REQUEST FOR QUALIFICATIONS
PROFESSIONAL CONSULTING SERVICES
ARCHITECTURAL AND ENGINEERING SERVICES

HARFORD COUNTY PUBLIC SCHOOLS
FOREST HILL ANNEX IMPROVEMENTS
AND
PRINT SHOP RELOCATION

The purpose of this Request for Qualification (RFQ) is to solicit proposals demonstrating qualifications from interested teams to provide full architectural and engineering services for the Forest Hill Annex Improvements and Print Shop Relocation. Selection and ranking shall be based on team composition, BGE Smart Energy Savers experience, project suitability, and negotiated fee.

The successful team will be contracted to confirm the preliminary project budget, provide subsequent project cost estimates through design, coordinate with the Facilities Management Department and administrative personnel, review and develop minimum equipment standards, project phasing and sequencing as part of their full design services. Additional information attached including:

- RFQ detail document
- Floorplans
- Harford County Assessment: Forest Hill Annex

Interested teams should submit six (6) copies of SF254, SF255, SF330 or equivalent government accepted standard forms and an electronic copy via USB flash drive. Please e-mail Missy Valentino at missy.valentino@hcps.org with any questions. The qualifications and responses should be mailed, or hand delivered by 2:00 p.m. local time on Friday, September 23, 2022, to Harford County Public Schools, Division of Planning and Construction, Missy Valentino, 2209 Conowingo Road, Bel Air, Maryland 21015. Please note, our address has recently changed. Late submissions and facsimile transmissions WILL BE CONSIDERED NON-RESPONSIVE AND WILL BE REJECTED. The Board of Education of Harford County Public Schools reserves the right to accept or reject any and all qualifications and to waive any informalities.

Board of Education of Harford County
Dr. Sean W. Bulson
Superintendent of Schools
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PURPOSE

Harford County Public Schools (HCPS) issued this Request for Qualifications for Forest Hill Annex Improvements and Print Shop Relocation.

BACKGROUND

The Forest Hill Annex facility is located at 101 Industry Lane in Forest Hill, MD. It was built in 1960 and comprises 30,315 gross square feet. The site functions as the central food service facility and shipping and receiving for the entire district. There are four separate functions housed at Forest Hill Annex. They are food services, general district receiving and distribution center, elementary science kit assembly, and library services.

SCOPE OF WORK

This project will modify the Forest Hill Annex space to accommodate the existing uses more efficiently as well as accommodate the relocated Print Shop. Currently, the Print Shop is located on the lower level of the A.A. Roberty building. This project would relocate the Print Shop to the Forest Hill Annex building.

The renovations shall meet or exceed all requirements set forth by the State Fire Marshal and any other state or local agency having input, review, and approval authority. All applicable codes and procedures must be addressed. Furthermore, all renovations should follow the guidelines in the HCPS Design Standards.

RELOCATED PRINT SHOP

The Print Shop is the central production location for the district printing needs. This is a full production Print Shop with enterprise level equipment.

GENERAL SCOPE FOR PRINT SHOP

A. Architectural upgrades to include, but not limited to:
   i. Metal studs and drywall partitions
   ii. New frames, doors, and hardware
   iii. Painting
   iv. ACT/ceilings
B. HVAC upgrades to include, but not limited to:
   i. New HVAC equipment
   ii. Ductwork
   iii. Piping
   iv. Insulation
   v. Controls
C. Electrical upgrades to include, but not limited to:
   i. Wiring and connections
   ii. Panels
iii. Breakers  
iv. Disconnects  
v. Lighting & controls  
D. See Appendix C for the proposed conceptual layout for relocated Print Shop.

**FOOD SERVICES**

Food services are administered from the office space on the first floor at the front of the building. Spaces include offices, meeting rooms, and a small test kitchen. In the warehouse area there are large shelves for dry storage, a large walk-in refrigerator, as well as a high-bay deep freezer. All storage spaces have dock access for efficient unloading and loading of trucks.

