

**MONTGOMERY COUNTY PUBLIC SCHOOLS  
OFFICE OF FACILITIES MANAGEMENT  
DIVISION OF PLANNING, DESIGN, AND CONSTRUCTION  
45 W. GUDE DRIVE, SUITE 4300  
ROCKVILLE, MARYLAND 20850**

**REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL SERVICES**

Montgomery County Public Schools (MCPS) requests the submission of qualifications for architectural services associated with two categories: Special Projects and Major Capital Projects, to be included in its Fiscal Year 2025–2030 Capital Improvements Program. Architectural selections are made on a per-project basis.

Prior submissions will no longer be reviewed and considered for upcoming projects after March 31, 2025. If a firm has submitted in the past, a new statement of qualifications should be submitted. MCPS will accept submissions on a continuous basis.

If the decision is made by MCPS to solicit qualifications and pricing for an individual project separately, it will be publicly advertised on EMaryland and on the MCPS website. No other notice will be distributed to individual firms.

**There are two categories for which an architectural firm may submit qualifications. If submitting for both categories, only one submission is required. The cover letter should state the intent of the submission.**

- **Category One - Special Projects:** Projects with a construction value of \$5,000,000 and under. The Scope of Work includes the design of interior building renovations, ADA compliance projects, restroom renovations, small building additions, relocatable classroom placement, small site buildings, security vestibules and program modifications to various MCPS facilities, including permit submission and approval.
- **Category Two - Major Capital Projects:** Projects with a construction value greater than \$5,000,000, to include new schools, major building additions and renovations, and replacement schools.

The scope of services requested under agreements awarded under this RFQ include professional services of an architectural nature as well as incidental services that members of those professions may logically or justifiably perform. The consultant shall retain sub-consultants, or have proven in-house capability, for the following specialties to provide technical assistance in the development of the needed project:

1. Civil Engineering
2. Structural Engineering
3. Mechanical, Plumbing and Electrical Engineering
4. Life Safety (NFPA 1 and 101)

The selected sub-consultants must have a minimum of 3 years of successful project experience with the architectural firm, or a proven successful history with MCPS.

Submissions must contain:

1. A formal letter of intent under the firm's letterhead
2. A current Form SF-330 emphasizing experience on similar projects.

Additional information highlighting the firm's capabilities to provide the required technical, administrative, and management services should be included and bound with the technical offer. Submissions shall include resumes of key personnel intended for these projects, and project experience with the current firm. Resumes and Form SF-330 of the aforementioned should only include projects completed with the architectural firm making the submission. The resumes of sub-consultants do not need to be included with the submission.

Minority business enterprises are encouraged to respond to this notice. MCPS is committed to the success of its minority business program. Architectural firms responding to this notice agree that they will make a good-faith effort to have not less than ten percent of the value of work under this RFQ performed by minority or women-owned business firms, licensed in the respective discipline for the work performed, unless a formal waiver is requested and is granted.

One paper copy and one electronic copy of the submission materials should be delivered to the address below. Submitted materials will not be returned. Any inquiries should be sent via email to the Division of Planning, Design, and Construction at: [ConstructionQuestions@mcpsmd.org](mailto:ConstructionQuestions@mcpsmd.org), referencing RFQ-Architectural Services.

Montgomery County Public Schools  
Office of Facilities Management  
Division of Design and Construction  
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