

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
ARCHITECTURAL SERVICES**

January 23, 2026

This addendum is supplementary to the solicitation dated January 9, 2026, and becomes a part of the request for qualifications and contract documents.

This addendum consists of a total of five (5) pages.

- The following four pages include responses to all Requests for Information received.
- Due to the anticipated inclement weather next week, the RFQ proposal due date has been extended to **February 3, 2026, at 2:00 pm**. Proposals need to be submitted either by hand delivery or by mail in accordance with the RFQ requirements. No email submissions are accepted.

END OF DOCUMENT

MCPS RFQ FOR ARCHITECTURAL SERVICES - RFI

#	Question	Response
1	<p>On this morning's pre-proposal meeting, it was mentioned that this RFP is for architectural services only and no subconsultant qualifications (MEP, Civil, Structural, etc) will be reviewed. Please confirm.</p> <p>There was also mention of a MEP services on-call that will be released at a later date. Are you able to share when to expect that RFP to be released?</p>	<p>This RFQ is for architectural services only, and no sub-consultant qualifications will be reviewed or evaluated.</p> <p>No date for RFQ for MEP services is established yet.</p>
2	<p>I just wanted to confirm per the meeting that no engineering consultants will be required for our submission and that you are only seeking architectural services at this time.</p> <p>I also wanted to seek clarification on the Certificate of Good Standing. My firm submitted our request for this certificate this morning. If we don't receive the completed certificate in time for the proposal submission deadline, will our application for the certificate suffice to meet that requirement in the meantime?</p>	<p>Engineering consultant's qualifications will not be reviewed or evaluated as part of this RFQ.</p> <p>Providing proof of submitting an application for the certificate is sufficient to meet the requirement; however, the certificate must be issued and received by MCPS before proceeding with the execution of the actual project contracts.</p>
3	<p>Are you requesting that Offerors provide resumes for proposed consultants, or would you prefer that we identify consultants we intend to use? We ask for clarification, as the RFP also requires agreement that no less than 10% of the total value of work be performed by MBE/WBE firms.</p> <p>On page 5 of the RFP, Section 3.2B you state you are asking for work samples to be 1 - 2 pages max. Are you requesting us to have all project examples on 1 to 2 pages? Or are you requesting that each project sheet example should be 1 to 2 pages max?</p>	<p>Consultant qualifications will not be evaluated as part of this RFQ. MBE/WBE participation will be reviewed during the RFP evaluation for individual projects.</p> <p>All work samples shall be consolidated into 1-2 pages, but not to exceed a total of 2 pages, and shall include examples of 5-10 previously completed projects.</p>
4	<p>Section 3.2B notes that the work samples should be 1-2 pages max. Can you confirm that this means that each project example (of the 5-10) should be 1-2 pages?</p> <p>Please confirm that only the architect's qualifications are required at this time.</p>	<p>All work samples shall be consolidated into 1-2 pages, but not to exceed a total of 2 pages, and shall include examples of 5-10 previously completed projects.</p> <p>Only the architect's qualifications are reviewed.</p>
5	For the Montgomery CPS RFQ for Architectural Services, in Category 1, can we include study experience as examples?	All work samples that can be relevant to future projects will be reviewed, including study experiences.
6	<p>Can the district please supply a sample copy of its standard form agreement/AIA contract?</p> <p>Can the district please clarify whether proposers must submit separate proposals for each project category, or if one consolidated proposal responding to both Special & Major Projects will suffice?</p> <p>Can the district please clarify if it has an in-house security consultant?</p>	<p>AIA Document B101-2007 Standard Form of Agreement between Owner and Architect/Engineer, as modified by MCPS or AIA Document B132-2009 Standard Form of Agreement between Owner and Architect/Engineer, Construction Manager-Adviser 2009 Edition as modified by MCPS are not available currently.</p> <p>If responding to both categories, two separate submissions are required. Each submission shall clearly identify the category it represents for review and evaluation.</p> <p>Security consultant qualifications will not be reviewed or evaluated as part of this RFQ.</p>
7	Should resumes be included in the Company Background Key Personnel 3.3A?	The resumes shall be included in the Key Personnel 3.3A.
8	Could you please provide attendance list for the pre-proposal meeting?	The attendant list for the Pre-Proposal Meeting is not available to share with Offerors.
9	<p>1. Who do we address the letter of transmittal to?</p> <p>2. Understanding that a full formal SF 330 format submission is not required, may we utilize the project example SF 330 format that we already have on file from prior submissions mixed with other aspects of our submission in non-SF 330 formatted text documents? We would still follow the order of requested documentation in the RFQ.</p>	<p>The letter of transmittal shall be addressed to Shiho Shibusaki.</p> <p>All work samples shall be consolidated into 1-2 pages, but not to exceed a total of 2 pages, and shall include examples of 5-10 previously completed projects.</p>

