

# REQUEST FOR QUALIFICATIONS PROFESSIONAL CONSULTING SERVICES

## FACILITY UTILIZATION AND PROGRAM SPACE ADEQUACY ASSESSMENT AT HARFORD COUNTY PUBLIC SCHOOLS

The Board of Education of Harford County Public Schools (HCPS) requests qualifications from interested teams to provide professional consulting services, to perform an assessment of HCPS school facility spaces, utilization, and program requirements at 33 elementary Schools, the existing Harford Academy facility, and Swan Creek School and create new digital floor plans for all 52 HCPS schools, including elementary, middle, middle/high, and high schools. The floor plans will be used as the basis to meet the new Maryland State School Mapping Data Program legislation passed in 2024. This scope is focused on creating the floor plans in compliance with the general format and software requirements with the ability to add additional data requirements later. The successful team will be contracted to perform an evaluation of HCPS' elementary school space needs for current and future program use to develop a long-term plan to optimize facility utilization, meet current program requirements, and plan for new programs and develop new floor plans. Additional information attached including:

- RFQ detail document
- Current Floor plan maps
- September 30, 2024, Enrollment Projections
- Educational Facilities Master Plan
- Recent HCPS education specifications
- State sufficiency standards
- HCPS Blueprint Implementation Plan

Interested teams should submit five (5) copies of SF254, SF255 or equivalent government accepted standard forms and other data relevant to prior Maryland Public School experience. The qualifications and responses should be mailed, or hand delivered by 3:00 p.m. local time on Thursday, January 9, 2025, to Harford County Public Schools, Planning and Construction, Missy Valentino, 2209 Conowingo Road., Bel Air, Maryland 21015. Hand delivered items must be delivered directly to the Planning & Construction Department of Harford County Public Schools. Late submissions and facsimile transmissions WILL BE CONSIDERED NON-RESPONSIVE AND WILL BE REJECTED. The Board of Education of Harford County Public Schools reserves the right to accept or reject any and all qualifications and to waive any informality.

Board of Education of Harford County

Dr. Sean W. Bulson

Superintendent of Schools

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# Objective

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## Purpose

Harford County Public Schools (HCPS) is seeking qualifications from experienced consultants to conduct a comprehensive program space adequacy assessment. This assessment will evaluate current space utilization program requirements at 33 elementary schools, the existing Harford Academy facility, and Swan Creek School, offer recommendations for optimizing existing facilities, and identify both current deficiencies and future needs to support instructional and programmatic requirements.

Additionally, the selected consultant will be responsible for creating new digital floor plans for all 52 HCPS schools, including elementary, middle, middle/high, and high schools. These floor plans must comply with the new Maryland State School Mapping Data Program legislation enacted in 2024 and should be used to visually show how program spaces are utilized.

## Background

Harford County Public Schools (HCPS), with approximately 38,500 students, ranks eighth in student enrollment among Maryland's 24 public school systems. The system currently comprises 54 schools: 33 elementary, 9 middle, 9 comprehensive high schools, 1 technical high school, 1 special school for students with severe physical and mental disabilities, and 1 alternative education program. Additionally, HCPS operates the 245-acre Harford Glen Environmental Education Center, utilized for retreats, residential environmental learning programs, and special educational activities.

In 2020, HCPS launched a Balancing Enrollment project to address capacity challenges and program needs in elementary schools. On February 14, 2022, the Harford County Board of Education approved a plan to integrate an elementary school into the planned replacement project for Harford Academy, a school serving special needs students. This approved plan aimed to increase elementary school capacity within the County growth envelope and meet the demands of Pre-Kindergarten and Special Education programs. Once the new school is constructed, HCPS intends to revisit the balancing enrollment process to develop the new attendance area for the Harford Academy and Balance enrollment throughout the district. HCPS recently acquired property for the new school located at 301 N Fountain Green Road, Bel Air 21015-2703, consisting of two parcels (Plat Book No. 210, folio 89 and Plat Book No. 203, folio 20). Currently, HCPS is in the design phase for the combined facility.

HCPS continues to struggle with space shortages stemming from increasing enrollment, Maryland's Blueprint implementation, Pre-K expansion, increased special education needs, and growth in school programs and services. Even schools operating below State Rated Capacity (SRC) are encountering challenges in meeting all program requirements within existing facilities.

Prior to starting the balancing enrollment process for the new elementary school, HCPS would like to conduct a space needs assessment. This assessment will define space needs in our facilities and explore ways to optimize utilization, support operational objectives, and ensure current and future organizational needs are met.

In 2024, new legislation known as the School Mapping Data Program was enacted, requiring local school systems to provide school layout data in electronic or digital format to support first responders in emergencies. As a preliminary step, Harford County Public Schools (HCPS) aims to update all floor plan maps to a digital format. These digital maps should comply with the legislation, be easily updated, and compatible with the Gentec camera software currently used by HCPS and local law enforcement.

For more information on Harford County Public Schools please see our webpage <https://www.hcps.org/>

# Scope of Work

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## Objectives

- Complete a comprehensive examination of program requirements of 33 elementary schools, the existing Harford Academy facility, and Swan Creek School facility, inventory interior and exterior spaces, and assess current and future educational goals.
  - Identify gaps and deficiencies.
  - Study areas for improvement.
  - Plan for future growth
- Develop recommendations to improve overall efficiency and optimize space use to support the educational and student support services and programs.
- Develop electronic floor plans of all 52 HCPS schools.

## Requirements

1. Comprehensive Evaluation of Space Utilization
  - a. Analyze and document current space usage of each property to include main school building, annex buildings, and portables.
  - b. Characterize and classify existing spaces according to their functions.
2. Assessment of Space Requirements
  - a. Collaborate with stakeholders to understand needs and gather input, ensuring alignment with organizational goals.
  - b. Assess both current and future program requirements.
    - i. Existing elementary classrooms grades Pre-K - 5
    - ii. Pre-K expansion to meet Blueprint requirements.
    - iii. Community School Space
    - iv. Special Education Programs
    - v. Pull out services.
    - vi. Staff workspace
    - vii. Title I
    - viii. Judy Centers
    - ix. Target School Improvement (TSI)
    - x. Priority Schools
    - xi. Health Suites
  - c. Develop a consensus among stakeholders on priorities.
3. Space Program Analysis
  - a. Evaluate current space usage, including square foot, occupancy rates, efficiency, and identification of underutilized areas.
  - b. Compare existing facilities against State School Sufficiency standards and State criteria for new school construction.
  - c. Compare existing spaces with HCPS Education Specification standards and local criteria for new construction.
  - d. Identify opportunities to optimize space, such as reconfiguring layouts and implementing flexible spaces.
  - e. Project future space needs based on growth projections, new programs, or changes in requirements.
  - f. Consider the impact of upcoming redistricting on space needs.

- g. Develop recommendations for space management strategies, including suggestions for upcoming redistricting, potential renovations, expansions, or reallocations.
4. Updated Facility Documents
    - a. Provide updated floor plans for each school, showing space usage with corresponding charts.
    - b. Prepare state documents for proposed State Rated Capacity changes.
    - c. Develop local capacity calculations, explaining differences between local and state calculations.
  5. Editable Electronic Floor Plans
    - a. Coordinate with local stakeholders to determine the required format:
      - i. Harford County Public Schools
      - ii. Local Law Enforcement
      - iii. Interagency Commission on School Construction (IAC)
    - b. Ensure compatibility with:
      - i. Security software: currently Genetec Security Desk
      - ii. IAC standards

## Deliverables

1. Final Report
  - a. Space Program Analysis: Detailed analysis of space utilization for each elementary school.
  - b. Operational Recommendations: Suggestions for optimizing operations based on space program analysis.
  - c. Implementation Strategies: Plans for executing recommendations, including timelines and resource requirements.
  - d. Capital Project Integration: Recommendations for incorporating upcoming capital projects into the space optimization plan.
  - e. Redistricting Considerations: Analysis of how space utilization and needs will be impacted by potential redistricting.
2. Database - Editable Comprehensive database containing school inventory, program data, and square footage.
3. Updated Digital Floor Plans: Revised floor plans in digital format for all schools.
4. Local and Updated State Rated Capacities: Current and revised capacity figures for both local and state standards.
5. State Rated Capacity Documentation: Required documentation for submitting State Rated Capacity changes to the IAC.
6. Presentations:
  - a. Analysis results to the school system leadership and Board of Education
  - b. Demo / training of the database and floor plans to select HCPS Facilities and planning and construction staff.

## Project Timeline

- February 24, 2025 – Contract Approval
- February – April 2025 – Site visits, stakeholder meetings, data gathering.
- May 2025 – Develop recommendation.
- June 2025 – Final Report to Superintendent & Final Deliverables

# Submittal

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## Submission Requirements

- Transmittal Letter
- Table of contents
- Summary of the scope of services to be provided
- Understanding of the project
- Examples of relevant Pre-K – 12 works
- Proposed project schedule
- References
- Qualifications/Experience of Project Team

## Evaluation and Selection Process

The selection process for this project will be based on an evaluation of qualifications. An Evaluation Committee made up of 5 to 7 members of identified stakeholders shall be determined by HCPS. The stakeholders are to include personnel from the Office of School Construction, Facilities Management, Operations, Safety and Security, and Educational Services. The process will involve the following:

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

## Evaluation Criteria for Proposals:

The Evaluation Committee will review and evaluate the proposals submitted. The proposal is worth up to 100 points per committee member. Each member will assign a score to each proposal for the four (4) categories described below. The scores from all committee members will be tallied; the top three (3) firms will be selected and notified of the interview process. Firms not selected will be advised of their status. HCPS reserves the right to reject all proposals and/or to waive any minor informalities.

- Understanding the Project **(25 %)**  
The Proposer shall state, in a concise manner, its interpretation and understanding of the project.
- Qualifications and Experience of the Project Team **(30 %)**  
The Proposer shall designate key staff members assigned to the project and shall provide a résumé for each member. Describe the roles of each team member including sub-consultants in narrative and organizational chart form. Include the day-to-day point of contact for the Project.
- Relevant Experience **(30 %)**  
The Proposer shall provide a summary of Public-School experience on facility planning, space planning, planning for program growth, stakeholder engagement, completing scope studies and projects similar in nature and complexity. Provide detailed information on three (3) to five (5) projects completed by your firm in the last five (5) years.
- Client References **(15 %)**  
Provide contact name, title, and phone number of the three (3) to five (5) similar projects completed within the last five (5) years.

## Evaluation Criteria for Interviews:

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

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

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

The Committee shall enter cost and scope negotiations with the highest rated firm. If the Committee and firm cannot agree upon the scope and cost, the Committee will negotiate with the next highest rated firm. This process will continue until a fair and reasonably priced contract can be awarded.