**GENERAL SCOPE FOR FOOD SERVICES**

A. Architectural upgrades to include, but not limited to:  
i. Metal studs and drywall partitions  
ii. New frames, doors, and hardware  
iii. Painting  
v. Flooring  
v. ACT/ceilings  
vi. Casework  
vii. Replace main entrance storefront and replace windows  
viii. ADA sidewalk  
ix. Re-purpose/abandon non-ADA second floor  

B. HVAC upgrades to include, but not limited to:  
i. New HVAC equipment  
ii. Ductwork  
iii. Piping  
v. Insulation  
v. Controls  

C. Electrical upgrades to include, but not limited to:  
i. Wiring and connections  
ii. Panels  
iii. Breakers  
v. Disconnects  
v. Lighting & controls

**SCIENCE DISTRIBUTION CENTER**

The elementary school science program does not call for a dedicated classroom, therefore the science materials are stored in large plastic kits within each classroom. Forest Hill Annex has a dedicated area for the storage of the materials and the assembly of the kits. The kits are then delivered to the sites using district vans housed at this site.
GENERAL SCOPE FOR SCIENCE DISTRIBUTION CENTER

A. Architectural upgrades to include, but not limited to:
   i. Metal studs and drywall partitions
   ii. New frames, doors, and hardware
   iii. Painting
   iv. Flooring
   v. ACT/ceilings
   vi. Installation of new windows (day lighting)
   vii. Furnishing & installing new enclosed shelving system to store materials

B. HVAC upgrades to include, but not limited to:
   i. New HVAC equipment
   ii. Ductwork
   iii. Piping
   iv. Insulation
   v. Controls

C. Electrical upgrades to include, but not limited to:
   i. Wiring and connections
   ii. Panels
   iii. Breakers
   iv. Disconnects
   v. Lighting & controls

MEDIA PROCESSING CENTER

This area houses library services personnel along with testing materials storage. This also houses the professional library. The testing materials are not in a vault, but a lockable closet.

GENERAL SCOPE FOR MEDIA PROCESSING CENTER

A. Architectural upgrades to include, but not limited to:
   i. Metal studs and drywall partitions
   ii. New frames, doors, and hardware
   iii. Painting
   iv. ACT/ceilings

B. HVAC upgrades to include, but not limited to:
   i. New HVAC equipment
   ii. Ductwork
   iii. Piping
   iv. Insulation
   v. Controls

C. Electrical upgrades to include, but not limited to:
   i. Wiring and connections
   ii. Panels
   iii. Breakers
iv. Disconnects  
v. Lighting & controls

WAREHOUSE

The main warehouse space of this facility is used for receiving and storage of district materials. Examples include office paper supplies and custodial supplies. Materials are stored on high shelving that may require the use of forklifts. From this location, materials are received and shipped out to the other facilities in the district in either vans or trucks. The warehouse area does not have sprinkler coverage.

GENERAL SCOPE FOR THE WAREHOUSE

A. Architectural upgrades to include, but not limited to:
   i. New frames, doors, and hardware
   ii. Painting
   iii. ACT/ceilings
   iv. Flooring

B. HVAC upgrades to include, but not limited to:
   i. New HVAC equipment
   ii. Ductwork
   iii. Piping
   iv. Insulation
   v. Controls

C. Electrical upgrades to include, but not limited to:
   i. Wiring and connections
   ii. Panels
   iii. Breakers
   iv. Disconnects
   v. Lighting & controls

SUBMITTAL FORMAT

SUBMISSION REQUIREMENTS

- Transmittal letter
- Table of contents
- Summary of scope of services to be provided
- Understanding of the project
- Examples of relevant experience
- References
- Qualifications/Experience of Project Team
EVALUATION AND SELECTION PROCESS

The selection process for this project will be based on an evaluation of qualifications. An Evaluation Committee made up of six (6) to nine (9) members of identified stakeholders shall be determined by HCPS. The stakeholders may include personal from Planning & Construction, Facilities Management, Food & Nutrition, and Purchasing. The process will involve the following:

1. Distribution of the Request for Qualifications
2. Collection of required documentation from interested parties
3. Schedule and conduct of interviews with selected firms
4. Negotiate fee proposal with top-ranked firm
5. Recommendation of selected firm to the superintendent of schools
6. Approval of contracts by Board of Education

EVALUATION CRITERIA FOR PROPOSALS

The Evaluation Committee will review and evaluate the proposals submitted based on the elements listed below. The scores from all committee members will be tallied; the top firms will be selected and notified of the interview process. Firms not selected will be advised of their status. HCPS reserves the right to reject any and all proposals and/or to waive any minor informalities.

