

**ADDENDUM                      No. 1**

**RFP NO.:                      611-012**

**PROJECT TITLE:      Professional Services for  
Facility Planning and Programming**

**SUBMISSION DATE AND TIME: By 3:00 PM on April 26, 2011**

MONTGOMERY COMMUNITY COLLEGE  
Procurement Office  
900 Hungerford Drive  
Room 110  
Rockville, Maryland 20850

**THIS ADDENDUM IS FOR THE FOLLOWING PURPOSES:**

**Item 1-1                      Replacing 4<sup>th</sup> Paragraph, Part 10, Evaluation Criteria, Instructions to  
Offerers on Page 4 to read:**

“(25 points) Demonstrated experience to work with faculty, administrators, and staff in preparing educational facilities plans and programs in higher educational institutions.”

**The following items offer clarifications that do not change any requirements of the Request for Proposal documents.**

**NOTE: Similar requests for information that have been received from different prospective offerers have been grouped under a single addendum item where appropriate, with a single comprehensive answer provided.**

Item 1-2                      The Pre-Proposal Conference attendance sheets are posted on the Office of Procurement website and provided for information purposes only.

Item 1-3                      Q: Does the College see a need for any specific design discipline to be a part of the project team and would the College provide a list of any such disciplines?

A: Depending upon the specific requirements of a future task order, the College would expect additional design disciplines to be represented as a part of the project team. It is the responsibility of the principal firm responding to this solicitation to put together an appropriate team from either in-house or consultant resources that could respond to the College’s future needs. The College expects the responding firms to submit a proposal that best represents its abilities, including those of any appropriate in-house or consultant resources. It will be the responsibility of the successful respondents to provide any and all of the resources required by a particular task order. The College anticipates the successful respondents will need to provide those typical design disciplines necessary to respond to future planning and programming requirements.

Item 1-4                      Q: What is the College anticipating with regard to the need for undertaking “public/private development plans” and performing “alternative financing studies?”

A: These studies and services relate to the College’s anticipated effort to work with potential private development activities particularly on the Germantown Campus. On the

Germantown Campus the College will coordinate its campus planning activities with future private development within the Science & Technology Park.

Item 1-5           Q: Please clarify the definition of student services?

A: Student services are defined broadly and include all of the typical “in-take” functions, for example, admissions, registration, and financial aid, and also such support services as dining, bookstore, and similar retail services. There is also a broad overlap within the College’s organization between student services and academic affairs when it comes to counseling and advising, student life, student governance, and athletics. All of these areas of involvement will fall across this broad dividing line.

Item 1-6           Q: Please confirm that a firm submitting a proposal in response to this RFP will not be precluded from a future design project that may result from its planning and programming work.

A: The successful respondents to this solicitation will not be restricted from responding to any of the College’s future design project solicitations.

Item 1-7           Q: Please confirm the last day for written questions to be submitted to the College for this solicitation?

A: The last day for written questions is the close of business on Friday, April 22, 2011.

Item 1-8           Q: Should we provide hourly rates for all sub-consultant personnel or just the Offerer firm personnel to Qualification Questionnaire Item #5?

A: Please submit hourly rates of Offerer firm’s personnel in the Qualification Questionnaire Item #5. Hourly rates for subcontractors are NOT required to include in the proposal submission.

Item 1-9           Q: Can you confirm our understanding of what you are looking for in response to Question 3 on page 17 of the RFP? For Items a-f, are you looking for answers to the prime and the sub-consultants?

A: Item Nos. a-f of Question 3 apply to the prime and all submitted sub-consultants.

#### **Index of Attachment to Addendum No. 1**

Item issued for informational purposes:

ATTENDANCE SHEETS FROM PRE-PROPOSAL CONFERENCE HELD ON APRIL 11, 2011.

**END OF ADDENDUM NO. 1**

DATE: April 20, 2011

PURCHASING SUPERVISOR: Yu (Judy) Zhu

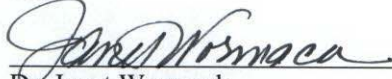
**Receipt acknowledged by return of signed copy with the Proposal Form.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



Dr. Janet Wormack

Director of Procurement

# Montgomery Community College

RFP NO.: 611-012

## PROFESSIONAL SERVICES FOR FACILITY PLANNING AND PROGRAMMING

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# Montgomery Community College

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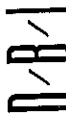
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# Montgomery Community College

Bid No. 611-012

GERMANTOWN, ROCKVILLE AND TAKOMA PARK/SILVER SPRING CAMPUSES

PROFESSIONAL SERVICES FOR FACILITY PLANNING AND PROGRAMMING


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Bid No. 611-012

GERMANTOWN, ROCKVILLE AND TAKOMA PARK/SILVER SPRING CAMPUSES

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
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 glukmire@lukmire.com  
 130 ADMIRAL COCHRANE DRIVE  
 SUITE 102  
 ANNAPOLIS, MD 21401  
 410.573.5322

Package No.		
Package Description:		
Company Name:		
Contact Name:		
Mailing Address:		
City, State Zip Code:		
Telephone Number:		
Fax Number:		
Email Address:		

**BRINJAC**  
 ENGINEERING

**KIRK W. WINKELMAN, RCDD**  
 KWINKELMAN@BRINJAC.COM

114 NORTH SECOND STREET  
 HARRISBURG, PA 17101-1401  
 717.233.4502  
 FAX 717.233.0099  
 WWW.BRINJAC.COM  
**410-584-8435**

CONSULTING ENGINEERS

# Montgomery Community College

Bid No. 611-012


GERMANTOWN, ROCKVILLE AND TAKOMA PARK/SILVER SPRING CAMPUSES

PROFESSIONAL SERVICES FOR FACILITY PLANNING AND PROGRAMMING

## PRE-PROPOSAL CONFERENCE ATTENDANCE SHEET

Monday, April 11, 2011, 10 a.m.  
900 Hungerford Drive, Room 115  
Rockville, MD 20850

Package No.	
Package Description:	
Company Name:	COOPER CARRY
Contact Name:	
Mailing Address:	
City, State Zip Code:	
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**COOPER CARRY**  
Dana Pomeroy, AIA, LEED AP  
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625 NORTH WASHINGTON STREET, Suite 200  
Alexandria, VA 22304  
T 703 519 6152 F 703 519 7127

Package No.	
Package Description:	
Company Name:	
Contact Name:	
Mailing Address:	
City, State Zip Code:	
Telephone Number:	
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Email Address:	

**RICHARD S. SALOPEK**  
AIA  
Principal  
1010 Wisconsin Avenue, NW  
Suite 400  
Washington, DC 20007  
T 202.337.0888  
D 202.625.3134  
M 202.957.5303  
F 202.337.2626  
rsalopek@bowiegridley.com  
bowiegridley.com  
**bowie | gridley | architects**

Package No.	
Package Description:	
Company Name:	A+F ENGINEERS
Contact Name:	
Mailing Address:	
City, State Zip Code:	
Telephone Number:	
Fax Number:	
Email Address:	

**A+F ENGINEERS**  
Structural Consultants  
**Myrofora Anastasi M.S.**  
President  
manastasi@af-engineers.com  
tel: 202.628.1600  
cell: 301.404.2479  
fax: 202.628.1800  
1010 Vermont Avenue NW, Suite 514 Washington, DC 20005

# Montgomery Community College

Bid No. 611-012

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Contact Name:	
Mailing Address:	
City, State Zip Code:	
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**Cho Benn  
Holback +  
Associates  
INCORPORATED**  
100 N. Charles Street  
14th Floor  
Baltimore, MD 21201  
T 410 576 0440  
F 410 332 8455  
www.cbhassociates.com

**Architecture  
Interiors  
Planning**

**David W. Benn**  
Principal, AIA, LEED AP  
dbenn@cbhassociates.com

Package No:	
Package Description:	
Company Name:	
Contact Name:	
Mailing Address:	
City, State Zip Code:	
Telephone Number:	
Fax Number:	
Email Address:	

 **DMS**  
Construction Consulting Services

**TARA SORIANO GLICK**  
CEO/President  
tglick@dmsccs.com

5550 Sterrett Place, Suite 300  
Columbia, Maryland 21044  
Tel +1 410 740 1671 Fax +1 410 740 1677  
www.dmsccs.com

Package No.	
Package Description:	
Company Name:	
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City, State Zip Code:	
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**CANNONDESIGN**

**Tori Abbott**  
Associate  
Marketing Coordinator

T 443.320.4955  
F 410.234.1160

250 West Pratt Street, Suite 2100  
Baltimore, Maryland 21201

tabbott@cannondesign.com  
cannondesign.com

# Montgomery Community College

Bid No. 611-012

GERMANTOWN, ROCKVILLE AND TAKOMA PARK/SILVER SPRING CAMPUSES

PROFESSIONAL SERVICES FOR FACILITY PLANNING AND PROGRAMMING

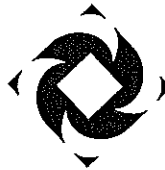
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Monday, April 11, 2011, 10 a.m.

900 Hungerford Drive, Room 115

Rockville, MD 20850

Package No.	
Package Description:	
Company Name:	POTOMAC DEVELOPMENT GROUP
Contact Name:	JEFF PARANA
Mailing Address:	
City, State Zip Code:	
Telephone Number:	703 727 1822
Fax Number:	
Email Address:	J PARANA @ POTOMACDEVELOPMENT.COM

Package No:		<p>www.facilityplanners.com</p>  <p>MEKENZIE M. CARLSON Business Development &amp; Marketing Coordinator</p> <p><b>BRAILSFORD &amp; DUNLAVEY</b> Facility Planners • Program Managers Catalysts for Building Community</p> <p>1140 Connecticut Avenue, NW Suite 400 Washington, DC 20036</p> <p>202.266.3464 - direct line 202.289.4455 - main line • fax: 202.289.6461 e.mail: mcarlson@facilityplanners.com</p>
Package Description:		
Company Name:		
Contact Name:		
Mailing Address:		
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Fax Number:		
Email Address:		

Package No.		<p>BURT, HILL John R. Knickmeyer, AIA, LEED AP</p>  <p><b>Stantec</b></p> <p>Burt Hill, a Stantec Company 1056 Thomas Jefferson Street NW Washington DC 20007 Tel: (202) 339-6884 Fax: (202) 333-3159 john.knickmeyer@stantec.com</p>
Package Description:		
Company Name:		
Contact Name:		
Mailing Address:		
City, State Zip Code:		
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Email Address:		

# Montgomery Community College

Bid No. 611-012

GERMANTOWN, ROCKVILLE AND TAKOMA PARK/SILVER SPRING CAMPUSES

PROFESSIONAL SERVICES FOR FACILITY PLANNING AND PROGRAMMING


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Fax Number:	
Email Address:	



**JK Architects + Associates, Inc.**  
JOHN KIM, AIA  
PRESIDENT  
937-C RUSSELL AVENUE  
GAITHERSBURG, MD 20879  
PHONE : 240.632.2281  
FAX : 240.632.2282  
jkim@jkarchitects.us


Package No:	
Package Description:	
Company Name:	
Contact Name:	
Mailing Address:	
City, State Zip Code:	
Telephone Number:	
Fax Number:	
Email Address:	



*Traffic Engineers & Transportation Planners*  
**Corporate Office: Baltimore**  
Suite H  
9900 Franklin Square Drive  
Baltimore, Maryland 21236  
410.931.6600 fax: 410.931.6601  
1.800.583.8411  
cell: 410.440.9227  
www.trafficgroup.com

**Wes Guckert, PTP**  
President  
wguckert@trafficgroup.com

Package No.	
Package Description:	
Company Name:	
Contact Name:	
Mailing Address:	
City, State Zip Code:	
Telephone Number:	
Fax Number:	
Email Address:	



**CONSTRUCTION COST SYSTEMS, INC.**  
Objectively Managing Building Costs  
**Woodrow "Woody" Sanner**  
4731 Elm Street  
2nd Floor  
Bethesda MD 20814  
301.718.7701  
Cell 240.397.1142  
Fax 301.718.7706  
866.464.4715  
wsanner@ccsos.com  
www.ccsos.com

# Montgomery Community College

Bid No. 611-012

GERMANTOWN, ROCKVILLE AND TAKOMA PARK/SILVER SPRING CAMPUSES

PROFESSIONAL SERVICES FOR FACILITY PLANNING AND PROGRAMMING

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Monday, April 11, 2011, 10 a.m.

900 Hungerford Drive, Room 115

Rockville, MD 20850

Package No.		<p>James R. Karn, AIA, LEED<sup>®</sup> AP Project Director Direct 202 471 5009 jkarn@eyppae.com</p> <p>Einhorn Yaffee Prescott Architecture &amp; Engineering P.C. 1000 Potomac Street NW Washington, DC 20007 Telephone 202 471 5000 Fax 202 471 5050 eyppae.com</p> <p><b>EYP/</b></p>
Package Description:		
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OFFICE OF PROCUREMENT  
900 HUNGERFORD DRIVE, Room 110  
ROCKVILLE, MD 20850

REQUEST FOR PROPOSAL  
PROFESSIONAL SERVICES  
FOR  
FACILITY PLANNING AND PROGRAMMING  
RFP NO 611-012

PROPOSALS ARE BEING SOLICITED FOR THE PROFESSIONAL SERVICES FOR FACILITY PLANNING AND PROGRAMMING ON A TASK ORDER BASIS ON THE COLLEGE'S THREE CAMPUSES AND OFF-CAMPUS LOCATIONS.

