ADA accessibility, and security upgrades, often constructed during summer breaks in occupied schools) to major capital projects (e.g., new schools, replacement schools, additions, and major renovations delivered over multiple years), and everything in between. Offerors shall submit one proposal that demonstrates, through work samples, key personnel, and project management approach, the capability and capacity to manage that full range.
139	Will MCPS establish separate prequalified lists for Special Projects and Major Capital Projects, or one prequalified list covering both categories?		One pre-qualified list. MCPS will establish a single prequalified list of Owner's Representative and Project Management firms. The Special Projects and Major Capital Projects categories referenced in the RFQ are deleted by this addendum (see revised Sections 1.1 and 3.2B). Offerors will not select a category, and MCPS will not prequalify firms by project type, size, or construction value. Each prequalified firm is expected to provide owner's representative services across the full range of MCPS capital work, from smaller systemic and capital renewal projects (e.g., HVAC, roofing and building envelope, ADA accessibility, and security upgrades, often constructed during summer breaks in occupied schools) to major capital projects (e.g., new schools, replacement schools, additions, and major renovations delivered over multiple years), and everything in between. Offerors shall submit one proposal that demonstrates, through work samples, key personnel, and project management approach, the capability and capacity to manage that full range.
140	Does MCPS require any cost, fee, labor-rate, or pricing information as part of the RFQ submission, or is pricing requested only through subsequent project-specific RFPs?		No fee, rate, or pricing information shall be included in the RFQ submission. Pricing will be requested through subsequent project-specific RFPs issued to pre-qualified firms.

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141	For subsequent project-specific RFPs, what contract/pricing structure does MCPS anticipate using, such as firm-fixed-price, hourly rates with a not-to-exceed ceiling, or another structure?		MCPS anticipates requesting a fixed-price (lump sum) fee for each project-specific RFP. MCPS may also request hourly rates for additional services. The pricing structure will be stated in each RFP.
142	May an Offeror include relevant experience of proposed subcontractors or teaming partners to supplement its corporate experience, and if so, how will such experience be evaluated?		Yes. Projects performed by subconsultants or JV members may be included among the 5–10 work samples, provided each sample clearly identifies the firm that performed the work and its role. MCPS will evaluate the relevance of each project and the extent to which the performing firm/personnel will actually perform MCPS work; projects performed directly by the Offeror will generally be viewed as the strongest evidence of the firm's capability.
143	Are letters of commitment or letters confirming availability required for proposed personnel or subcontractors at the RFQ stage?		Letters of commitment are not required at the RFQ stage.
144	Are subcontractors permitted to support performance under subsequent project-specific awards, and if so, must subcontractors independently satisfy any of the licensing or qualification requirements identified in this RFQ?		Yes. Subconsultants may support performance under project-specific awards, subject to MCPS approval. Subconsultants must hold any license required by Maryland law for the services they perform and must be registered and in good standing in Maryland before performing work.
145	Please clarify the anticipated onsite presence requirements for Owner's Representative/Project Management personnel, including whether personnel may perform portions of the work remotely or are expected to be assigned onsite at MCPS or project locations.		Onsite requirements will be defined in each project-specific RFP. In general, MCPS expects in-person attendance at progress and key milestone meetings and site observations, with field staff onsite (full- or part-time) during construction as appropriate to the project; other tasks may be performed remotely.
146	Please provide the anticipated number of projects that a prequalified firm may be required to support concurrently and the typical staffing levels expected for Special Projects and Major Capital Projects.		This will vary and will be defined in each project-specific RFP. A firm may be assigned more than one project concurrently, and concurrent assignments may differ significantly in size. Staffing will be proposed by the firm in response to each RFP based on the project's size and complexity. In its proposal, the Offeror should describe how it scales staffing from a smaller systemic project (e.g.,

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			a part-time project manager and field representative) to a major capital project (e.g., a dedicated project manager, assistant project manager, and full-time field representative), and its capacity to support multiple concurrent assignments.
147	Are there standard deliverables or reporting requirements that MCPS anticipates requiring under subsequent project-specific RFPs, such as project status reports, cost reports, schedule updates, risk registers, quality reports, or executive briefings?		Yes. Project-specific RFPs are expected to require deliverables such as monthly status reports, budget/cost reports, schedule updates and analyses, risk registers, meeting minutes, quality/inspection tracking, change order logs, and executive briefings for DPC leadership. Specific deliverables and formats will be stated in each RFP.
148	Are there minimum insurance types and coverage limits that firms must maintain to perform work resulting from this RFQ?		Insurance requirements will be stated in each project-specific RFP and contract and are expected to include commercial general liability, automobile liability, workers' compensation, professional liability, and umbrella/excess coverage. A certificate of insurance is not required with RFQ submission.
149	Will subsequent project-specific RFPs provide the project budget, schedule, delivery method, required staffing, anticipated level of effort, specific deliverables, onsite requirements, and other information necessary for firms to develop technical and price proposals?		Yes. Each project-specific RFP is expected to provide the project description, budget, schedule, delivery method, scope of services, deliverables, anticipated staffing/onsite requirements, and the fee/proposal format needed to prepare technical and price proposals.
150	Does MCPS anticipate a minimum recurring frequency of in-person attendance at its offices or project sites, or will the frequency and duration be established through subsequent project-specific RFPs?		Onsite requirements will be defined in each project-specific RFP. In general, MCPS expects in-person attendance at progress and key milestone meetings and site observations, with field staff onsite (full- or part-time) during construction as appropriate to the project; other tasks may be performed remotely.
151	In our proposed organizational chart and team structure, are key staff members restricted to a single assigned role, or may a qualified individual be listed for multiple roles (e.g., serving as both Principal-in-Charge and Electrical Inspector)?		Yes, an individual may be listed in more than one role, provided the Offeror explains how the individual is qualified for each role and has the capacity to perform them concurrently. MCPS will consider this when evaluating team depth.