10	<p>QUESTION/INQUIRY #1: RFQ – Sub-consultant Identification Should firms identify and list proposed sub-consultants at the RFQ stage, or is this information expected at a later phase of the procurement process?</p> <p>QUESTION/INQUIRY #2: Resumes Are firms permitted to submit up to two (2) pages per resume for key personnel?</p> <p>QUESTION/INQUIRY #3: Page Size Are 11 x 17-inch pages permitted within the proposal submission?</p> <p>QUESTION/INQUIRY #4: Proposal Length Is there a total page limit for the proposal beyond any section-specific limits identified in the RFQ?</p> <p>QUESTION/INQUIRY #5: Hard Copy Submission – Organization Are tabs, dividers, or section bookmarks permitted in the hard copy submission?</p> <p>QUESTION/INQUIRY #6: Formatting Standards Is there a preferred font size, margin requirement, or formatting standard that firms should follow for the proposal?</p> <p>QUESTION/INQUIRY #7: Electronic Submission Requirements For the electronic copy requirement, should the submission be provided via USB, email, or another electronic platform?</p>	<p>Sub-consultant qualifications will not be reviewed or evaluated as part of this RFQ; therefore, a list of proposed sub-consultants is not required.</p> <p>Resumes for key personnel may be submitted at up to two pages per individual.</p> <p>There is no limitation on the size or format of hard copy proposals. However, the electronic copy must be provided in PDF format only.</p> <p>There is no total page limit for the proposal; however, proposals will be reviewed and evaluated solely based on the qualification criteria identified in this RFQ.</p> <p>There is no limitation on the size or format of hard copy proposals.</p> <p>The electronic copy must be provided in the PDF format only.</p> <p>The electronic copy of the proposal shall be submitted via USB. Submissions provided by email or through file-sharing links will not be accepted.</p>
11	<p>1. For subconsultants, does the Government require that we list the anticipated subconsultants only, or should we also include qualifications and supporting information for each subconsultant?</p> <p>2. For key personnel, would you prefer a brief listing of names and qualifications or the inclusion of more formal resumes?</p> <p>3. For RFPs requiring engineering services, do the architectural sub consultants need to be assembled from a list of MCPS pre-qualified engineering firms, or is the architecture firm free to assemble its own team?</p>	<p>Sub-consultant qualifications will not be reviewed or evaluated as part of this RFQ; therefore, a list of proposed sub-consultants is not required.</p> <p>Resumes for key personnel may be submitted.</p> <p>For RFPs requiring engineering services, sub-consultants do not need to be assembled from a list of prequalified engineering firms. The architectural firm will propose a team of sub-consultants of various disciplines.</p>
12	<p>It was stated in the pre proposal meeting that an RFP for a specific project would be issued to a single pre qualified architect for Category 1 projects. It was also stated that an RFP for a specific project would be issued to up to 3 pre qualified architects for Category 2 projects. These three firms will submit a response to the RFP and may be interviewed.</p> <p>Q- Will there be a fee component of the evaluation process for any specific Category 2 RFP? If so, what would be its weight in the evaluation?</p> <p>Q. Kindly clarify whether proposals are required to be hand delivered or if mailing them is acceptable.</p>	<p>The evaluation criteria for the subsequent RFP will be provided at the time the RFP is issued.</p> <p>Proposals shall be submitted either by hand delivery or by mail in accordance with the RFQ requirements. Offerors are solely responsible for ensuring the timely delivery of their submissions.</p>

