



SOLICITATION NUMBER & TITLE:

**26P-002 FACILITIES MASTER PLAN CONSULTANT**

SOLICITATION DOCUMENTS:

<https://hccweb1.harford.edu/Procurement/solicitationDocuments.asp>

PRE-SOLICITATION MEETING  
DATE, TIME, & LOCATION:

January 7, 2026 2:00 PM Local Time  
Harford Community College  
401 Thomas Run Road  
Bel Air, MD 21015  
Conowingo Building Conference Room

QUESTIONS DUE DATE & TIME:

January 14, 2026 2:00 PM Local Time  
Questions must be received by the due date and time via email to the  
Procurement Director

PROCUREMENT DIRECTOR:

Christine Carpenter, NIGP-CPP, CPPB [CCarpenter@Harford.edu](mailto:CCarpenter@Harford.edu)

ADDENDUM POSTED:

On or before January 21, 2026 4:00PM Local Time

SUBMITTAL DUE DATE, TIME,  
& LOCATION:

January 28, 2026 2:00 PM Local Time  
Harford Community College, Procurement Office  
401 Thomas Run Road  
Bel Air, MD 21015  
Chesapeake Welcome Center Room 205

INSURANCE REQUIREMENTS:

General, Umbrella, Automobile, Professional, Cyber, Workers Comp,  
Valuable Papers

CONTRACT AWARD DATE:

Tentatively: March 10, 2026

Harford Community College encourages small and minority businesses to respond to and  
participate in all solicitation opportunities.

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yourself.**

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401 Thomas Run Road | Bel Air, Maryland 21015

GENERAL TERMS AND CONDITIONS  
For ALL Harford Community College purchases

**G1) COMPLETE AGREEMENT**

These terms and conditions, together with any other documents incorporated herein by reference, constitute the sole and entire agreement between the College and Vendor with respect to the subject matter hereof, superseding completely any oral or written communications unless the terms thereof are expressly incorporated herein. Where Vendor's quotation is referred to, such quotation is incorporated in this document only to the extent of specifying the nature or description of the goods ordered and only to the extent such items are consistent with the other terms herein.

**G2) TERMS OF DELIVERY**

Delivery terms shall be FOB Destination unless otherwise stated. All prices shall include delivery. Delivery shall be made in accordance with the solicitation specifications. The College, in its sole discretion, may extend the time of delivery for excusable delays due to unforeseeable causes beyond the Vendor's control. The College unilaterally may order in writing the suspension, delay, or interruption of delivery hereunder. No charge will be allowed for cartage unless prior written agreement. All deliveries must be prepaid and delivered to Harford Community College, Conowingo Building, 401 Thomas Run Road, Bel Air, MD 21015-1627. NO COD SHIPMENTS OR SIDEWALK DELIVERIES WILL BE ACCEPTED.

**G3) PACKAGING**

All goods delivered under this agreement shall be packed in accordance with acceptable trade practices. Cartons containing packing list must be so marked. Uncrated or bundled goods must be tagged with waterproof tags. The purchase order number shall be shown on all packing slips, bills of lading and invoices affixed or included with each shipment. No charges may be made over and above an offered price for packaging or for deposits on containers unless specified prior to offer acceptance.

**G4) TIME IS OF THE ESSENCE**

Time is of the essence in the performance of this agreement. If goods are not delivered or service performed within the time specified herein, or if no time is specified then within a reasonable time, or if any goods or services fail to comply with specifications, the College shall have the right to purchase the goods and services on the open market, and Vendor shall be liable to the College for any excess cost of replacement goods or services over the price shown on this purchase order.

**G5) QUANTITIES**

The College assumes no obligation for articles or materials shipped in excess of the quantity ordered. Any over shipments will be subjected to rejection and may be returned at Vendor's expense.

**G6) ERRORS IN EXTENSION**

Where the unit price and the extension price are at variance, the unit price will prevail. The College may reject a submittal as non-responsive if the unit prices are mathematically or materially unbalanced.

**G7) TERMS OF PAYMENT**

Unless a payment is unauthorized, deferred, or delayed, payments to the Vendor pursuant to this Contract shall be made no later than 30 days after the College's receipt of a true and correct invoice from the Vendor.

**G8) ELECTRONIC TRANSMISSION**

Any purchase order, contract, contract amendment or official documents is transmitted by electronic means, such transmission shall have the legal significance of a duly executed original.

**G9) INVOICES**

Invoices and statements should be emailed to [accountspayable@harford.edu](mailto:accountspayable@harford.edu). The purchase order number should be included on the invoice. Failure to do so will result in delayed payment. Invoices can be mailed to Harford Community College Attn: Accounts Payable 401 Thomas Run Road, Bel Air, MD 21015. Invoices sent by USPS will delay processing of payment.

**G10) TAX EXEMPTION**

The College is exempt from Federal Excise and Maryland Sales and Use Tax. Exemption certificates are available upon request. Where a Vendor is required to furnish and install material in the construction or improvement of real property in performance of a contract, the Vendor shall pay the Maryland Sales Tax as the exemption does not apply.

**G11) INSPECTION AND NON-CONFORMING GOODS**

All goods received shall be subject to inspection by the College. The College shall have a reasonable time within which to inspect the goods and shall not be obligated to inspect goods purchased as spare parts, inventory or for future use until the same are to be used by the College. Excess or defective goods or goods not in accordance with the College's specifications will be held for a reasonable period of time for disposition in accordance with the Vendor's instructions at Vendor's risk and expenses and, if Vendor directs, will be returned at Vendor's expense. If the Vendor fails to cure any defects within ten (10) business days, the College reserves the right to repurchase the items elsewhere and the Vendor shall be liable for any excess price paid

for the replacement item, plus applicable expenses. Payment for goods or services furnished or performed by Vendor shall not constitute acceptance by the College, and such payments shall be deemed to have been made without prejudice to any and all claims the College may have against Vendor. The College reserves the right to test any materials, equipment, supplies, or services delivered to determine if the specifications have been met. Any material that is defective or fails to meet the terms of the solicitation specifications shall be rejected. Rejected materials shall be promptly replaced. All goods are fit for the purpose for which they were sold. U.C.C. as adopted by state law, concerning warranties applies to this purchase order.

#### **G12) WARRANTY**

The Vendor 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 Vendor further warrants all articles, material and work performed for a period of one (1) year, unless otherwise stated, from date of acceptance of the items delivered and installed. All repairs, replacements or adjustments during the warranty period shall be at Vendor's expense.

#### **G13) INTELLECTUAL PROPERTY**

Vendor guarantees that the sale and/or use of the goods and services offered will not infringe upon any U.S. or foreign patent, trademark or copyright. Vendor will, at their 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 intellectual property infringement, arising out of the purchase or use of these materials, supplies, equipment or services covered by this contract.