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152	Under Pre-Construction Services, is MCPS seeking a comprehensive architectural/engineering design review (peer review of design deliverables), or is the scope limited to a construction management review focused on constructability, scope clarity, overlaps, and site execution?		The specific scope will be defined in each project-specific RFP. Pre-construction services may include both multi-discipline technical design reviews (peer review of design deliverables at each milestone, with comment logs) and construction-management reviews for constructability, scope gaps and overlaps, phasing, and cost. Offerors should describe their capabilities in both areas.
153	Is there a target or maximum number of firms to be placed on the prequalified list? Are Special Projects and Major Capital Projects separate prequalified lists or one combined list, and may an offeror qualify for only one category?		There is no predetermined target or maximum number of firms. Per Section 1.1, the number will be determined by MCPS after evaluation. Placement is based on the evaluated scores and ranking under Section 12.7; no minimum cut-off score is published. MCPS will establish one combined prequalified list, and Offerors may not qualify for only one category. MCPS will establish a single prequalified list of Owner's Representative and Project Management firms. The Special Projects and Major Capital Projects categories referenced in the RFQ are deleted by this addendum (see revised Sections 1.1 and 3.2B). Offerors will not select a category, and MCPS will not prequalify firms by project type, size, or construction value. Each prequalified firm is expected to provide owner's representative services across the full range of MCPS capital work, from smaller systemic and capital renewal projects (e.g., HVAC, roofing and building envelope, ADA accessibility, and security upgrades, often constructed during summer breaks in occupied schools) to major capital projects (e.g., new schools, replacement schools, additions, and major renovations delivered over multiple years), and everything in between. Offerors shall submit one proposal that demonstrates, through work samples, key personnel, and project management approach, the capability and capacity to manage that full range.
154	Is a specific form required for the debarment confirmation, or does a statement in the Letter of Transmittal suffice? Does it cover federal debarment checked in SAM.gov?		No specific form is required. A statement in the Letter of Transmittal, or a signed statement on company letterhead, is acceptable. The confirmation covers debarment by any federal,

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			state, or local public body, including federal exclusions listed in SAM.gov.
155	Is a sample project management plan, sample report, or specific software platform required? Does MCPS require particular systems for scheduling, cost control, or reporting?		No sample plans or reports are required, though Offerors may include brief examples within the page limit. MCPS does not require a specific platform at the RFQ stage; Offerors should describe the systems they use per Section 3.4A. Any MCPS-required project management, document control, or reporting platform will be identified in the project-specific RFP. Offerors provide their own scheduling and project-control software licenses (e.g., Primavera P6 or Microsoft Project).
156	Is a public opening held, and will the list of offerors who submitted be released?		There is no public opening. The list of firms recommended for prequalification will be public through the Board of Education action.
157	Will MCPS execute a master agreement with prequalified firms after Board approval? Please clarify how the cooperative purchasing clause applies to a prequalification list with no priced contract and what reporting the contractor owes MCPS.		MCPS does not anticipate executing master agreements upon prequalification. Contracts will be executed for each project-specific award, and the agreement form, insurance, and indemnification requirements will be provided with each project-specific RFP. The cooperative purchasing clause (Section 15) would apply to contracts resulting from project-specific awards, at the contractor's option; if another entity uses such a contract, the contractor shall notify MCPS and provide usage information if requested.
158	Please confirm that no rates, fee schedules, or labor categories are required with this submission. Will rates be set in project-specific RFPs, or does MCPS expect a rate schedule later?		No fee, rate, or pricing information shall be included in the RFQ submission. Pricing will be requested through subsequent project-specific RFPs issued to pre-qualified firms. MCPS anticipates requesting a fixed-price (lump sum) fee for each project-specific RFP. MCPS may also request hourly rates for additional services. The pricing structure will be stated in each RFP.
159	Will project-specific RFPs be evaluated on qualifications, price, or best value, and will RFQ		Project-specific RFPs will generally be issued to all prequalified firms. MCPS reserves the right to issue an RFP to a subset of pre-qualified firms based on project type, complexity, or required