ALL SEALED PROPOSAL RESPONSES MUST BE RECEIVED IN THE PROCUREMENT OFFICE BY 3:00 P.M. LOCAL TIME ON APRIL 26, 2011.

PROPOSALS WILL NOT BE ACCEPTED VIA FACSIMILE OR ELECTRONIC MAIL.

PROPOSALS MUST REMAIN VALID FOR 240 DAYS AFTER PROPOSAL DUE DATE, BUT PRIOR TO AWARD OF CONTRACT

BID BOND REQUIREMENTS: NONE

PERFORMANCE BOND, LABOR AND MATERIAL PAYMENT BOND REQUIREMENTS: NONE

PRE-PROPOSAL CONFERENCE: APRIL 11, 2011 AT 10:00 A.M., 900 HUNGERFORD DRIVE, ROOM 115, ROCKVILLE, MD 20850.

MINORITY VENDORS ARE ENCOURAGED TO RESPOND TO THIS SOLICITATION.

IMPORTANT: YOUR PROPOSAL WILL BE JEOPARDIZED IF ANY PORTION OF THIS INQUIRY IS NOT COMPLETE. PROPOSALS WILL NOT BE ACCEPTED AFTER THE DATE AND TIME STATED ABOVE.

A handwritten signature in cursive script, reading 'Janet Wormack'.

Janet Wormack, Ed.D, CPPO  
Director of Procurement

**NOTE:** Prospective Bidders who have received this document from a source other than the Issuing Office should immediately contact the Issuing Office and provide their name and mailing address so that amendments to the Bid/RFP or other communications can be sent to them. Failure to contact the Issuing Office may result in non-receipt of important information.

# CONDITIONS AND INSTRUCTIONS

**1. ADDITIONAL ORDERS:** Unless it is specifically stated to the contrary in the bid response, the College reserves the option to place additional orders against a contract awarded as a result of this solicitation at the same terms and conditions, if it is mutually agreeable.

**2. APPLICABLE LAW:** This contract shall be construed and interpreted according to Maryland law.

**3. ASSURANCE OF NONCONVICTION OF BRIBERY:** The bidder hereby declares and affirms that, to its best knowledge, none of its officers, directors or partners and none of its employees directly involved in obtaining contracts has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any state or the Federal government.

**4. AUDIT:** Bidder shall permit audit and fiscal and programmatic monitoring of the work performed under any contract issued from this solicitation. The College shall have access to and the right to examine and/or audit any records, books, documents and papers of bidder and any subcontractor involving transactions related to this Agreement during the term of this Agreement and for a period of three (3) years after final payment under this Agreement.

**5. AWARD CONSIDERATIONS:** Awards of this bid will be made to the lowest responsible bidder conforming to specifications with consideration being given to quantities involved, time required for delivery, purpose for which required, responsibility of bidder and its ability to perform satisfactorily with consideration to any previous performance for Montgomery Community College. A bid may be awarded at the sole discretion of the College in the best interest of the College. Prompt payment discounts will not be considered in bid evaluation. All discounts other than prompt payment are to be included in bid price.

**6. BID AND PERFORMANCE SECURITY:** If bid security is required, a bid bond or cashier's check in the amount indicated on the bid cover must accompany each bid and be made payable to Montgomery Community College. Corporate or certified checks are not acceptable. Bonds must be in a form satisfactory to the College and underwritten by a company licensed to issue bonds in the State of Maryland. If bid security fails to accompany the bid, it shall be deemed unresponsive, unless the Director of Procurement deems the failure to be nonsubstantial. Such bid bonds or checks will be returned to all except the three (3) lowest bidders within five (5) days after the opening of bids, and the remaining checks or bid bonds will be returned to all but successful bidder(s) within forty-eight (48) hours after award of contract. If a performance bond is required, the successful bidder must submit an acceptable performance bond in the designated amount of the bid award, prior to award of contract. All bid bonds will be returned to the successful bidder(s) within forty-eight (48) hours after receipt of the performance bond.

**7. BRAND NAMES:** Brand name materials used in these specifications are known and acceptable. Bids including proposals to use alternate brands are invited as long as they are of equal type and equal or better quality. The burden of proof that alternate brands are in fact equal or better falls on the bidder, and proof must be to the College's satisfaction.

**8. COMPLIANCE WITH LAWS:** Bidder agrees to comply, at no additional expense, with all applicable Executive orders, Federal, State, bi-county, regional and local laws, ordinances, rules and regulations in effect as of the date of this Agreement and as they may be amended from time to time, including but not limited to the equal employment opportunity clause set forth in 41 CFR 60-250.4.

**9. CONTINGENT FEES:** Bidder hereby declares and affirms that neither it nor any of its representatives has employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the bidder, to solicit or secure a contract, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent any fee or any other consideration contingent on the making of a contract as a result of this solicitation.

**10. DELIVERY AND PRICING:** All prices quoted must include delivery. All goods delivered under this contract shall be packed in accordance with accepted trade practices. No charges may be made over and above the bid price for packaging or for deposits or containers unless specified in the bid. No charge will be allowed for cartage unless by prior written agreement. Complete deliveries must be made by the successful bidder to the designated location as indicated on the Montgomery Community College purchase order. A packing slip shall be included in each shipment. All deliveries must be prepaid and must be delivered to each location designated on purchase order at no additional cost. **DELIVERIES MUST BE MADE TO THE SPECIFIED LOCATION. NO COLLECT SHIPMENTS OR SIDEWALK DELIVERIES WILL BE ACCEPTED.**

**11. DELIVERY OF BIDS:** Sealed bids must be received in the Procurement Office by the date and time specified in the bid in order to be considered. **NO LATE BIDS OR PROPOSALS WILL BE ACCEPTED.** Late bids will be returned to the bidder unopened. Bids submitted by mail must be addressed to the Procurement Office, Montgomery College, P.O. Box 1006, Rockville, Maryland 20850, and clearly marked to indicate the bid number, title and opening date. Hand delivered bids will be accepted only at the Procurement Office, Montgomery College Central Administrative Center, Room 110, 900 Hungerford Drive, Rockville, Maryland 20850.

**12. DISPUTES:** Any dispute arising under a contract awarded as a result of this bid which is not disposed of by agreement shall be decided by the President of the College or designee. Pending the final decision of the dispute, contractor shall proceed with the contract performance. Nothing hereunder shall be interpreted to preclude the parties from seeking, after completion of the contract, any and all remedies provided by law.

**13. ERRORS IN BIDS:** Bidders are assumed to be informed regarding conditions, requirements, and specifications prior to submitting bids. Failure to do so will be at the bidder's risk. Bids already submitted may be withdrawn without penalty prior to bid opening. Errors discovered after bid opening may not be corrected. In the case of an error in price extension, the unit price will govern. The intention of the bidder must be evident on the face of the bid.

**14. HAZARDOUS AND TOXIC SUBSTANCES:** Bidder must comply with all applicable Federal, State, County and bi-county laws, ordinances and regulations relating to hazardous and toxic substances, including such laws, ordinances and regulations pertaining to access to information about hazardous and toxic substances, and as amended from time to time. Bidder shall provide the College with a "Material Safety Data Sheet" or in the case of a controlled hazardous waste substance, a hazardous waste manifest for all hazardous chemicals listed or subsequently added to the Chemical Information List in compliance with applicable laws, ordinances and regulations.

**15. INSPECTION OF PREMISES:** if a site visit is recommended or required, each bidder is responsible to visit the site(s) prior to submitting a bid in order to observe the existing conditions affecting the work, and to obtain precise dimensions of the area(s) involved. No allowance will be made to the successful bidder, at a later date, for additional work required because of his or her failure to visit the site and/or to obtain the exact dimensions. Discrepancies, if any, must be reported to the College.

**16. INSURANCE:** If a contract results from this bid, the contractor shall maintain such insurance as will indemnify and hold harmless the College from Workmen's Compensation and Public Liability claims for property damage and personal injury, including death, which may arise from the contractor's operations under this contract, or by anyone directly or indirectly employed by him/her.

**17. MARYLAND PUBLIC INFORMATION ACT:** Bidder recognizes that the College is subject to the Maryland Public Information Act, Title 10 of the State Government Article of the Annotated Code of Maryland. Bidder agrees that it will provide any justification as to why any material, in whole or in part is deemed to be confidential, proprietary information or trade secrets and provide any justification of why such materials should not be disclosed pursuant to the Maryland Public Information Act.

**18. NON-ASSIGNMENT AND SUBCONTRACTING:** Bidder shall not assign any contract or any rights or obligations hereunder without obtaining prior written consent of the College. No contract shall be made by bidder with any other party for furnishing the services to be performed under a contract issued from this solicitation without the written approval of the College. These provisions will not be taken as requiring the approval of the contract of employment between bidder and its personnel.

**19. NON-COLLUSION:** Bidder certifies that it has neither agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith; bidder also certifies that it has not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the bidder or offeror herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the within bid or offer is submitted.

**20. NON-DISCRIMINATION:** Bidder assures the College that, in accordance with applicable law, it does not, and agrees that it will not discriminate in any manner on the basis of sex, race, age, color, creed, national origin, religious belief, handicap, marital status, or status as a disabled veteran or veteran of the Vietnam era. Bidder further agrees to post in conspicuous places notices setting forth the provisions of the nondiscrimination clause and to take affirmative action to implement the provisions of this section. Bidder further assures the College that, in accordance with the Immigration Reform and Control Act of 1986, it does not and will not discriminate against an individual with respect to hiring, or recruitment or referral for a fee, of the individual for employment or the discharging of the individual from employment because of such individual's national origin or in the case of a citizen or intending citizen, because of such individual's citizenship status.

**21. PATENTS:** Bidder guarantees that the sale and/or use of the goods offered will not infringe upon any U.S. or foreign patent. Bidder will at his/her own expense, indemnify, protect and save harmless the College, its trustees, employees, agents and students with respect to any claim, action, cost or judgment for patent infringement, arising out of the purchase or use of these goods.

**22. PREPARATION OF BID:** Bids submitted must be hand signed by an authorized agent of the company submitting the bid. Notification of award will be made by "Notice of Intent to Award" and/or purchase order. A bidder may attach a letter of explanation to the bid for clarification. Bidders will be required, if requested by Montgomery Community College, to furnish satisfactory evidence that they are, in fact, bona fide manufacturers or of dealers in the items listed, and have a regularly established place of business. The College reserves the right to inspect any bidder's place of business prior to award of contract to determine bidder responsibility.

**23. PRODUCT TESTING DURING TERM OF CONTRACT:** Goods delivered under any contract resulting from this Request for Bid may be tested for compliance with specifications stipulated herein. Any shipment failing to meet or comply fully with the specification requirements will be rejected. The cost of testing a representative sample of an order or shipment for acceptance shall be borne by the College unless the order is rejected for failure to meet specifications or purchase description. In such cases of rejection, the cost of testing will be charged back to the vendor.

**24. RECORD RETENTION:** If awarded a contract, vendor shall maintain books and records relating to the subject matter of this agreement, including but not limited to all charges to the College, for a period of three (3) years from the date of final payment under this Agreement.

**25. REJECTIONS AND CANCELLATIONS:** Montgomery Community College reserves the right to accept or reject any or all bids in whole or in part for any reason. The College reserves the right to waive any informalities and to make awards in the best interest of the College. The College also reserves the right to reject the bid of any bidder who has previously failed to perform adequately on a prior award for furnishing goods and/or services similar in nature to those requested in this bid. The College may cancel this solicitation in whole or in part, in its sole discretion.

**26. RIDER PROVISION FOR MONTGOMERY COUNTY PUBLIC SCHOOLS AND MONTGOMERY COUNTY:** The bidder agrees when submitting the bid that it will make available to every, office and department of the Montgomery, County Public Schools and the Montgomery, County Government the same bid prices, terms and conditions offered during the term of contract. Orders will be placed directly by these agencies. There will be no penalty if bidder notes exception to this provision in the bid offered.

**27. SAMPLES AND CATALOG CUTS:** If samples are required, bidder shall be responsible for delivery of samples to location indicated. All sample packages shall be marked "Sample for Procurement Office, Bid No. \_" and each sample shall be tagged or marked. Failure of the bidder to clearly identify samples as indicated may result in rejection of bid. The College reserves the right to test any materials, equipment or supplies delivered to determine if the specifications have been met. Samples will not be returned.

**28. SIGNATURE:** Each bid must show the full business address and telephone number of the bidder and be signed by the person or persons legally authorized to sign such contracts. All correspondence concerning the bid and contact, including the bid summary, copy of contract, and purchase order, will be mailed or delivered to the address shown on the bid. **NO BID WILL BE ACCEPTED WITHOUT ORIGINAL SIGNATURE.**

**29. TAXES:** The College is exempt from Federal and Maryland taxes. Exemption Certificates are available upon request. Bidder shall be responsible for the payment of any and all applicable taxes resulting from any award and/or any activities hereunder, including but not limited to any applicable amusement and/or sales taxes.

**30. TERMINATION BASED ON LACK OF FUNDING:** Any contract awarded as a result of this solicitation will be subject to funding and continued appropriation of sufficient funds for the contract. For purposes of this solicitation, the College's appropriating authority is deemed to be the Board of Trustees of Montgomery, Community College. Insufficient funds shall be grounds for immediate termination of this solicitation.