- Completeness and composition of submission
- Project Team composition
- Experience including but not limited to:
  - Phased Occupied Renovation
  - BGE Rebate
- References

EVALUATION CRITERIA FOR INTERVIEWS

The interview process will consist of two (2) parts. The first shall be a presentation by representatives of the selected firm and sub-consultants. The second part will consist of questions developed by the committee. Each firm must be asked the same questions. Follow-up questions are permitted if additional information or clarification is required. The presentation should consist of the following:

- Past performance on similar work
- Special qualifications and experience
- Technical competence/staff qualifications
- Proposed analytical approach

The interview committee shall assess the scores for each firm interviewed. The committee will tally the scores from each member and the final score will be used to rank the firms.

The committee shall enter cost and scope negotiations, with the highest rated firm. If the committee and firm cannot agree upon the scope and cost, the committee will negotiate with the next highest rated firm. This process will continue until a fair and reasonably priced contract can be awarded.
The committee will recommend to the Harford County Superintendent of Schools an award to the responsible proposer whose proposal is determined to be most advantageous to HCPS, considering the factors outlined above.

HCPS reserves the right to terminate negotiation when, in its judgement, negotiations have reached an impasse. The successful offeror will be required to execute a contract with HCPS and the contract will include all the provisions of this RFQ, including conditions, attachments and addenda issued.

**SELECTION PROCESS SCHEDULE**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISTRIBUTION OF REQUEST FOR QUALIFICATIONS</td>
<td>August 25, 2022</td>
</tr>
<tr>
<td>LAST DAY FOR QUESTIONS</td>
<td>September 15, 2022</td>
</tr>
<tr>
<td>SUBMISSION OF QUALIFICATIONS</td>
<td>September 23, 2022</td>
</tr>
<tr>
<td>INTERVIEWS</td>
<td>Week of October 24, 2022</td>
</tr>
<tr>
<td>RECOMMENDATION OF AWARD</td>
<td>December 5, 2022</td>
</tr>
</tbody>
</table>

**SUBMISSION PROCESS**

Interested firms will submit their qualifications **(must provide six (6) hard copies and one (1) electronic copy via USB flash drive)** based upon the specific scope and project descriptions described above. Please submit email missy.valentino@hcps.org with any questions.

**Please note, our address has recently changed.** Packets should be addressed to:

Missy Valentino  
Facilities Planner  
Planning and Construction  
Harford County Public Schools  
2209 Conowingo Road  
Bel Air, Maryland 21015

Qualifications must be received by **Friday, September 23, 2022, by 2:00 p.m.** Facsimile submissions WILL NOT be accepted.
All measurements are approximate, actual dimension may vary.
Harford County Public Schools – Forest Hill Annex

Introduction
The Forest Hill Annex facility is located at 101 Industry Lane in Forest Hill, MD. It was built in 1960 and comprises 30,315 gross square feet. The site functions as the central food service facility and shipping and receiving for the entire district. There are also some ancillary administrative functions that require warehouse space.

Key Findings

Utility:
The facility serves the entire county.

Space:
There were no space shortfalls reported.

Operational Deficiency:
Overall, the facility functions well. The office area that houses the science department supervisor is not in close proximity to the science kit assembly area. There are not enough restrooms for the staff at the facility.

Facility Condition / FCI:
Minor issues were reported for this facility, mostly due to deficiencies in the exterior, and interior systems, therefore the FCI rating is low. The facility has recently had a 3,600 square foot deep freezer installed.

