

REQUEST FOR PROPOSALS

PHASE ONE REHABILITATION OF HISTORIC SCHOOLHOUSE

**MONTROSE SCHOOLHOUSE
5721 JOSIAH HENSON PARKWAY
ROCKVILLE, MD 20852**

ISSUE DATE: JUNE 6, 2025

DUE DATE AND TIME: JULY 9, 2025, AT 5:00PM

Peerless Rockville Historic Preservation Ltd., (PRHP) a Rockville based nonprofit organization serving the community since 1974, invites interested and qualified firms to submit proposals for contracting services associated with the Phase One Rehabilitation of the Historic Montrose Schoolhouse 5721 Josiah Henson Parkway, Rockville, MD 20852.

Proposals may be submitted via electronic transmission, hand delivery, or via regular or special delivery mail. Electronic submissions shall be sent to PHRP at the following email address: montrose@peerlessrockville.org . Other than electronic transmission all submissions shall be:

Mailed to: Peerless Rockville Historic Preservation, PO BOX 4262, Rockville, MD 20849
Hand Delivery to: Peerless Rockville, 29 Courthouse Sq. Ste. 110, Rockville, MD 20850

Proposals must be received in hard copy or via email no later than 5:00PM on Wednesday, July 9, 2025. Any proposal received by PHRP after this exact date and time specified for receipt of offers will be LATE and not considered unless it is postmarked or sent by a traceable delivery method no later than Monday, July 7, 2025. (Two copies of all required documents must be provided)

INTRODUCTION/ BACKGROUND

The 1909 Montrose Schoolhouse, now vacant, was originally constructed for the Montgomery County, Maryland public school system as a two-room schoolhouse to serve the educational needs of the local community. The original two-room school was expanded with a third classroom, common areas, and additional offices through a series of additions in the early 20th century but eventually fell out of use when it was replaced by larger and more modern schools. In 1979, Peerless Rockville acquired the schoolhouse and has stewarded the building since that time ensuring its protection and active use. Located near the busy intersection of Rockville Pike and Josiah Henson Parkway this project will renovate the interior of the school to provide layout, code and Americans with Disabilities

Act (ADA) required updates to return the building to active use for the surrounding North Bethesda Community. Most recently used as an early childhood educational center, the organization would like to see this use continued and has developed plans to meet code requirements to facilitate an educational use for property. The Montrose School is a locally designated Historic Site in Montgomery County and is listed on the National Register of Historic Places. The project will be executed with the involvement and oversight of the State Historic Preservation Office (the Maryland Historic Trust, "MHT").

The Maryland Historical Trust holds a perpetual preservation easement on the Montrose School property, which restricts alterations to the exterior of the building.

SCOPE OF SERVICES

Project work includes:

The work anticipated under for this project includes two phases of construction.

Phase One Core Construction and Infrastructure will include: Interior partition removal, hallway accessibility upgrades, plumbing rough-ins, mechanical installation, framing and wall priming. Exterior changes to the structure are limited but are subject to MHT Easement approval.

Phase Two will include: Interior finishes, cabinetry, trim hardware, lighting trim, fixture installation, and tenant specific components. A request for performance and payment for this phase of work is not guaranteed. Rather, it is dependent upon contractors performing Phase One services to the satisfaction of PRHP and MHT and approval by MHT of contractor's proposed scope of work for these services.

The specific work requested for both Phase One and Phase Two services is as follows:

Phase One: Core Construction and Infrastructure

1. Mobilization and Site Preparation
 - Secure work areas and install temporary protection.
 - Coordinate safety and phasing logistics.
2. Interior Layout Restructuring
 - Reframe walls and corridors per new architectural layout.
 - Construct 1-hour rated fire corridor partitions where required.
3. Accessibility Renovations
 - Modify hallways, doorways, and ramps to meet ADA specifications.
4. Plumbing Rough-Ins
 - Install underground and in-wall plumbing systems to rough-in stage for restrooms and pantry.