**31. TERMINATION FOR DEFAULT:** If an award results from this bid, and the contractor has not performed or has unsatisfactorily performed the contract, payment shall be withheld at the discretion of the College. Failure on the part of the contractor to fulfill contractual obligations shall be considered just cause for termination of the contract and the contractor is not entitled to recover any costs incurred by the contractor up to the date of termination.

**32. TERMINATION FOR THE CONVENIENCE OF THE COLLEGE:** The performance of the work or services under a contract as a result of this solicitation may be terminated in whole or in part, whenever the President of Montgomery Community College shall deem that termination is in the best interest of the College. Such determination shall be in the sole discretion of the President. In such event, the College shall be liable for payment in accordance with the payment provisions of the contract for work or services performed or furnished prior to the effective date of termination. Termination hereunder shall become effective by delivery to contractor of written notice of termination upon which date the termination shall become effective.

**33. WARRANTY:** Bidder expressly warrants that all articles, material and work offered shall conform to each and every specification, drawing, sample or other description which is furnished to or adopted by the College and that they will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defect. Such warranty shall survive a contract and shall not be deemed waived either by the College's acceptance of said materials or goods, in whole or in part, or by payment for them, in whole or in part. The bidder further warrants all articles, material and work performed for a period of one year, unless otherwise stated, from date of acceptance of the items delivered and installed, or work completed. All repairs, replacements or adjustments during the warranty period shall be at bidder's sole expense.

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## Appendix A

A-1 Mission Statement
A-2 Campus Maps
A-3 Computation of Space Needs
A-4 Computation of Parking Needs
A-5 2006-2016 Facilities Master Plan

**INSTRUCTIONS FOR OFFERERS****PROFESSIONAL SERVICES  
FOR  
FACILITY PLANNING AND PROGRAMMING****ROCKVILLE, MARYLAND****1. PRE-PROPOSAL CONFERENCE**

A Pre-Proposal Conference will be held at 10:00 a.m. on April 11, 2011, 900 Hungerford Drive, Room 115, Rockville, Maryland 20850.

**2. EXAMINATION OF EXISTING CONDITIONS**

Offerers are advised to examine and investigate existing site conditions prior to submitting a proposal. Each campus is an open-access facility and offerers are free to tour each site during regular business hours. No formal tours will be organized or scheduled by the College as part of this Request for Proposal. Offerers are requested to contact the individual noted below with their planned site visit schedule as a manner of courtesy. Please be aware that classes are in session and each Offerer is requested not to disrupt instructional or administrative activities during site visits. For questions about campus facilities, contact:

Mr. John McLean  
Director, Planning and Design  
Office of Central Facilities  
Montgomery College  
40 West Gude Drive, Suite 200  
Rockville, MD 20850  
Telephone: 240-567-7360

**3. SUBMISSION OF PROPOSALS**

The submission shall consist of a **Technical Proposal** and **Additional Submittal Documents** submitted in a sealed envelope containing the required information. The Offerer shall submit one (1) signed original proposal and three (3) copies of the Proposal. Each copy of the Proposal should be bound in a single volume if possible.

The **Technical Proposal** shall include on the outside of the envelope the Offerer's name, address, project title, and the RFP number for which the proposal is submitted, as well as date and time that the proposal is required in the College's Procurement Office. Any proposal received after the time and date specified, or at a different location than specified, will not be opened or given any consideration. No Offerer may withdraw or modify the proposal for two hundred and forty (240) days after the bid closing.

**4. PREPARATION OF PROPOSAL**

The **Technical Proposal** must include the requested materials listed below. Failure to include all the documents may render the proposal non-responsive and the offer may be rejected.

**Technical Proposal:**

- 1. Technical Proposal Form**
- 2. Qualification Questionnaire**
- 3. Documents that demonstrate experience in working with higher education faculty, staff, and administrators in preparing educational facilities plans and programs.**

4. Minimum of three (3) but no more than five (5) Project Samples, that respond to the evaluation criteria, including but not limited to reports, photographs and drawings of similar past projects completed within the last five years.
5. All Addenda issued to this RFP (if applicable), must be acknowledged by the Offerer. The acknowledgement of receipt must be included in the proposal submission. Failure to acknowledge an addendum may be cause to reject the proposal.

**Additional Submittal Documents:**

1. **Minority Participation Form**
2. **Metropolitan Washington Council of Governments Rider Clause**

The **Technical Proposal** shall include on the Offerer's letterhead a list of items (or contents) included in the package as stipulated in the Request for Proposal. The material shall be organized to assist in the evaluation to determine responsiveness, division of responsibilities and conformance to the proposal requirements. It is mandatory that the qualification questionnaire be submitted as part of the **Technical Proposal**.

The proposal shall be signed in longhand below the typed name of the person authorized to bind the Offerer to the Contract.

When Offerer is a corporation, the proposal must be signed with the legal name of the corporation followed by the name of the State of incorporation and the legal signature of a person authorized to bind the corporation to a Contract.

The **Technical Proposal** shall include: (1) documents that demonstrate the Offerer's experience working with higher education faculty, staff, and administrators in successfully preparing educational facilities plans and programs; and (2) a minimum of three (3) but no more than five (5) project samples, including but not limited to reports, photographs and/or drawings of firm's past projects within last five years in similar scope. Identify the names of the lead project manager and/or architect/engineer for each of the project samples submitted.

## **5. EXAMINATION OF SITE AND REQUEST FOR PROPOSAL DOCUMENTS**

The submission of the proposal shall serve as verification that, at the time of receipt of the proposal, the Offerer has inspected the site and has read and is thoroughly familiar with the Request for Proposal document (including all addenda); has examined and finds the documents adequate; and agrees that what the documents require, in any part of the work, the required result can be produced. Failure or omission of an Offerer to inspect the site or to examine any form, instrument or document shall in no way relieve an Offerer from obligation in respect to his/her proposal.

Data in the Request for Proposal document pertaining to existing conditions is for convenience only and does not supplant obtaining first-hand information at the site. Submission of a proposal shall constitute acceptance by the Offerer of existing site conditions as a part of the requirements for this work.

## **6. AWARD OR REJECTION OF PROPOSAL**

The College may invite one or more responding Offerers to attend an interview with the College's Proposal Evaluation Committee. Interviews, if sought by the College, are anticipated to be scheduled during the week of May 2, 2011.

At the College's sole discretion, up to three (3) Offerers that are rated the highest scores may be selected by the College as Project Planner(s) and placed upon a Planning Service List. Project Planner(s) on the Planner Services List will be contacted by the College when services as defined by the Scope of Services of the Request for Proposal documents are required for specific tasks. At the College's sole discretion, the College will seek, on a task order basis, negotiated or competitive fee

proposals from one or more Project Planner(s) for work as defined in the Scope of Services of the Request for Proposal documents. The College reserves the right to make the final selection of a Project Planner for task orders at its' own discretion. If the proposed fee does not exceed the fund limit for the task and it is in the best interest of the College to accept the offer, a contract may at that point be awarded to the Project Planner for the specified task.

The College will negotiate the fees for the Scope of Services with the Offerer rated highest on the evaluation criteria by the College's Proposal Evaluation Committee. If the proposed fees do not exceed the fund limit for the project and it is in the best interest of the College to accept the offer, a Contract may be awarded to the successful Offerer. Should the fee negotiation fail to reach agreement acceptable to both parties, the College may enter into fee negotiations with the next highest ranked Offerer.

The College reserves the following rights to be exercised at the College's sole discretion:

- a. To make such investigation as deemed necessary to determine the qualifications of the Offerer and to determine the ability of the Offerer to perform the Work. The Offerer shall furnish to the College all such information and data as the College may request. The College reserves the right to reject any offer if the evidence submitted by, or investigation of, such Offerer fails to satisfy the College that such Offerer is properly qualified to carry out the obligations of the Contract and to complete the work contemplated herein. The College reserves the rights to restrict requesting Proposals to such Offerers who the College determines are qualified by experience and finances to successfully carry out the Work. Conditional proposals will not be accepted.
- b. To reject any or all proposals and to make awards in the best interest of the College, in the name of the Board of Trustees. The College also reserves the right to cancel the Request for Proposal in and of itself.
- c. To accept or reject any item of a proposal.
- d. To consider informal, any proposal not prepared or submitted in accordance with the provisions hereof. The College, at its' sole discretion, may waive any informalities. A waiver of any provision of the Request for Proposal documents shall not constitute a waiver of any subsequent breach.
- e. To defer award of the Contract for a period of up to two hundred and forty (240) calendar days after opening of bids. If no award or other disposition is made, the expiration of the two hundred and forty (240) calendar days will constitute rejection of all offers without any further action by the College.

## **7. REQUEST FOR PROPOSAL DOCUMENTS**

Request for Proposal document includes the Notice to Offerers, Instructions for Offerers, General RFP Information, Technical Proposal Form, Qualification Questionnaire, Scope of Services, and attachments and all addenda if any.

Offerer may obtain Request for Proposal document online at <http://www.montgomerycollege.edu/departments/procure/> at no charge, or from the Office of Facilities, Central Administration, 40 West Gude Drive, Room 200, Rockville, Maryland 20850, on or after April 5, 2011.

## **8. INTERPRETATION OR CORRECTION OF REQUEST FOR PROPOSAL DOCUMENTS**

The Request for Proposal document should be examined carefully. Should any Bidders find discrepancies or omissions in these Bidding Documents, or be in doubt as to the meaning of any item(s),

requests for clarification should be directed to:

**Procurement**                      **Yu Zhu, Purchasing Supervisor**  
(240)-567-5284 TEL  
(240)-567-6397 FAX

**Technical**                         **John McLean, Director of Capital Planning and Design**  
(240) 567-7360 TEL  
(240) 567-7379 FAX

No interpretation of the meaning of Request for Proposal document will be made to any Offerer orally as oral instruments do not form a part of the Request for Proposal document.

The College will review the written questions and requests for clarification, if any, and any and all such interpretations and any supplemental instructions will be in the form of written Addenda to the Request for Proposal document which, if issued, will be mailed to all Offerers who are known by the College to have received a complete set of Request for Proposal document. All Addenda shall become part of the Request for Proposal document. If conflicts, discrepancies, ambiguities, or omissions in, or between, the Request for Proposal document, site conditions, etc., are not brought to the attention of the College before the closing time of proposal, the interpretation and intent of the Request for Proposal document shall be as determined by the College in its' sole discretion. In such an instance, the decision of the College shall be binding and no claims for extra costs will be entertained.

Failure of any Offerer to receive any such Addenda or interpretation shall not relieve such Offerer from any obligation under his/her bid as submitted.

Requests for clarifications by bidders must be submitted in writing not less than five (5) business days of proposal due date.

## 9. LAWS AND REGULATIONS

All applicable Federal laws, State laws, County, bi-County, local, and municipal ordinances, by-laws, and the orders, rules and regulations of all authorities having jurisdiction over this work shall apply to the Contract throughout, and they will be deemed to be included in the Contract the same as though written out in full.

## 10. EVALUATION CRITERIA

**Technical Proposals**, including the interview of invited Offerers if sought by the College, will be valued at 100% of the total score.

The maximum point value to be awarded for an Offerer's **Technical Proposal** is provided below:

- (50 points)** Professional qualifications and technical competence of the firm, subcontractors and staff proposed for the performance of required services.
- (25 points)** Demonstrated ability to work with the College faculty, administrators, and staff in preparing educational facilities plans and programs.
- (25 points)** **Project Samples** (minimum of three but no more than five) completed within last five years. List the telephone numbers of the contact persons and the project completion dates.

## 11. DELIVERY

The successful Offerer shall deliver all of the required submittals within ten (10) days of executing a

Contract and commence work according to the approved project schedule unless otherwise ordered in writing by the College.

## **12. MINORITY PARTICIPATION**

Pursuant to Board Resolutions #87-83, adopted on July 20, 1987, it is the policy of Montgomery College to encourage minority businesses to provide goods and services for the performance of College functions. Minority business include non-profit entities organized to promote the interests of handicapped persons, and firms that are 51% owned and controlled by a member of socially or economically disadvantaged minority group, which includes: African American, Hispanic, American Indian/Native American, Asian, women, and the mentally or physically disabled.

The Offerer is encouraged to demonstrate that at a minimum 15% of the subcontractors and/or vendors anticipated to be retained by the Offerer for the College's project are minority firms.

**GENERAL RFP INFORMATION****PROFESSIONAL SERVICES  
FOR  
FACILITY PLANNING AND PROGRAMMING****ROCKVILLE, MARYLAND****1. INTENT**

Proposals are requested for providing Montgomery College with Facility Planning and Programming Services in accordance with the conditions on the reverse side of the Request for Proposal form and any special terms and conditions requested therein. In the event that a special condition is contradictory to a general condition, the special condition shall prevail. The award of Contract will be determined by the College in accordance with the Evaluation Criteria as outlined in the Request for Proposal document.

**2. QUALIFICATIONS OF THE OFFERER**

The Offerer hereby assures the College that the Offerer is qualified to perform the services requested by this Request for Proposal in accordance with all applicable laws, orders, rules and regulations. The Offerer further assures the College that the Offerer is free from any financial interests which may conflict with the proper performance of the requested Work.

**3. DEFINITION OF THE PROJECT**

The Offerer agrees to provide all of the necessary labor, materials, equipment and insurance for the provision of professional services specified in the Request for Proposal documents. The work to be performed by the Offerer shall include all items accepted by the College as part of the Offerer's proposal submittal, base fee, and unit price schedule.