The Committee will recommend to the Harford County Superintendent of Schools an award to the proposer responsible Firm whose proposal is determined to be most advantageous to Harford County Public Schools, considering the factors outlined above.

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

## Selection Process Schedule

DISTRIBUTION OF REQUEST FOR QUALIFICATIONS:	November 22, 2024
SUBMISSION OF QUALIFICATIONS:	January 9, 2025
INTERVIEWS:	Week of February 10th, 2025
RECOMMENDATION OF AWARD:	February 2025

## Submission Process

Interested firms will submit their qualifications **(five (5) hard copies and one digital copy of qualifications)** based upon the specific scope and project descriptions described above.

Packets should be addressed to:

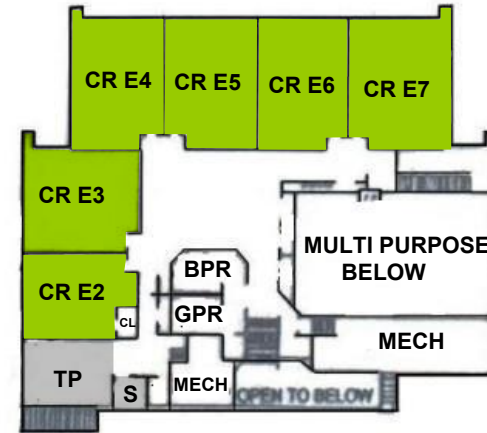
Missy Valentino  
Facilities Planner  
Planning and Construction  
Harford County Public Schools  
2209 Conowingo Road (2<sup>nd</sup> Floor)  
Bel Air, Maryland 21015

Qualifications must be received by Thursday, January 9, 2025, by 3:00 p.m. Facsimile submissions WILL NOT be accepted.





SECOND FLOOR



SECOND FLOOR ADDITION



- PRE-K
- KINDERGARTEN
- REGULAR ELEM
- SPECIAL ED
- PARTNERS ORG
- EMPTY
- RESOURCE, PULL-OUT
- ADMIN, STORAGE
- CAFETERIA, GYMS

MAIN ENTRANCE **ABINGDON  
ELEMENTARY SCHOOL  
FLOOR PLAN 2018/2019**



- PRE-K
- KINDERGARTEN
- REGULAR ELEM
- SPECIAL ED
- PARTNERS ORG
- EMPTY
- RESOURCE, PULL-OUT
- ADMIN, STORAGE
- CAFETERIA, GYMS