#### **G14) HAZARDOUS AND TOXIC SUBSTANCES**

Vendor must comply with all applicable Federal, State, County and local 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. Pursuant to Occupational Safety and Health Act (OSHA) 29 CFR 1910, where applicable, SDS for the products supplied or used as a result of this contract must be sent to the attention of Coordinator for Campus Operations, Harford Community College, 401 Thomas Run Rd., Bel Air, MD 21015-1627. SDS must identify the contract number under which the products were

supplied or used. The successful contractor shall submit Safety Data Sheets on any item requested by the procurement manager or other College official.

#### **G15) MINIMUM SAFETY REQUIREMENTS**

The Vendor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work. The Vendor shall comply, and shall secure compliance by its employees, agents, and lower tier subcontractors, with all applicable health and safety laws and regulations, including without limitation, Federal OSHA and equivalent OSHA state regulations, city and county ordinances and codes, uniform fire codes, DOT regulations, and owners' Facilities rules and regulations. The Vendor shall submit to owner, a copy of its Safety and Health Program for review and shall agree to make necessary changes in order to comply with specific Facilities rules and regulations if needed. The Vendor shall effectively execute the program elements and maintain the job site in a safe and healthful matter. The Vendor shall provide a safe and healthful environment for its employees and agents as well as the owners' representatives and agents. The Vendor shall report to the owners any governmental inspections or inquiries at the job site. The reasons for the inspection and results of the inspection shall be shared with the owners as soon as possible and no later than the next business day. Oral notification is expected as well as a written report detailing the inspection. All injuries, illnesses, and work-related incidents should be reported to the College immediately but, in no event, later than the next business day after the incident. The Vendor shall fill out an Incident Report and submit to the College no later than 48 hours after the initial incident. The College reserves the right to audit the Vendor safety and health related records and statistical information at any time.

#### **G16) INSURANCE**

The Vendor shall maintain such insurance as will indemnify and hold harmless the College for property damage and personal injury, including death, which may arise from the Vendor's or subcontractor's operations under this agreement, or by anyone directly or indirectly employed by the Vendor or subcontractor. The Vendor shall maintain, at a minimum, general liability, worker's compensation, and automobile liability insurance in amounts acceptable to the College. A waiver of Subrogation in favor of Harford Community College is required for Worker's Compensation and General Liability. Coverages and coverage amounts are dependent on solicitation requirements. Insurance coverages and required amounts will be specified in the solicitation documents. Prior to beginning work, the Vendor shall send a certificate of insurance to the College's Procurement Department, and the College

shall be named as additional insured on the insurance certificate and all applicable policies.

#### **G17) INDEMNIFICATION**

The Vendor shall indemnify, defend, and hold harmless Harford County, Maryland, Harford Community College, the Board of Trustees of Harford Community College, the Harford Community College Foundation and their respective trustees, officials, officers, directors, employees, agents, contractors, volunteers, successors and assigns from all claims, demands, causes of action, suits, liabilities, judgments, damages, losses, fines, penalties, costs, and expenses that may arise by virtue of any acts or omissions by the indemnifying party, its agents, contractors, or employees. The College is subject to the protections of Maryland law, including without limitation, the State Government Tort Claims Act and/or the Local Government Tort Claims Act, and nothing herein shall interfere with the tort immunities or other protections available under Maryland law; and further, the College is free to assert all defenses that are or may become available to them as a governmental or State agency or otherwise by operation of law. This section shall survive the termination of any Agreement.

The College shall not assume any obligation to indemnify, hold harmless, or pay attorneys' fees that may arise from or in any way be associated with the performance or operation of this agreement. The Vendor shall protect, hold free and harmless, defend and indemnify the College including its officers, agents and employees) from all liability, penalties, costs, losses, damages, expenses, causes of action, claims or judgments (including attorney's fees) resulting from injury to or death of any person or damage to property of any kind, which injury, death of any person or damage arises out of, or is in any way connected with the performance of the work under this agreement. This agreement shall apply to any acts or omissions, willful misconduct or negligent conduct, whether active or passive, including acts or omissions of the Vendor's agents or employees, except that this agreement shall not be applicable to injury, death or damage to property arising from the sole negligence or sole willful misconduct of the College, its officers, agents and employees. Accordingly, the College shall notify the Contractor promptly, in writing, of any claim or action brought against the College in connection with the work under this Contract. Upon such notification, the Vendor shall promptly take over and defend any such claim or action. The College shall have the right and option to be represented in any such claim or action at its own expense. Vendor shall, at all times, keep the College free and clear from all liens asserted by any person, firm or corporation for any reason whatsoever, arising from furnishing of services (whether services,

work or labor performed, or materials or equipment furnished) by the vendor.

#### **G18) DELAYS; FORCE MAJEURE**

In no event shall the College be responsible or liable for any failure or delay in the performance of its obligations hereunder arising out of or caused by, directly or indirectly, forces beyond its reasonable control, including, without limitation, strikes; work stoppages; accidents; acts of war or terrorism; civil or military disturbances; riots; hostile foreign action; government acts or orders; nuclear incidents or explosions; acts of God; communicable diseases, epidemics or pandemics (including without limitation the Coronavirus or COVID-19), natural disasters, such as hurricanes, tornados, earthquakes, typhoons, floods, fires or other catastrophic natural event; epidemics or pandemics; interruptions, loss or malfunctions of utilities, communications, transportation or computer (software and hardware) services; or any other act or failure to act by the other party or such other party's employees, agents, or contractors. The Vendor shall be liable for delays due to its fault or negligence. In the event of any excusable delay, the date of performance may be extended for a period equal to the time lost by reason of such delay, on written approval of the Director, Procurement. An equitable financial adjustment may be negotiated between parties for any period of nonperformance.

#### **G19) CHANGES**

The College retains the unilateral right to order in writing, changes in the work within the scope of the contract. No change which increases rates or affects levels of service shall be made unless a signed change order is issued to the Vendor by the College's Procurement Department, incorporating such change and agreeing to the rate increment or revised service. If any changes cause an increase or decrease to the Vendor's cost of, or change in the time required for performance, an equitable adjustment shall be made, and the contract shall be modified in writing accordingly. No claim by the Vendor for an equitable adjustment hereunder shall be allowed if asserted after final payment under this contract.

#### **G20) DISPUTES**

Any disputes arising under this contract which is not disposed of by agreement shall be decided by the President of Harford Community College or designee. Pending final decision of the dispute, the Vendor 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.

## G21) ARBITRATION

Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Arbitration Rules including the Optional Rules for Emergency Measures of Protection, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. If a dispute arises out of or relates to this contract, or the breach thereof, and if the dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Procedures before resorting to arbitration, litigation, or some other dispute resolution procedure. If they do not reach such solution within 60 days, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by arbitration administered by the American Arbitration Association in accordance with the provisions of its Commercial Arbitration Rules

## G22) SUSPENSION OF WORK

The College, unilaterally, may order the Vendor, in writing, to suspend, delay, or interrupt all or any part of the contract for such period of time as he may determine to be appropriate for the convenience of the College.