**4. CONTRACT DOCUMENTS**

The Contract documents are this Request for Proposal, including the Scope of Services and any Addenda that may be issued, the Instruction for Offerers, and Fee Proposal accepted by the College (after fee negotiation) and a Form of Contract, or a Purchase Order issued and signed by the Director of Procurement or her designee, including any Change Orders that may be issued.

**5. CHANGES TO THE CONTRACT**

The College may make any alterations, deviations, additions or omissions from the aforesaid Request for Proposal document which it deems to be in the best interest of the College without affecting the obligations of the Offerer or making void any Contract negotiated with the Offerer. Any alterations, deviations, additions or omissions shall be processed as a change order and shall be prepared in accordance with the procedure set forth for issuing change orders in the Request for Proposal.

**6. TERM OF CONTRACT**

Offerers selected by the College for the Planning Services List will be appointed as Project Planner by the College's Board of Trustees for an initial term of Fiscal Years 2012 and 2013 starting from July 1, 2011 to June 30, 2013. The College reserves the right to annually re-appoint any and/or all of the Project Planner(s), for up to three (3) subsequent fiscal year appointments (Fiscal Years 2014 through 2016) with the same terms and conditions of the original contract, providing the service has been satisfactory, and the Contractor has been in compliance with the contract, funding is available and it is in the best interest of the College. During the initial term, the College anticipates awarding multiple task order contracts totaling \$4,000,000. The College anticipates awarding multiple task order Contracts totaling up to \$2,000,000 in each of the subsequent annual fiscal year re-appointments.

## 7. OBLIGATIONS OF THE COLLEGE

To the extent permitted by law, the College will, at its' sole discretion make available to the Offerer the relevant information in its' files which may pertain to the Scope of Services of this Request for Proposal.

## 8. METHOD OF PAYMENTS

Except for the provision of Section 19, payments shall be made to the Offerer on a monthly basis if the Offerer submits to the College an Application for Payment in the form to be provided by the College and supported by such data as the College may reasonably require. The College shall have the right to audit the Offerer's records to verify the payment request. Payment shall be made within ten (10) calendar days after the requisition, properly prepared and authorized by the College representative, is received in the Finance Office.

## 9. ACCEPTANCE AND FINAL PAYMENT

Upon receipt of written notice from the Offerer that the work is ready for final inspection and acceptance, the College shall promptly make such final inspection. When the College representative finds the work fully acceptable under the Contract and the Contract fully performed, the College representative shall issue a final certificate stating that the work provided for in this Contract has been completed and is acceptable under the terms and conditions thereof and that the entire balance found to be due to the Offerer and noted in said final certificate is due and payable. Before issuance of a final certificate, the Offerer shall submit such evidence to the College as the College deems necessary to ensure that all payrolls, material bills and other indebtedness connected with the work have been paid. Final payment shall be made within ten (10) calendar days after the following conditions have been met:

- a. Issuance of a final certificate from the College field representative that this work has been fully completed and the Contract fully performed.

Acceptance by the Offerer of final payment shall be and shall operate as release to the College from all claims and all liability to the Offerer.

Neither the acceptance by the College or any representative of the College nor any payment for or acceptance of the whole or any part of the work, nor any extension of time, nor any possession taken by the College, shall operate as a waiver of any portion of the Contract or of any power reserved to the College or any right to recover damage. The waiver of any breach of the Contract shall not be held to be waiver of any other subsequent breach.

## 10. DELEGATION OF AUTHORITY

The individual designated as the Contract Administrator has the authority to perform the following functions:

- a. Provide direction to the Offerer to ensure satisfactory and complete performance;
- b. Monitor and inspect the Offerer's performance to ensure acceptable timeliness and quality;
- c. Maintain necessary documentation and records regarding the Offerer's performance and other pertinent matters;
- d. Furnish necessary project reports, including timely written notice of the Offerer's performance failures, to appropriate College officials;
- e. Determine acceptance or rejection of the Offerer's performance;
- f. Approve or reject invoices for payment by the Finance Office;
- g. Recommend contract modifications or terminations for default or convenience to appropriate College officials.

Unless this delegation of authority changes, in writing, no other person is authorized to perform the functions of the Contract Administrator for this particular Contract.

The Contract Administrator is not authorized to make determinations (as opposed to recommendations) that:

- a. Alter or modify contracts;
- b. Terminate or cancel contracts;
- c. Effect procurement;
- d. Interpret ambiguities in contract language;
- e. Waive the College's contractual rights; and
- f. Settle disputes or claims.

## **11. INTERPRETATION OF CONTRACT**

A Contract between the College and the Offerer is an agreement under seal and shall be construed and interpreted according to the laws of the State of Maryland.

## **12. COMPLIANCE WITH LAWS**

The Offerer agrees to comply, at no additional expense, with all applicable Executive Orders, Federal, State, County, bi-County, regional and local laws, ordinances, rules and regulations in effect as of the date of this Contract and as they may be amended from time to time, including but not limited to the equal opportunity clause set forth in 41 CFR 60-250.4. The Offerer shall further agree to comply with any special provisions or requirements, including more stringent provisions, mandated by any entity having jurisdiction, including but not limited to the Montgomery County Department of Environmental Protection.

## **13. INDEPENDENT CONTRACTOR**

The Offerer shall perform the work under Contract as an independent contractor and shall not be considered as an agent of the College nor shall any employee or agent of the Offerer be considered subagents of the College. Nothing in a Contract shall be construed as constituting a partnership, joint venture, or agency between the College and Offerer. No acts performed or representations, whether oral or written, made by or with respect to third parties shall be binding on the College.

## **14. NONDISCRIMINATION**

The Offerer assures the College that, in accordance with applicable law, it does not, and agrees that it will not discriminate in any manner on the basis of sex, race, age, color, creed, national origin, religious belief, handicap, marital status or status as a disabled veteran or veteran of the Vietnam era. The Offerer further agrees to post in conspicuous places notices setting forth the provisions of the non-discrimination clause and to take affirmative action to implement the provisions of this section.

The Offerer further assures the College that, in accordance with the Immigration Reform and Control Act of 1986, it does not and will not discriminate against an individual with respect to hiring, or recruitment or referral for a fee, of the individual for employment or the discharging of the individual from employment because of such individual's national origin or in the case of a citizen or intending citizen, because of such individual's citizenship status.

## **15. COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986**

The Offerer warrants that both the Offerer and/or any subcontractor of the Offerer do not and shall not hire, recruit or refer for a fee, for employment under this Contract or any subcontract, an alien knowing the alien is an unauthorized alien and hire any individual without complying with the requirements of the Immigration Reform and Control Act of 1986 (hereinafter referred to as "IRCA"), including but not limited to any verification and record keeping requirements. The Offerer agrees to indemnify and save the College, its employees and/or trustees harmless from any loss, costs, damages or other expenses suffered or incurred by the College, its trustees and/or employees by reason of the Offerer's or any subcontractor of the Offerer's noncompliance with "IRCA." The Offerer agrees to defend the College, its'

trustees and/or employees in any proceeding, action or suit brought against the College, including but not limited to administrative and judicial proceedings, arising out of or alleging noncompliance of the Offerer with "IRCA." The Offerer recognizes that it is the Offerer's responsibility to ensure that all certifications and verifications as required by law are obtained and maintained for the applicable time period.

#### **16. ASSURANCE OF NONCONVICTION OF BRIBERY**

The Offerer hereby declares and affirms that, to its' best knowledge, none of its' employees directly involved in obtaining Contracts have been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any state or the Federal Government.

#### **17. CONFLICT OF INTEREST**

No employee of the College or of the State of Maryland, or any department, commission, agency or branch thereof whose duties as such employees include matters relating to or affecting the subject matter of this Contract shall, while such employee, become or be an employee of the party or parties hereby contracting with the College, the State of Maryland, or any department, commission, agency or branch thereof.

#### **18. ASSIGNMENT AND SUBCONTRACTING**

Neither the College nor the Offerer shall sell, transfer, assign or otherwise dispose of this Contract or any portion thereof, or its' right, title or interest therein, or its' obligations there under, without the written consent of the other. A change in membership of the Offerer's firm of one or more officers shall not constitute an assignment.

The Offerer shall not make any agreements for professional services with any other party for furnishing any of the Work or services to be performed under this Contract without the written approval of the College; however, this provision shall not be taken as requiring the approval of the contract of employment between the Offerer and its' personnel assigned for the purpose of performing this Contract.

#### **19. INSURANCE**

The Offerer shall maintain in force at all times during the term of this Contract, with an insurance carrier licensed to do business in the State of Maryland acceptable to the College, the following minimum insurance coverage:

Worker's Compensation Insurance covering the Offerer's employees as required by State of Maryland law with the following minimum limits:

Bodily Injury by Accident	\$100,000 each accident
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Bodily Injury by Disease	\$500,000 policy limit
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Bodily Injury by Disease	\$100,000 each employee.
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Commercial General Liability Insurance, excluding automobiles owned or hired by the Offerer, with limits as follows:

Bodily Injury and Property Damage:	\$300,000 combined single limit of bodily injury and property damage per occurrence including the following coverage: contractual liability, premises and operations, and independent contractors.
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Comprehensive Automobile Liability Insurance, providing bodily injury and property damage coverage for

owned vehicles, hired vehicles and non-owned vehicles with limits as follows:

Bodily Injury:	\$100,000 each person \$300,000 each occurrence
Property Damage:	\$300,000 each occurrence
Professional Liability Insurance:	\$500,000 per claim and aggregate one year discovery period.

At the time this Contract is made, the Offerer shall provide the College with evidence of payment in full of the above insurance coverage through the entire term of this Contract. Any request for extension of time of this Contract shall also include evidence of payment in full of the above insurance coverage through the entire term of the extension of time for this Contract.

These coverage and limits are to be considered minimum requirements under this Contract and shall in no way limit the liability or obligations of the Offerer. The insurance shall provide that policy coverage will not be canceled, altered or materially changed without sixty (60) calendar day's prior notice to the College by registered or certified mail. The insurance shall not be limited to claims made only while the policy is in effect.

The Offerer shall furnish the College with a certificate of insurance as evidence of the required coverage. The certificate of insurance must name the College as an additional insured.

In the event that the Offerer's insurance is terminated, the Offerer shall immediately obtain other coverage and any lack of insurance shall be grounds for immediate termination of this Contract.

For the purposes of this section, the word "licensed" shall be deemed to mean an insurance carrier either licensed or approved to do business in the State of Maryland.

## **20. SAVE HARMLESS**

The Offerer shall be responsible for any loss, personal injury, death and/or any other damage which may occur by reason of the Offerer's acts, negligence, willfulness or failure to perform any of the obligations defined by this Contract. The Offerer agrees to indemnify and save the College and its' faculty, staff, administrators, students, and trustees harmless from any loss, costs, damages or other expenses suffered or incurred by the College by reason of the Offerer's acts, negligence, willfulness or failure to perform any of the obligations defined by this Contract. The Offerer agrees to defend the College and its faculty, staff, administrators, students, and trustees in any action or suit brought against the College arising out of the Offerer's acts, negligence, willfulness or failure to perform any of the obligations defined by this Contract. Any acts, negligence, willfulness or failure to perform any of the obligations defined by this Contract, on the part of any agent, servant, employee or subcontractor of the Offerer, or any Subcontractor's agent, servant or employee, are deemed to be the Offerer's acts, negligence, willfulness or failure to perform any of the obligations defined by this Contract.

The College may retain such monies due or to become due the Offerer under this Contract as it considers necessary until such suits or claims for damages have been settled or otherwise disposed of or satisfactory evidence to that effect has been furnished the College.

The provisions of this Article shall survive the termination of this Contract.

## **21. DISPUTES**

Any dispute concerning a question of fact arising under this Contract which is not disposed of by agreement shall be decided by the President of the College or her designee. Pending the final decision

of the dispute, the Offerer shall proceed diligently with the Contract performance. Nothing hereunder shall be interpreted to preclude the parties from seeking after completion of the Contract any and all remedies provided by law.

## **22. TERMINATION FOR THE CONVENIENCE OF THE COLLEGE**

The performance of the work or services under this Contract may be terminated, in whole or in part, whenever the President of the College shall deem that termination is in the best interest of the College. In such event, the College shall be liable only for payment in accordance with the payment provisions of this Contract for work or services performed or furnished prior to the effective date of termination, plus reasonable costs of termination, if any, which costs shall be specifically approved by the College in writing. The Offerer shall not be reimbursed for anticipatory profits. Termination hereunder shall become effective by delivering to the Offerer a written notice of termination upon which date the termination shall become effective.

## **23. TERMINATION FOR DEFAULT**

The performance of the work or services under this Contract may be terminated by the College, in whole or in part, from time to time, effective upon receipt of notice, whenever the Offerer shall default in the performance of this Contract and fails to make progress in the prosecution of the contract work or endangers such performance and shall fail to cure such default within a ten (10) calendar days period after receipt of written notification from the College specifying the default. Should the Contract be terminated by the College for failure to perform on the part of the Offerer, no additional compensation shall be paid.

## **24. TERMINATION DUE TO LACK OF FUNDING**

Any contract awarded as a result of solicitation will be subject to funding and continued appropriation of sufficient funds for the contract. For purposes of this solicitation, the College's appropriating authority is deemed to be the Board of Trustees of Montgomery College. Insufficient funds shall be grounds for immediate termination of this solicitation.

## **25. DELAY**

In the event the performance of work or services under this Contract is delayed by causes beyond the control of and without the fault or negligence of the Offerer, the College shall have the option to:

- a. Terminate the Contract, or
- b. Allow the President of the College or designee to extend the time for performance.

