

BOARD OF EDUCATION OF HOWARD COUNTY
INVITATION TO ARCHITECTS AND CONSTRUCTION MANAGER AGENTS
Solicitation # P6030.20.B4

Invitation to architects and construction manager's agents to submit an expression of interest in the award of design and management services for forthcoming capital projects required to implement the School Construction Program, as listed in the FY 2020-Board of Education (Board) Approved Budget, dated June 6, 2019. Capital projects are any physical betterment or improvement and any preliminary studies and surveys relative thereto, including, but not limited to, any property of a permanent nature, and equipment needed in connection with such improvement when first erected or acquired. The purpose of this solicitation is to establish a pool of architects and construction manager agents (CM) from all responses received. All responses from competent and experienced architect and CM firms in the region will be considered. A pool of professional firms, selected and pre-approved, will be established to perform services for a period of three years, with two (2) one-year potential extensions. The Board of Education authorizes, in accordance with Policy 6030 the use of an architect and CM pool to be used for the selection of qualified professionals for most projects (The policy may be viewed on the Howard County Public School System website, www.HCPSS.org). All questions shall be directed, to Mr. Washington, the Director of Capital Planning and Construction at scott_washington@hcpss.org (410)313-6807, in writing, no later than 2:00 P.M., July 8, 2019.

Applicants for the architect and/or CM services of capital improvement projects must submit one response of interest in the form of U.S. Government Standard Form 330 for each type of service to be provided and will be screened and evaluated accordingly. Designation of the pool and selection of professionals for specific projects will occur through the following process:

- a) Notice of opportunity to be considered for inclusion in the pool
- b) Review of submitted expressions of interest to identify pre-qualified applicants
- c) Dissemination of RFP documents to the selected pre-qualified applicants for the final selection phase of the approved pool of providers.
- d) Interview of pre-qualified applicants
- e) Selection to pool
- f) Recommendation of professional firm to specific capital improvement project

Existence of the pool does not preclude the Howard County Public School System from contracting with additional architect and CM firms for projects as needed. Therefore, the Superintendent may recommend a waiver of the procurement process to the Board when that waiver is considered to be in the best interest of the school system.

Interested firms should demonstrate experience designing and/or managing similar sized K-12 new construction and renovation projects, a strong background in working with educators and community planning groups, and excellent writing skills. The following additional criteria will be used to rank applicants:

- LEED or Sustainable Design certification and experience,
- Project Management certification and experience,
- Information Technology and Telecommunications design experience,
- Building Information Modeling design experience,
- Quality Assurance and Safety Management experience.

The Director of Capital Planning and Construction shall conduct a pre-qualification evaluation within 30 days of the submittal deadline date and forward a list of qualified firms to be considered for selection by the selection committee.

The selection effort will seek to balance the work between firms which have performed well for the school system on past projects and other qualified architects and construction management firms.

By submitting a proposal, your firm hereby agrees and understands that if selected as one of the approved Architect and/or Construction Manager Agents for our School Construction pool of providers, your firm will sign the standard

Howard County Public Schools contract for each future project that HCPSS elects to assign to your firm. A copy of the Howard County Public Schools standard AIA-B132 Architect Contract and Standard AIA-C132 Construction Manager Contracts will be attached to the RFP.

Howard County Public Schools reserves the right to make future modifications to these contracts, as it deems necessary.

Deadline for submittal is 12:00 p.m. on July 12, 2019.
Expressions of interest and submittal of SF 330 are to be sent to:

Scott W. Washington, Director of Capital Planning and Construction
Howard County Public School System
9020 Mendenhall Ct. Suite C
Columbia, MD 21045
(410)313-6807