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	scores or rankings carry forward into those evaluations?		expertise; prequalified firms will not be limited to projects of a particular size. Each RFP will state its evaluation criteria, which are expected to follow a best-value approach considering qualifications, technical approach, and a fixed fee, and may include interviews. RFQ scores and rankings will not carry forward. [Andrea to confirm.]
160	Does this RFQ replace an existing Owner's Representative contract or prequalified list?		This is a new prequalification for Owner's Representative and Project Management services.
161	Please provide the intended summary. Specifically: should offerors identify the category or categories they are pursuing		No. Offerors shall not identify a category. MCPS will establish a single prequalified list of Owner's Representative and Project Management firms. The Special Projects and Major Capital Projects categories referenced in the RFQ are deleted by this addendum (see revised Sections 1.1 and 3.2B). Offerors will not select a category, and MCPS will not prequalify firms by project type, size, or construction value. Each prequalified firm is expected to provide owner's representative services across the full range of MCPS capital work, from smaller systemic and capital renewal projects (e.g., HVAC, roofing and building envelope, ADA accessibility, and security upgrades, often constructed during summer breaks in occupied schools) to major capital projects (e.g., new schools, replacement schools, additions, and major renovations delivered over multiple years), and everything in between. Offerors shall submit one proposal that demonstrates, through work samples, key personnel, and project management approach, the capability and capacity to manage that full range.
162	Please provide the intended summary. Specifically: is a separate proposal required for each category, or may one proposal address both (the January 23, 2026 addendum to the Architectural Services RFQ required two submissions if an offeror responded to both categories — please confirm whether that rule		One proposal per Offeror. The requirement for the January 23, 2026, Architectural Services RFQ addendum for separate submissions does not apply. MCPS will establish a single prequalified list of Owner's Representative and Project Management firms. The Special Projects and Major Capital Projects categories referenced in the RFQ are deleted by this addendum (see revised Sections 1.1 and 3.2B). Offerors will not select a

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	applies here), and will MCPS keep a separate prequalified list for each category		category, and MCPS will not prequalify firms by project type, size, or construction value. Each prequalified firm is expected to provide owner's representative services across the full range of MCPS capital work, from smaller systemic and capital renewal projects (e.g., HVAC, roofing and building envelope, ADA accessibility, and security upgrades, often constructed during summer breaks in occupied schools) to major capital projects (e.g., new schools, replacement schools, additions, and major renovations delivered over multiple years), and everything in between. Offerors shall submit one proposal that demonstrates, through work samples, key personnel, and project management approach, the capability and capacity to manage that full range.
163	Please provide the intended summary. Specifically: will assignments from this list also cover countywide systemic projects such as HVAC replacement, roof replacement, and sustainability initiatives?		Yes. Assignments may include countywide systemic projects such as HVAC replacement, roof replacement, and sustainability initiatives.
164	Apart from the 1–2 page limit per work sample, is there a page limit for the proposal as a whole or for any section?		The 1–2-page limit in Section 3.2B applies to each individual project/work sample. The overall submission is limited to 75 pages, and everything in the submission counts toward that limit, including front and back covers, tab dividers, the table of contents, the Letter of Transmittal, narrative, work samples, organization charts, staffing matrix, resumes, and the licensing and Good Standing documents required under Sections 3.1C–3.1D. Each printed side counts as one page. Pages shall be 8.5" x 11"; any 11" x 17" foldout counts as two pages. MCPS does not prescribe font size or margins, but text must be legible (10-point minimum recommended).
165	Are there requirements for font size, margins, page size, tabbed dividers, or binding?		Pages shall be 8.5" x 11"; any 11" x 17" foldout counts as two pages. A 10-point minimum font is recommended. There are no margin or binding requirements. Tabbed dividers aligned to the Section 3 headings are recommended.

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166	Is an original signature required on the hard-copy Letter of Transmittal?		Yes. The Letter of Transmittal in the hard copy must bear the signature of the person authorized to legally bind the Offeror (original or verified digital signature).
167	When does MCPS expect to issue the addendum answering these questions?		This addendum is issued October 26, 2026.
168	If a certificate has been requested but not issued by the proposal due date, will MCPS accept proof of the request together with a screenshot of current status, as it did in the July 27, 2026 Civil Engineering RFQ addendum?		If a Comptroller certificate has been requested but not issued by the proposal's due date, include proof of the request and a printout of the firm's current SDAT status. The certificate must be provided before the recommendation to the Board of Education; firms that cannot provide it will not be placed on the list.
169	Does a project that is substantially complete, or a completed phase of a larger project, count as a completed work project?		A project that is substantially complete, or a completed phase of a larger project, may be included if the status is clearly identified.
170	Does MCPS want budget and schedule performance shown in a specific format (for example, original versus final construction cost, change orders as a percentage of construction cost, and original versus actual completion)?		No required format. MCPS recommends showing original versus final construction cost, changing orders as a percentage of construction cost, and original versus actual completion date, with a brief explanation of variances.
171	Should each sample include a client reference with contact information, and may samples include photographs?		Yes, include a client reference with contact information for each sample. Photographs may be included within the page limit.
172	May work samples include projects led by proposed key personnel while employed by another firm, if clearly identified as such, and how will MCPS weigh them relative to projects completed by the offeror firm?		Yes. Projects performed by proposed key personnel while employed by another firm may be included, provided each sample clearly identifies the prior employer, the individual's specific role and responsibilities, and the dates of involvement. A client reference for the project is recommended. These will be considered, but MCPS will distinguish between individual experience and the Offeror firm's own record.
173	May offerors submit as joint ventures or as prime consultants with named subconsultants for specialized services (for example, cost estimating,		Yes. Offerors may respond as a prime with subconsultants or as a joint venture. A joint venture must identify the lead member, include a copy of the JV agreement or letter of intent, and provide

