

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

**RFP #9810763 REQUEST FOR QUALIFICATIONS
CIVIL ENGINEERING CONSULTANT SERVICES**

Montgomery County Public Schools (MCPS) is soliciting the submission of qualifications for civil engineering firms, associated with MCPS facilities projects.

Services may include the following:

- Site civil engineering services on an as-needed basis
- Site and infrastructure engineering design and analysis
- Site grading and earthwork analysis
- Roadway/Utility infrastructure design and analysis
- Various site improvement engineering design, analysis, consultation (for example, improved access, ADA accessibility, turf field conversion)
- Regulatory permit processing, coordination, close-out
- Construction observation and administration

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 outlining the firm's scope and capabilities
- 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
- Reference projects completed by the firm to include reference contacts
- 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 August 2026 for a two-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 with a copy to Construction@mcpsmd.org no later than **4:00 p.m., July 31, 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.

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