

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES
HALL'S CROSS ROADS ELEMENTARY SCHOOL
COMPREHENSIVE ROOF REPLACEMENT**

The Board of Education of Harford County Public Schools (HCPS) requests technical and cost proposals from interested teams to provide full architectural design services for Hall's Cross Roads Elementary School Comprehensive Roof Replacement. Selection and ranking shall be based on understanding the project, qualifications and experience of the project team, relevant experience, client references and price proposal. This proposed project scope will consist of roof replacement of the BUR area(s) indicated on the attached roof plan including the bus canopy and kindergarten annex building. Also included but not limited to, edge metal, flashing, curbs, roof drains, mechanical unit flashing, etc. The Base Bid design will be a 90 mil EPDM roofing system. Add Alternates to include: standing seam metal roof at the gymnasium sloped roof, prep and repaint underside of roof deck in the gymnasium, possible modification to front edge of bus canopy and masonry repairs & repoint per attached Roof Conditions Report dated September 19, 2025. The new roofing system must meet State guidelines and be designed for a 30-year No Dollar Limit Manufacturer's Warranty. The successful team will be contracted to perform limited roofing component verifications, provide project budget, coordinate with HCPS personnel to develop standards and details, project phasing if required, full design services, and full CA services. The original roof, including the kindergarten annex, was re-roofed in 1992. It is a 4-ply BUR, Manville Roofing System. Drawings from the 1992 re-roof are unavailable.

Interested teams should submit six (6) copies of their technical proposal and (1) copy of their cost proposal as outlined in the attached proposal submission document. The qualifications and responses should be mailed, or hand delivered by 3:00 p.m. local time on Tuesday, August 18, 2026, to Mr. Charles Grebe, Division of Planning & Construction of Harford County Public Schools, 2209 Conowingo Road, Bel Air, Maryland 21015. Hand delivered items must be delivered directly to Planning & Construction at the address above. Late submissions and facsimile transmissions **WILL BE CONSIDERED NON-RESPONSIVE AND WILL BE REJECTED**. A site visit will be conducted for interested teams on Wednesday, July 29, 2026, at 9:00 am. 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 as deemed appropriate.

Board of Education of Harford County
Dyann R. Mack, Ed.D.
Superintendent of Schools

Proposal Submission:

This Request for Proposal (RFP) requires a two-part submission. Separate technical and price proposals are to be submitted in sealed envelopes on the date and time stipulated. Six (6) originals of the technical proposal shall be submitted, or hand delivered in a sealed envelope, clearly marked. One (1) original cost proposal shall be submitted, or hand delivered in a sealed envelope, clearly marked.

Evaluation and Selection Process:

The evaluation criteria are set forth below and are intended to be the basis by which each proposal shall be evaluated. This is a two-step evaluation process. Technical proposals and price proposals shall be submitted separately and labeled accordingly.

The supervisor of facilities management of Harford County Public Schools (HCPS) along with the evaluation committee, will review and evaluate proposals submitted. The supervisor of facilities management will recommend the award of the contract as determined by the evaluation committee after taking into consideration all the evaluation criteria. The supervisor of facilities management will award a contract only to the offeror/s determined responsive and responsible, and representing the best value to HCPS based on a final evaluation of both the technical and price proposals.

HCPS reserves the right to reject any and all proposals and/or to waive any minor informalities.

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 RFP, including conditions, attachments and addenda issued.

Evaluation and Selection Process:**1. Evaluation Committee:**

HCPS will establish an evaluation committee who will first review each technical proposal for compliance with requirements, and then score each technical proposal in accordance with the criteria that follows.

2. Evaluation Criteria:

The technical proposal is worth 70% and the price proposal is worth 30% of the evaluation criteria. The technical proposal should address, and will be evaluated upon four (4) categories, each assigned a weight value. These categories are described below in item #3.

3. Technical Proposal (70%):

The technical proposal must be submitted in the format as outlined below. Next to the title is the weight factor assigned to each category.

a. Understanding the Project**(10 Points)**

The proposer shall state, in a concise manner, its interpretation and understanding of the project.

- b. **Qualifications and Experience of the Project Team** **(20 Points)**
The proposer shall designate key staff members assigned to the project and shall provide a résumé for each member. Describe the roles of each team member including sub-consultants in narrative and organizational chart form. Include the day-to-day point of contact for the project.
- c. **Relevant Experience** **(30 Points)**
The proposer shall provide a summary of Maryland Public School experience on roof replacement projects similar in nature and complexity. Provide detailed information on three (3) to five (5) projects completed by your firm in the last five (5) years.
- d. **Client References** **(10 Points)**
Provide contact name, title and phone number of the three (3) to five (5) similar projects completed within the last five (5) years.