5. Mechanical and HVAC Work
 - Rough-in for ventilation and air distribution and installation of exterior vent openings.
6. Framing and Wall Priming
 - Complete framing of all interior walls and openings.
 - Install plumbing and electrical wiring prior to wallboard installation.
 - Apply primer coat to drywall surfaces in preparation for finishes.

Phase Two: Interior Finishes and Completion

1. Interior Finishes
 - Paint finished walls and ceilings.
 - Install flooring and base trim throughout.
2. Cabinetry and Millwork
 - Install casework, cabinets, countertops, and shelving in restrooms, offices, and pantry.
3. Doors and Hardware
 - Install finished hardware (levers, closers, stops) on previously framed doors.
4. Plumbing and Fixture Finalization
 - Set and connect plumbing fixtures and ADA accessories.
5. Lighting and Electrical Trim
 - Install light fixtures, outlets, switches, and cover plates.
6. Final Touches and Commissioning
 - Install signage and hardware.
 - Conduct inspections, punch list, and owner walkthrough.
7. Other services as may be required and agreed upon prior to the initiation of the project.

Not Included:

- Replacement of damaged windows
- Tenant specific finishes & cabinetry for school specific requirements
- Security system, phone and internet as required for tenant use
- Paving, Sealing, Striping of parking lot

Permit has been paid and issued by MoCo DPS; General Contractor and subcontractors to include permits as needed for job components.

All work must be performed in accordance with the Secretary of the Interior's [Standards for Rehabilitation](#). The contractor must be familiar with these *Standards* and must be willing to work with PRHP and MHT to resolve all unanticipated conditions.

Please provide a cost proposal separately for both Phase One and Phase Two services using the attached financial proposal form and breakdown. Provide unit prices for additional

work using the attached form. The Contractor may submit their standard quote sheet but must ALSO submit the filled out and signed cost proposal and unit prices forms.

The contract that results from this RFP will be a fixed-price contract. Fixed prices shall be submitted separately for Phase One services and Phase Two construction services.

BOND REQUIREMENTS AND PAYMENT

Contractor shall be required to provide a bid bond in the amount equal to the price proposed in its bid package to PRHP.

Upon award of a contract, Contractor shall also be required to obtain and provide to PRHP a performance and payment bond equal to the price agreed upon by Contractor and PRHP for performance of the resultant contract.

The project will be partially funded through a grant/loan from MHT, and the Contractor will be required to carefully document and submit project expenses with each request for payment. It may take 30-45 days or more to process requests for payment to allow for review and processing by MHT.

PRE-PROPOSAL CONFERENCE / SITE VISIT

A pre-proposal site visit will be held between 9:00AM – Noon PM on Friday, June 20 at 5721 Josiah Henson Parkway, Rockville, MD 20852. Questions must be submitted in writing to montrose@peerlessrockville.org no later than June 27, 2025. Questions and answers will be issued to all interested bidders. It is strongly suggested that any firm interested in providing a proposal attend the pre-proposal site visit.

TIMETABLE

The contractor should expect to begin the project immediately upon notification of contract award (anticipated no later than the first of August 2025). It is anticipated that work should be substantially complete by October 30, 2025.

QUALIFICATIONS

- The contractor and any relevant subcontractors must demonstrate experience performing substantially similar services to that requested in this RFP, working with existing buildings, particularly historic buildings.
- The contractor and any subcontractor must hold a current license applicable to the nature of the work. A copy of such license shall be included in your response to this RFP.
- Please provide qualifications and references for contractors and any subcontractors on the attached form.
- Contractors and any subcontractors will be required to be licensed and have General Liability Insurance coverage in an amount not less than the price agreed upon for performance of the work required under the resultant contract. Proof of insurance

shall be provided by Contractor and any subcontractor prior to performance of any work.

SELECTION CRITERIA

The selection of the contractor will be based on the following factors, in order of descending importance:

1. Qualifications and references.
2. Technical/Ability to complete the project within the time allotted.
3. Price/Cost

The contract will be awarded to the lowest proposal from a qualified firm which can complete the project within the time allotted. PRHP reserves the right to waive irregularities and to reject proposals.

