

**MONTGOMERY COUNTY PUBLIC SCHOOLS  
DIVISION OF FACILITIES MANAGEMENT**

**MECHANICAL, ELECTRICAL, PLUMBING  
ENGINEERING CONSULTANT SERVICES  
REQUEST FOR QUALIFICATIONS**

Montgomery County Public Schools (MCPS) is soliciting the submission of qualifications for mechanical, electrical, and plumbing engineering firms, associated with capital facilities projects to be included in its *Fiscal Years 2027–2032 Capital Improvements Program*.

Services may include the following:

- Design of systems to include HVAC, Plumbing, Controls, and Electrical
- Constructable contract drawings, cost estimates, permit and State submission requirements
- Construction Administration as prime consultant
- Existing conditions surveys and recommendations

Submissions must contain:

- A formal letter of intent under the firm's letterhead, the primary contact for the firm, years in business, detailed staffing, and a statement
- A Good Standing Certificate from the State of Maryland
- A current form SF-330 emphasizing the firm's experience on relevant projects, including resumes of key personnel
- Description of the design of K-12 mechanical systems located in the Washington, D.C. metro area.
- Confirmation that no officer, director or owner thereof is currently debarred pursuant to an established debarment procedure from bidding or contracting by any public body, agency or another state or agency of the federal government.

Selection of consulting firms will occur in May 2026 for a one-year period. MCPS reserves the right to extend the contract for up to three additional one-year terms. Requests for proposals will be distributed to prequalified consultants for each project separately.

Additional information highlighting the firm's capabilities to provide the required technical, administrative, and management services may be included and bound with the technical offer. Submissions shall include resumes of key personnel and project experience with the current firm only.

Minority business enterprises are encouraged to respond to this solicitation notice.

Consultants shall transmit submissions electronically via email to Ms. Myrna E. Clegg at [Myrna\\_E\\_EranieClegg@mcpsmd.org](mailto:Myrna_E_EranieClegg@mcpsmd.org) with a copy to [Construction@mcpsmd.org](mailto:Construction@mcpsmd.org) no later than **April 30, 2026**. Questions should be submitted to the same contact by email only.

MCPS reserves the right to require that the engineering 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.

Ms. Shiho C. Shibasaki, AIA  
Facilities Architect  
Division of Facilities Management