## G23) TERMINATION FOR CONVENIENCE

The College may terminate all or any part of the purchase order, contract, or these terms and conditions for any reason at the College's convenience upon thirty (30) calendar day's written notice to the Vendor. The College will pay all reasonable costs associated with this contract for satisfactory work completed prior to termination and any reasonable costs associated with termination. Upon such termination Vendor agrees to waive all claims for damages, including those for loss of anticipated profits and to accept as its sole remedy for termination the value of all work performed prior to the termination and reasonable costs occasioned by termination. The College shall have no liability whatsoever for goods which are Vendor's standard stock.

## G24) TERMINATION FOR DEFAULT

If the Vendor has not performed, or has performed unsatisfactorily, or failed to provide acceptable form of current Certificate of Insurance, or acceptable form of bond (if required), the College may terminate the contract by written notice to the vendor. Written notice shall specify the act(s) or omission(s) of vendor to cause termination. The College shall pay for satisfactory performance for work completed prior to notice of termination, minus cost of any damage caused by Vendor's breach. If the cost of Vendor's damages

exceeds any final compensation due, the Vendor will remain liable and the College may collect costs owed to it. Failure on the part of the Vendor to fulfill contractual obligations shall be considered just cause for termination of the agreement and the Vendor is not entitled to recover any costs incurred by the Vendor up to the date of termination.

## G25) TERMINATION FOR NON-APPROPRIATION

Harford Community College is a public institution of higher education and its budget is subject to funding by governmental entities. If funds are not appropriated or otherwise made available to support continuation in any fiscal year succeeding the first fiscal year, this Contract shall be terminated automatically as of the beginning of the fiscal year for which funds are not available. The Vendor may not recover anticipatory profits or costs incurred after termination. The effect of termination of the Contract hereunder will be to discharge both the Vendor and the College from future performance of the Contract, but not from their rights and obligations existing at the time of termination. The Vendor may not recover anticipatory profits or costs incurred after termination

## G26) TERMINATION FOR INSOLVENCY

If the College has reasonable cause to believe the Vendor is insolvent, or if any petition in bankruptcy or under any law for the relief of debtors is filed by or in respect of Vendor, then, at the option of the College, the agreement shall immediately terminate. In no event shall the agreement become an asset in any such proceeding nor shall the College be bound hereby after any act of bankruptcy by Vendor. Any delay by the College to exercise the right to terminate under this section shall not diminish or waive that right.

## G27) NON-COLLUSION

Vendor certifies that it has neither agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of bid or offer being submitted herewith. Vendor 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 Vendor 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 bid or offer is submitted.

## G28) VENDOR SUSPENSION OR DEBARMENT

The Vendor certifies that it is not suspended or debarred from participating in any State of Maryland or Federal contract awards.

## G29) INDEPENDENT CONTRACTOR

The Vendor agrees and understands that the services performed are done so as an Independent Contractor and not as an employee of the College and that the

Vendor acquires none of the rights, privileges, powers or advantages of College employees. The Vendor is required to pay Federal and State taxes. The College shall not be responsible for withholding taxes with respect to the Vendor's compensation. The Vendor shall have no claim against the College for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind.

#### **G30) NON-HIRING OF EMPLOYEES**

No employees of the College, or any Department, Commission, Agency or branch thereof whose duties as such include matters relating to or attending the subject matter of this agreement shall, while being employed, become or be an employee of the Vendor or subcontractor on this contract.

#### **G31) BACKGROUND INVESTIGATIONS FOR VENDORS**

As a condition of award of this contract, all Vendors and subcontractors who will be working (this includes attending meetings) on the College campus or any other site leased, owned or used by the College, may be required to provide proof of a successful background check upon award of the Contract. This includes, but is not limited to, verification of credentials, criminal history, and driving records (as appropriate). The College reserves the right to request documentation from the successful Vendor and subcontractor for proof of their ability to work in the United States.

#### **G32) NON-DISCRIMINATION**

The Vendor agrees:

a) not to discriminate in any manner against an employee or applicant for employment due to age, race, color, religion, sex, creed, national origin, marital status, ancestry, gender, genetic information, physical or mental handicap unrelated in nature and extent so as reasonably preclude the performance of such employment, status as an individual with a disability, veteran, sexual orientation, or any other status as protected by law; and

b) to inform and instruct its employees that all forms of sex discrimination, sexual harassment and sexual misconduct are expressly prohibited, that employees who have been or are being subjected to sex discrimination, sexual harassment or sexual misconduct or who are aware of another who has been or is being subjected to such actions shall immediately notify Vendor's management, that retaliation for reporting any such conduct is expressly prohibited and that the Vendor will take timely and appropriate action against any of its employees who commit such prohibited acts; and

c) above the provisions (a) and (b) above apply in any subcontract for standard commercial supplies or raw materials; and

d) to post and to cause subcontractor to post in conspicuous places to employees and applicants for employment, notices setting forth the substance of this clause.

Failure to comply with the terms of this section shall be considered just cause under Termination for Default.

#### **G33) COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986**

Vendor warrants that both the Vendor and/or any subcontractor of the Vendor 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, as amended from time to time (hereinafter referred to as "IRCA"), including but not limited to any verification and record keeping requirements. Vendor agrees to indemnify and save the College, its trustees, and/or employees harmless from any loss, costs, damages, or other expenses suffered or incurred by the College, its trustees and/or employees by reason of the Vendor's or any subcontractor of the Vendor's noncompliance with "IRCA." Vendor 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 Vendor with "IRCA". Vendor recognizes that it is the Vendor's responsibility to ensure that all certifications and verifications as required by law are obtained and maintained for the applicable time period.

#### **G34) AFFIRMATIVE ACTION NOTICE**

Vendor is notified that they may be subject to the provisions of 41 CFR Section 60-300.5(a); 41 CFR Section 60-741.5(a); 41 CFR Section 60-1.4(a) and (c); 41 CFR Section 60-1.7(a); 48 CFR Section 52.222-54(e); and 29 CFR Part 471, Appendix A to Subpart A with respect to affirmative action program and posting requirements. All vendors and subcontractors shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities, and 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.

#### **G35) POLITICAL CONTRIBUTION DISCLOSURE**

Vendor shall comply with §§14-101-14-109, of the Election Law Article of the Annotated Code of Maryland, which requires that every person that enters

into contracts, leases, or other agreements with the State, a county, or an incorporated municipality, or their agencies, during a calendar year in which the person or business receives in the aggregate \$200,000 or more, shall file with the State Board of Elections a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election.

#### G36) FINANCIAL DISCLOSURE

The Contractor shall comply with State Finance and Procurement Article, §13-221, Annotated Code of Maryland, which requires that every business that enters into contracts, leases or other agreements with the State or a state unit and receives in the aggregate \$200,000 or more during a calendar year shall, within 30 days of the time when the \$200,000 is reached, file with the Secretary of State certain specified information to include disclosure of beneficial ownership of the business.