No monetary compensation will be awarded for the time extension.

Any changes made in this Contract as a result of delay shall be in writing. In the event that the time for performance of this Contract is extended beyond the term provided for, all the other terms and conditions shall remain in full force and effect.

## **26. WORK UNDER CONTRACT**

Work may not commence under this Contract until all conditions for commencement are met, including execution of the Contract by both parties, compliance with insurance requirements and issuance of any required notice to proceed.

## **27. CONTINGENT FEES**

The Offerer hereby declares and affirms that neither it nor any of its' representatives has employed or

retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Offerer, to solicit or secure this Contract, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of this Agreement.

## **28. CAPTIONS**

The captions and headings contained herein are solely for convenience and reference and do not constitute a part of this Contract.

## **29. ENTIRE AGREEMENT**

This Contract and the other items identified as Contract Documents constitute the entire Contract between the parties except that any change orders issued by the College shall automatically be deemed to be part of this Contract. Any other changes or additions hereto shall not become binding upon any parties until reduced to writing and signed by both parties.

## **30. AUDIT**

The Offerer shall permit audit and fiscal and programmatic monitoring of the work performed under this Contract. The College shall have access to and the right to examine and/or audit any records, books, documents and papers of Offerer and any subcontractor involving transactions related to this Contract during the term of this Contract and for a period of three (3) years after final payment under this Contract.

## **31. REGISTRATION FOR CORPORATIONS NOT INCORPORATED IN THE STATE OF MARYLAND**

Pursuant to 7-202 et seq. of the Corporation and Associations Article of the Annotated Code of Maryland, corporations not incorporated in the state of Maryland shall be registered with the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201, before doing any interstate or foreign business in this State. By signing this Contract, the Offerer certifies that it has qualified with the Department of Assessments and Taxation

## **32. SEVERABILITY**

If any provision of this Contract shall be held illegal, unenforceable, or in conflict with any law governing this Contract, the validity of the remaining portions shall not be affected thereby.

## **33. TOBACCO POLICY**

Montgomery College is a tobacco free institution. Use of tobacco products is prohibited in all indoor and outdoor College-owned facilities and facilities leased and controlled by the College as well as at meeting or conferences sponsored by the College. This use prohibition extends to Contractors' employees, agents, subcontractors and vendors.

## **34. AWARD SCHEDULE**

It is the College's intention to appoint the Project Planner(s) at the meeting of the College's Board of Trustees on June 20, 2011. Offerers will be notified as soon as practical and on an as needed task order basis thereafter.

**TECHNICAL PROPOSAL FORM**

PROFESSIONAL SERVICES  
FOR  
FACILITY PLANNING AND PROGRAMMING  
  
ROCKVILLE, MARYLAND

**To:** Montgomery College

**Re:** Professional Services for Facility Planning and Programming

**Attn.:** Procurement Office  
Montgomery College  
900 Hungerford Drive, Room 110  
Rockville, Maryland 20850

**From:** \_\_\_\_\_  
(Name of Offerer)

\_\_\_\_\_  
(Address of Offerer)

\_\_\_\_\_  
(Telephone Number)

The above named Offerer is a \_\_\_\_\_ (type of business organization),  
organized and existing under the laws of the State of Maryland, doing business as:

\_\_\_\_\_  
(Insert name of partnership, corporation, joint venture or individual as applicable)

The undersigned hereby proposes to provide and pay for all labor, material, tools, equipment, utilities, transportation facilities (temporary or otherwise) and or other services necessary for the provision of Professional Facility Planning and Programming Services in strict accordance with the Request for Proposal document, and all addenda issued to complete the work.

The undersigned certifies that it has examined and is fully familiar with all of the provisions of the Request for Proposal document and any addenda thereto; that it has carefully checked all of the words, drawings and other graphics shown in this proposal and attachments hereto; and by examination of the actual site conditions, satisfied itself as to the nature and location of the work, the general and local requirements, and all other matters which can in any way affect the work or the cost thereof.

**The undersigned includes the following submissions as part of the Technical Proposal:**

**Qualification Questionnaire**  
**Documents and Samples that responds to the evaluation criteria**

The undersigned acknowledges the right of the College at its' sole discretion to accept any Proposal, in part of whole, or to reject any or all Proposals.

Respectfully submitted:

**(Seal if proposal is by Corporation) By:**

\_\_\_\_\_  
**(Signature)**

\_\_\_\_\_  
**(Print Name)**

\_\_\_\_\_  
**(Title)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**(Business Address)**

**QUALIFICATION QUESTIONNAIRE**PROFESSIONAL SERVICES  
FOR  
FACILITY PLANNING AND PROGRAMMING

ROCKVILLE, MARYLAND

The College reserves all rights as to the evaluation of any and all responses to the Qualification Questionnaire submitted by each Offerer and to the College's determination of the Offerer's qualifications for the Facility Planning and Programming Services.

- 1. The College will review all submittals with points awarded up to the maximum amount indicated below for the selection criteria.**

- (50 points)** Professional qualifications and technical competence of the firm, subcontractors and staff proposed for the performance of required services.
- (25 points)** Demonstrated ability to work with the College faculty, administrators, and staff in preparing educational facilities plans and programs.
- (25 points)** **Project Samples**, (minimum of three (3) but no more than five (5)) completed within last five years. List the telephone numbers of the contact persons and the project completion dates.

- 2. The Consultant shall provide the following information:**

- a. Name, address and telephone number of the Consultant's firm and any and all subcontracting firm(s) which will be part of the Consultant's team.**

- b. For the Consultant's firm, answer the following:**

Indicate type of business organization:

\_\_\_\_\_ Corporation  
 \_\_\_\_\_ Partnership  
 \_\_\_\_\_ Individual  
 \_\_\_\_\_ Joint Venture  
 \_\_\_\_\_ Other

- c. How many years has the firm been in business?** \_\_\_\_\_

Has the firm ever operated under any other name?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list name(s), address(es), and years in existence:

\_\_\_\_\_

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**d. If the firm is a corporation, answer the following:**

Date of incorporation:

State of incorporation:

President's name:

Vice President's name:

**e. If individual or partnership, answer the following:**

Date of organization:

Names and addresses of all partners (state whether general or limited partnership):

**f. If other than corporation or partnership, describe organization and name principals:**

**g. Has the firm ever failed to complete any work that had been awarded to it? If so, state when, where and why:**

**h. Has any officer or partner of the firm ever been an officer or partner of another organization that failed? If so, state circumstances:**

**i. Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers? If yes, attach details.**

**j. Has your organization filed any law suits or requested arbitration with regards to the professional services contracts within the last five years? If yes, attach details.**

**k. Has your organization ever been debarred from bidding on State Contracts by the Board of Public Works, or on any other Local, Municipal, County, State or Federal project?**

- l. Provide three (3) business references (contact name, firm name, address and telephone number):
  
- m. Provide a bank reference (contact name, firm name, address and telephone number):
  
3. For the Consultant's firm, including any subcontractors, answer all of the following: (Attach Separate Sheet(s) for each answer)
  - a. List the professional qualifications of the firm and staff proposed for the performance of required services. (Attach resumes)
  
  - b. List recent professional design experience of personnel proposed by the consultant who will be assigned to the College's project.
  
  - c. What is the capacity of the firm to accomplish the specified work in the required time?
  
  - d. List quality control procedures to be used for this project to assure technically accurate reports, plans, specifications, and cost estimates.
  
  - e. List similar projects completed by the firm within last five years. List the telephone numbers of the contact persons and the project completion dates.
  
  - f. Describe the firm's CADD capability. Can the firm deliver drawings in native AutoCad DWG file format?
  
4. References:

Offerers shall list a minimum of three (3) projects of similar scope. At least one of the listed project sites is to be within the Metropolitan Washington area. Use separate sheets if necessary:

Name and Address of Project	Name of Contact Person	Telephone	Contract Value
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. Fee structure:

Provide a list of the Offerer's fee structure (hourly rates), including principals, project managers, senior architects, engineers and support staff. It is anticipated that future work will be negotiated a fixed fee, lump sum basis. The fee structure provides the College with an initial fee basis that shall remain fixed for the initial contract term and which Offerer may request an annual price adjustment subject to the College's review and consideration.

I hereby certify that the above information is true and correct, to the best of my knowledge and belief.

\_\_\_\_\_  
**Firm Name**

\_\_\_\_\_  
**Signed**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Type or Print Name**

\_\_\_\_\_  
**Title**

**Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_ 2011.**

\_\_\_\_\_  
**Notary Public**

**SCOPE OF SERVICES**

PROFESSIONAL SERVICES  
FOR  
FACILITY PLANNING AND PROGRAMMING  
  
ROCKVILLE, MARYLAND

**The Scope of Services for this Contract shall include:**

1. The College desires the preparation of comprehensive Facility Planning and Programming Services that will support the role, mission, and educational plans of the College. It is anticipated that the College will seek services in the following areas: facilities master planning, facility programming and special planning studies. These services will be provided on a task order basis.
2. Scope of Work
  - A. Facilities Master Planning: Services will be provided in accordance with the College's needs and the requirements of the State of Maryland. The State of Maryland requirements can be found at: <http://www.dsd.state.md.us/comar/13b/13b.07.04.02.htm>
  - B. Facility Programming: Services will be provided in accordance with the College's needs and the requirements of the State of Maryland. The State of Maryland requirements can be found at [http://www.dbm.maryland.gov/dbm\\_publishing/public\\_content/dbm\\_taxonomy/budget/publications/facility\\_program\\_manual\\_for\\_ca](http://www.dbm.maryland.gov/dbm_publishing/public_content/dbm_taxonomy/budget/publications/facility_program_manual_for_ca)
  - C. Special Planning Studies may include but is not limited to the following list and may include other planning issues and requirements identified by the College in the future:
    1. College academic and student services master planning
    2. Campus and/or building renovation plans
    3. Public/private development plans
    4. Facilities options studies
    5. Library facility needs analyses and plans
    6. Utility master planning, including Facilities/Information Technology infrastructure planning
    7. Parking needs analyses and plans
    8. Campus circulation plans
  - D. Plans and studies may include any or all of the following services: existing site/building valuations; programming, planning, and cost estimating; alternative option studies; massing and blocking studies; space need studies; environmental studies; alternative financing studies; site development studies, including property surveys and land record services; and architectural/engineering services.
3. Methodology:
  - A. The College will make available to the Consultant the relevant information in its' files that may pertain to the Scope of Services required by this project.
  - B. The College will arrange as necessary all meetings between the Consultant and the College departments and offices that may pertain to the scope of services required by this project.
  - C. The following procedures are expected of the Consultant:

1. Meet as necessary with College faculty, staff, administrators and students during the course of this project and to prepare an approach to be used that should include campus briefings; identification and confirmation of goals and objectives; preparation of appropriate meeting minutes, evaluations, syntheses, and review; preparation of draft plans and alternates; completion of final revisions; and preparation of final document.
2. Confer periodically with College Facilities staff to discuss the Scope of Services, project issues, and the impact of alternate plans and approaches.
3. Support College staff in presentation of draft and final plans to the College administration.
4. Planning and programming shall be in conformance with the State of Maryland requirements, guidelines and terminology.

**MINORITY PARTICIPATION FORM**

PROFESSIONAL SERVICES  
FOR  
FACILITY PLANNING AND PROGRAMMING  
ROCKVILLE, MARYLAND

REQUEST FOR PROPOSAL NO. 611-012

**BIDDERS SHALL COMPLETE THE FOLLOWING:**

I HEREBY REPRESENT THAT OUR/MY FIRM IS \_\_\_\_\_  
IS NOT \_\_\_\_\_

A MINORITY BUSINESS FIRM AS INDICATED BELOW (check all that apply):

**African-American** \_\_\_\_\_ **Hispanic** \_\_\_\_\_ **Asian** \_\_\_\_\_  
**American Indian/Native American** \_\_\_\_\_ **Disabled** \_\_\_\_\_ **Female** \_\_\_\_\_

I HEREBY REPRESENT THAT OUR/MY FIRM IS \_\_\_\_ IS NOT \_\_\_\_ COMMITTED TO DEMONSTRATING  
AN EFFORT TO ACHIEVE A MINIMUM MBE PARTICIPATION LEVEL OF \_\_\_\_%.

I hereby certify that the above information is true and correct, to the best of my knowledge and belief.

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

**NO PROPOSAL RESPONSE FORM**

PROFESSIONAL SERVICES  
FOR  
FACILITY PLANNING AND PROGRAMMING  
  
ROCKVILLE, MARYLAND

RFP: 611-012

RFP Title: FACILITY PLANNING AND PROGRAMMING SERVICES

Please be advised that our company does not wish to submit a bid in response to the above-captioned Request for Bid for the following reasons:

- ☐ Too busy at this time  
☐ Not engaged in this type of work  
☐ Project too large/small  
☐ Cannot meet mandatory specifications (Please specify below)  
☐ Other (Please specify)

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---

SIGNATURE

---

PRINTED NAME

---

TITLE

---

DATE

---

COMPANY

---

ADDRESS

Please return to:

Montgomery College  
Procurement Office  
900 Hungerford Drive, Room 110  
Rockville, Maryland 20850-1733

PROFESSIONAL SERVICES  
FOR  
FACILITY PLANNING AND PROGRAMMING  
ROCKVILLE, MARYLAND

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS RIDER CLAUSE**

USE OF CONTRACT(S) BY MEMBERS COMPRISING THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS PURCHASING OFFICERS' COMMITTEE.