# BAKERFIELD ELEMENTARY

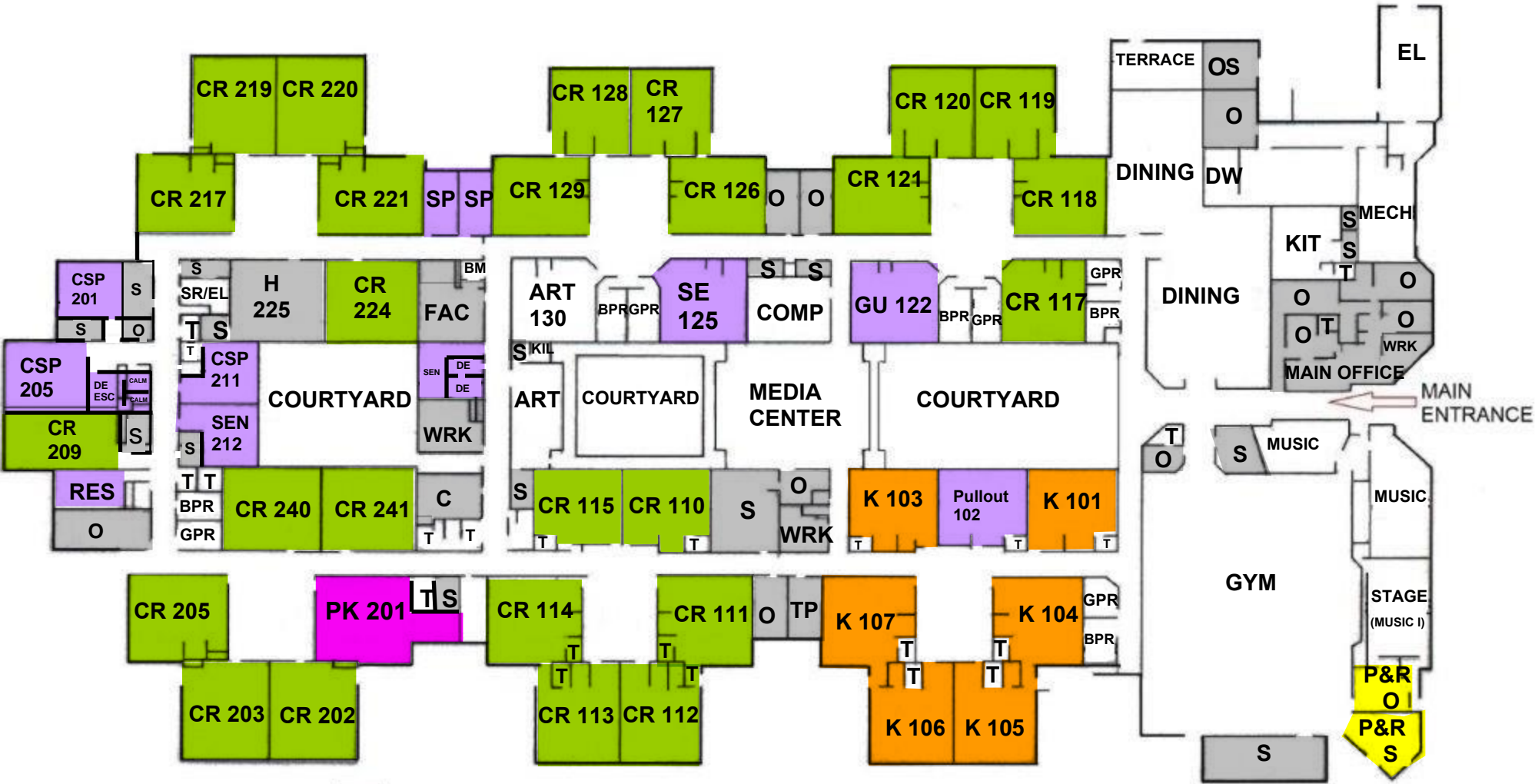
## SCHOOL FLOOR PLAN

### 2021/2022



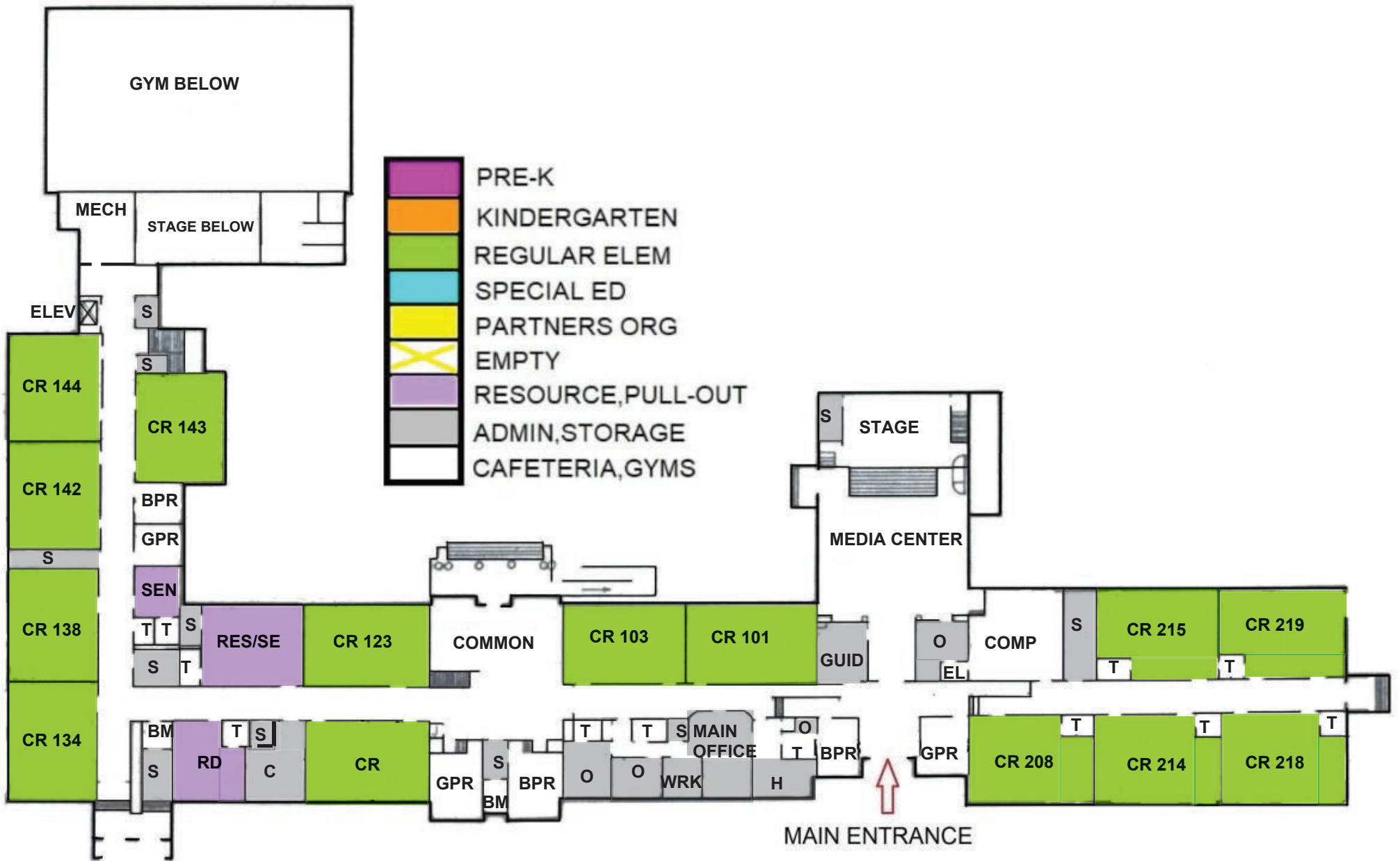


**2021/2022  
BEL AIR ELEMENTARY  
SCHOOL FLOOR PLAN**

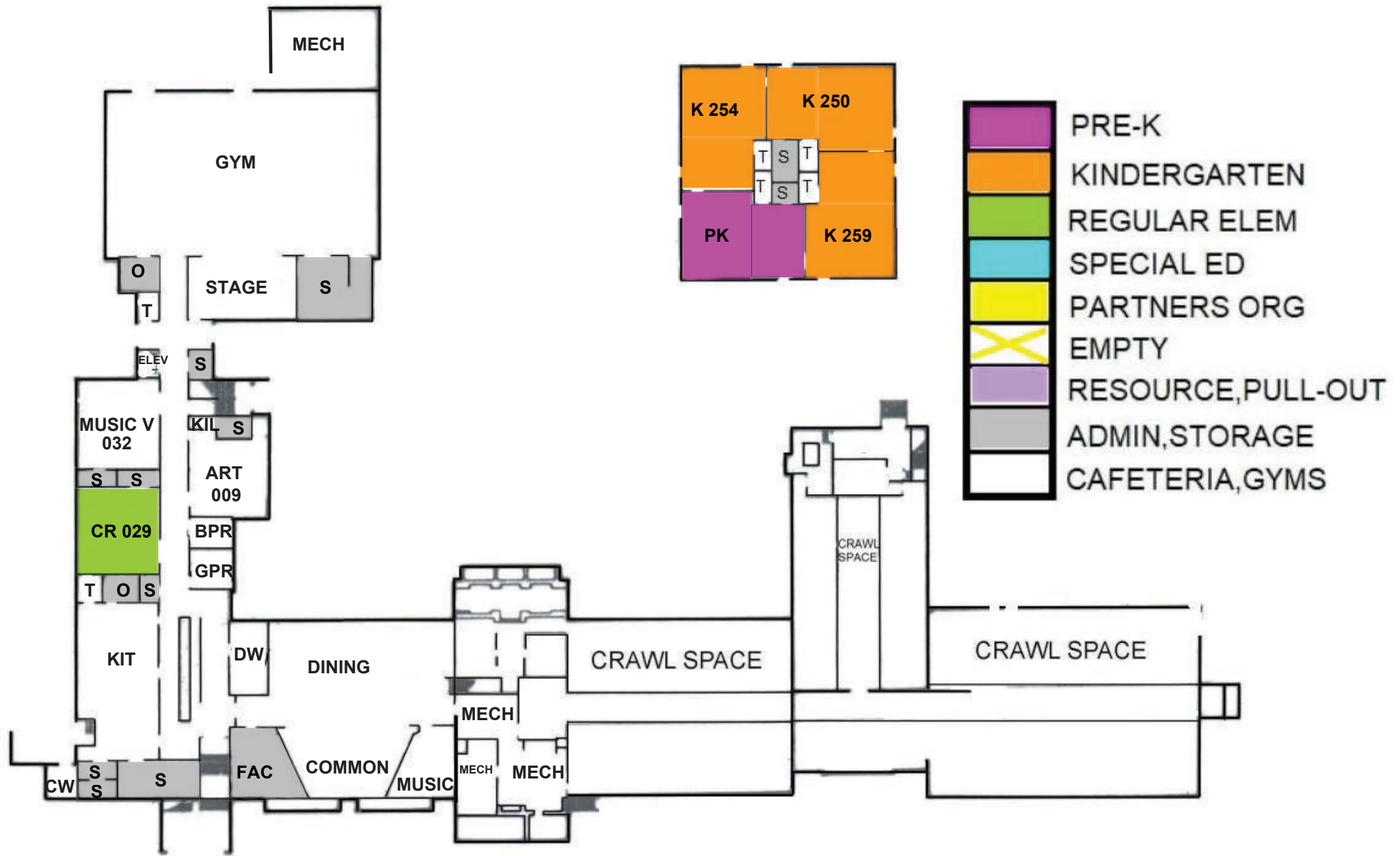


- PRE-K
- KINDERGARTEN
- REGULAR ELEM
- SPECIAL ED
- PARTNERS ORG
- EMPTY
- RESOURCE, PULL-OUT
- ADMIN. STORAGE
- CAFETERIA, GYMS

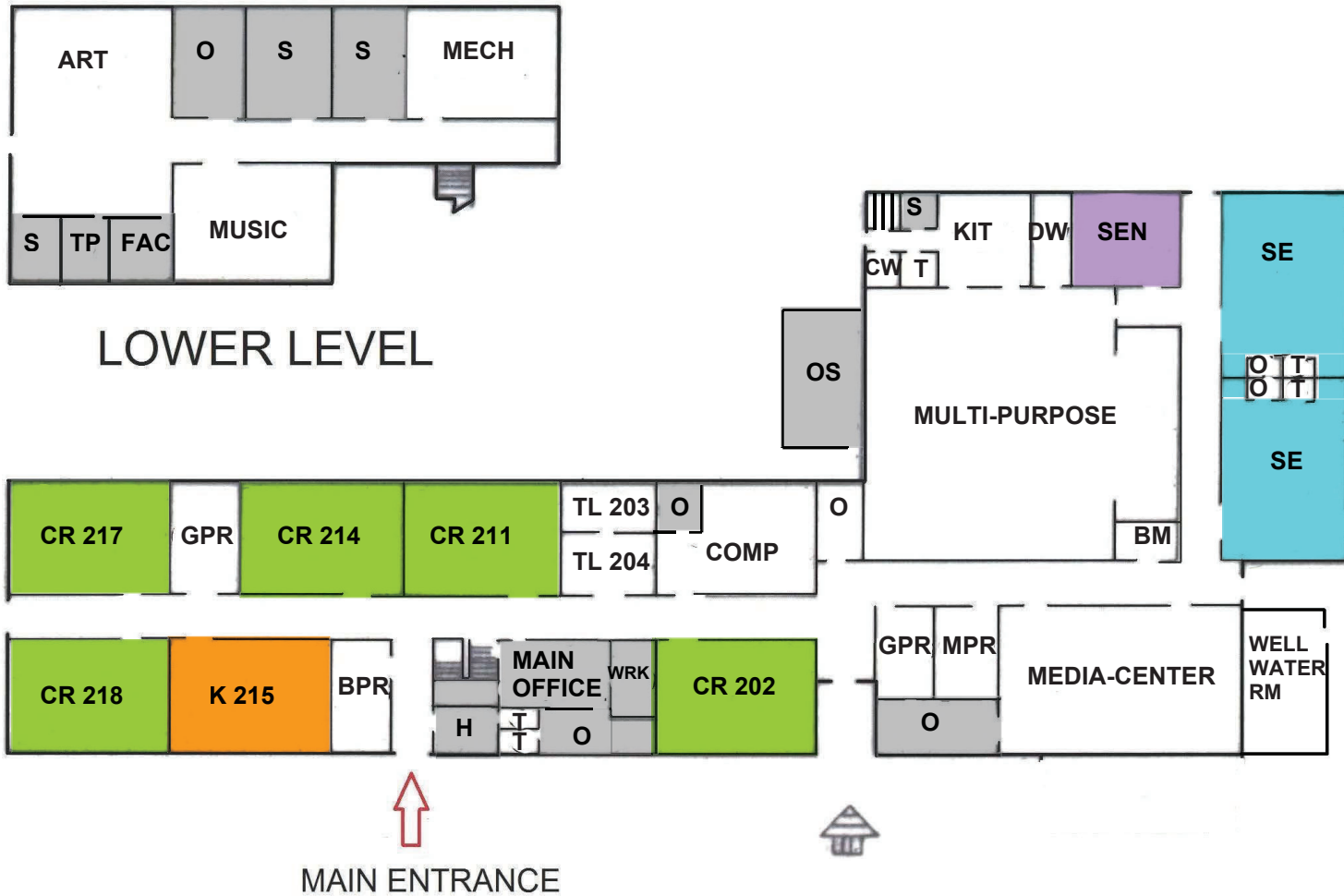
**2023**  
**CHURCH CREEK ELEMENTARY**  
**SCHOOL FLOOR PLAN**



**CHURCHVILLE ELEMENTARY SCHOOL**  
**2018/2019 ENTRANCE LEVEL FLOOR PLAN**



**CHURCHVILLE ELEMENTARY SCHOOL  
2023 LOWER LEVEL FLOOR PLAN**



- PRE-K
- KINDERGARTEN
- REGULAR ELEM
- SPECIAL ED
- PARTNERS ORG
- EMPTY
- RESOURCE, PULL-OUT
- ADMIN, STORAGE
- CAFETERIA, GYMS

# DARLINGTON ELEMENTARY SCHOOL FLOOR PLAN 2018/2019







- PRE-K
- KINDERGARTEN
- REGULAR ELEM
- SPECIAL ED
- PARTNERS ORG
- EMPTY
- RESOURCE, PULL-OUT
- ADMIN, STORAGE
- CAFETERIA, GYMS

**DEERFIELD ELEMENTARY SCHOOL  
SECOND FLOOR PLAN 2021/2022**





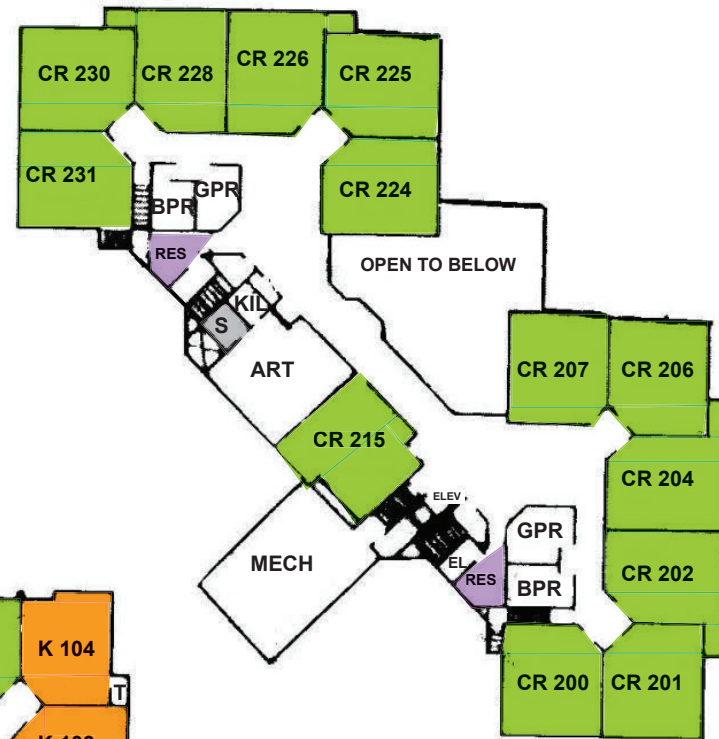
# DUBLIN ELEMENTARY SCHOOL SECOND FLOOR 2020/2021