#### G37) REGISTRATION

Per the Annotated Code of Maryland, Corporations and Associations Article, all businesses formed in Maryland must be registered with the State Department of Assessments and Taxation.

#### G38) FOREIGN BUSINESS REGISTRATION

Pursuant to §7-202 et seq. of the Corporations and Associations Article of the Annotated Code of Maryland, corporations not incorporated in the State shall be registered with the State Department of Assessments and Taxation, before doing any interstate or foreign business in this State.

#### G39) ASSURANCE OF NON-CONVICTION OF BRIBERY

The Vendor 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 college, any state, or the Federal Government.

#### G40) MARYLAND PUBLIC INFORMATION ACT

The Vendor recognizes that the College is subject to the Maryland Public Information Act of Title 4 of the General Provisions Article of the Annotated Code of Maryland. Vendor agrees that it will provide any justification as to why any material, whole or in part, is deemed to confidential, proprietary information or trade secrets and provide any justification of why such materials should not be disclosed.

#### G41) AUDIT

The Vendor shall permit audit and fiscal and programmatic monitoring of the work performed under any contract issued. The College shall have

access to and the right to examine and/or audit any records, books, documents and papers of Vendor 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.

#### G42) RECORD RETENTION

The Vendor shall retain and maintain all records and documents relating to this Contract for three (3) years after final payment by the College hereunder or any applicable statute of limitations, whichever is longer, and shall make them available for inspection and audit by authorized representatives of the College at all reasonable times.

#### G43) COMPLIANCE WITH LAWS

The Vendor agrees to comply, at no additional expense, with all applicable executive orders, Federal, State, 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. The Vendor shall obtain, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations.

#### G44) MARYLAND LAW

This agreement shall be construed, interpreted, and enforced according to the laws of the State of Maryland.

#### G45) VENDOR'S PRESENCE ON CAMPUS

The Vendor or Vendor's subcontractor will be required to have proper identification showing Vendor's or subcontractor's name and technician name at all times while on campus. The Vendor agrees that all employees whose duties bring them upon the College's premises shall abide by its rules, regulations and the reasonable directions of its officers in enforcing rules, regulations and in internal security and theft control. The College shall have no responsibility for loss, theft, mysterious disappearance of, or damage to, equipment, tools, materials, supplies and other personal property of vendor or its employees, subcontractors, or materialmen. Vendor's employees shall have the right to use only those College facilities necessary to the performance of the contract. Such employees shall comply with the College's policy of: **No Tobacco Use of Any Kind on Campus including private vehicles.**

#### G46) NDAA COMPLIANCE

If this contract involves the purchase of telecommunication equipment or services, the Vendor represents and warrants that it is compliant with the John S. McCain National Defense Authorization Act ("NDAA") for Fiscal Year (FY) 2019 (Pub. L. 115-232) and the interim rule amending the Federal Acquisition Regulation to implement Section 889 of NDAA. The Vendor represents and warrants that it will not provide

covered telecommunications equipment or services, as defined by NDAA, to the College in the performance of any contract, subcontract or other contractual instrument resulting from this agreement. After conducting a reasonable inquiry, the Vendor represents and warrants that it does not use covered telecommunications equipment or services, as defined by NDAA, or use any equipment, system, or service that uses covered telecommunications equipment or services.

#### **G47) CONFIDENTIAL AND SENSITIVE INFORMATION**

All Vendors that work in the proximity of Confidential and Sensitive Information (CSI) must agree to abide by the College's identity theft prevention policies and procedures. In the event that the service provider becomes aware of a red flag or data incident, the service provider is required to report the incident to their point of contact at the College. All Vendors that process, store or transport CSI provided by the college are required to give the College sufficient documentation to assess the provider's data security risk.

#### **G48) ASSIGNMENT**

The Vendor shall not assign or subcontract, in whole or in part, its rights or obligations under any contract without prior written consent of the College. Any attempted assignment without said consent shall be void and of no effect. Assignment of Accounts Receivables may be made only upon written notice furnished to the College

#### **G49) SUBCONTRACTORS**

Vendors are solely responsible for the performance of their subcontractors. Subcontractors, if any, shall be identified and a complete description of their role relative to the Vendor and their performance shall be stated. The College reserves the right to reject any subcontractor. Nothing contained in these documents shall create any contractual relationship between any subcontractor and the College. Prior to receiving the final payment of a project, the Vendor shall certify in writing that payments to subcontractors have been made from the proceeds of prior payments, and that from the Vendor shall make final payment to its subcontractor(s) and suppliers in a timely manner in accordance with its contractual relationship with them.

#### **G50) PUBLICITY**

The Vendor shall not in any way or in any form publicize or advertise in any manner the fact that it is providing services to the College without the express written approval of the College, obtained in advance.

#### **G51) RESERVATIONS**

The College reserves the right to accept or reject any and all submittals in whole or in part, received as a result of any solicitation; to waive minor technicalities,

or to negotiate with any or all responsible Vendors, in any manner necessary, to serve the best interest of the College. Further, the College reserves the right to make an award in whole, in part, or no award at all.

The College reserves the right to reject the submittal of a Vendor who, investigation shows, is not currently in a position to perform the contract, or who has previously failed to perform contracts of similar nature in a proper and timely manner.

The College reserves the right to make such investigation as it deems necessary to determine the ability of the Vendor to provide the required services, and the Vendor shall furnish to the College all such information for this purpose as they may request. Should such investigation or evidence fail to satisfy the College that the Vendor is fully qualified to execute and complete the contract, the submittal may be rejected. The College reserves the right to increase or decrease the quantities for which it is soliciting offers hereunder.

#### **G52) SEVERABILITY**

If any term or condition of this contract is held invalid by any court, such invalidity shall not affect the validity of other terms and conditions of this contract.

#### **G53) TARIFF BASED PRICE ADJUSTMENTS**

In the event that new tariffs or changes to existing tariffs are imposed by any governmental authority after the effective date of this contract, and such changes materially increase the cost of goods or materials necessary for performance, the supplier may request a price adjustment. The request must include documentation demonstrating the tariff's impact on unit cost. The parties shall negotiate in good faith to reach a fair adjustment not to exceed 10% of the original contract price. Documentation provided for verifiable proof to ensure price change is legitimate and justified includes:

- a) CBP Form 7501 (Entry Summary): This shows tariff duties paid upon entry to the U.S.
- b) CBP Form 7501
- c) Commercial invoice showing the importation of goods
- d) Bill of lading or shipping documents indicating international sourcing

**HARFORD COMMUNITY COLLEGE  
FORMAL SOLICITATION (RFP/IFB/RFQ)  
TERMS AND CONDITIONS**

Formal Solicitation Terms and Conditions are in addition to the General Terms and Conditions

**FS1) SOLICITATION ADVERTISEMENT AND SOLICITATION DOCUMENTS**

Harford Community College solicitations are posted on the eMaryland Marketplace Advantage website, [www.procurement.maryland.gov](http://www.procurement.maryland.gov), for public notification only.