- A. If authorized by the bidder(s), resultant contract(s) will be extended to any or all of the listed members as designated by the bidder to purchase at contract prices in accordance with contract terms.
- B. Any member utilizing such contract(s) will place its own order(s) directly with the successful contractor. There shall be no obligation on the part of any participating member to utilize the contract(s).
- C. A negative reply will not adversely affect consideration of your bid/proposal.
- D. It is the awarded vendor's responsibility to notify the members shown below of the availability of the Contract(s).
- E. Each participating jurisdiction has the option of executing a separate contract with the awardee. Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction.
- F. The issuing jurisdiction shall not be held liable for any costs or damages incurred by another jurisdiction as a result of any award extended to that jurisdiction by the awardee.

In pricing section of contract: **BIDDER'S AUTHORIZATION TO EXTEND CONTRACT:**

<u>YES</u> <u>NO</u> <u>JURISDICTION</u>	<u>YES</u> <u>NO</u> <u>JURISDICTION</u>
<input type="checkbox"/> Alexandria, Virginia	<input type="checkbox"/> Alexandria Public Schools
<input type="checkbox"/> Alexandria Sanitation Authority	<input type="checkbox"/> Arlington County, Virginia
<input type="checkbox"/> Arlington County Public Schools	<input type="checkbox"/> Bladensburg, Maryland
<input type="checkbox"/> Bowie, Maryland	<input type="checkbox"/> Charles County Public Schools
<input type="checkbox"/> College Park, Maryland	<input type="checkbox"/> Culpeper County, Virginia
<input type="checkbox"/> District of Columbia	<input type="checkbox"/> District of Columbia Courts
<input type="checkbox"/> District of Columbia Public Schools	<input type="checkbox"/> District of Columbia Water & Sewer Auth.
<input type="checkbox"/> Fairfax, Virginia	<input type="checkbox"/> Fairfax County, Virginia
<input type="checkbox"/> Fairfax County Water Authority	<input type="checkbox"/> Falls Church, Virginia
<input type="checkbox"/> Fauquier County Schools & Government, Virginia	<input type="checkbox"/> Frederick, Maryland
<input type="checkbox"/> Frederick County, Maryland	<input type="checkbox"/> Gaithersburg, Maryland
<input type="checkbox"/> Greenbelt, Maryland	<input type="checkbox"/> Herndon, Virginia
<input type="checkbox"/> Leesburg, Virginia	<input type="checkbox"/> Loudoun County, Virginia
<input type="checkbox"/> Loudoun County Public Schools	<input type="checkbox"/> Loudoun County Sanitation Authority
<input type="checkbox"/> Manassas, Virginia	<input type="checkbox"/> City of Manassas Public Schools
<input type="checkbox"/> Manassas Park, Virginia	<input type="checkbox"/> Maryland-National Capital Park & Planning Comm.
<input type="checkbox"/> Maryland Department of Transportation	<input type="checkbox"/> Metropolitan Washington Airports Authority
<input type="checkbox"/> Metropolitan Washington Council of Governments	<input type="checkbox"/> Montgomery College
<input type="checkbox"/> Montgomery County, Maryland	<input type="checkbox"/> Montgomery County Public Schools
<input type="checkbox"/> Northern Virginia Community College	<input type="checkbox"/> OmniRide
<input type="checkbox"/> Potomac & Rappahannock Trans. Commission	<input type="checkbox"/> Prince George's County, Maryland
<input type="checkbox"/> Prince George's Public Schools	<input type="checkbox"/> Prince William County, Virginia
<input type="checkbox"/> Prince William County Public Schools	<input type="checkbox"/> Prince William County Service Authority
<input type="checkbox"/> Rockville, Maryland	<input type="checkbox"/> Spotsylvania County Schools
<input type="checkbox"/> Stafford County, Virginia	<input type="checkbox"/> Takoma Park, Maryland
<input type="checkbox"/> Upper Occoquan Service Authority	<input type="checkbox"/> Vienna, Virginia
<input type="checkbox"/> Virginia Railway Express	<input type="checkbox"/> Washington Metropolitan Area Transit Authority
<input type="checkbox"/> Washington Suburban Sanitary Commission	<input type="checkbox"/> Winchester, Virginia
<input type="checkbox"/> Winchester Public Schools	

**APPENDIX A**

1. Mission Statement
2. Campus Maps
3. Computation of Space Needs
4. Computation of Parking Needs
5. 2006-2016 Facilities Master Plan



## CHANGING LIVES

*We are in the business of changing lives.*

*Students are the center of our universe.*

*We encourage continuous learning for  
our students, our faculty, our staff, and our community.*

## ENRICHING OUR COMMUNITY

*We are the community's college.*

*We are the place for intellectual, cultural, social, and political dialogue.*

*We serve a global community.*

## HOLDING OURSELVES ACCOUNTABLE

*We are accountable for key results centered around learning.*

*We will be known for academic excellence by every  
high school student and community member.*

*We inspire intellectual development through  
a commitment to the arts and sciences.*

*We lead in meeting economic and workforce development needs.*

♦ ♦ ♦

**WE WILL TEND TO OUR INTERNAL SPIRIT.**



## OUR INTERNAL SPIRIT

*We are committed to high academic and performance  
standards and take pride in our collective achievements.*

*We are welcoming, compassionate,  
and service-oriented to our diverse communities.*

*We operate in a creative, innovative, flexible,  
and responsive manner.*

*We practice collaboration, openness, honesty,  
and widely shared communications.*

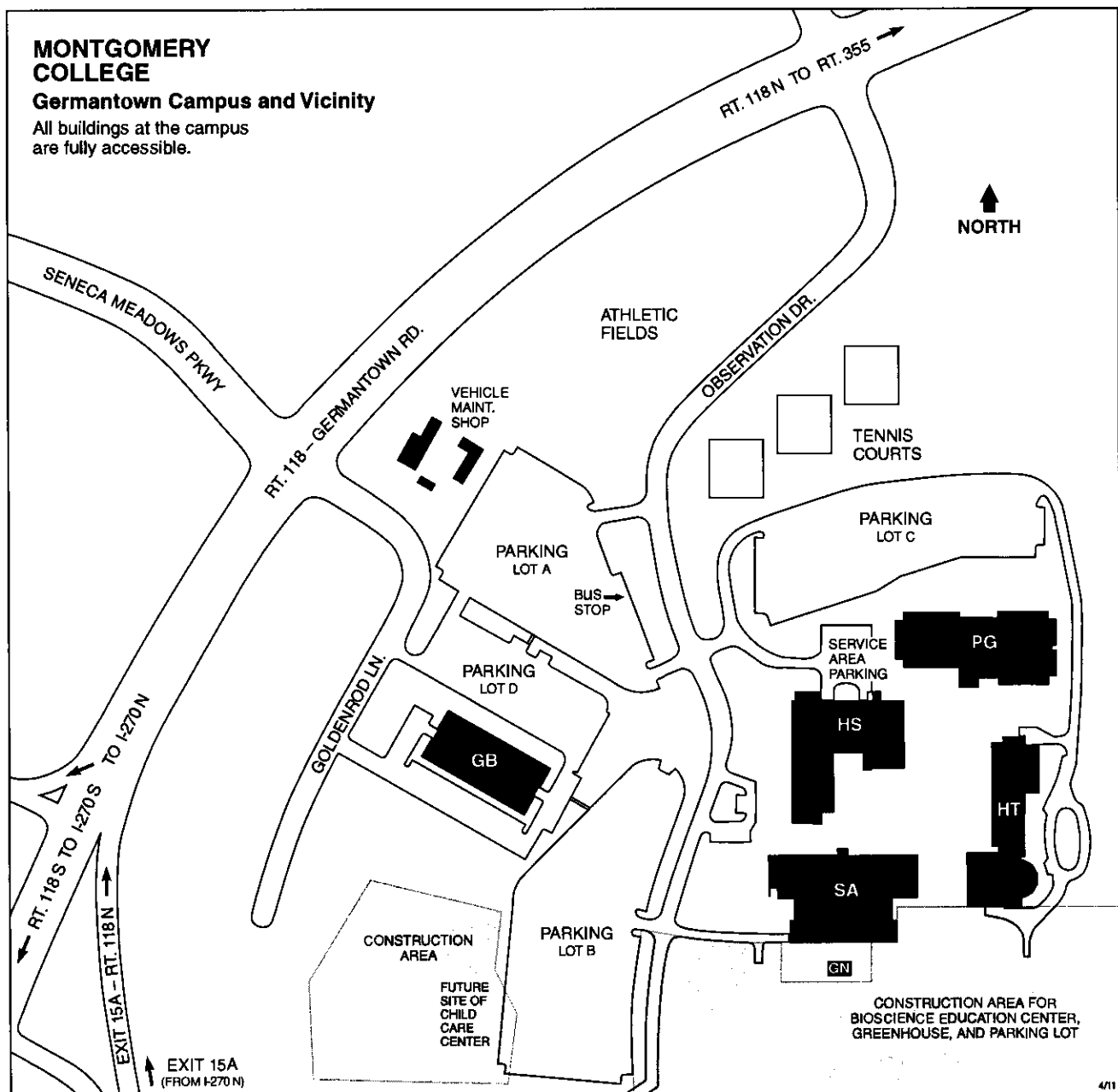
*Integrity, trust, and respect guide our actions.*

*We value and respect academic vitality and excellence.*

*Our spirit is renewed through enthusiasm, celebration,  
a sense of humor, and fun.*

# MONTGOMERY COLLEGE

## Germantown Campus Map



### Montgomery College Germantown Campus

20200 Observation Drive  
 Germantown, MD 20876  
 240-567-7700

[www.montgomerycollege.edu](http://www.montgomerycollege.edu)

For updates to campus maps, visit  
[www.montgomerycollege.edu/maps](http://www.montgomerycollege.edu/maps).

### Germantown Campus Legend of Buildings

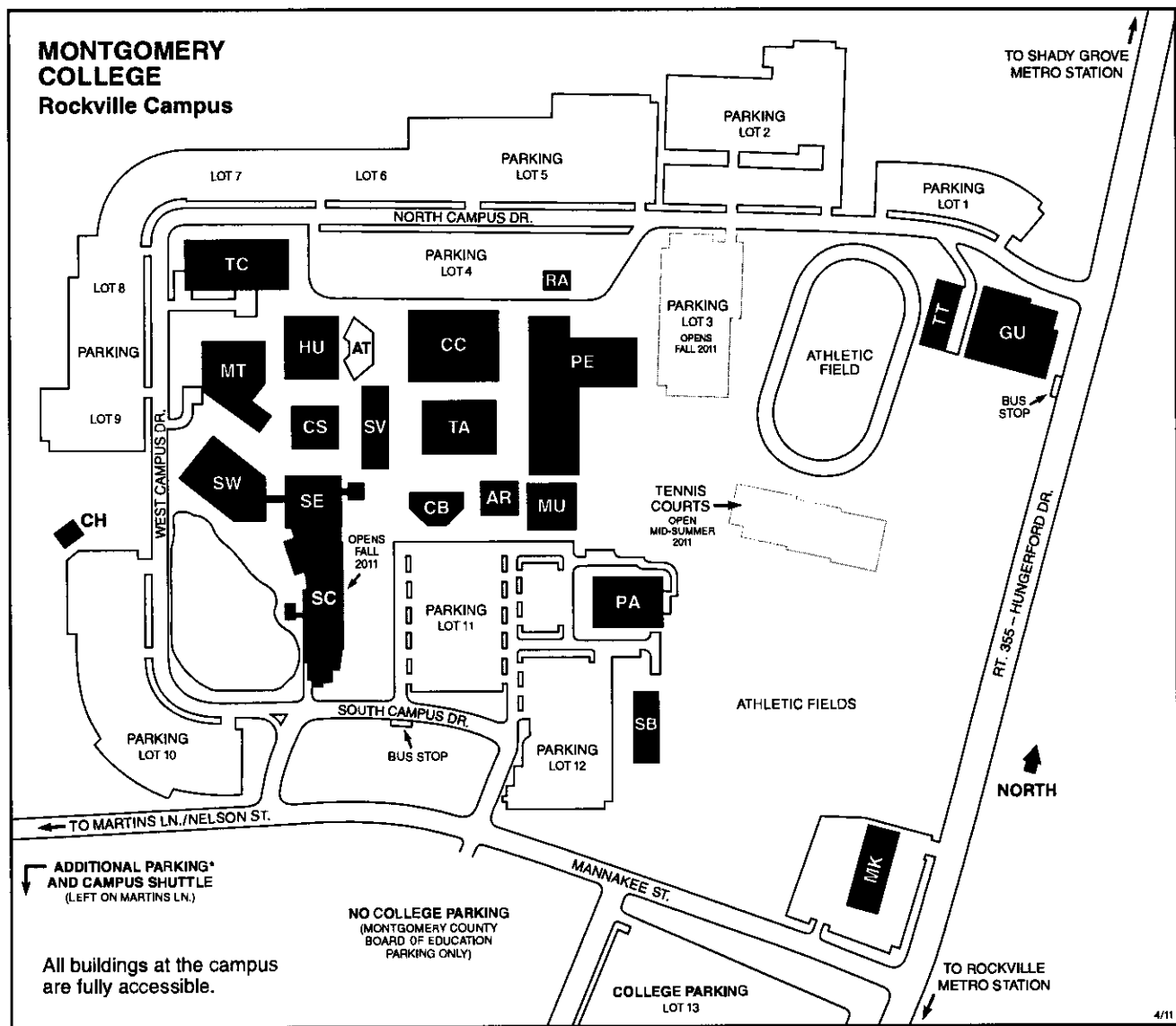
(as of April 2011)

GB Goldenrod Building  
 GN Greenhouse  
 HS Humanities and Social  
 Sciences Building

HT High Technology and  
 Science Center  
 PG Physical Education Building  
 SA Sciences and Applied  
 Studies Building  
 (Security Office and  
 Admissions Office)

# MONTGOMERY COLLEGE

## Rockville Campus Map



### Montgomery College Rockville Campus

51 Mannakee Street  
Rockville, MD 20850  
240-567-5000  
TTY 301-294-9672

[www.montgomerycollege.edu](http://www.montgomerycollege.edu)

For updates to campus maps, visit  
[www.montgomerycollege.edu/maps](http://www.montgomerycollege.edu/maps).