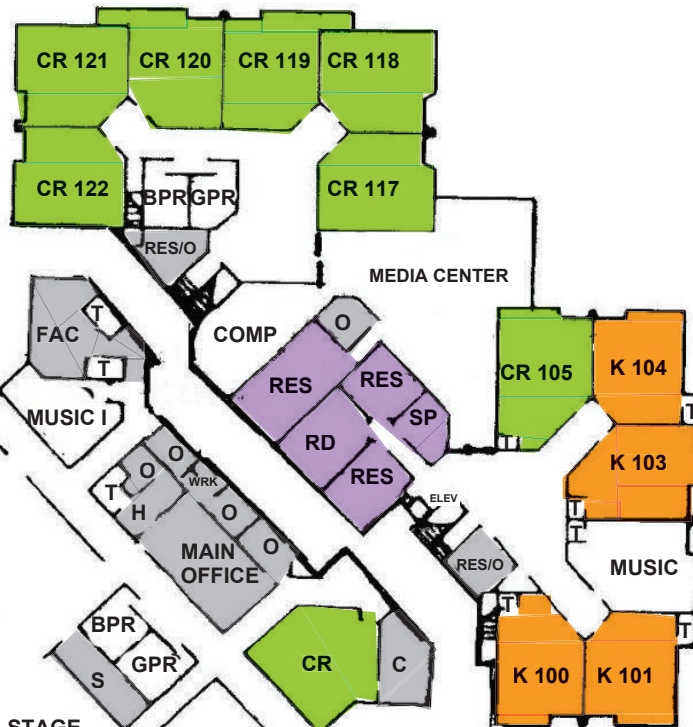
EDGEWOOD ELEMENTARY SCHOOL  
2018/2019 FLOOR PLAN

- PRE-K
- KINDERGARTEN
- REGULAR ELEM
- SPECIAL ED
- PARTNERS ORG
- X EMPTY
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## UPPER LEVEL



## LOWER LEVEL

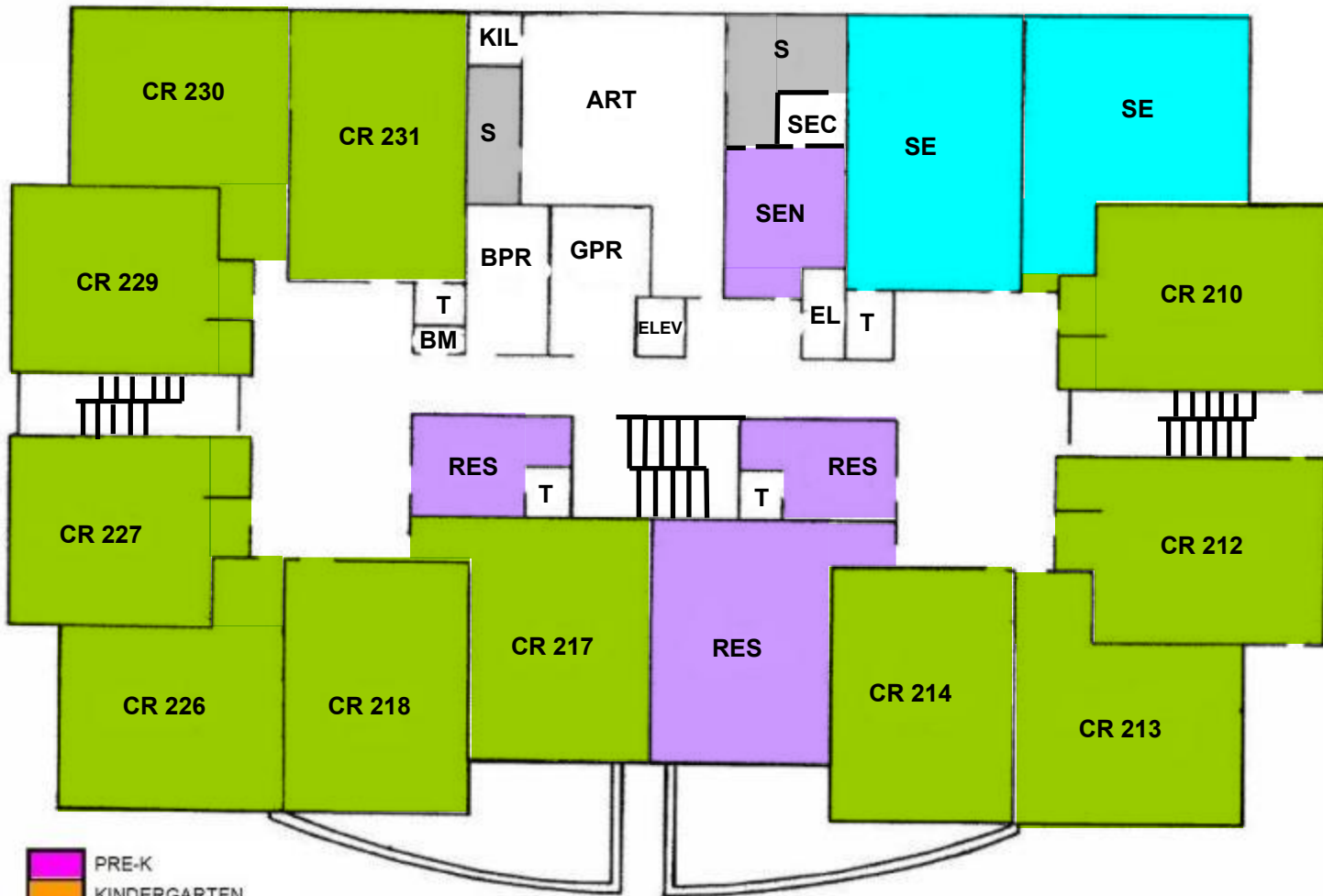


## MAIN LEVEL



# EMMORTON ELEMENTARY SCHOOL FLOOR PLAN 2020/2021





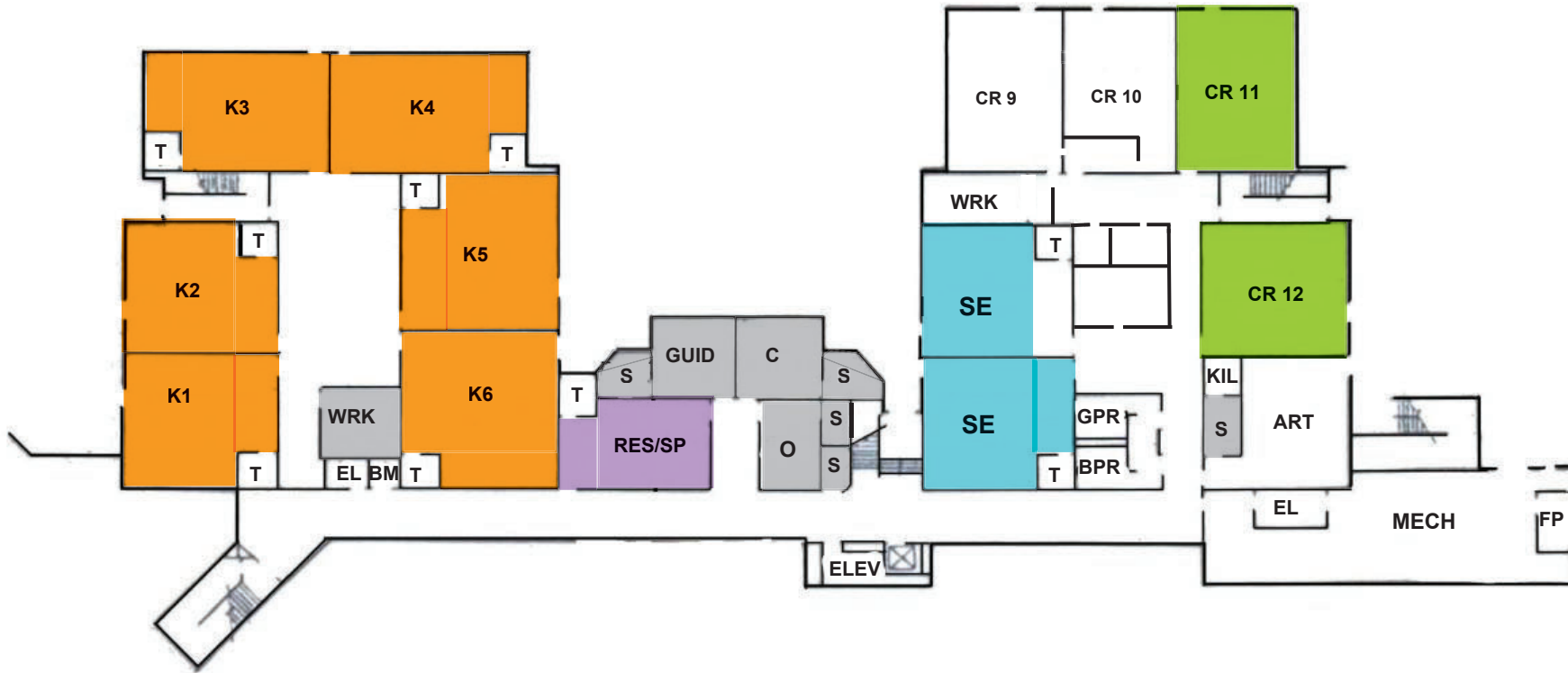
- PRE-K
- KINDERGARTEN
- REGULAR ELEM
- SPECIAL ED
- PARTNERS ORG
- EMPTY
- RESOURCE, PULL-OUT
- ADMIN. STORAGE
- CAFETERIA, GYMS

# FOREST HILL ELEMENTARY SCHOOL

## 2021/2022 SECOND FLOOR PLAN







- PRE-K
- KINDERGARTEN
- REGULAR ELEM
- SPECIAL ED
- PARTNERS ORG
- EMPTY
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- ADMIN, STORAGE
- CAFETERIA, GYMS