The Harford Community College's Procurement Bid Board is the only official repository of solicitation documents and any addenda, if posted. It is incumbent on Vendors to monitor Harford Community College's Procurement Bid Board to ensure that they have received the correct information, complete documents and any addenda. The College assumes no responsibility for verbal communications. Failure to monitor Harford Community College's Procurement Bid Board may result in a non-receipt of important information prior to the due date which may result in the rejection of a submittal.

Harford Community College's Procurement Bid Board may be accessed [here](#) or via the following link: <https://hccweb1.harford.edu/Procurement/solicitationDocuments.asp>.

**FS2) ADDENDA**

Should any vendor find discrepancy in the solicitation documents, or should the vendor be in doubt as to their meaning or intent of any part thereof, the vendor must, prior to questions due date and time, request clarification from the Director, Procurement in writing, who will clarify via a posted addendum on the Harford Community College Procurement Bid Board. All posted addenda shall form a part of the contract. The College will assume no responsibility for oral communications. Posted addenda must be acknowledged in the appropriate area of the solicitation submittal. Failure to acknowledge posted addenda may render the submittal as non-responsive.

**FS3) FORM OF SUBMITTAL**

Each submittal must be tendered in a securely sealed envelope, prominently marked with the solicitation number and title, the due date and time, and the name of the vendor. Required submittal documents must be completed in ink and signed by a person authorized to bind the vendor to a contract, if offered. Only original wet signatures or digitally certified electronic signatures will be accepted. Solicitation responses via email or facsimile shall not be accepted. When pricing is requested in both words and figures, the sum written in words shall govern in the case of any discrepancy. The College shall not pay any expenses incurred in the preparation or submission of any solicitation response.

The College reserves the right to consider informal any bid not prepared in accordance with instructions. Conditional or qualified submittals may be rejected.

**FS4) CANCELLATION**

The College may cancel or withdraw any solicitation, in whole or in part, at any time.

**FS5) LATE SUBMITTALS**

Submittals are due according to solicitation requirements. Submittals received after the specified due date and time will not be accepted.

**FS6) SPECIFICATIONS / ALTERNATES COMPLIANCE**

The Vendor shall comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as hereinafter described. Failure to request clarification(s) by the questions due date and time is a waiver to any claim by the Vendor for expense made necessary by reason of later interpretation of the contract documents. Alternate(s) may be offered by the Vendor in their submittal, however, the College reserves the right to reject any alternate(s) and require the specifications to be adhered to as indicated in the specifications.

**FS7) VALIDITY**

Submittals must be valid for a period of ninety (90) calendar days following the due date. Should there be reasons why the Contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the College and the vendor.

**FS8) WITHDRAWAL**

Submittals may be withdrawn by the vendor at any time prior to the due date and time for the solicitation. Request for withdrawal must be made in writing to the College's Procurement Department.

**FS9) ERRORS IN SUBMITTAL**

Vendors are expected to fully acquaint themselves with all governing laws and ordinances, and inform themselves as to the instructions, terms and conditions, specifications, and other requirements before responding to a solicitation. Failure to do so will be at the Vendor's own risk; relief cannot be secured on plea of error.

**FS10) SOLICITATION DUE DATE**

a) For Invitation for Bids (IFB): Each bid shall be submitted to the Procurement Department at the place specified herein, on or before the day and hour fixed for its receipt or opening. Bids received prior to that time will be securely kept unopened. No responsibility will attach to the College or its representative(s) for premature opening of any bid not secured and addressed as specified above. The

Director, Procurement will determine when the hour fixed for opening has arrived. At the time specified in the IFB document, Bids will be publicly opened and read aloud. No bid received thereafter will be considered. At the public bid opening, no determination of responsiveness or responsibility will be made.

b) For Request for Proposals: Each Proposal submitted shall be securely held until the date and time for the RFP closing. The Director, Procurement shall determine when the time for closing has arrived. No proposals shall be accepted after that time. There will be no public viewing of submitted proposals until after a contract is awarded, subject to Maryland Public Information Act requirements.

#### FS11) PRESENTATIONS

Vendors who respond to College solicitations may be required to make presentations to College representatives, at no expense to the College.

#### FS12) BASIS FOR AWARD

Award may be made to the lowest responsive and responsible vendor(s). In addition to price, consideration will be given to the following when determining the lowest responsive and responsible vendor(s): what is in the best interest of the College; the quality and performance of the goods and services to be supplied; conformity to specifications; delivery time; previous performance; vendor location; references; and other unique requirements outlined in the request.

#### FS13) MULTIPLE AWARD

The College reserves the right to offer contracts to one or multiple vendors. Selected vendor(s) shall be responsible for all products and services required by the solicitation.

#### F14) CHANGES

Contract(s) arising from this solicitation shall not be modified, altered, or changed except by mutual agreement confirmed in writing by an authorized representative of each party to the Contract. No change which increases rates or affects levels of service shall be made unless a signed change order is issued to the vendor by the College's Procurement Office, incorporating such change and agreeing to the rate increment or revised service.

#### FS15) RECIPROCITY

The College is committed to support local businesses when practicable. If a vendor's jurisdiction applies a preference that favors a resident business over a non-resident business, the College may apply a reciprocal preference against the non-resident bidder or offeror in the evaluation of that procurement.

#### FS16) COOPERATIVE PURCHASING

The College reserves the right to extend the terms and conditions of this solicitation to any federal, state, municipal, county, or local governmental agency under the jurisdiction of the United States and its territories. This shall include but not be limited to parochial institutions, special districts, intermediate units, non-profit agencies providing services on behalf of the government, and/or state, community and/or private colleges/universities, and other schools that require these goods, commodities and/or services. This is conditioned upon mutual agreement of all parties pursuant to requirements which may be appended thereto. The vendor agrees to notify the issuing body of those entities that wish to use any contract resulting from this solicitation and will also provide usage information, if requested. A copy of the contract pricing and bid requirements incorporated in the resulting contract will be supplied to the requesting agencies. Each participating jurisdiction or agency shall enter into its own contract with the vendor and this contract shall be binding only upon the principals signing such an agreement. Invoices shall be submitted directly to the ordering jurisdiction for each unit purchased. Disputes over the execution of any contract shall be the responsibility of the participating jurisdiction or agency that entered into that contract. Disputes must be resolved solely between the participating agency and the vendor. Harford Community College does not assume any responsibility other than to obtain pricing for the specifications provided in the solicitation document.

## **1. BACKGROUND**

Harford Community College (HCC) is a two-year public community college located 30 miles north of Baltimore and seven miles west of U.S. Army Aberdeen Proving Ground. The College serves approximately 6,900 full-and part-time students and employs approximately 850 faculty and staff supporting both instructional and administrative activities.