### Rockville Campus Legend of Buildings

(as of April 2011)

AR Paul Peck Art Building  
AT Amphitheatre

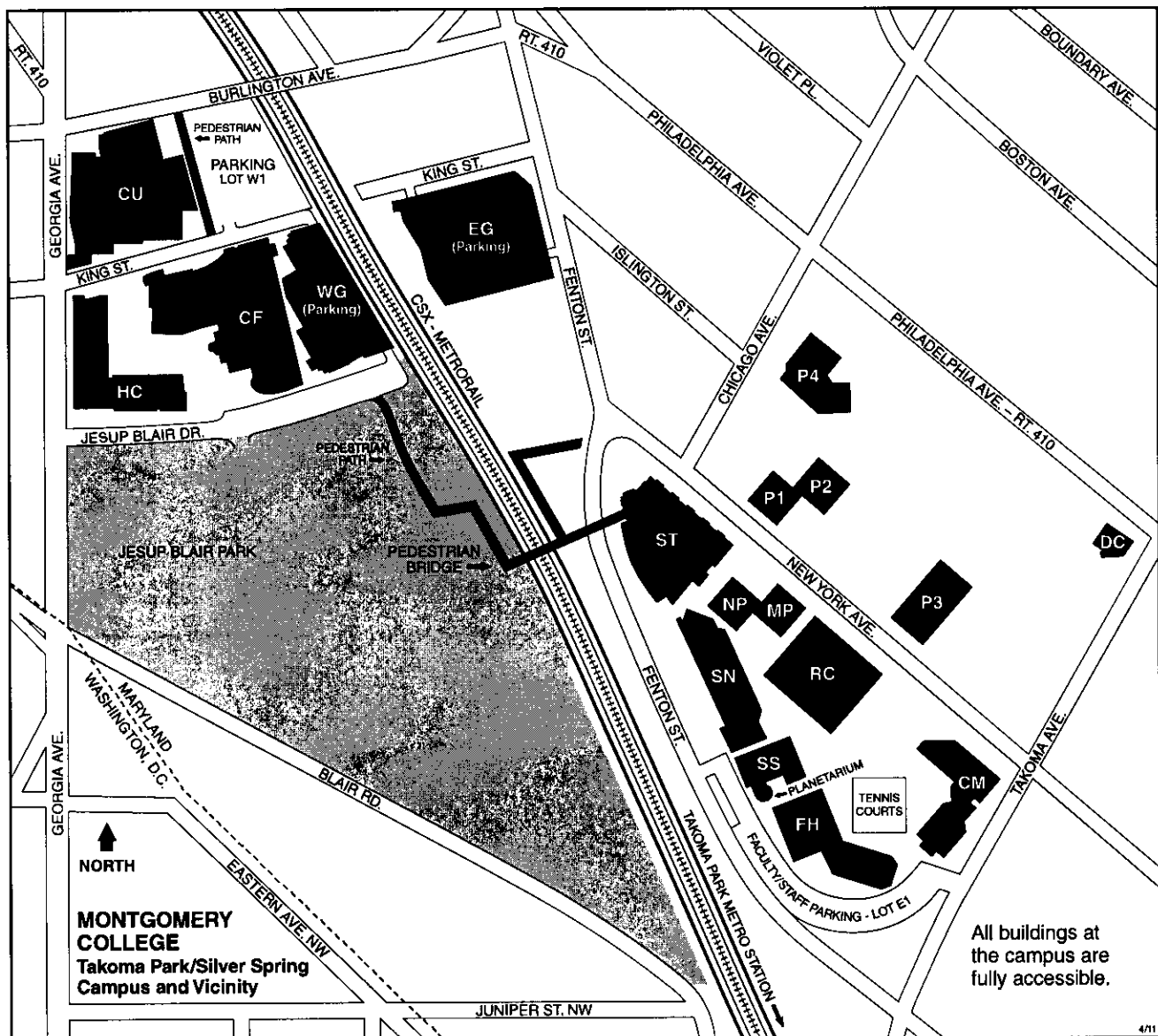
CB Counseling and Advising Building (Security Office)  
CC Campus Center (Workforce Development & Continuing Education)  
CH Child Care Center  
CS Computer Science Building  
GU Homer S. Gudelsky Institute for Technical Education  
HU Humanities Building  
MK Mannakee Building (Central Administration)  
MT Gordon and Marilyn Macklin Tower  
MU Music Building

PA Robert E. Parilla Performing Arts Center  
PE Physical Education Center  
RA Rockville Annex  
SB South Campus Instruction Building  
SC Science Center (opens fall 2011)  
SE Science East Building  
SV Student Services Building (Admissions Office)  
SW Science West Building  
TA Theatre Arts Building  
TC Technical Center  
TT Interim Technical Training Center

\*Parking at Rockville Municipal Swim Center.  
Take Mannakee Street to left on Martins Lane.

# MONTGOMERY COLLEGE

## Takoma Park/Silver Spring Campus and Vicinity



4/11

### Montgomery College Takoma Park/Silver Spring Campus

7600 Takoma Avenue  
Takoma Park, MD 20912  
240-567-1300  
TTY 301-587-7207

[www.montgomerycollege.edu](http://www.montgomerycollege.edu)

For updates to campus maps, visit  
[www.montgomerycollege.edu/maps](http://www.montgomerycollege.edu/maps).

### Takoma Park/Silver Spring Campus Legend of Buildings

(as of April 2011)

CF The Morris and Gwendolyn  
Cafritz Foundation Arts Center  
CM The Commons  
CU Cultural Arts Center  
DC Child Care Center  
EG East Garage (parking)  
FH Falcon Hall (Physical Education)  
HC Health Sciences Center  
(Workforce Development &  
Continuing Education – WDCE)  
MP Mathematics Pavilion

NP North Pavilion  
P1 Pavilion One  
P2 Pavilion Two  
P3 Pavilion Three  
P4 Pavilion Four  
(Refugee Training Center)  
RC Resource Center  
SN Science North Building  
SS Science South Building  
(Planetarium)  
ST Charlene R. Nunley  
Student Services Center  
(Security Office and  
Admissions Office)  
WG West Garage (parking)

**Table 3**  
**COMPUTATION OF SPACE NEEDS**

Appendix A-3

COLLEGE NAME: Montgomery College - Germantown Campus  
July 1, 2010

HEGIS CODE	HEGIS CATEGORY	Need Current	Inventory Current	Surplus/ (Deficit)	Need 10 Years	Inventory 10 Years	Surplus/ (Deficit)
100 (110-115)	CLASSROOM	35,982	25,168	(10,814)	34,416	33,278	(1,138)
200	LABORATORY	100,870	44,184	(56,686)	122,064	88,484	(33,580)
210-15	Class Laboratory	90,951	35,943	(55,008)	109,132	74,103	(35,029)
220-25	Open Laboratory	9,719	8,221	(1,498)	12,932	14,381	1,449
250-55	No Allowance						
300	OFFICE	56,811	47,723	(9,088)	70,972	56,673	(14,299)
310-15	Office/ Conf. Room	54,904	45,037	(9,867)	88,682	53,987	(14,695)
320-25	Testing/Tutoring	1,907	2,686	779	2,290	2,686	396
350-55	Included w/ 310						
400	STUDY	29,497	15,460	(11,037)	33,565	17,780	(15,805)
410-15	Study	14,463	4,978	(9,485)	19,244	6,538	(12,706)
420-30	Stack/Study	8,596	10,035	1,439	10,229	10,535	306
440-55	Processing/Service	3,438	447	(2,991)	4,092	687	(3,405)
500	SPECIAL USE	45,391	31,271	(14,120)	55,548	31,671	(23,977)
520-23	Athletic	42,140	27,798	(14,342)	49,790	27,798	(21,992)
530-35	Media Production	2,251	1,329	(922)	4,756	1,329	(3,429)
580-85	Greenhouse	1,000	2,144	1,144	1,000	2,444	1,444
600	GENERAL USE	48,953	18,738	(22,215)	47,708	26,688	(21,020)
610-15	Assembly	13,628	9,983	(3,645)	15,158	9,983	(5,175)
820-25	Exhibition	1,907	0	(1,907)	2,290	0	(2,290)
630-35	Food Facility	13,454	5,256	(8,198)	14,641	6,308	(8,333)
640-45	No Allowance						
650-55	Lounge	3,957	1,944	(2,013)	5,229	2,344	(2,885)
660-65	Merchandising	2,007	1,553	(454)	2,390	1,553	(837)
670-75	No Allowance						
680-85	Meeting Room	6,000	0	(6,000)	8,000	6,500	(1,500)
700	SUPPORT	19,290	12,903	(6,387)	21,661	14,903	(5,758)
710-15	Data Processing	2,500	289	(2,211)	2,500	489	(2,011)
720-25	Shop/ Storage	12,539	11,745	(794)	14,864	12,945	(1,919)
730-35	Included w/ 720						
740-45	Included w/ 720						
750-55	Central Service	4,000	714	(3,286)	4,000	1,064	(2,936)
760-65	Hazmat Storage	251	155	(96)	297	405	108
800	HEALTH CARE	663	0	(663)	816	0	(816)
900	No Allowance						
050-090	No Allowance						
Total NASF:		326,267	195,427	(130,830)	386,750	269,357	(117,393)

ONLY ON CAMPUS  
PERMANENT SPACE SHOULD  
BE INCLUDED ON THIS TABLE

SEE "SPACE ALLOCATION  
GUIDELINES" SHEET FOR  
FORMULAS AND DEFINITIONS

7/1/10 CC

		ACTUAL	PROJECTED
		Fall 2009	Fall 2019
ENROLLMENT/ EMPLOYMENT STATISTICS	FTDE-C	2,217	3,079
	FTDE-N		
	FTDE-T	2,314	3,079
	WSCH-Lec-C		31,005
	WSCH-Lec-N		
	WSCH-Lec-T	23,988	31,005
	WSCH-Lab-C		18,719
	WSCH-Lab-N		
	WSCH-Lab-T	12,993	18,719
	FTE	85,955	102,286
	BVE		
	FT-Fac		110
	FT-Libr		0
	PT-Fac		224
N/A = Hard Data =	FTEF	130	166
	FT-Staff		241
	PHC-T	1,319	1,743
		ACTUAL	PROJECTED
		Fall 2009	Fall 2019

Formulas =

Headcount

**Table 3**  
**COMPUTATION OF SPACE NEEDS**

Appendix A-3

COLLEGE NAME: Montgomery College - Rockville Campus  
July 1, 2010

HEGIS CODE	HEGIS CATEGORY	Need Current	Inventory Current	Surplus/ (Deficit)	Need 10 Years	Inventory 10 Years	Surplus/ (Deficit)
100 (110-115)	CLASSROOM	91,478	80,987	(18,489)	97,243	71,747	(25,496)
200	LABORATORY	250,742	141,866	(109,077)	279,608	289,529	(70,079)
210-15	Class Laboratory	219,843	112,457	(107,386)	246,201	165,508	(80,693)
220-25	Open Laboratory	30,899	29,208	(1,691)	33,407	44,021	10,614
250-55	No Allowance						
300	OFFICE	209,729	147,358	(62,371)	235,426	156,370	(79,056)
310-15	Office/ Conf. Room	205,300	139,635	(65,665)	230,698	148,847	(82,051)
320-25	Testing/Tutoring	4,429	7,723	3,294	4,727	7,723	2,996
350-55	Included w/ 310						
480	STUDY	74,964	42,330	(32,634)	83,044	43,988	(39,864)
410-15	Study	45,981	11,429	(34,552)	49,713	13,079	(36,634)
420-30	Slack/Study	20,702	27,575	6,673	23,808	27,575	3,767
440-55	Processing/Service	8,261	3,326	(4,935)	9,523	3,326	(6,197)
500	SPECIAL USE	196,884	58,992	(147,892)	114,048	58,264	(55,784)
520-23	Athletic	92,570	50,345	(42,225)	98,540	50,345	(46,195)
530-35	Media Production	13,314	6,729	(6,585)	14,508	6,524	(7,984)
580-85	Greenhouse	1,000	1,918	918	1,000	1,395	395
600	GENERAL USE	89,624	64,213	(25,411)	95,689	59,241	(36,448)
610-15	Assembly	23,714	26,516	2,802	24,908	26,516	1,608
620-25	Exhibition	4,429	2,013	(2,416)	4,727	2,013	(2,714)
830-35	Food Facility	36,070	11,684	(24,386)	39,220	12,340	(26,880)
840-45	No Allowance						
850-55	Lounge	12,882	2,646	(10,236)	14,007	7,218	(6,789)
880-85	Merchandising	4,529	9,393	4,864	4,827	9,393	4,566
870-75	No Allowance						
880-85	Meeting Room	8,000	1,761	(6,239)	6,000	1,761	(4,239)
708	SUPPORT	46,544	16,800	(29,744)	50,987	14,404	(36,583)
710-15	Data Processing	5,018	3,473	(1,545)	5,466	3,577	(1,889)
720-25	Shop/ Storage	33,499	12,177	(21,322)	36,611	10,068	(26,543)
730-35	Included w/ 720						
740-45	Included w/ 720						
750-55	Central Service	7,357	169	(7,188)	7,954	442	(7,512)
760-65	Hazmat Storage	670	181	(489)	736	317	(419)
800	HEALTH CARE	1,871	0	(1,871)	1,791	0	(1,791)
900	No Allowance						
050-090	No Allowance						
Total NASF:		871,834	641,845	(229,989)	957,615	813,636	(143,979)