# FOREST LAKES ELEMENTARY SCHOOL

## 2020/2021 LOWER LEVEL FLOOR PLAN

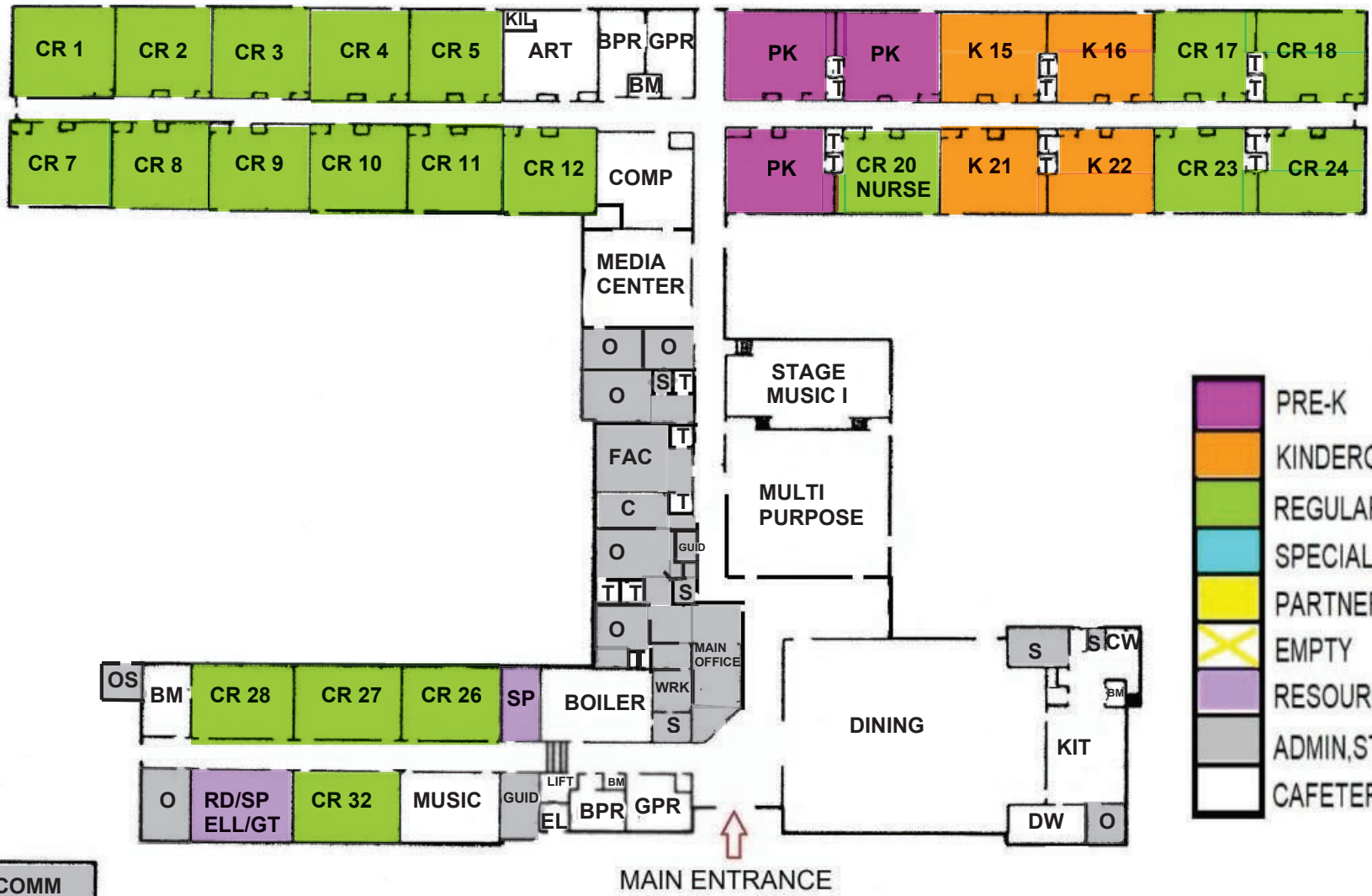


- PRE-K
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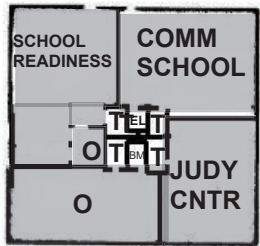
# FOUNTAIN GREEN ELEMENTARY SCHOOL FLOOR PLAN 2023/2024



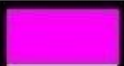


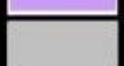


**2021/2022 GEORGE D.LISBY ELEMENTARY SCHOOL FLOOR PLAN**

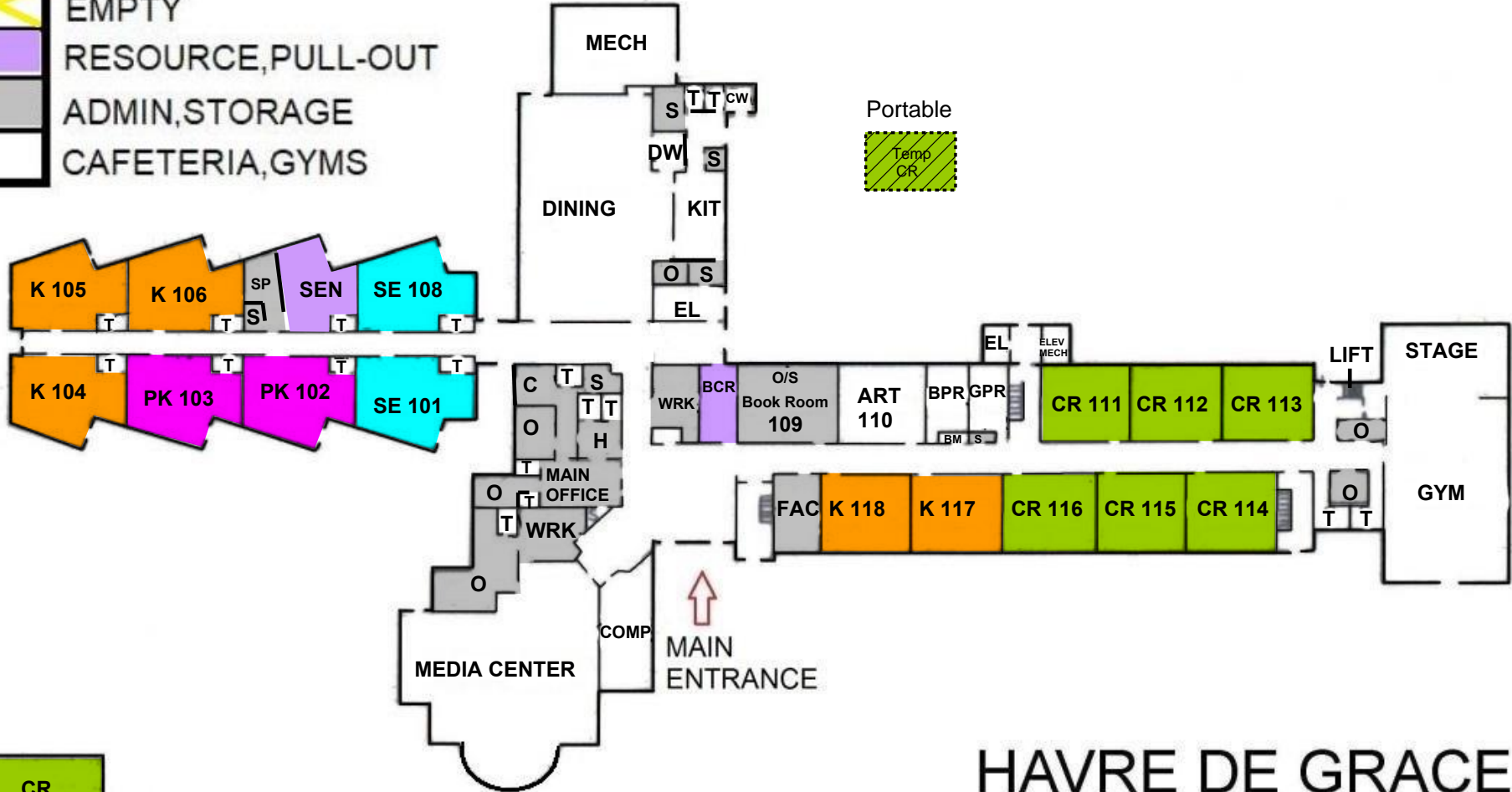
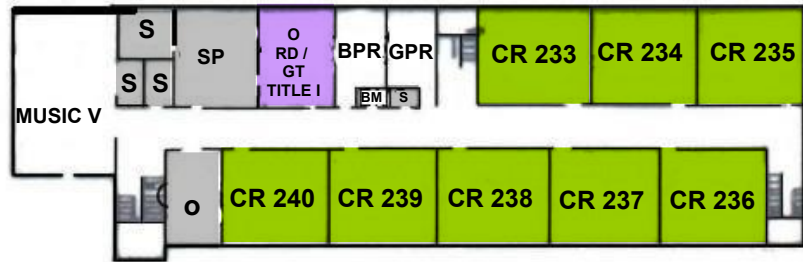


- PRE-K
- KINDERGARTEN
- REGULAR ELEM
- SPECIAL ED
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- X EMPTY
- RESOURCE, PULL-OUT
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- CAFETERIA, GYMS



# HALL'S CROSS ROAD ELEMENTARY SCHOOL FLOOR PLAN 2021/2022

-  PRE-K
-  KINDERGARTEN
-  REGULAR ELEM
-  SPECIAL ED
-  PARTNERS ORG
-  EMPTY
-  RESOURCE, PULL-OUT
-  ADMIN, STORAGE
-  CAFETERIA, GYMS



# HAVRE DE GRACE ELEMENTARY

## 2023 / 2024 SCHOOL FLOOR PLAN







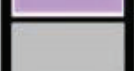


- PRE-K
- KINDERGARTEN
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- CAFETERIA, GYMS