## **2. PURPOSE OF RFP**

Harford Community College (HCC) seeks qualified engineering and planning firms to provide comprehensive evaluation and documentation services to support the development of a Facilities Master Plan (FMP) to include an assessment of facility conditions, infrastructure adequacy, sustainability goals, environmental review, space utilization, and campus-wide improvement needs. The consultant will prepare a comprehensive 10-year Facilities Master Plan document with prioritized recommendations and cost estimates. The selected firm will assess existing buildings, campus systems, utilities, infrastructure, and site conditions to inform long-term capital planning aligned with Maryland Higher Education Commission (MHEC) requirements and COMAR regulations.

## **3. TERM OF CONTRACT**

The period of performance for this contract shall be from contract award to final deliverable due on or before December 31, 2026. The supplemental staffing hourly fee for any requested work outside of the work listed shall be paid in arrears within 30 calendar days of receipt of a true and correct invoice.

## **4. BASIS FOR AWARD**

The firm with the highest combined technical and price scores may be recommended to the Harford Community College Board of Trustees for an award of contract. Consideration may also be given to the following when making the award: what is in the best interest of the College; the quality and performance of the goods and/or services to be supplied; conformity to specifications; delivery time; previous performance; vendor location; references; and other unique requirements.

## **5. ANTICIPATED TIMELINE – (subject to change)**

RFP Posted	December 19, 2025
In Person Preproposal meeting	January 7, 2026 2:00 PM Local time
Questions due	January 14, 2026 2:00 PM Local time
Addendum posted	January 21, 2026
RFP closing date/due date	January 28, 2026 2:00 PM Local time
Contract presented to Finance & Audit	February 25, 2026
Contract presented to Board of Trustees	March 10, 2026

## **6. PREPROPOSAL MEETING INFORMATION**

A preproposal meeting and site visit will be held on January 7, 2026, at 2:00 PM local time. Consultants shall meet at:

Harford Community College  
Conowingo Building Conference Room  
401 Thomas Run Road  
Bel Air, MD 21015

## **7. CONFIDENTIAL INFORMATION**

The term "confidential information" shall include all non-public documentation and information disclosed to the Consultant in the course of its performance of duties hereunder with respect to the past, present and future HCC business, services and clients. The Consultant hereby agrees to maintain all such confidential information in trust and confidence and agrees that it will not disclose such information to any person, firm, corporation or entity during or after the terms of this RFP and the contract, except with the express written consent of HCC.

## **8. CONFLICT OF INTEREST**

The Consultant represents and warrants that there exists no actual or potential conflict of interest between its performance under this RFP and its engagement or involvement in any other personal or professional activities. In the event such conflict or potential conflict arises during the term of this RFP and the contract, or any extension or renewal thereof, the Consultant shall immediately advise HCC thereof.

## **9. INTERGOVERNMENTAL COOPERATIVE PURCHASE**

Nothing herein shall be construed to create any personal or individual liability upon any employee, officer or elected official of HCC, nor shall this RFP or the contract be construed to create any rights hereunder in any person or entity other than the parties of the contract. Pricing may be extended to the other governmental agencies unless the Consultant specifically prohibits or limits such arrangements in his proposal.

## **10. INTEGRATION**

This RFP and the contract set forth the entire agreement between the parties relative to the subject matter hereof. No representation, promise or condition, whether oral or written, not incorporated herein shall be binding upon either party to the contract. No waiver, modification or amendment of the terms of this RFP and the contract shall be effective unless made in writing and signed by an authorized representative(s) of the party sought to be bound thereby.

## **11. FEE PROHIBITION**

The Consultant warrants and represents that it has not employed or engaged any person or entity to solicit or secure the contract, and that it has not paid, or agreed to pay any person or entity a fee or any other consideration contingent on the making of the contract. If any suit, claim, or demand shall arise concerning such a fee, the Consultant agrees to indemnify and hold harmless HCC, its employees, agents and officials, from all such claims, suits or demands.

## **12. NO PARTNERSHIP**

Nothing contained in this RFP and the contract shall be construed in any manner to create any relationship between the Consultant and HCC other than expressly specified herein and the Consultant and HCC shall not be considered partners or co-ventures for any purpose on account of this RFP and the contract.

## **13. GOVERNING LAW**

This RFP and the contract shall be governed, construed, and enforced in accordance with Maryland law.

## **14. SEVERABILITY**

If any of the provisions in this RFP and the contract are declared by a court or other lawful authority to be unenforceable or invalid for any reason, the remaining provisions hereof shall not be affected thereby and shall remain enforceable to the full extent permitted by law.

## **15. TIME IS OF THE ESSENCE**

Time is of the essence with respect to performance of the terms and conditions of this RFP and the contract.

## **16. FUNDING**

The failure of HCC to appropriate sufficient funds in any future fiscal year for the contract shall entitle HCC to terminate this Contract without prior notice to the Consultant.

## **17. OWNERSHIP OF PRODUCTS**

All finished or unfinished work that is the subject of this Contract, including any licenses or consents acquired by the Consultant for performance hereunder, shall be and shall remain the property of HCC.

## **18. CONTRACT MODIFICATION**

The Director, Procurement may, by written order designated or indicated to be a change order, make any change in the work within the general scope of this contract, including but not limited to changes:

1. In any specifications (including reports, presentations)
2. In the method or manner of performance of the work;
3. In any HCC furnished facilities, equipment, materials, services, or site; or
4. Directing acceleration in the performance of the work.

If any change under this clause causes an increase or decrease in the Consultant's cost of, or time required for, the performance of this contract, an equitable adjustment shall be made and the contract modified in writing accordingly. The Consultant shall assert a claim for equitable adjustment with 30 calendar days after receipt of a written change order.

## **19. INSURANCE REQUIREMENTS**

### Policy requirements

- A. Consultant shall provide a Certificate of Insurance that names Harford Community College and the Harford Community College Foundation, 401 Thomas Run Road, Bel Air, MD 21015, and its elected or appointed officials, and employees as additional insured, designated in the Description of Operations Box, and must be listed as the Certificate Holder on the Certificate of Insurance.
- B. Failure to provide, and to continue in force for the life of the contract, the required insurance shall be deemed a material breach of contract. Furnishing of the insurance required herein shall not relieve the Consultant of any responsibilities or obligations assumed under the Contract, or for which the Consultant may be liable by law or otherwise.
- C. Insurance coverage will be evidenced by Certificate of Insurance issued directly to the College and provide thirty (30) days written notice of cancellation or material change in coverage.