Life Safety:
None
Demographics:

Growth is tied to the geographical area that the school serves. Since the program serves the whole county, the demographic trend is status quo and is aligned with the overall county average.

<table>
<thead>
<tr>
<th>Facility Name</th>
<th>Total Score</th>
<th>Facility Condition</th>
<th>Risks to Life Safety</th>
<th>Space Shortfall / Surplus</th>
<th>Operational Deficiency</th>
<th>Energy Efficiency</th>
<th>Utility</th>
<th>Demographic Trend</th>
<th>County Priority</th>
<th>Real Estate</th>
<th>Fundability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aberdeen High School</td>
<td>38</td>
<td>0.04</td>
<td>Low</td>
<td>13%</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>Growth</td>
<td>Medium</td>
<td>Medium</td>
<td>Medium</td>
</tr>
<tr>
<td>Bakerfield Elementary School</td>
<td>37</td>
<td>0.11</td>
<td>Medium</td>
<td>9%</td>
<td>Low</td>
<td>Medium</td>
<td>Low</td>
<td>Growth</td>
<td>Medium</td>
<td>Medium</td>
<td>Medium</td>
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<tr>
<td>Dublin Elementary School</td>
<td>35</td>
<td>0.14</td>
<td>High</td>
<td>4%</td>
<td>None</td>
<td>Medium</td>
<td>Low</td>
<td>Growth</td>
<td>Medium</td>
<td>Medium</td>
<td>Medium</td>
</tr>
<tr>
<td>Emmorton Elementary School</td>
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<td>Medium</td>
<td>20%</td>
<td>None</td>
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<td>Medium</td>
<td>Growth</td>
<td>Medium</td>
<td>Medium</td>
<td>Medium</td>
</tr>
<tr>
<td>Forest Hill Annex - Food Services/LPC</td>
<td>35</td>
<td>0.11</td>
<td>Low</td>
<td>0%</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>Status Quo / NA</td>
<td>Medium</td>
<td>Low</td>
<td>Medium</td>
</tr>
<tr>
<td>Forest Hill Elementary School</td>
<td>35</td>
<td>0.11</td>
<td>Low</td>
<td>0%</td>
<td>Low</td>
<td>Medium</td>
<td>Medium</td>
<td>Growth</td>
<td>Medium</td>
<td>Medium</td>
<td>Medium</td>
</tr>
<tr>
<td>North Bend Elementary School</td>
<td>33</td>
<td>0.07</td>
<td>Low</td>
<td>16%</td>
<td>Low</td>
<td>Medium</td>
<td>Low</td>
<td>Status Quo / NA</td>
<td>Medium</td>
<td>Medium</td>
<td>Medium</td>
</tr>
<tr>
<td>Fullerton Middle School</td>
<td>33</td>
<td>0.06</td>
<td>Medium</td>
<td>23%</td>
<td>Low</td>
<td>Medium</td>
<td>Low</td>
<td>Status Quo / NA</td>
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<td>Medium</td>
<td>Medium</td>
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<tr>
<td>Edgewood Elementary School</td>
<td>31</td>
<td>0.09</td>
<td>Medium</td>
<td>8%</td>
<td>Low</td>
<td>Medium</td>
<td>Low</td>
<td>Status Quo / NA</td>
<td>Medium</td>
<td>Medium</td>
<td>Medium</td>
</tr>
<tr>
<td>North Harford Middle School</td>
<td>31</td>
<td>0.07</td>
<td>Low</td>
<td>7%</td>
<td>Low</td>
<td>Medium</td>
<td>Medium</td>
<td>Status Quo / NA</td>
<td>Medium</td>
<td>Medium</td>
<td>Medium</td>
</tr>
</tbody>
</table>

Figure 2: Prioritization Tool Results, showing school facilities 41-50
Site and Community

Site Access
The site is located northeast of the intersection of East Jarrettsville Road and Industry Lane. Direct access is from Industry Lane.

Site Layout
This building is situated on a 5.9 acres. There is visitor parking located in front of the site and the rear of the site is gated off after hours. There is a softball diamond on the site which is used by the community.