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	scheduling, or commissioning)? If so, may the subconsultant team change for project-specific RFPs, and may one firm appear on more than one offeror's team?		the Section 3.1 items for each JV member. Specialty subconsultants (e.g., cost estimating, scheduling, commissioning) may be included. Yes, the subconsultant team may change for project-specific RFPs, subject to MCPS approval. A subconsultant may appear on more than one Offeror's team.
174	Does MCPS expect specific roles to be identified (for example, principal-in-charge, program manager, project manager, cost and estimating, scheduling, field representative)?		Offerors should identify key personnel by role, such as principal-in-charge, program manager, project manager, assistant project manager, cost estimator, scheduler, and field representative/construction inspector, along with any specialty roles (e.g., MEP, commissioning, sustainability). Personnel may be presented as a bench by role. Include a staffing matrix that shows, for each person, the types and sizes of projects he or she has managed, so MCPS can confirm the team can staff both smaller systemic projects and major capital projects. There are no mandatory minimum qualifications; education, years of experience, K-12 experience, and credentials (PE, RA, CCM, PMP, LEED AP, etc.) will be considered in the evaluation.
175	Because no specific project is identified at the RFQ stage, may firms propose different personnel in project-specific RFPs, and what substitution approval applies during the prequalification term? Should personnel be named per category or as a general bench?		Personnel proposed in a project-specific RFP may differ from those identified in the RFQ. Any substitute must have equal or better qualifications, and substitutions after a project award require MCPS approval. Personnel may be named as a general bench by role; include a staffing matrix showing the types and sizes of projects each person has managed. Do not name personnel by category.
176	After the anticipated December 10, 2026 Board approval, when does MCPS expect to issue the first project-specific RFPs, about how many in the first 12 months, and in which category?		MCPS cannot guarantee a volume of work. Offerors may review the Board of Education's FY2027–2032 Capital Improvements Program on the MCPS website for upcoming projects.
177	Will RFPs go to all prequalified firms in a category, to a rotation or subset, or to firms selected per project? Will project selections be based on		Project-specific RFPs will generally be issued to all prequalified firms. MCPS reserves the right to issue an RFP to a subset of pre-qualified firms based on project type, complexity, or required

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	qualifications, price, or both, and with what typical weighting?		expertise; pre-qualified firms will not be limited to projects of a particular size. Each RFP will state its evaluation criteria, which are expected to follow a best-value approach considering qualifications, technical approach, and a fixed fee, and may include interviews. RFQ scores and rankings will not carry forward. Evaluation criteria and weighting will be stated in each project-specific RFP.
178	What response period and what lead time between award and mobilization does MCPS typically allow?		Response periods and mobilization lead times will be stated in each RFP; MCPS typically allows approximately two to three weeks to respond.
179	Will contracts awarded during the term continue to completion if the term expires, and would current list members need to resubmit if MCPS issues a supplemental RFQ under Section 1.1?		Yes. Project-specific contracts executed during the prequalification term will continue to be completed under their own terms, even if the term expires. If MCPS issues a supplemental RFQ under Section 1.1, firms already on the prequalified list will not need to resubmit.
180	Please confirm that no fee or rate information is to be included in the RFQ submission.		No fee, rate, or pricing information shall be included in the RFQ submission. Pricing will be requested through subsequent project-specific RFPs issued to pre-qualified firms.
181	What compensation basis does MCPS anticipate for project-specific contracts (for example,hourly not-to-exceed, lump sum, or percentage of construction cost), and will billing rates or multipliers be set at prequalification or per project?		MCPS anticipates requesting a fixed-price (lump sum) fee for each project-specific RFP. MCPS may also request hourly rates for additional services. The pricing structure will be stated in each RFP. Rates or multipliers, if requested, will be set per project, not at prequalification.
182	Will prequalified firms sign a master or on-call agreement after Board approval, or only project-specific contracts?		MCPS does not anticipate executing master agreements upon prequalification. Contracts will be executed for each project-specific award, and the agreement form, insurance, and indemnification requirements will be provided with each project-specific RFP.
183	Please identify the agreement form MCPS intends to use and say whether it can be provided with the addendum so offerors can review it before the proposal due date. Is a certificate of insurance		MCPS does not anticipate executing master agreements upon prequalification. Contracts will be executed for each project-specific award, and the agreement form, insurance, and indemnification requirements will be provided with each project-

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	required with the RFQ submission, and what minimum types and limits (general liability, professional liability, automobile, workers' compensation, umbrella) will apply?		specific RFP. Insurance requirements will be stated in each project-specific RFP and contract and are expected to include commercial general liability, automobile liability, workers' compensation, professional liability, and umbrella/excess coverage. A certificate of insurance is not required with RFQ submission.
184	Which delivery methods does MCPS expect to use over the term (for example, design-bid-build,construction manager at risk, design-build)?		MCPS anticipates using design-bid-build and construction manager at risk (CMAR) and may use design-build or other methods as appropriate. The delivery method will be identified in each project-specific RFP.
185	On construction-manager-at-risk or design-build projects, will the owner's representative review guaranteed-maximum-price proposals, contingency and allowance use, and contractor cost records, or prepare design-build criteria?		The specific scope will be defined in each project-specific RFP. On CMAR or design-build projects, the Owner's Representative may be asked to review GMP proposals, contingency and allowance use, and contractor cost records, and to assist in preparing design-build criteria.
186	What role will it have in bid-package review and bid leveling, and in the interface with the architect of record and the construction manager during preconstruction and design-phase value engineering?		The Owner's Representative may review bid packages, assist with bid leveling and scope reviews, and coordinate with the architect of record and construction manager during preconstruction and value engineering.
187	At what phase will the owner's representative typically join a project (feasibility, architect selection, or after design starts), and will it manage early site or utility packages ahead of the main construction contract?		Timing will vary by project; the Owner's Representative may join at feasibility/planning, at architect selection, or after design begins, and may manage early site, utility, or demolition packages.
188	At assignment, will it be asked to validate the approved CIP budget, including escalation assumptions, and recommend scope or budget adjustments before design starts?		Yes, this may be requested, including review of escalation assumptions and recommendations on scope or budget.
189	At design milestones, does MCPS expect the owner's representative to perform its own multidiscipline		Either may be required, depending on the assignment. The Owner's Representative may perform its own multi-discipline reviews with comment logs and/or coordinate reviews by DPC staff.