- D. It shall be permissible for required liability limits to be met by combination of one or more policies.
- E. Policies for Commercial General Liability insurance must be written to protect the Consultant against claims arising from operations of its Subcontractor. Coverages to be included: Broad form property damage, including products and completed operations, independent Consultants, and contractual liability coverages previously purchased separately.
- F. Any property or work to be provided by the Consultant will remain at the Consultant's risk until final written acceptance by the College. The Consultant will replace, at his expense, all property or work lost, damaged, or destroyed by any cause whatsoever.
- G. Consultant shall obtain insurance in the specified minimum coverages and for himself and his subcontractor in connection with providing goods and services under this Contract.
- H. The Consultant hereby agrees to indemnify and hold harmless Harford County, Maryland, Harford Community College, the Harford Community College Foundation and their respective trustees, Harford Community College officials, officers, directors, employees, agents, Consultants, volunteers, successors and assigns from all claims, demands, causes of action, suits, liabilities, judgments, damages, losses, fines, penalties, costs, and expenses, including courts costs and attorneys' fees, that may arise by virtue of any acts or omissions by the indemnifying party, its agents, Consultants, or employees, subject to the limitations the Maryland Tort Claims Act, Section 12-101 et seq. of the State Government Article, Maryland Annotated Code (the "State Government Tort Claims Act"). The College is subject to the protections of Maryland law, including without limitation, the State Government Tort Claims Act and/or the Local Government Tort Claims Act, and nothing herein shall interfere with the tort immunities or other protections available under Maryland law; and further, the College is free to assert all defenses that are or may become available to them as a governmental or State agency or otherwise by operation of law. This section shall survive the termination of any Agreement.
- I. In the event the Consultant enters into a subcontract for the work to be performed, it shall be the obligation of Consultant to require the Subcontractor maintain all insurances specified in the Contract, in like form and amount, and to include Harford Community College and its elected or appointed officials, related entities and employees to be additional insured under Subcontractor's liability policies. All policies of Subcontractor shall be primary and non-contributory, with the exception of Workers' Compensation, to any coverage or self-insurance program available to the College and shall include waiver of each insurer's rights of subrogation in favor of the College.
- J. It is understood that the coverages stated are minimums only. Consultants or Subcontractors may, at their own cost and expense, obtain insurance additional to that required by the College under this Contract.
- K. All required insurance, with the exception of Workers' Compensation, shall be primary and non-contributory to any coverage or self-insurance program available to

the College, and shall include waiver of each insurer's rights of subrogation in favor of the College.

- L. The Consultant shall comply with and qualify under current Workers' Compensation laws and at all times cause every Subcontractor who shall be engaged in the work, to comply with and qualify under such laws.
- M. The Consultant agrees that if, by any reason of its failure, or failure of any such Subcontractor, shall be required at any time to pay any sum because any employee of Consultant or its Subcontractor is or shall be considered as the employee of the College as provided in such Workers' Compensation laws, the Consultant shall repay to the College such sums paid by the College.
- N. Evidence satisfactory to the College that the Consultant and each of its Subcontractors have qualified under the Workers' Compensation laws shall be submitted prior to the commencement of the work contemplated.

#### Coverage Requirements

Prior to contract execution and during the progress of the work, the Consultant shall provide a COI to the College and maintain the insurance set forth below.

<u>Type of Coverage</u>	<u>Limits</u>
Workers' Compensation and Employer's Liability \$1,000,000 disease each employee \$1,000,000 disease policy limit	Statutory Limits for Maryland \$1,000,000 per accident
General Liability (including bodily injury, property damage, and advertising injury, contractual, premises, ongoing project operations, products aggregate & completed operations liability)	\$1,000,000 each occurrence \$1,000,000 personal & personal advertising injury \$2,000,000 general aggregate \$2,000,000 products & completed operations
Business Automobile Liability Insurance single limit (covering owned, hired, & non-owned vehicles)	\$1,000,000 combined
Professional Liability (errors and omissions) (kept in force for at least 1 year after final payment)	\$1,000,000 per claim \$5,000,000 annual aggregate
Cyber Liability	\$1,000,000 per claim \$1,000,000 aggregate
Umbrella Excess Liability (following form of Auto, Primary General, and Professional)	\$1,000,000 each occurrence \$5,000,000 aggregate
Valuable Papers occurrence (insurance all plans, designs, drawings, specifications And documents produced or used under this contract)	\$250,000 each

## 20. PROPOSAL FORMAT

Proposals should be prepared simply and economically, providing a straightforward, concise description of the items or services offered. The College will not be responsible for any submittal preparation or submission costs.

Proposal packages must be received no later 2:00 PM (local time) on January 28, 2026,  
at: Harford Community College, Procurement Department  
Chesapeake Welcome Center, Room  
205 401 Thomas Run Road  
Bel Air, MD 21015

Each proposal package must contain two sealed envelopes, clearly labeled with the vendor's name and either "Technical Proposal Submittal" or "Pricing Proposal Submittal" as appropriate. The Technical Proposal envelope must be sealed separately from the Pricing Proposal envelope.

**TECHNICAL PROPOSAL:** The Technical Proposal submittal must be sealed and contain one (1) HARD COPY original and one (1) PDF on a flash drive labeled "technical proposal". This technical proposal submittal should address all items in Section 22 and Section 23.

**PRICING SUBMITTAL:** The Pricing Proposal submittal, sealed separately from the Technical Proposal submittal, must contain one (1) HARD COPY original and one (1) PDF on a separate flash drive labeled "pricing proposal". Proposed pricing must be submitted on price proposal form provided in this solicitation document.

## 21. EVALUATION PROCESS

Step 1: Technical Proposal evaluation: The evaluation committee will review and score all technical proposals. Proposers whose technical proposals scores are in the competitive range, in the opinion of the evaluation committee, will have their price proposals opened.

Step 2: Price proposals: The proposal with the lowest total price (the sum of all possible contract years) shall be awarded all possible price points. Higher cost proposals will be awarded points prorated from the lowest cost score. All the technical and price proposal scores will be tallied.

Step 4: Negotiations: The College may negotiate with top rated Proposer. If a mutual agreement cannot be met, The College will go to the next highest proposer to negotiate. This will continue until a mutually agreed upon contract can be found.