13	<p>1. If a firm provides architecture services, but not other disciplines such as MEP, do we need to show our capabilities with other firms that do provide those disciplines at this time?</p> <p>2. Please confirm that only architectural experience are being requested at this time.</p> <p>3. Please confirm if you are requiring labor rates or other financial documents for this proposal at this time.</p> <p>4. Please confirm if key personnel to be identified and resumes need to be provided in the proposal package or only after being awarded.</p> <p>5. Can an extension be provided to adequately reflect responses to the RFIs since the proposal deadline is within 8 business days from today?</p> <p>6. Is there a specific MBE reporting format required for this phase? Is MDOT MBE certification of Architectural firm sufficient?</p>	<p>All architectural firms are expected to have the capability to coordinate with any and all disciplines as required for the various project types. However, the qualifications of sub-consultants will not be reviewed or evaluated as part of this RFQ.</p> <p>This RFQ is soliciting architectural services only; therefore, experiences and qualifications will be reviewed and evaluated solely with respect to the architectural services requirements outlined in the RFQ.</p> <p>Submission of labor rates, fee schedules, or other financial information is not required for this RFQ.</p> <p>Provide key personnel information in accordance with Section 3.3A, Key Personnel. No specific format is required.</p> <p>Due to the anticipated inclement weather next week, the proposal due date has been extended to February 3, 2026, at 2:00 pm.</p> <p>Submission of the architectural firm's MDOT MBE certification is sufficient to meet the requirements of this RFQ.</p>
14	<p>1. Please confirm whether the offeror must include sub-consultants listed on page 4 of the RFP (civil, structural, MEP, Life Safety) as part of the proposal due on 1/29, or are the qualifications to be of the offeror's only?</p> <p>2. Can the 5-10 previous completed work projects be design complete or do they have to be construction complete? Please clarify.</p> <p>3. Shall the electronic copy be emailed or provided on a thumbdrive? If emailed, to whom shall it be emailed to?</p> <p>4. Where can we find the answers to our questions once submitted? Please provide a link.</p>	<p>This RFQ is for architectural services only, and no sub-consultant qualifications will be reviewed or evaluated.</p> <p>Completed projects are preferred. However, work experience that demonstrates the firm's capabilities and qualifications for the applicable category shall be included in the work samples. This may include projects completed through the design phase and projects currently under construction.</p> <p>The electronic copy of the proposal shall be submitted via USB. Submissions provided by email or through file-sharing links will not be accepted.</p> <p>All addenda and clarifications will be posted on the MCPS website and the eMaryland Marketplace.</p>
15	<p>1. Can you please confirm that feasibility studies will be accepted under the Special Projects category?</p> <p>2. Can you please confirm that item 3.2B "previous completed work projects" includes projects where design is complete, but may be under construction?</p>	<p>Feasibility studies may be included as part of the work samples. However, MCPS reserves the right to issue a separate RFP for future feasibility studies, if applicable.</p> <p>Completed projects are preferred. However, work experience that demonstrates the firm's capabilities and qualifications for the applicable category shall be included in the work samples. This may include projects completed through the design phase and projects currently under construction.</p>
16	<ul style="list-style-type: none"> When you refer to "ten percent of the value of work under this RFQ performed by minority- or women-owned business firms" should the prime consultant's qualifications count toward that 10%, or is the requirement calculated solely based on work performed per subconsultants? Do we need to submit the list of subconsultants and their qualifications at this stage, or is it sufficient to submit only the A/E firm's qualifications, with the required subconsultants identified later (if awarded) per a project-by-project basis? 	<p>The prime consultant's qualifications count toward the 10% of MBE/WBE.</p> <p>Sub-consultant qualifications will not be reviewed or evaluated as part of this RFQ; therefore, a list of proposed sub-consultants is not required.</p>

17	<p>1. Can we submit one proposal for more than one category, if we clearly state it in the proposal cover, Form and letter? on the cover and letter or, do we need to submit a proposal for each separate category?</p> <p>2. Can project experience that is similar and nearly completed or where design is nearly completed be considered as relevant work projects? Please see RFQ reference below.</p> <p>3.2B 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 on MCPS and similar public projects, especially budget and schedule performance.</p>	<p>If responding to both categories, two separate submissions are required. Each submission shall clearly identify the category it represents for review and evaluation.</p> <p>Completed projects are preferred. However, work experience that demonstrates the firm's capabilities and qualifications for the applicable category shall be included in the work samples. This may include projects completed through the design phase and projects currently under construction.</p>
18	Please confirm that, as stated in Section 3.2B on page 5, the "1-2 pages maximum" for work samples is intended to be per project?	All work samples shall be consolidated into 1-2 pages, but not to exceed a total of 2 pages, and shall include examples of 5-10 previously completed projects.