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	reviews with comment logs, or to coordinate reviews by DPC staff?		
190	Will it prepare independent cost estimates or review and reconcile architect or construction manager estimates, and lead value engineering when estimates exceed budget?		Yes. The Owner's Representative may prepare independent cost estimates, review and reconcile architect and construction manager estimates, and lead value engineering when estimates exceed the budget
191	What authority will it have under MCPS's architect agreements (directing the architect, reviewing architect invoices and additional-services requests)?		The Owner's Representative acts on behalf of DPC as designated in each assignment. MCPS retains contractual authority under its architect agreements; the Owner's Representative may coordinate and direct day-to-day work, review architect invoices and additional-services requests, and make recommendations to MCPS.
192	Which MCPS educational specifications, design standards, and sustainability targets will govern (for example, LEED level, Green Globes, IgCC, or net zero energy or net zero ready), will they be provided with project-specific RFPs, and will the owner's representative manage certification documentation?		MCPS educational specifications, MCPS design guidelines/standards, and sustainability targets will govern and will be identified or provided with each project-specific RFP. Projects must comply with the Maryland High-Performance Green Building Program and applicable IAC requirements; certification targets will be stated per project, and the Owner's Representative may be asked to manage certification documentation
193	Beyond the Maryland-adopted energy code, are there energy requirements the owner's representative would be expected to manage, such as the State's all-electric requirement for new and replacement schools and the related High Performance Green Building Program submissions to the Interagency Commission on School Construction?		Yes. The Owner's Representative may be expected to monitor compliance with applicable State energy requirements, including any all-electric requirements and High-Performance Green Building Program submissions to the IAC, as applicable to each project.
194	Does MCPS maintain mechanical, plumbing, and building-automation design standards or approved-product lists the owner's representative must enforce, and will prequalified firms have access to them?		Yes. MCPS maintains design guidelines and standards, including mechanical, plumbing, and building automation standards, which will be made available to firms receiving project-specific assignments.

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195	Does MCPS expect the owner’s representative to perform quality control, or to provide quality assurance over the contractor’s program?		MCPS expects the Owner's Representative to provide quality assurance and oversight of the contractor's quality control program, including verifying conformance of construction with the contract documents.
196	Are geotechnical services, special inspections under IBC Chapter 17, third-party testing, and hazardous-materials abatement contracted by MCPS directly, through term contracts, or through the owner’s representative?		These services are typically contracted by MCPS directly or through MCPS term contracts; the Owner's Representative coordinates and oversees them.
197	Will the owner’s representative review inspection reports and track deficiencies to closure?		Yes
198	What MCPS forms, review turnaround, and retainage procedures apply?		MCPS forms, review turnaround times, and retainage procedures will be provided with project-specific assignments.
199	What change-order authority and MCPS approval thresholds apply?		The Owner's Representative will review, negotiate, and recommend change orders; approval authority remains with MCPS in accordance with MCPS and Board of Education approval thresholds.
200	Please confirm the current State Superintendent approval threshold for change orders affecting student-occupied spaces under Education Article §2-303(f), as amended effective July 1, 2026, and the owner’s representative’s role in preparing or tracking those submissions. Does MCPS expect the owner’s representative to perform time-impact analyses of delay claims, or does MCPS retain separate claims consultants?		MCPS complies with the current requirements of Education Article §2-303(f); the Owner's Representative may be asked to prepare or track related submissions. Time-impact analyses may be included in the Owner's Representative's scope or MCPS may retain separate claims consultants, as determined by project.
201	Does MCPS typically contract directly for the commissioning agent, testing and balancing, and indoor-air-quality testing, and is the owner’s representative expected to oversee them, including		Commissioning, testing and balancing, and indoor-air-quality testing are typically contracted by MCPS; the Owner's Representative is expected to coordinate and oversee these services, including verification of High-Performance Green Building Program compliance as applicable.