RFP PACKAGE

The RFP package consists of:

1. This "Request for Proposals" document
2. "Qualifications Statement" blank form
3. "Financial Proposal" blank form
4. "Conflict of Interest Affidavit and Disclosure" blank form
5. Approved Construction Package - Documents may be obtained electronically from Peerless Rockville Historic Preservation or examined at the Owner's office by appointment. Please contact PRHP via email at montrose@peerlessrockville.org

PROPOSAL SUBMISSION

All items below must be included with the submission. **Late submissions will not be considered.**

A complete proposal submission consists of the following:

1. A completed and signed "Financial Proposal" form
2. A completed "Qualifications Statement" with no more than [ten] pages of project-related supporting materials attached
3. Completed "Conflict of Interest Affidavit and Disclosure"
4. Consultant's estimate of start date and time frame for project (may be included in cover letter).
5. Copy of current license for contractor and any relevant subcontractors
6. Copy of current insurance certificate for contractor and any relevant subcontractors

**FAILURE TO INCLUDE ALL THE REQUIRED INFORMATION WILL RENDER
THE PROPOSAL NON-RESPONSIVE.**

NOTICES

Offerors should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification why such materials, upon request, should not be disclosed by the State under the Access to Public Records Act, State Government Article, Title 10, Subtitle 6, Annotated Code of Maryland.

MBE / WBE firms are strongly encouraged to respond to this solicitation.

The Contractor and any Subcontractors must be Equal Opportunity Employers.

By submitting a response to this solicitation, a vendor shall be deemed to represent that it is not in arrears in the payment of any obligation due and owing the State of Maryland, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the contract if selected for contract award.

Financial Proposal Form

REQUEST FOR PROPOSALS: PHASE ONE MONTROSE SCHOOLHOUSE INTERIOR REHABILITATION

FIRM / TEAM NAME:		
Description	Cost	
[If you desire the proposal to be broken down into individual line items, you should list and describe those line items here. Otherwise, ask for a lump sum proposal.]		
[Line-Item Description]		
[Line-Item Description]		
TOTAL		

ADDENDA: Please fill in and initial to acknowledge receipt of RFP Addenda, if applicable.

Addendum Number and Date	Initials

HOURLY / UNIT COSTS: Please provide hourly rates for design team members.

Name / Title / Role	Hourly Rate

We hereby submit our proposal to the **PEERLESS ROCKVILLE** for the **PHASE ONE MONTROSE SCHOOLHOUSE INTERIOR RENOVATION**.

1. I/We have received, read, and fully understand the drawings /specifications for the project, the Request for Proposals, and the Addenda.
2. I/We have examined the site, existing structures, access roads, existing utilities, and all existing conditions which affect the construction proposal.
3. I/We are able to provide all the materials, products, labor, equipment, supervision, managerial and professional services necessary for the project, and are able to construct the project as intended by the above-mentioned specifications.
4. I/We are able to complete this project within the stipulated calendar days and/or critical completion dates specified by the Owner.
5. I/We clearly understand that this Financial Proposal Form must be completed and submitted in its entirety to be considered a responsive proposal. Failure to completely fill in all the blanks may be cause for rejection of this proposal.

6. I/We clearly understand that the proposal price will be firm for a time period of [insert # days] calendar days from the proposal opening date.
7. The firm represents, and it is a condition precedent to acceptance of this proposal, that the firm has not been a party to any agreement to propose a fixed or uniform price.

Proposal submitted by representative hereby designated as project contact:

NAME:	
TITLE & FIRM NAME:	
ADDRESS:	
PHONE:	
E-MAIL:	
FEDERAL EIN #	
DATE:	
SIGNATURE:	

Qualifications Statement

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter.

