

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

ADDENDUM #1

**REQUEST FOR QUALIFICATIONS
CIVIL ENGINEERING CONSULTING SERVICES**

JULY 27, 2026

This addendum is supplementary to the solicitation dated July 16, 2026, and becomes a part of the request for qualifications and contract documents.

This addendum consists of two (2) pages and includes responses to Requests for Information.

Question: We had a question regarding the certificate of good standing. Will a screenshot suffice the requirement?

Response: A screenshot is acceptable, provided that verification that the status certificate has been requested is also included.

Question: The RFP states "submission shall include resumes of key personnel and project experience with the current firm only." We understand that project samples made part of Section F of the SF 330 must be limited to projects performed by the firm submitting the proposal. However, Section E of the SF 330 resume template allows key personnel to include projects completed while employed by other firms to demonstrate their individual qualifications and experience. Could Montgomery County Public Schools confirm that key personnel resumes may include projects completed while employed by another firm, provided those projects are presented solely as examples of the individual's experience and not as experience of the submitting firm?

Response: Under Section E, it is acceptable to include examples of projects which key personnel completed while employed by another firm, as long as the projects are specifically identified as such. These projects will not, however, carry any weight in the overall evaluation of the firm's capabilities, but only the individual's capabilities.

Question: Would you please provide the scoring rubric or evaluation criteria that will be used to assess submissions?

Response: Submissions will be evaluated based upon the following criteria:

- Complete, fully responsive submission with mandatory information (10 points)
- Company background and capabilities, including experience with Washington Suburban Sanitary Commission, Montgomery County Department of Permitting Services and Department of the Environment, Washington Gas, other regulatory agencies (30 points)
- Project-specific experience with references (30 points)
- Professional Staffing, Key Personnel, Licensing/Credentials, and Capacity (30)

Question: The RFQ requests "Reference projects completed by the firm to include reference contacts." Can MCPS confirm that this information may be provided within the SF330 Part I, Section F project profiles and does not require a separate references section?

Response: Confirmed. This information may be provided within the SF330.

Question: Can pictures be included in SF330 Part 1 Sections F and H?

Response: Photographs may be included.

Question: Is there a page limit for section H of the SF330 Part 1? The RFQ states that "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." Can MCPS confirm that this information may be provided within SF330 Part I, Section H (Additional Information)? Is SF330 Part 1, Section H (Additional Information) limited to the standard 10 pages for this RFP?

Response: SF330, Part 1, Section H is the appropriate location for additional information highlighting the firm's capabilities. Providing it elsewhere in the submission would not be a reason to find a submission non-responsive. There is no page limit for this, but a reasonable number of pages (10) would provide representation of the firm's capabilities.

Question: Given that the RFP was issued on July 16 and proposals are currently due on July 31, could you please advise whether an extension to the proposal due date is being considered?

Response: In order to submit the list of recommended firms to the Board of Education for approval in a timely manner, this proposal due date cannot be extended.

Question: May a firm submit as the prime consultant with named subconsultants? If so, should each subconsultant provide a Maryland Good Standing Certificate and the applicable SF 330 information? Will prequalification apply only to the prime consultant, or may the subconsultant team be modified when proposals are requested for individual projects?

Response: It is the requirement of Montgomery County Public Schools (MCPS) that the submitting firm have the in-house capability for most, if not all, required services. If there is a future project with a specialized service required, this would be addressed at the time.

Question: Is MCPS seeking to prequalify a fixed number of firms? Which firms are currently prequalified or under contract with MCPS to provide these services?

Response: MCPS is not seeking to prequalify a fixed number of firms. The following firms are the most recently prequalified firms: A. Morton Thomas and Associates, Inc.; Adtek Engineers, Inc.; Clark|Azar & Associates, Inc.; Kim Engineering, Inc.; Macris, Hendricks, & Glascock, P.A.; McCrone; Sheladia Associates, Inc.

Question: Would MCPS consider the experience of our proposed team members, or does the firm need to have completed projects under its current company name to qualify?

Response: Only projects completed by the submitting firm will be considered for this purpose.

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