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	third-party verification of High Performance Green Building Program compliance?		
202	Will owner's representative field staff be full-time on site or part-time?		Full- or part-time field presence will be defined in each project-specific RFP.
203	What does post-construction include (punch list, closeout documents, turnover to MCPS maintenance, warranty-period oversight, seasonal commissioning, support for County building energy performance standards), and for how long?		Post-construction services may include punch list, closeout documents, turnover to MCPS maintenance, warranty-period oversight, seasonal commissioning, and energy-performance support, with duration defined in each project-specific RFP.
204	Does MCPS require a specific project-management information system, document-control platform, or scheduling software (for example, Primavera P6 or Microsoft Project)? If so, does MCPS provide licenses and access, or does the firm supply its own?		MCPS does not require a specific platform at the RFQ stage; Offerors should describe the systems they use per Section 3.4A. Any MCPS-required project management, document control, or reporting platform will be identified in the project-specific RFP. Offerors provide their own scheduling and project-control software licenses (e.g., Primavera P6 or Microsoft Project).
205	Is there a standard DPC monthly report or dashboard format and frequency?		Reporting format and frequency will be provided with project-specific assignments; monthly reporting is typical.
206	Will the owner's representative chair and record progress meetings?		Yes, the Owner's Representative may be asked to chair and record progress meetings.
207	Will it prepare materials for Board of Education, CIP, or County Council reviews, or provide input to DPC staff who present?		The Owner's Representative will typically prepare information and materials for DPC staff, who present to the Board of Education and County Council.
208	On occupied or summer-window projects, will the owner's representative develop phasing and logistics plans (including student separation, demolition sequencing, and bus and parent drop-off circulation) and coordinate with school administration and MCPS operating offices, or review plans prepared by the architect and contractor?		The specific scope will be defined in each project-specific RFP. The Owner's Representative will typically review, and coordinate phasing and logistics plans prepared by the architect and contractor and coordinate with school administration and MCPS operating offices, and may be asked to develop such plans.

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209	For systemic HVAC work, does MCPS limit major work to summer breaks, phase it over several summers, or allow in-session work with temporary heating and cooling planned by the owner's representative?		Major systemic HVAC work is generally scheduled during summer breaks and may be phased over multiple summers; any in-session work and temporary heating/cooling will be addressed per project
210	Where students relocate to a holding school, will the scope include holding-facility readiness, moves, and coordination of relocatable classrooms?		Yes, this may be included on projects using a holding school
211	Will the owner's representative coordinate owner-furnished furniture, instructional technology, security systems, and audiovisual systems, and procure or manage those vendors?		The Owner's Representative may coordinate owner-furnished furniture, technology, security, and audiovisual systems; procurement of those items is typically handled by MCPS offices.
212	Is MCPS running, or planning, an owner-purchased long-lead program for structural steel, switchgear, transformers, air-handling units, elevators, or windows, and would the owner's representative administer that program?		MCPS does not currently have a formal owner-purchased long-lead program. If one is implemented, the Owner's Representative may be asked to administer it.
213	Which stakeholders will the owner's representative coordinate with directly (school communities, County agencies, the Maryland-National Capital Park and Planning Commission, utilities, joint-use partners), and will it issue construction-impact notices to school communities or support MCPS communications staff?		The Owner's Representative may coordinate directly with the listed stakeholders as assigned; community communications are led by MCPS, with the Owner's Representative providing support.
214	For projects with State participation, including systemic or capital-maintenance projects, what role does MCPS expect the owner's representative to play in Interagency Commission on School Construction, Maryland State Department of Education, and Department of General Services submissions (educational specifications, schematic		The architect prepares IAC/MSDE/DGS submissions; the Owner's Representative will typically review and track them and support DPC staff.

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	design, design development, construction documents, and contract award): preparing them, reviewing and tracking what the architect prepares, or supporting DPC staff?		
215	Who signs local funding certifications?		MCPS signs local funding certifications.
216	Will the owner's representative track State-eligible versus locally funded costs, prepare reimbursement requests in the IAC system, and coordinate with the Maryland Stadium Authority on Built to Learn projects?		This may be requested, including tracking State-eligible versus locally funded costs, supporting reimbursement requests, and coordinating with the Maryland Stadium Authority on Built to Learn projects.
217	Do Special Projects typically follow the same State review path, or are most handled through local permitting only?		Smaller systemic and other projects that receive State funding follow the applicable IAC review and approval process; locally funded projects generally require local permitting only.
218	For mandatory referral, building permits and inspections, sediment control and stormwater, forest conservation, WSSC Water and other utility approvals, State Highway Administration or Montgomery County Department of Transportation access permits, and fire-marshal approvals, which party typically obtains and manages them (architect, contractor, MCPS, or owner's representative), and should the owner's representative maintain the project permit and approvals log?		Permits and approvals are generally obtained by the architect and/or contractor as required by their contracts, with MCPS handling mandatory referral. The Owner's Representative is expected to coordinate these efforts and maintain a project permit and approvals log.
219	Will the agreement limit consultant indemnity to claims arising from the consultant's negligent acts, errors, or omissions, and does MCPS permit a limitation of liability (for example, to insurance limits or a multiple of fees)? Will any standard of care other than the professional standard of care apply?		These provisions will be addressed in the agreement provided with each project specific RFP. MCPS anticipates the professional standard of care applicable to owner's representative/construction management services.
220	May consultants share MCPS information with subconsultants and insurers as needed for the work,		Yes. Consultants may share MCPS information with subconsultants and insurers as needed for the work, subject to the confidentiality