4. Price Proposal (30%):

- a. The committee will open and score **only** the price proposals submitted by firms achieving a minimum of 70% of available technical proposal points, or forty-nine (49) points.
- b. The committee will award the full thirty (30) points available to the lowest price proposal. Higher-priced proposals will receive a lower score, prorated from the lowest proposal's thirty (30) point basis.

5. Final Ranking and Selection:

- a. The score for price proposal will be added to the score for the technical proposal for a total score of up to one hundred (100) points. The firm achieving the highest cumulative score is considered the highest rated firm.
- b. The committee may enter into cost and scope negotiations, only 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.
- c. The committee will recommend to the supervisor of facilities management an award to the responsible proposer whose proposal is determined to be most advantageous to HCPS, considering both the technical and price factors outlined above.

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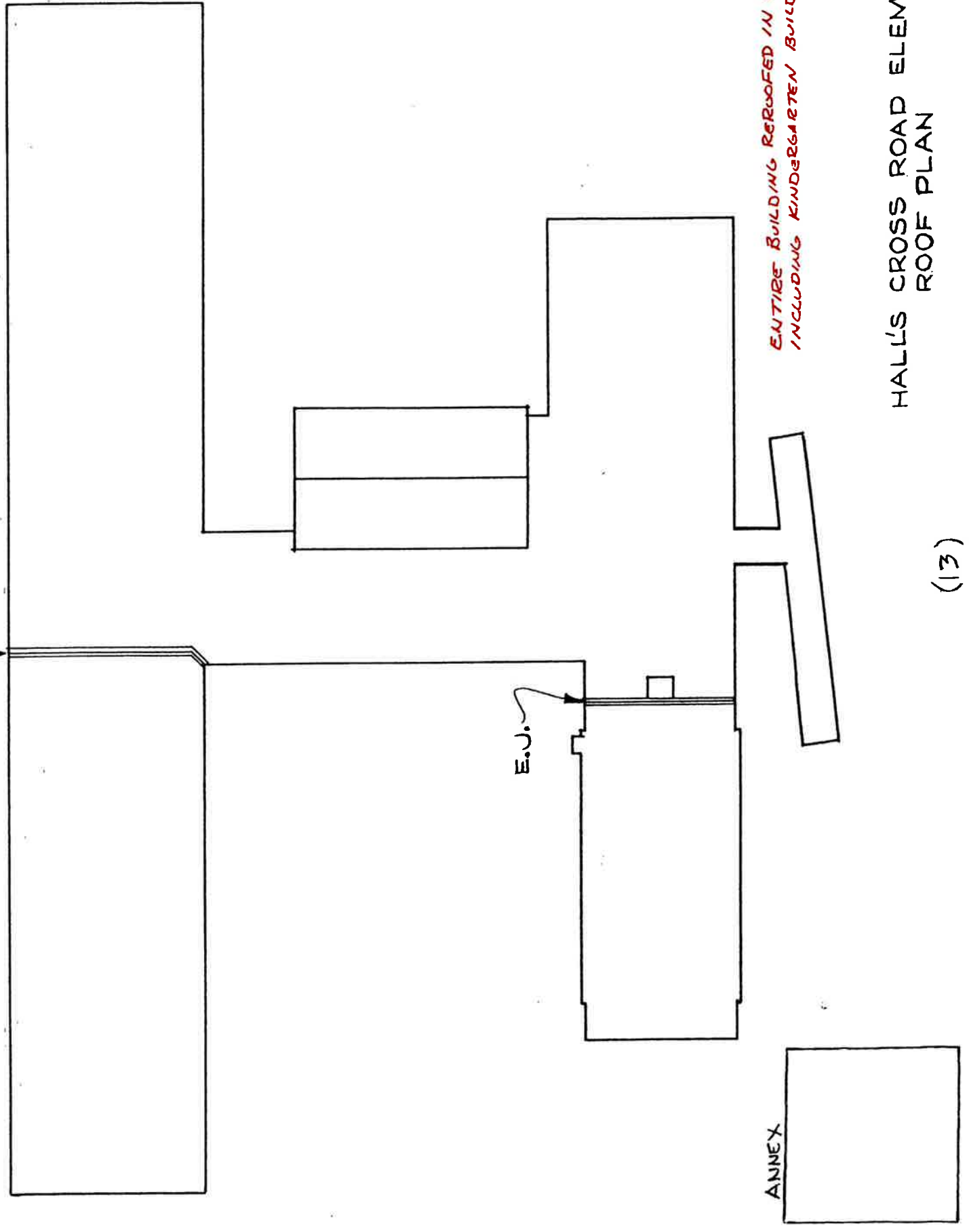
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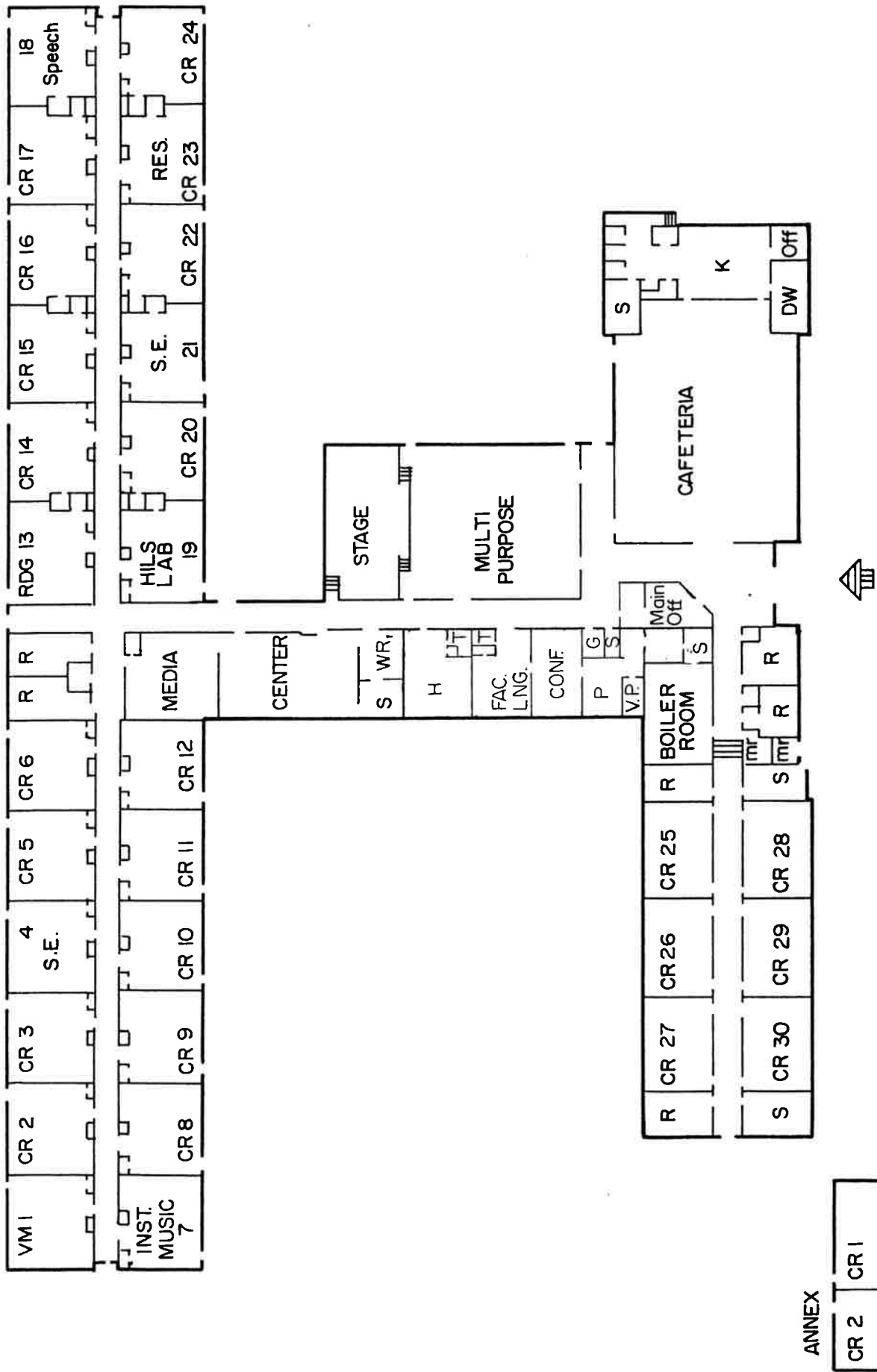
ANNEX

ENTIRE BUILDING REWOOFED IN 1992
INCLUDING KINDERGARTEN BUILDING

HALL'S CROSS ROAD ELEM.
ROOF PLAN

(13)





HALL'S CROSS ROADS ELEMENTARY

Roof Conditions at Hall's Crossroads Elementary School

9/19/25

Hall's Crossroads Elementary School (HXES) in Aberdeen, MD has a mostly flat built-up roof (BUR) that was installed in 1992. The gym and annex building are also BUR of the same age but sloped.