Site Expansion
None

Operations
There are four separate functions housed at Forest Hill Annex. They are food services, general district receiving and distribution center, elementary science kit assembly, and library services.

Food Services
Food services are administered from the office space at the front of the building. Spaces include offices, meeting rooms, and a small test kitchen.

In the warehouse area there are large shelves for dry storage, a large walk-in refrigerator, as well as a high bay deep freezer. All storage spaces have dock access for efficient unloaded and loading of trucks.
General Receiving and Distribution Center

The main warehouse space of this facility is used for receiving and storage of district materials. Examples include, office paper supplies and custodial supplies. Materials are stored on high shelving that may require the use of fork lifts. From this location, materials are received and then shipped out to the other facilities in the district in either vans or trucks. It should be noted that the warehouse area does not have sprinkler coverage.

Figure 6: Loading Dock

Figure 7: Receiving Area
Science-Kit Assembly

The elementary school science program does not call for a dedicated classroom, therefore the science materials are stored in large plastic kits within each classroom. Forest Hill Annex has a dedicated area for the storage of the materials and the assembly of the kits. The kits are then delivered to the sites using district vans housed at this site.

The science kit supervisor has an office on the second floor in the front of the building. This is not located in close proximity to the assembly area.

Figure 8: Science Kit Area

Figure 9: Science Kit Office Area
Library Services Center

This area houses library services personnel along with testing materials storage. This also houses the professional library.

The testing materials are not in a vault, but a lockable closet.

Figure 10: Professional Library

Figure 11: Testing materials storage
### Facility Organization

<table>
<thead>
<tr>
<th>Facility</th>
<th>Food Services</th>
<th>Science Kit Assembly</th>
<th>Library Processing Center</th>
<th>Distribution Center</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Warehouse</td>
<td>2,859</td>
<td></td>
<td></td>
<td>11,079</td>
<td>13,938</td>
</tr>
<tr>
<td>Science Kit Assembly Area</td>
<td></td>
<td>2,380</td>
<td></td>
<td></td>
<td>2,380</td>
</tr>
<tr>
<td>Office Space</td>
<td>3,858</td>
<td>1,324</td>
<td>1,500</td>
<td>166</td>
<td>6,848</td>
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<tr>
<td>Refrigerator / Freezer Space</td>
<td>4,100</td>
<td></td>
<td></td>
<td></td>
<td>4,100</td>
</tr>
<tr>
<td>Kitchen / Food Prep.</td>
<td>180</td>
<td></td>
<td></td>
<td></td>
<td>180</td>
</tr>
<tr>
<td>Building Support</td>
<td>557</td>
<td>603</td>
<td>200</td>
<td></td>
<td>1,360</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>11,554</strong></td>
<td><strong>4,307</strong></td>
<td><strong>1,700</strong></td>
<td><strong>11,245</strong></td>
<td><strong>28,806</strong></td>
</tr>
</tbody>
</table>

*Figure 9: Site NASF allocation by department*

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**Second Floor**

- **General Warehouse Area**
  - **Food Service Offices**
  - **Library Processing Center**
  - **Science Kit Assembly Area**
  - **Science Kit offices**
  - **Food Service Storage Area**

*Figure 9: Site floor-plan by space type and department.*
Special Requirements
This facility has large refrigeration and freezer units and therefore requires onsite emergency power to keep food cold during a power outage.

Conclusion
Overall the facility meets the needs of the personnel housed there. Continue to provide regular maintenance and address life cycle replacement of components and systems as they come up for renewal. A cost benefit analysis should be conducted to determine the feasibility on installing a fire suppression sprinkler system in the warehouse area.
Consider relocating the library services center to a different location, possibly along with the professional development component of the Center for Educational Opportunity to ether John Archer or the conference center at Harford Community College. Also move the science assembly area to another location within the existing facility. This would create space for a central food production facility to reduce the cost of meal production and increase the quality of food distributed. An example of this efficiency would be bagged lettuce. Lettuce and other salad materials are purchased in pre-bagged packages. A food production area would allow for onsite production and bagging of salads from their raw materials.