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	and list MCPS projects in their own qualifications materials with MCPS approval?		requirements of Section 5. Listing MCPS projects in qualifications materials requires MCPS approval.
221	Before removal from the list for cause, will a firm get written notice and an opportunity to respond, and will the agreement include termination-for-convenience terms with compensation for work performed?		MCPS will provide written notice before removing a firm from the list for cause. Termination for convenience and compensation for work performed will be addressed in each project specific agreement.
222	Regarding future project-specific solicitations, will an RFP for each project be sent to all prequalified firms or will RFPs be sent out on a rotational basis?		Project-specific RFPs will generally be issued to all prequalified firms. MCPS reserves the right to issue an RFP to a subset of pre-qualified firms based on project type, complexity, or required expertise; pre-qualified firms will not be limited to projects of a particular size. Each RFP will state its evaluation criteria, which are expected to follow a best-value approach considering qualifications, technical approach, and a fixed fee, and may include interviews. RFQ scores and rankings will not carry forward. [Andrea to confirm.]
223	Should the qualifications submission include an hourly rate schedule or other fee information for project team positions, or will fees be requested at the project-specific RFP stage?		No fee, rate, or pricing information shall be included in the RFQ submission. Pricing will be requested through subsequent project-specific RFPs issued to pre-qualified firms.
224	Must submitted projects be located in Maryland, or are comparable K-12 and other public-sector projects in other states acceptable?		No. Projects outside Maryland are acceptable. Comparable K-12 and public-sector projects in other states will be considered; Maryland school experience will be viewed as more relevant
225	How many firms does MCPS intend to qualify via the RFQ?		There is no predetermined target or maximum number of firms. Per Section 1.1, the number will be determined by MCPS after evaluation. Placement is based on the evaluated scores and ranking under Section 12.7; no minimum cut-off score is published.
226	Additionally, we respectfully request a five-day extension of the proposal submission deadline following receipt of the responses to the submitted questions.		Because this addendum clarifies the scope of the RFQ, the proposal due date is extended to Wednesday, November 4, 2026, at 2:00 p.m. All other submission requirements remain unchanged.

Number	RFI Question	Section	MCPS Response
227	May teaming partners' completed projects satisfy the experience requirement? How should experience gained at prior employers be identified?		Projects performed by subconsultants or JV members may be included among the 5–10 work samples, provided each sample clearly identifies the firm that performed the work and its role. MCPS will evaluate the relevance of each project and the extent to which the performing firm/personnel will perform MCPS work; projects performed directly by the Offeror will generally be viewed as the strongest evidence of the firm's capability. Yes. Projects performed by proposed key personnel while employed by another firm may be included, provided each sample clearly identifies the prior employer, the individual's specific role and responsibilities, and the dates of involvement. A client reference for the project is recommended. These will be considered, but MCPS will distinguish between individual experience and the Offeror firm's own record.
228	May firms qualify for Special Projects only?		No. MCPS will establish a single prequalified list of Owner's Representative and Project Management firms. The Special Projects and Major Capital Projects categories referenced in the RFQ are deleted by this addendum (see revised Sections 1.1 and 3.2B). Offerors will not select a category, and MCPS will not prequalify firms by project type, size, or construction value. Each prequalified firm is expected to provide owner's representative services across the full range of MCPS capital work, from smaller systemic and capital renewal projects (e.g., HVAC, roofing and building envelope, ADA accessibility, and security upgrades, often constructed during summer breaks in occupied schools) to major capital projects (e.g., new schools, replacement schools, additions, and major renovations delivered over multiple years), and everything in between. Offerors shall submit one proposal that demonstrates, through work samples, key personnel, and project management approach, the capability and capacity to manage that full range.

Number	RFI Question	Section	MCPS Response
229	Will all prequalified firms be eligible to compete for all future assignments, or will opportunities be limited based on project type, size, or qualifications?		Yes. All prequalified firms will be eligible to compete for assignments of any size. Project-specific RFPs will generally be issued to all prequalified firms. MCPS reserves the right to issue an RFP to a subset of pre-qualified firms based on project type, complexity, or required expertise; pre-qualified firms will not be limited to projects of a particular size. Each RFP will state its evaluation criteria, which are expected to follow a best-value approach considering qualifications, technical approach, and a fixed fee, and may include interviews. RFQ scores and rankings will not carry forward.
230	How will MCPS evaluate firm capacity and workload, and will capacity be assessed relative to the proposed project team rather than overall firm size?		Capacity will be evaluated based on the Offeror's current workload, available staff, and the depth of the proposed team relative to MCPS's needs, not on overall firm size alone.
231	Will prior LEA experience receive additional consideration, or will comparable K-12 public-sector Owner's Representative experience be evaluated equally?		Prior experience with Maryland local education agencies will be viewed as more relevant, but comparable K-12 public-sector Owner's Representative experience will also be considered.
232	Will charter school, independent school, higher education, and occupied-campus project experience be considered relevant educational project experience?		Yes. Charter school, independent school, higher education, and occupied-campus experience will be considered relevant educational experience; public K-12 work will generally be viewed as most relevant
233	For examples of relevant past project experience, can we include relevant examples from sectors other than education such as, for example, special projects & major capital projects for community associations or commercial office landlords?		Yes, such examples may be included, but they will generally be considered less relevant than public K-12 and other public-sector projects.
234	Does MCPS envision the Owner's Representative role primarily as an advisory/owner-advocacy function, or as an extension of MCPS staff providing day-to-day program management services?		Owner's Representative services may include both advisory/owner-advocacy and day-to-day project/program management functioning as an extension of DPC staff, depending on the assignment. Firms will be assigned by project; the level of