**HICKORY ELEMENTARY SCHOOL**  
2018/2019 FLOOR PLAN



  
 MAIN ENTRANCE

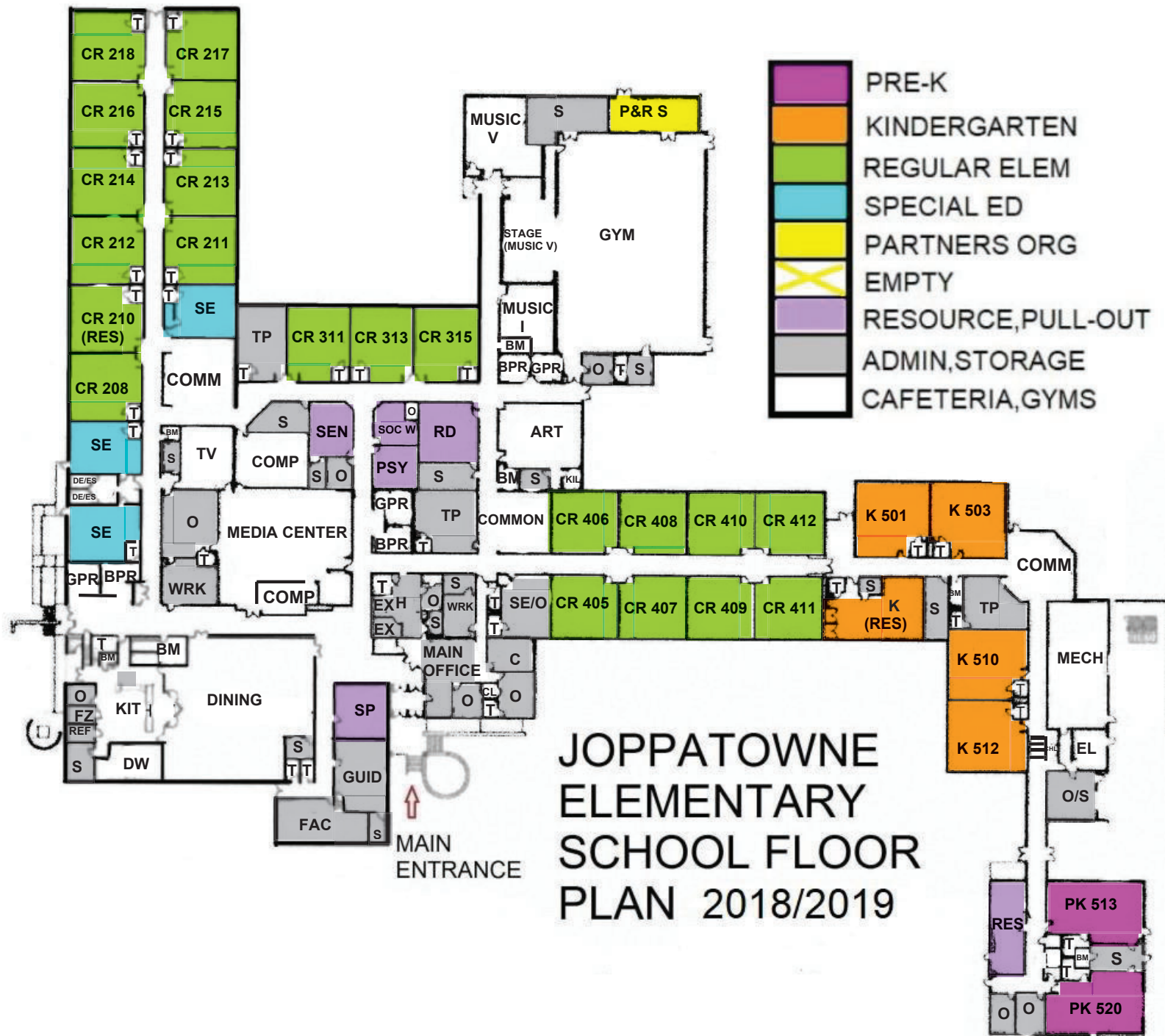
-  PRE-K
-  KINDERGARTEN
-  REGULAR ELEM
-  SPECIAL ED
-  PARTNERS ORG
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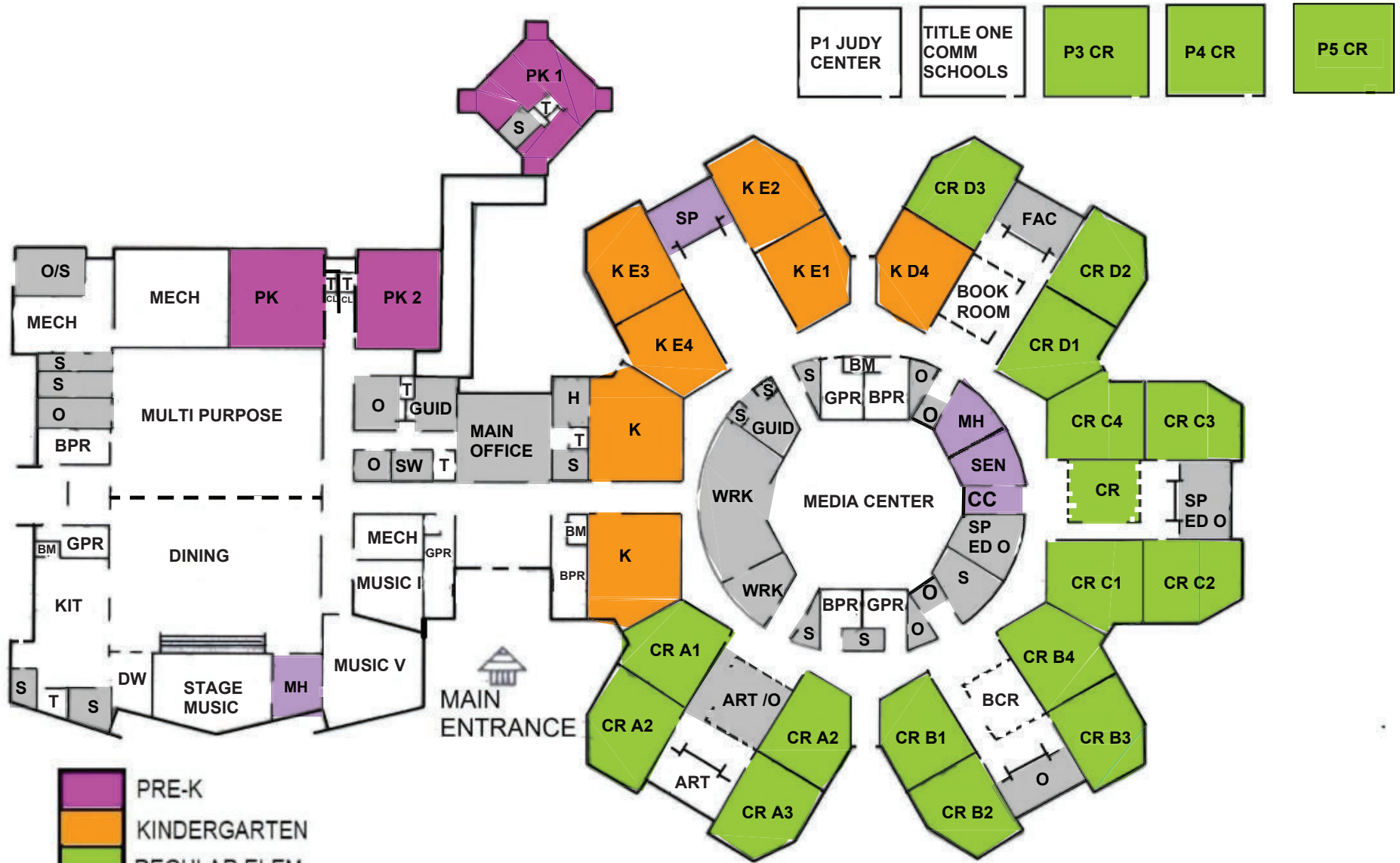
# HOMESTEAD ELEMENTARY SCHOOL

## FLOOR PLAN 2018/2019







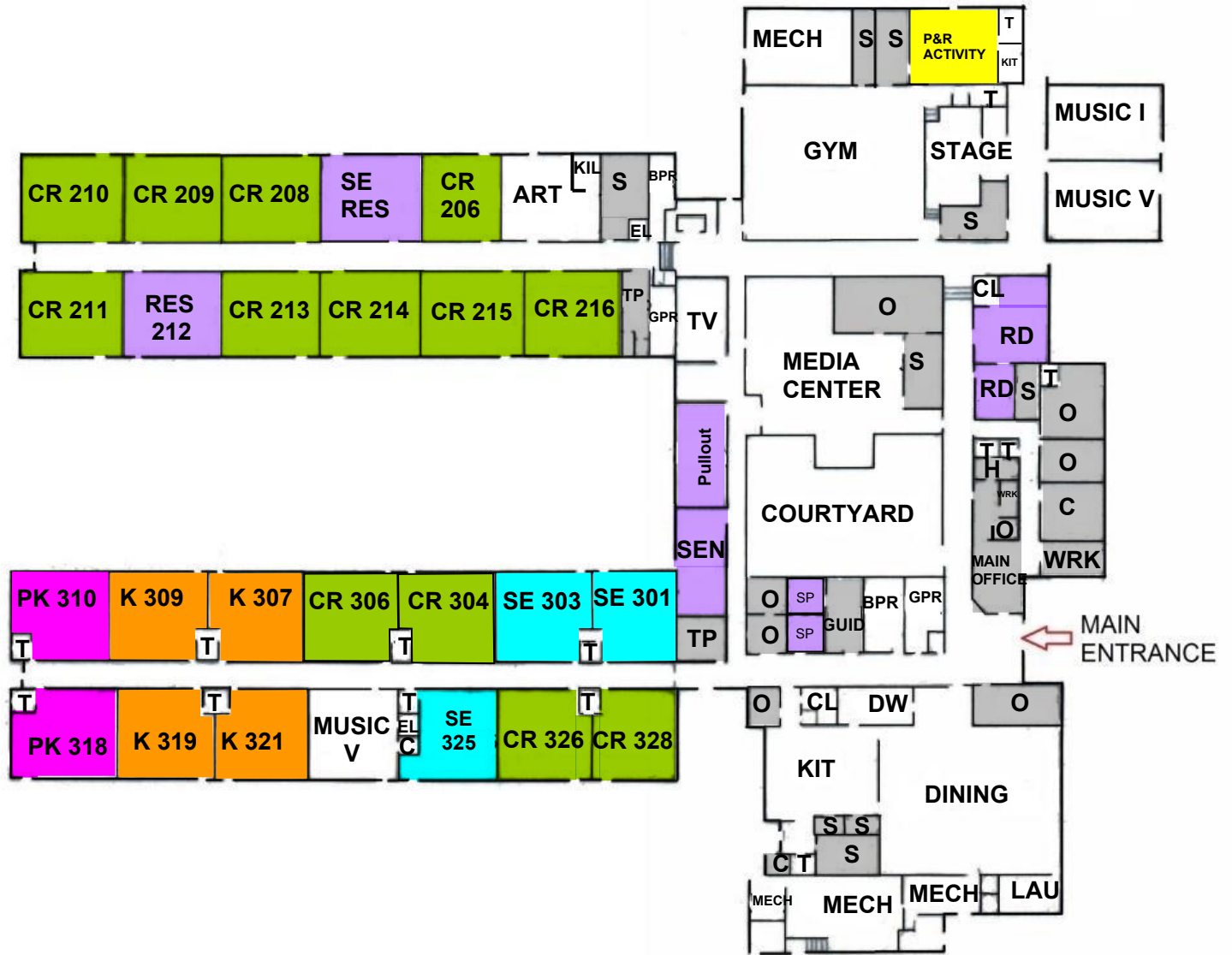
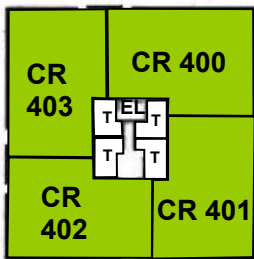


- PRE-K
- KINDERGARTEN
- REGULAR ELEM
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- CAFETERIA, GYMS

# MAGNOLIA ELEMENTARY SCHOOL

## FLOOR PLAN 2023

- PRE-K
- KINDERGARTEN
- REGULAR ELEM
- SPECIAL ED
- PARTNERS ORG
- EMPTY
- RESOURCE, PULL-OUT
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- CAFETERIA, GYMS



