

CONSULTANT SERVICES
REQUEST FOR QUALIFICATIONS
BUILDING AUTOMATION SYSTEMS DESIGN

Montgomery County Public Schools (MCPS) is soliciting the submission of qualifications of various professional consultant firms for building automation systems design. This work is associated with capital facilities projects to be included in its Fiscal Year 2023-2028 Capital Improvements Program.

Selection of firms will occur in August 2023 for a one-year period. MCPS reserves the right to extend the contract for up to three additional one-year terms. Selection procedures will be applied to each project separately.

Submissions must contain:

- A formal letter of intent under the firm's letterhead to include a primary point of contact, and
- A current form SF-330 emphasizing the firm's experience on similar projects.

Additional information highlighting the firm's capabilities to provide the required technical, administrative, and management services may be included. Submissions shall include resumes of key personnel and project experience of the current firm only. Experience with K-12 projects preferred.

Minority business enterprises are encouraged to respond to this solicitation notice.

Consultants shall submit qualifications, no later than August 11, 2023, via email to Ms. Coressa C. Holt, fiscal assistant, Division of Design and Construction, at Coressa_C_Holt@mcpsmd.org, with a copy to Ms. Myrna E. Clegg, fiscal assistant, Division of Design and Construction, at Myrna_E_EranieClegg@mcpsmd.org.

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