Number	RFI Question	Section	MCPS Response
			integration with DPC staff will be defined in each project-specific RFP.
235	May firms supplement project teams with specialty subconsultants for estimating, scheduling, commissioning, sustainability, or technical advisory services?		Yes. Specialty subconsultants may be included to supplement the team.
236	Can key personnel serve in multiple project roles when appropriate to the size and complexity of an assignment?		Yes, an individual may be listed in more than one role, provided the Offeror explains how the individual is qualified for each role and has the capacity to perform them concurrently. MCPS will consider this when evaluating team depth.
237	Can MCPS describe the anticipated procurement process for future task assignments, including whether selections will be qualifications-based, fee-based, interview-based, or best-value?		Project-specific RFPs will generally be issued to all prequalified firms. MCPS reserves the right to issue an RFP to a subset of pre-qualified firms based on project type, complexity, or required expertise; pre-qualified firms will not be limited to projects of a particular size. Each RFP will state its evaluation criteria, which are expected to follow a best-value approach considering qualifications, technical approach, and a fixed fee, and may include interviews. RFQ scores and rankings will not carry forward.
238	Will project-specific assignments require new technical proposals and interviews, or does MCPS anticipate a streamlined selection process among prequalified firms?		Each project-specific RFP will require a technical proposal and fee proposal; interviews may be held at MCPS's discretion. Submission requirements are expected to be streamlined relative to the RFQ.

ATTACHMENT A – EVALUATION AND RANKING METHOD

Part 1 – Pass/Fail Requirements (Section 12.1 responsiveness)

Requirement	Description	Result	RFQ Section
P1. Required documentation	Letter of Transmittal signed by an authorized person; Section 3.1B disclosure; proof of Maryland business registration (SDAT); Comptroller Good Standing Certificate; Section 3.1E debarment confirmation.	PASS / FAIL	3.1A–3.1E
P2. Full range of work samples	At least two (2) completed smaller systemic, capital renewal, or renovation projects and at least two (2) completed major capital projects (new construction, replacement, addition, or major renovation), each with the firm's Owner's Representative, Program Manager, or Agency CM role clearly identified.	PASS / FAIL	3.2B

Proposals that fail P1 or P2 will be deemed non-responsive and will not be scored. MCPS may waive minor irregularities under Section 19.

Part 2 – Scored Criteria (100 points)

Criterion	Sub-criterion	Points	RFQ Section
A. Offeror Overview	Understanding of the scope of services and of MCPS's full-range Capital Improvements Program, from summer systemic projects to multi-year major capital projects	5	3.1A
A. Offeror Overview	Why the Offeror is best suited: clear differentiators and a stated commitment of resources to MCPS	5	3.1A
A. Offeror Overview – subtotal			
B. Company Background and Project Experience	General competence, history, geographic location, workload, and capacity for concurrent assignments of varying size	8	3.2A
B. Company Background and Project Experience	Maryland K-12 and IAC/MSDE/DGS experience; phased and occupied-school projects; knowledge of codes, accessibility, energy, and sustainability requirements; financial stability	8	3.2A
B. Company Background and Project Experience	Work samples – smaller systemic, capital renewal, and renovation projects (relevance, role, and outcomes)	8	3.2B

B. Company Background and Project Experience	Work samples – major capital projects (relevance, role, and outcomes)	8	3.2B
B. Company Background and Project Experience	Documented budget and schedule performance (original vs. final cost, change order %, original vs. actual completion) and client references	8	3.2B
B. Company Background and Project Experience – subtotal			
C. Key Personnel	Qualifications and K-12 experience of the principal-in-charge, program manager, and project managers	10	3.3A
C. Key Personnel	Depth of bench to staff smaller and major projects concurrently (organization chart and staffing matrix)	8	3.3A
C. Key Personnel	Field and specialty staff (field representatives/inspectors, cost estimating, scheduling, MEP, commissioning)	4	3.3A
C. Key Personnel	Relevant credentials (PE, RA, CCM, PMP, LEED AP, etc.)	3	3.3A
C. Key Personnel – subtotal			
D. Approach to Project Management	Approach and team organization across programming, design, construction, and post-construction	6	3.4A
D. Approach to Project Management	Scalability: approach, staffing, and reporting for a summer systemic project vs. a multi-year major capital project	6	3.4A
D. Approach to Project Management	Stakeholder coordination, communication, and reporting: school administration and communities, MCPS offices, architects and contractors, and County/State agencies; reporting to DPC leadership	5	1.4, 2.1, 3.4A
D. Approach to Project Management	Cost control, change order management, and claims/dispute resolution	4	3.4A
D. Approach to Project Management	Scheduling, estimating, QA/QC, and project controls systems	4	3.4A
D. Approach to Project Management – subtotal			
Total			

Rating scale (applied to each sub-criterion): Excellent – fully and specifically addressed with documented evidence = 100% of points; Good = 75%; Fair = 50%; Poor = 25%; Not addressed = 0%.

Ranking: each evaluator scores independently; the Offeror's score is the average of evaluator totals. Offerors are ranked from highest to lowest. Ties are broken by the Criterion B subtotal, then Criterion C.

MCPS may conduct discussions with all Offerors or a subset of the highest-ranked Offerors (Sections 12.3–12.4) before making its recommendation to the Board of Education.

MBE participation and fees are not scored in this RFQ; they will be addressed in project-specific RFPs.

END OF DOCUMENT