# MEADOWVALE ELEMENTARY SCHOOL FLOOR PLAN 2023/2024



- PRE-K
- KINDERGARTEN
- REGULAR ELEM
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- CAFETERIA, GYMS

  
 MAIN ENTRANCE

# NORRISVILLE ELEMENTARY SCHOOL

## FLOOR PLAN 2018/2019



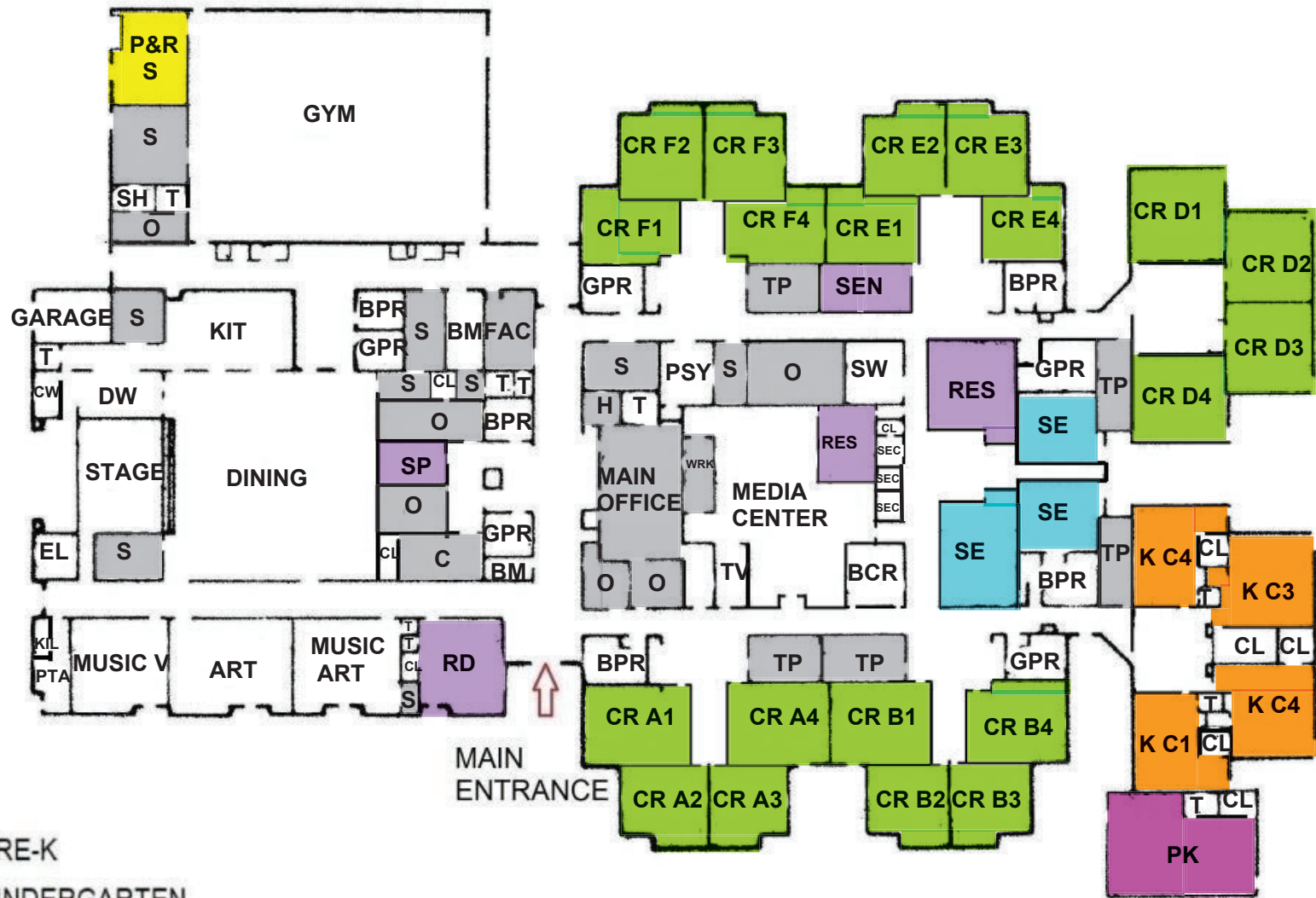
# NORTH BEND ELEMENTARY SCHOOL FLOOR PLAN 2023/2024







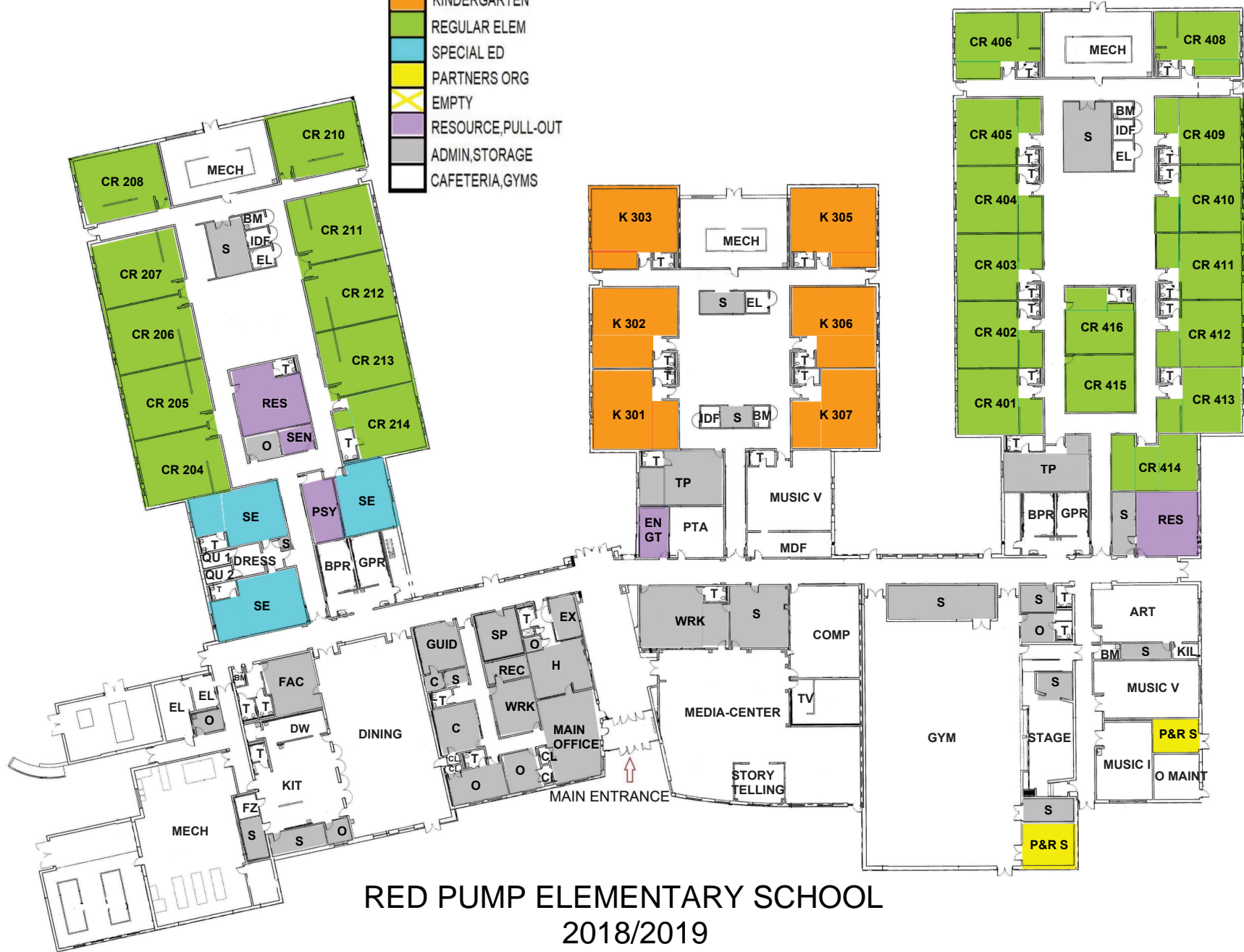




- PRE-K
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- CAFETERIA, GYMS

# PROSPECT MILL ELEMENTARY SCHOOL FLOOR PLAN 2021/2022

- PRE-K
- KINDERGARTEN
- REGULAR ELEM
- SPECIAL ED
- PARTNERS ORG
- EMPTY
- RESOURCE, PULL-OUT
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- CAFETERIA, GYMS



**RED PUMP ELEMENTARY SCHOOL**  
2018/2019



- PRE-K
- KINDERGARTEN
- REGULAR ELEM
- SPECIAL ED
- PARTNERS ORG
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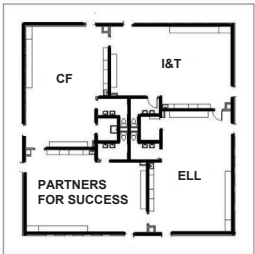
# RING FACTORY ELEMENTARY SCHOOL