This roof does not leak every rain. Warranted by the manufacturer for 20 years, at 33 years old, it is becoming more of a challenge for maintenance workers to keep that watertightness.



One of the most notable features of HXES's flat roof is that it is very flat. Often called "dead flat" in the roofing industry, this old style of roofing with zero installed taper has fallen out of favor with the use of newer materials and mindsets.



Without any taper to the drains, water lays on the roof. These pictures were taken over 48 hours after the last rain had stopped, so it does indeed meet the industry standard for "ponding water."





Ponding water not only degrades the roof material it also promotes algae growth which can accumulate and clog drains at the next heavy rain.



Drains are one of the first places to leak as roofs age, and about half of the drains on HXES have been re-flashed at least once. The majority of the roof leaks have been from drains. Many of them have been worked on multiple times.



Several repair techniques have been tried over the years. The most recent and promising approach has been to scrape around the target, then apply GacoPatch silicone patcher/coating to the entire area, sometimes encapsulating the ring and pipe connection into a monolithic membrane.



Another typical symptom of aging BUR is deterioration and slumping of base flashing, which has been happening for many years at HXES.



Some of the base flashing repairs are so old that the repairs themselves are starting to deteriorate.



Leak repairs have been made throughout the rest of the roof as well, and many of them are also aging.



One of the frequent re-repairs is the expansion joint that splits the main roof. It has seen a variety of products over the years, in ever growing patches, particularly its termination at the back of the building.



While obviously immune to ponding water, the sloped roofs on the gym and annex building have their own challenges. The stones continually wash down into the gutters. This is not just a hassle for workers to the gutters open, but it exposes the roof membrane (which will be degraded by the sun).



At first, attempts were made to re-adhere the displaced stones onto the roof, but, as the scale of the problem increased, this seemed futile. Instead, at every PM inspection, workers would clean out the gutters and coat over the exposed membrane with aluminizing to protect it. The mix of silver and black seen on the roof illustrates where it has been coated, and where more stones have been lost since it was last coated.





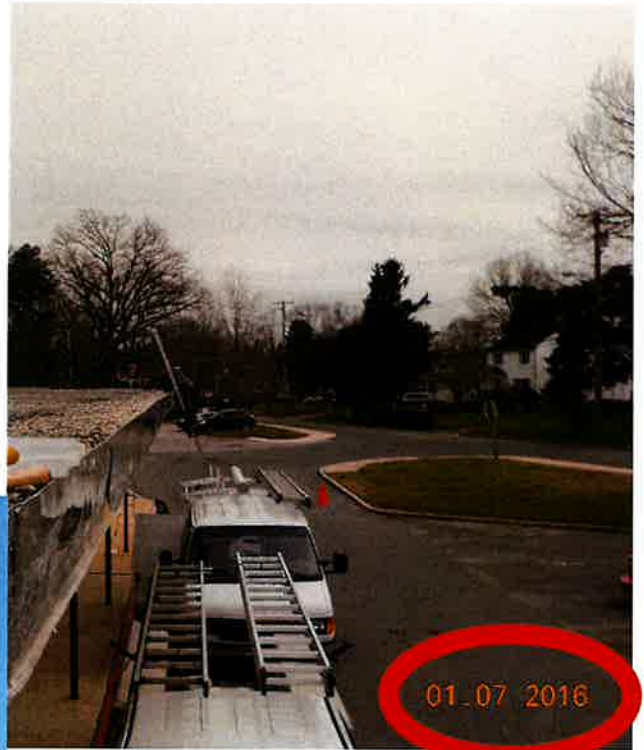
The gym could use a little touch up. Clearly, the annex building is due for a thorough re-coating.



Inside, the gym roof deck has been sloughing its coating. There have not been any roof leaks reported in these areas, but something is happening. Investigation and mitigation should hopefully be included in the reroof project. If there is a problem with the roof deck, it would be better to resolve it before the new roof is installed.



The front canopy has been struck by delivery trucks innumerable times, as it overhangs the sidewalk into the driveway. It has happened (and continues to happen) so frequently that repairs have become demoralized and all but given up on. Raising the canopy just is not feasible. Perhaps, while the roof is being replaced, it could be cut back a foot or two so that it does not hang out into the drive lane?



If the reroof project can include funding for general envelope repairs, masonry needs repointing throughout the building.

