

MONTGOMERY COUNTY PUBLIC SCHOOLS
DIVISION OF FACILITIES MANAGEMENT
45 West Gude Drive, Suite 4000
Rockville, Maryland 20850

ADDENDUM #1
September 8, 2025

This addendum is supplementary to the solicitation dated September 4, 2025. The purpose of this addendum is to correct the inconsistency in the due date of the letters of interest.

REQUEST FOR LETTERS OF INTEREST
Design-Build Team Selection Process
East County Early Childhood Center Renovations

Montgomery County Public Schools (MCPS), Division of Facilities Management, Department of Planning and Construction, is soliciting letters of interest from firms with experience in providing design-build services for the proposed East County Early Childhood Center, to be located at the existing Burtonsville Elementary School, 15516 Old Columbia Pike, Burtonsville, Maryland 20866.

The East County Early Childhood Center will utilize the existing Burtonsville Elementary School, which will be converted to serve Preschool Education Program (PEP) and Pre-K students ages 3 to 5. When complete, the new enrollment capacity will be 420 students. The construction will be completed in two phases, and the existing Burtonsville Elementary School facility will be occupied during construction. The targeted start date for construction is June 2026, and the planned substantial completion is July 2027.

Letters of Interest (no more than 3–5 pages) shall be delivered to the Division of Facilities Management no later than 5:00 p.m., **September 18, 2025 (corrected date)**. The schedule for this process is as follows.

Request for Letters of Interest	September 5, 2025
Letter of Interest Due	September 18, 2025
Issue Request for Proposals	October 1, 2025
Pre-Proposal Meeting and Site Visits	October 8, 2025
Requests for Information Due	October 15, 2025
Proposals Due	October 31, 2025
Interviews	November 5, 2025
Award by Board of Education	December 11, 2025

Interested firms should submit the following within the Letter of Interest:

1. Clearly identify the proposed design and construction entities that make up your team, who is leading the project, and describe your legal structure (i.e.: joint venture, etc.). Include a brief statement detailing your team's profile (for both "design" and "build").
2. Provide the team's vision of what, beyond purely functional issues, constitutes the essence of this type of facility. Discuss key issues important in the design and construction of a project of this type.
3. Outline your design-build methodology for this project and the value your team provides to the project.

The Letter of Interest must state the name, phone number, and e-mail address of the person who is the primary point of contact to provide further information regarding the submission.

Requests for Information (RFIs) should be submitted to Daniel D. Lee, AIA, at Daniel_D_Lee@mcpsmd.org. There will be no individual responses to RFIs. All responses will be issued by an addendum to this solicitation.

Minority Business Enterprise firms are encouraged to respond to the solicitation.

The Design-Build Selection Committee will use the responses to this solicitation to identify interested firms to receive the Request for Proposals (RFP) on or about October 1, 2025. Provided the submissions are complete, per this request, all interested parties will receive the RFP. After reviewing the RFP responses several short-listed firms will be selected for interviews. Interviews are tentatively planned for November 5, 2025. The final selection will be made after the interviews are completed.

MCPS reserves the sole right, without incurring any liability, to change any aspect of the proposed procurement described above, including the right not to proceed with the procurement and/or the right to proceed in a different manner or on a different timeline than as described above.

MCPS reserves the right to waive any informality in any or all proposals, and to reject or accept any proposal or portion thereof. It is the intent of MCPS to identify the firm that can best meet the demands of the project while providing the best value and ensuring success. **The dates listed are target dates established by MCPS. MCPS reserves the right to modify the dates as it deems necessary.**

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