ONLY ON CAMPUS  
PERMANENT SPACE SHOULD  
BE INCLUDED ON THIS TABLE

SEE "SPACE ALLOCATION  
GUIDELINES" SHEET FOR  
FORMULAS AND DEFINITIONS

7/1/10 CC

		ACTUAL	PROJECTED
		Fall 2009	Fall 2019
ENROLLMENT/ EMPLOYMENT STATISTICS	FTDE-C		
	FTDE-N		
	FTDE-T	7,357	7,954
	WSCH-Lec-C		87,606
	WSCH-Lec-N		
	WSCH-Lec-T	82,411	87,606
	WSCH-Lab-C		42,230
	WSCH-Lab-N		
	WSCH-Lab-T	37,709	42,230
	FTE	10,112	10,010
	BVE	207,024	238,078
	FT-Fac		314
	FT-Libr		0
	PT-Fac		600
N/A = <span style="background-color: black; color: black;">          </span> Hard Date = <span style="background-color: black; color: black;">          </span>	FTEF	438	464
	FT-Staff		919
	PHC-T	4,294	4,669
		ACTUAL	PROJECTED
		Fall 2009	Fall 2019
Formulas = Headcount			18,080

**Table 3**  
**COMPUTATION OF SPACE NEEDS**

Appendix A-3

COLLEGE NAME: Montgomery College - Takoma Park/Silver Spring Campus  
July 1, 2010

HEGIS CODE	HEGIS CATEGORY	Need Current	Inventory Current	Surplus/ (Deficit)	Need 10 Years	Inventory 10 Years	Surplus/ (Deficit)
100 (110-115)	CLASSROOM	52,193	48,832	(3,361)	48,531	57,255	8,724
200	LABORATORY	107,805	62,992	(24,813)	115,765	84,626	(31,159)
210-15	Class Laboratory	96,215	64,291	(31,924)	101,996	64,291	(37,705)
220-25	Open Laboratory	11,390	18,701	7,311	13,769	20,335	6,546
250-55	No Allowance						
300	OFFICE	72,116	74,834	2,718	64,668	77,012	(7,074)
310-15	Office/ Conf. Room	70,010	70,447	437	82,294	73,225	(9,069)
320-25	Testing/Tutoring	2,106	4,367	2,281	2,392	4,367	1,995
350-55	Included w/ 310						
400	STUDY	30,871	19,621	(11,050)	36,298	20,033	(16,265)
410-15	Study	16,950	11,310	(5,040)	20,519	11,722	(8,797)
420-30	Stack/Study	9,801	7,293	(2,508)	11,271	7,293	(3,978)
440-55	Processing/Service	3,920	1,016	(2,902)	4,500	1,016	(3,490)
500	SPECIAL USE	49,680	30,294	(19,386)	57,996	30,460	(27,536)
520-23	Athletic	46,120	25,545	(20,575)	51,830	25,545	(26,285)
530-35	Media Production	2,570	3,788	1,218	5,166	3,954	(1,212)
580-65	Greenhouse	1,000	961	(39)	1,000	961	(39)
600	GENERAL USE	45,361	45,840	1,459	49,950	46,994	(950)
610-15	Assembly	14,424	15,634	1,210	15,566	15,634	80
620-25	Exhibition	2,106	4,751	2,645	2,392	5,616	3,224
630-35	Food Facility	15,953	12,315	(3,638)	15,842	12,689	(3,153)
640-45	No Allowance						
650-55	Lounge	4,092	7,371	2,079	5,658	6,266	2,628
660-65	Merchandising	2,206	4,991	2,785	2,492	4,991	2,499
670-75	No Allowance						
680-85	Meeting Room	6,000	1,778	(4,222)	8,000	1,776	(6,222)
700	SUPPORT	21,388	40,761	19,373	22,844	41,712	16,868
710-15	Data Processing	2,500	1,196	(1,304)	2,500	1,196	(1,304)
720-25	Shop/ Storage	14,596	36,008	23,412	16,024	38,959	22,935
730-35	Included w/ 720						
740-45	Included w/ 720						
750-55	Central Service	4,000	1,414	(2,586)	4,000	1,414	(2,586)
760-65	Hazmat Storage	292	143	(149)	320	143	(177)
800	HEALTH CARE	742	0	(742)	657	0	(657)
900	No Allowance						
050-090	No Allowance						
Total NASF:		379,766	344,174	(36,612)	416,947	360,692	(56,255)

ONLY ON CAMPUS  
PERMANENT SPACE SHOULD  
BE INCLUDED ON THIS TABLE

SEE "SPACE ALLOCATION  
GUIDELINES" SHEET FOR  
FORMULAS AND DEFINITIONS

7/1/10 CC

		ACTUAL	PROJECTED
		Fall 2009	Fall 2019
ENROLLMENT/ EMPLOYMENT STATISTICS	FTDE-C	2,712	3,283
	FTDE-N		
	FTDE-T	2,712	3,283
	WSCH-Lec-C	34,795	43,722
	WSCH-Lec-N		
	WSCH-Lec-T	34,795	43,722
	WSCH-Lab-C	13,745	17,495
	WSCH-Lab-N		
	WSCH-Lab-T	13,745	17,495
	FTE	4,050	4,808
	BVE	96,010	112,712
	FT-Fac	191	165
	FT-Libr		0
	PT-Fac	236	240
	FTEF	191	225
Hard Data =	FT-Staff	224	264
	PHC-T	1,564	1,686
		ACTUAL	PROJECTED
		Fall 2009	Fall 2019
Formulas =		77,459	77,733
		Headcount	

**Table 4**  
**COMPUTATION OF PARKING NEEDS**

Appendix A-4

COLLEGE NAME: Montgomery College - Germantown Campus  
July 1, 2010

PARKING CATEGORY	FACTOR	Need Current	Inventory Current	Surplus/ (Deficit)	Need 10 Years	Inventory 10 Years	Surplus/ (Deficit)
FTDE-T	0.75	1,736	1,106	(630)	2,309	1,379	(930)
FT-Fac and FT-Staff	0.75	210	206	(4)	263	200	(63)
<b>SUBTOTAL</b>		<b>1,946</b>	<b>1,312</b>	<b>(634)</b>	<b>2,572</b>	<b>1,579</b>	<b>(993)</b>
Visitors	0.02	39	3	(36)	51	3	(48)
<b>REGULAR SPACES</b>		<b>1,985</b>	<b>1,315</b>	<b>(670)</b>	<b>2,623</b>	<b>1,582</b>	<b>(1,041)</b>
Reserved Accessible*			37	7		43	7
<b>ALL SPACES</b>		<b>2,015</b>	<b>1,352</b>	<b>(663)</b>	<b>2,659</b>	<b>1,626</b>	<b>(1,034)</b>

\* In addition to the regular parking spaces, the Americans with Disabilities Act requires reserved spaces for disabled individuals. Reserved accessible spaces shall conform to the requirements in the space allocation guidelines:

TOTAL SPACE	REQUIRED ADA	TOTAL SPACES	REQUIRED ADA
<= 25	1	201 - 300	7
26 - 50	2	310 - 400	6
51 - 75	3	410 - 500	9
76 - 100	4	501 - 1,000	2% of total
101 - 150	5	> 1,000	20 plus 1 for each 100 beyond 1,000
151 - 200	6		

ONLY PARKING FOR  
ON CAMPUS SPACE SHOULD  
BE INCLUDED ON THIS TABLE

"NEED" DATA FOR RESERVED  
ACCESSIBLE SPACES MUST  
ENTERED MANUALLY USING  
THE ABOVE ADA GUIDELINES

"NEED" DATA FOR ALL OTHER  
CATEGORIES ARE ENTERED  
AUTOMATICALLY FROM THE  
ENROLLMENT/EMPLOYMENT  
STATISTICS ON TABLE 3

**Table 4**  
**COMPUTATION OF PARKING NEEDS**

Appendix A-4

COLLEGE NAME: Montgomery College - Rockville Campus  
July 1, 2010

PARKING CATEGORY	FACTOR	Need Current	Inventory Current	Surplus/ (Deficit)	Need 10 Years	Inventory 10 Years	Surplus/ (Deficit)
FTDE-T	0.75	5,518	2,547	(2,971)	5,966	2,726	(3,240)
FT-Fac and FT-Staff	0.75	817	641	(178)	925	641	(284)
<b>SUBTOTAL</b>		<b>8,335</b>	<b>3,188</b>	<b>(3,147)</b>	<b>0,891</b>	<b>3,367</b>	<b>(3,624)</b>
Visitors	0.02	127	16	(111)	135	16	(122)
<b>REGULAR SPACES</b>		<b>6,462</b>	<b>3,204</b>	<b>(3,258)</b>	<b>7,029</b>	<b>3,383</b>	<b>(3,646)</b>
Reserved Accessible*		77	71	(6)	77	77	(0)
<b>ALL SPACES</b>		<b>6,537</b>	<b>3,275</b>	<b>(3,262)</b>	<b>7,110</b>	<b>3,400</b>	<b>(3,650)</b>

\* In addition to the regular parking spaces, the Americans with Disabilities Act requires reserved spaces for disabled individuals. Reserved accessible spaces shall conform to the requirements in the space allocation guidelines:

TOTAL SPACE	REQUIRED ADA	TOTAL SPACES	REQUIRED ADA
<= 25	1	201 - 300	7
26 - 50	2	310 - 400	8
51 - 75	3	410 - 500	9
76 - 100	4	501 - 1,000	2% of total
101 - 150	5	> 1,000	20 plus 1 for each 100 beyond 1,000
151 - 200	6		

ONLY PARKING FOR  
ON CAMPUS SPACE SHOULD  
BE INCLUDED ON THIS TABLE

"NEED" DATA FOR RESERVED  
ACCESSIBLE SPACES MUST  
ENTERED MANUALLY USING  
THE ABOVE ADA GUIDELINES

"NEED" DATA FOR ALL OTHER  
CATEGORIES ARE ENTERED  
AUTOMATICALLY FROM THE  
ENROLLMENT/EMPLOYMENT  
STATISTICS ON TABLE 3

**Table 4**  
**COMPUTATION OF PARKING NEEDS**

Appendix A-4

COLLEGE NAME: Montgomery College - Takema Park/Sliver Spring Campus  
July 1, 2010

PARKING CATEGORY	FACTOR	Need Current	Inventory Current	Surplus/ (Deficit)	Need 10 Years	Inventory 10 Years	Surplus/ (Deficit)
FTDE-T	0.75	2,034	499	(1,535)	2,462	947	(1,515)
FT-Fac and FT-Staff	0.75	267	237	(30)	322	264	(58)
<b>SUBTOTAL</b>		<b>2,301</b>	<b>736</b>	<b>(1,565)</b>	<b>2,784</b>	<b>1,211</b>	<b>(1,573)</b>
Visitors	0.02	46	6	(40)	56	16	(40)
<b>REGULAR SPACES</b>		<b>2,347</b>	<b>742</b>	<b>(1,605)</b>	<b>2,840</b>	<b>1,227</b>	<b>(1,613)</b>
Reserved Accessible*			27	(6)		44	6
<b>ALL SPACES</b>		<b>2,380</b>	<b>769</b>	<b>(1,611)</b>	<b>2,878</b>	<b>1,271</b>	<b>(1,607)</b>

\* In addition to the regular parking spaces, the Americans with Disabilities Act requires reserved spaces for disabled individuals. Reserved accessible spaces shall conform to the requirements in the space allocation guidelines:

TOTAL SPACE	REQUIRED ADA	TOTAL SPACES	REQUIRED ADA
<= 25	1	201 - 300	7
26 - 50	2	310 - 400	8
51 - 75	3	410 - 500	9
76 - 100	4	501 - 1,000	2% of total
101 - 150	5	> 1,000	20 plus 1 for each 100 beyond 1,000
151 - 200	6		

ONLY PARKING FOR  
ON CAMPUS SPACE SHOULD  
BE INCLUDED ON THIS TABLE

"NEED" DATA FOR RESERVED  
ACCESSIBLE SPACES MUST  
ENTERED MANUALLY USING  
THE ABOVE ADA GUIDELINES

"NEED" DATA FOR ALL OTHER  
CATEGORIES ARE ENTERED  
AUTOMATICALLY FROM THE  
ENROLLMENT/EMPLOYMENT  
STATISTICS ON TABLE 3

**RFP 611-012**

**APPENDIX A-5**

**2006-2016 Facilities Master Plan**

**PLEASE GO TO:**

**<http://www.montgomerycollege.edu/Departments/facilitiesca/master.htm>**