Project Identification: PHASE ONE MONTROSE SCHOOLHOUSE REHABILITATION

Company Name	
Contact Name	
Contact Title	
Address, City, State, ZIP	
Phone / Fax	
Email	
Website	

1.	How many years has your organization been in business?	
2.	How many years under your present name?	
3.	What time periods under a previous business name? (List below)	
	Company Name	Dates
	Company Name	Dates
	Company Name	Dates
	Company Name	Dates
4.	Is your organization licensed to do business in the State of Maryland?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Do you have a professional license in the State of Maryland?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Type of license	License Number
	Expiration date	
8.	Is your firm certified MBE in the State of Maryland?	<input type="checkbox"/> Yes <input type="checkbox"/> No

9.	Have you in the previous five years, been denied a contract award on which you submitted the low bid/proposal in competitive bidding, or been refused pre-qualification?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, please explain:		
10.	List three or more projects executed by your firm within the past five years that were similar in nature and scope to this project, and were in compliance with the <i>Secretary of the Interior's Standards</i> (if applicable). Attach photographic documentation of these projects or refer us to your website. We may contact your references.		
	a.	Project Name	
		Project Address	
		Years of Construction	
		Client / Reference Name	
		Client / Reference Phone or Email	
		Web link if available	
	b.	Project Name	
		Project Address	
		Years of Construction	
		Client / Reference Name	
		Client / Reference Phone or Email	
		Web link if available	
	c.	Project Name	
		Project Address	
		Years of Construction	
		Client / Reference Name	
		Client / Reference Phone or Email	
		Web link if available	
	d.	Project Name	
		Project Address	
		Years of Construction	
		Client / Reference Name	
		Client / Reference Phone or Email	
		Web link if available	
	e.	Project Name	
		Project Address	
		Years of Construction	

		Client / Reference Name	
		Client / Reference Phone or Email	
		Web link if available	
11.	Provide names of key personnel to be involved in this project. Indicate the projects listed above with which they were involved. <i>On attached sheets, give brief resumes of each person, describing specific experience and qualification that will indicate ability to perform work required on this project.</i>		
	a.	Name	
		Specialty / Trade	
		Project Role	
		Years of experience	
		Years with this firm	
		Involved in projects listed above?	
	b.	Name	
		Specialty / Trade	
		Project Role	
		Years of experience	
		Years with this firm	
		Involved in projects listed above?	
	c.	Name	
		Specialty / Trade	
		Project Role	
		Years of experience	
		Years with this firm	
		Involved in projects listed above?	
	d.	Name	
		Specialty / Trade	
		Project Role	
		Years of experience	
		Years with this firm	
		Involved in projects listed above?	

12.	Please indicate which portions of the work you will subcontract and the names of the subcontractors. <i>Please attach brief resumes of each subcontractor firm, describing specific experience and qualification that will indicate ability to perform work required on this project.</i>		
	a.	Firm Name	
		Specialty / Trade	
		Address, City, State, Zip	
		Phone	
		Email	
		Website	
		Years in business	
		Involved in projects listed above?	
		MBE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	b.	Firm Name	
		Specialty / Trade	
		Address, City, State, Zip	
		Phone	
		Email	
		Website	
		Years in business	
		Involved in projects listed above?	
		MBE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	c.	Firm Name	
		Specialty / Trade	
		Address, City, State, Zip	
		Phone	
		Email	
		Website	
		Years in business	
		Involved in projects listed above?	
		MBE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	d.	Firm Name	

		Specialty / Trade	
		Address, City, State, Zip	
		Phone	
		Email	
		Website	
		Years in business	
		Involved in projects listed above?	
		MBE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
The undersigned certifies the truth and correctness of all statements.			
		Prepared by:	
		Title:	
		Signature:	

Conflict of Interest Affidavit and Disclosure Form

A. "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

B. "Person" has the meaning stated in COMAR 21.01.02.01B(64) and includes a bidder, offeror, contractor, consultant, or subcontractor or subconsultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.

C. The bidder or offeror warrants that, except as disclosed in §D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.

D. The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain detail—attach additional sheets if necessary):

E. The bidder or offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the bidder or offeror shall immediately make a full disclosure in writing to the procurement officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the bidder or offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the contractor shall continue performance until notified by the procurement officer of any contrary action to be taken.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____

By: _____ (Authorized Representative and Affiant)