## FLOOR PLAN 2023 / 2024

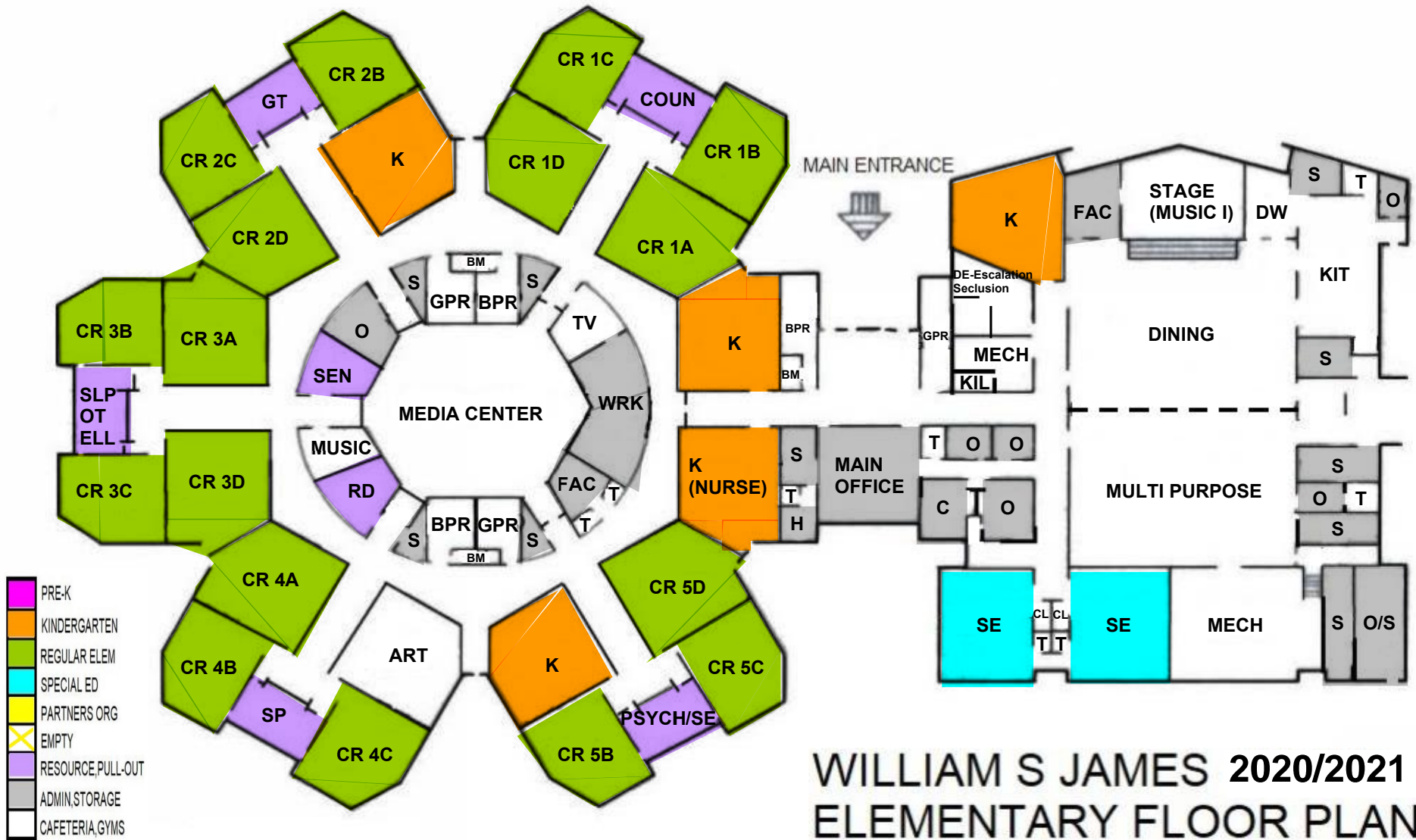


**RIVERSIDE ELEMENTARY SCHOOL  
FLOOR PLAN 2023 / 2024**

- PRE-K
- KINDERGARTEN
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# ROZE-WILLIAMS ELEMENTARY SCHOOL FLOOR PLAN 2021/2022

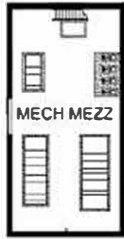


**WILLIAM S JAMES 2020/2021  
ELEMENTARY FLOOR PLAN**

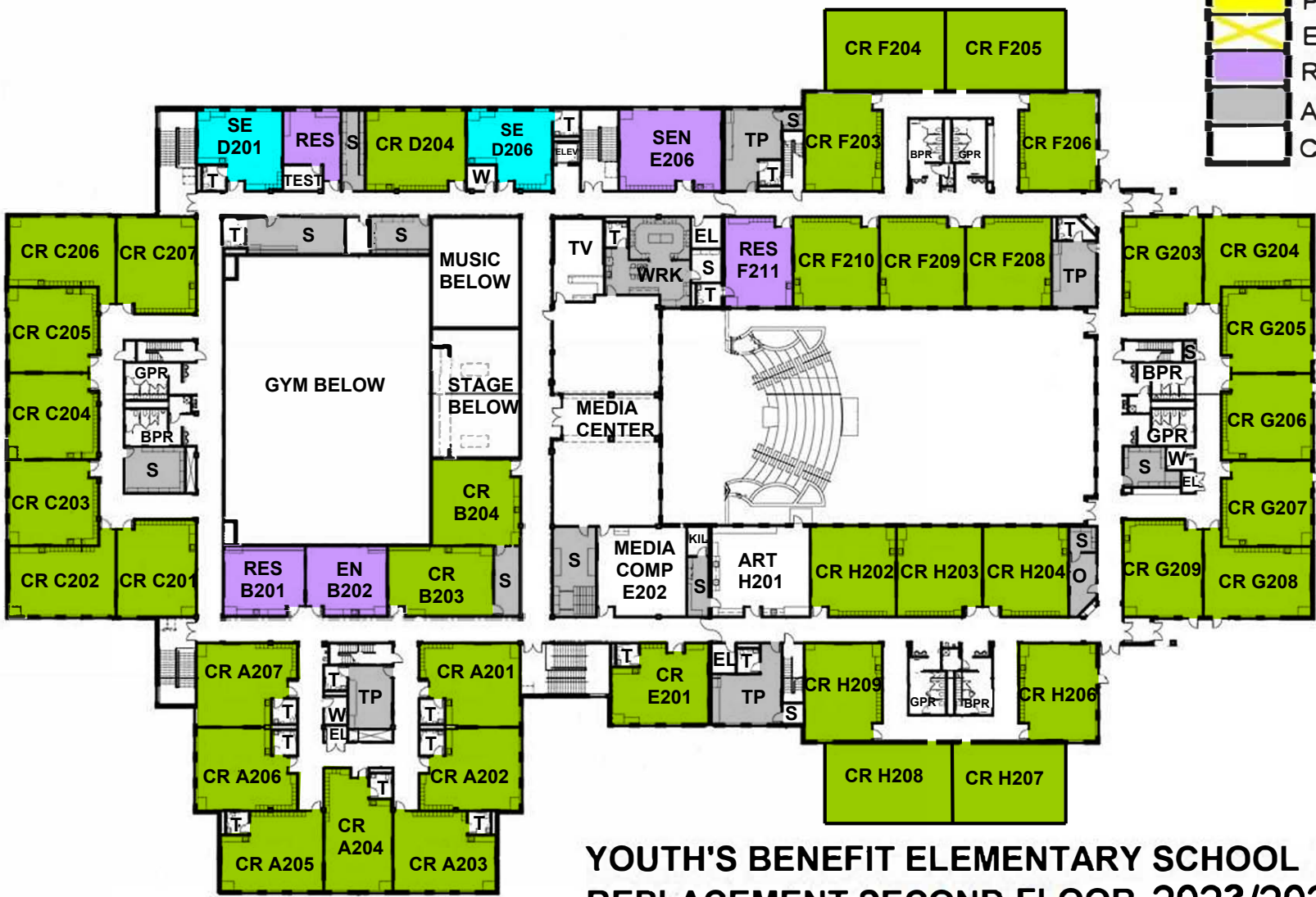


**YOUTH'S BENEFIT ELEMENTARY REPLACEMENT SCHOOL FIRST FLOOR 2023/2024**





- PRE-K
- KINDERGARTEN
- REGULAR ELEM
- SPECIAL ED
- PARTNERS ORG
- EMPTY
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- ADMIN, STORAGE
- CAFETERIA, GYMS

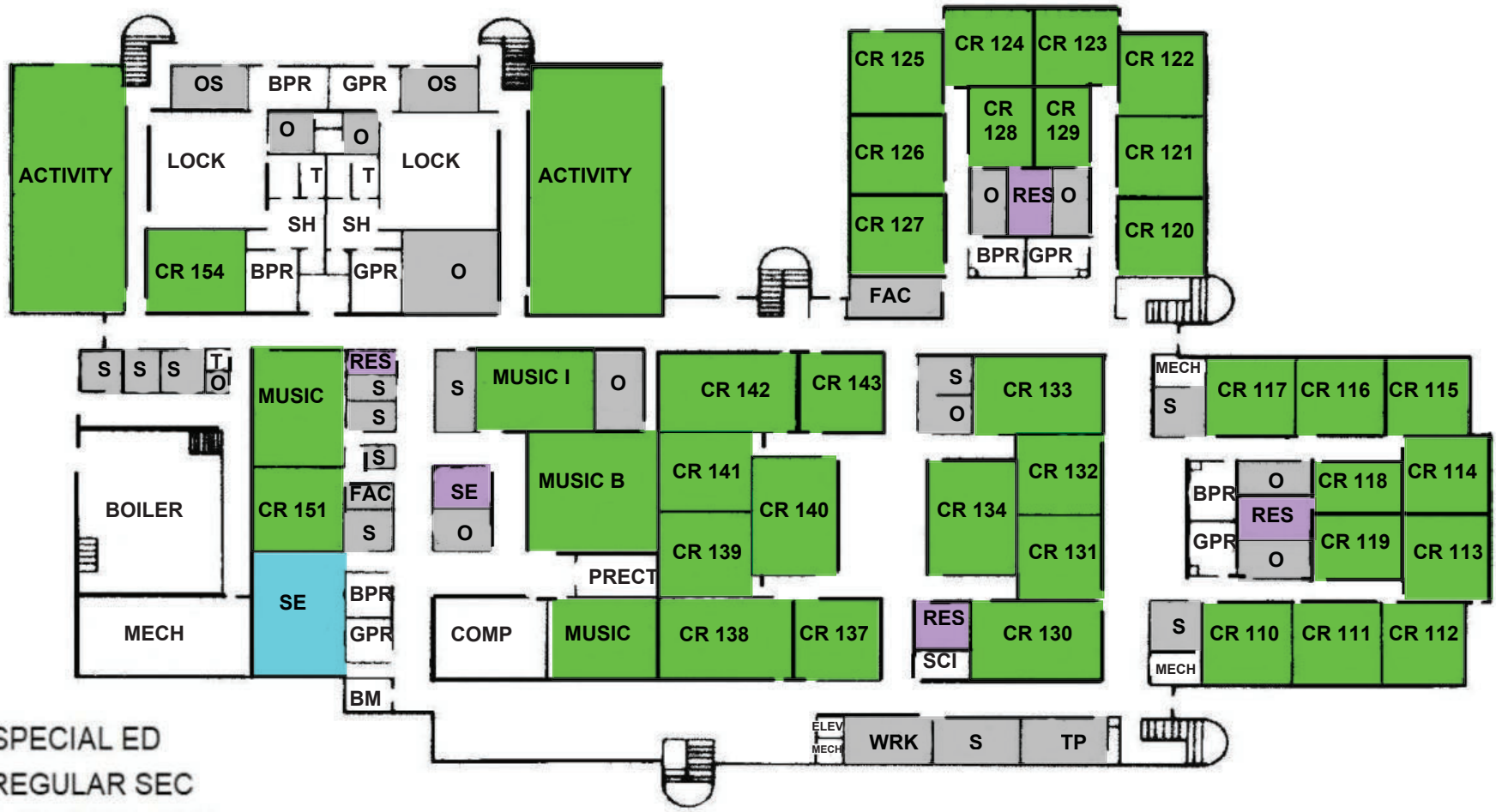


**YOUTH'S BENEFIT ELEMENTARY SCHOOL  
REPLACEMENT SECOND FLOOR 2023/2024**



# ABERDEEN MIDDLE SCHOOL

## 2018/2019 UPPER FLOOR PLAN



- SPECIAL ED
- REGULAR SEC
- PARTNERS ORG
- EMPTY
- RESOURCE, PULL-OUT
- ADMIN, STORAGE
- CAFETERIA, GYMS
- CTE

ABERDEEN MIDDLE SCHOOL  
 LOWER FLOOR PLAN  
 2018/2019