## 22. EVALUATION CRITERIA/ WEIGHTS

### A. Technical proposal: 90 Points

1. Company profile, experience, resumes, references, affidavit:
  - i. A brief introduction letter, to include contact information, signed by an officer authorized to bind the form to its proposal, acknowledging all addenda, if posted.
  - ii. Proposers shall submit a company profile to include, at a minimum:
    - the background and history of the company;
    - size of the company including the number of employees;

- annual sales volume for each of the past three (3) years;
- a copy of the Business license for the State of Maryland; and

- iii. The Proposer shall submit samples of prior facilities master plans completed for higher education institutions, preferably located in Maryland.
- iv. Resume(s) and copies of current certifications/licenses for on staff licensed engineers in all major engineering disciplines (structural, mechanical, electrical, plumbing and civil).
- v. The Proposer shall show experience conducting environmental analysis, sustainability planning, and ADA accessibility assessments
- vi. The Proposer shall submit a preliminary schedule and work plan.
- vii. The Proposer shall submit a detailed project approach and methodology.
- viii. Proposer must furnish at least five (5) current references that are similar in nature and scope and best represent the proposer's ability to perform the work and meet the specifications and requirements herein.
- ix. Proposers shall clearly state assumptions regarding site access, number of buildings reviewed in person, level of field verification performed, and reliance on existing drawings, reports, and documentation. Failure to identify assumptions shall not be grounds for additional compensation after contract award.
- x. Affidavit page, signed by the signature authority of the company

2. Response to Required Services, Duties: Responsibilities of the Vendor (Section 23)

**B. Pricing Proposal: 10 Points**

**23. REQUIRED SERVICES, DUTIES RESPONSIBILITIES OF THE PROPOSER**

**A. DETAILED SCOPE OF WORK**

**1. Academic Plan Coordination and Alignment (Separate Contract)**

The Facilities Master Plan (FMP) shall be developed to support and advance the College's Academic Plan, which is being prepared under a separate contract. The Academic Plan is anticipated to be completed and available for review on or about **May 1, 2026**. Upon availability of the Academic Plan, the Consultant shall review the Academic Plan, enrollment projections, programmatic goals, instructional delivery models, and anticipated changes in pedagogy and curriculum, and shall incorporate these elements into the Facilities Master Plan planning assumptions, analyses, and recommendations. The Consultant shall coordinate with academic leadership, College administration, and facilities staff to translate academic priorities into facility planning considerations,

including current and future space needs, functional adjacencies, technology requirements, and infrastructure needs necessary to support existing and planned academic programs. The Facilities Master Plan shall clearly demonstrate how recommended facility strategies support academic priorities, instructional effectiveness, student success, and the College's long-term institutional goals. Alignment between academic objectives and facility recommendations shall be evident throughout the Plan.

2. Full facilities condition assessment of all buildings, including architectural, structural, MEP, and code compliance.
3. Infrastructure review including electrical distribution, telecommunications, stormwater, water, sewer, and energy systems.
4. Environmental and sustainability assessment including carbon reduction strategies, stormwater management, climate resilience, tree canopy impact, and natural resources.
5. Accessibility and ADA compliance review across all interior and exterior campus areas.
6. Campus circulation study including pedestrian, vehicular, transit, and emergency access.
7. Space utilization analysis including classroom efficiency, program growth trends, enrollment projections, and scheduling optimization.
8. Athletic, recreation, student services, academic, administrative, and support Facilities evaluation.
9. Land use planning, campus growth scenarios, building siting recommendations, and environmental suitability mapping.
10. Capital project prioritization recommendations based on urgency, risk, campus impact, lifecycle cost, regulatory requirements, and funding strategy.
11. Cost modeling including ROM estimates for renovation, replacement, expansion, and new construction.
12. Preparation of complete Facilities Master Plan document including maps, diagrams, narratives, and phased implementation plan.
13. Stakeholder engagement including workshops, interviews, surveys, and presentations.
14. The scope of work requires field-dependent assessments. Proposers shall describe their approach to site investigations and identify any limitations or exclusions related to inaccessible areas, locked spaces, or unavailable documentation.

## **B. DELIVERABLES**

The awarded contractor shall provide the following documentation as a deliverable of their study.

2. Existing Conditions Report with discipline-specific findings.
3. Space Needs Assessment supporting enrollment and program projections.
4. Infrastructure and Environmental Systems Assessment.
5. Facilities Master Plan Recommendations Report.
6. Phased Implementation Plan (1-year, 5-year, 10-year,).
7. GIS-supported campus mapping package.
8. Executive Summary suitable for public distribution.
9. In Person Presentations to leadership, faculty/staff groups, and the Board of Trustees.

Harford Community College | Procurement Department  
Chesapeake Welcome Center, Room 205  
401 Thomas Run Road  
Bel Air, MD 21015

### Price Proposal RFP 26P-002: Facilities Master Plan Consultant

All packages must be fully executed, securely sealed, and marked with the number and title of the RFP. Packages shall be addressed to the Procurement Department at the address above and must be received in the Procurement Department no later than **2:00 PM Local Time, January 28, 2026**.

**Late packages will not be accepted and returned unopened.**

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RFP Proposal of: \_\_\_\_\_ DATE \_\_\_\_\_  
(Firm Name)

In accordance with the foregoing Instructions, General Terms and Conditions, and Specifications, including Addenda (if applicable) No. \_\_\_\_\_ through \_\_\_\_\_, I/we submit the following for evaluation:

Proposers shall submit a deliverables-based fee allocation showing distribution of the total fee across the scope elements listed below. Fee allocations shall total 100 percent of the proposed lump-sum fee. The allocation is for evaluation and contract administration purposes and does not alter the lump-sum nature of the contract.

Item No.	Scope Element	Typical % Range	Proposed Fee (\$)
1	Project Management & Quality Control	5-8%	
2	Existing Conditions & Facility Condition Assessment (Arch/Struct/MEP/Code)	18-22%	
3	Infrastructure & Utilities Assessment	10-14%	
4	Environmental & Sustainability Assessment	6-10%	
5	ADA & Accessibility Assessment	6-9%	
6	Space Utilization & Enrollment Analysis	8-12%	
7	Campus Circulation & Site Planning	6-9%	
8	Capital Prioritization & ROM Cost Modeling	10-14%	
9	Facilities Master Plan Report, Graphics & Phasing	8-12%	
10	GIS Mapping & Data Deliverables	4-7%	
11	Stakeholder Engagement & Presentations	5-8%	

Total (must equal 100% and match the Grand Total Price below)

**Grand Total Price for Facilities Master Plan Deliverable:** \$ \_\_\_\_\_  
(Written in Figures)

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(Written in Words)**Optional / Separately Priced Services**

Prices shall be provided as add alternates or unit costs.

Optional Service	Unit Basis	Proposed Fee (\$)
Enhanced ADA Field Verification (all buildings)	Per building or lump sum	
Intrusive MEP Investigations	Per system / allowance	
Expanded Sustainability / Carbon Modeling	Lump sum	
Additional Stakeholder Workshops	Per workshop	
Additional Board or Executive Presentations	Per presentation	
GIS Enhancements Beyond Base Mapping	Per layer or lump sum	

**Supplemental Hourly Rates:**

Principal Engineer: \$ \_\_\_\_\_ / Hour

Project Engineer \$ \_\_\_\_\_ / Hour

Planner/ Architect \$ \_\_\_\_\_ / Hour

GIS/ Data Analyst \$ \_\_\_\_\_ / Hour

Field Technician \$ \_\_\_\_\_ / Hour

**EXECUTION:** The undersigned, duly authorized to bind the named firm, agrees, upon receipt of written notice of acceptance of this proposal within ninety (90) calendar days after its closing, to execute the contract in accordance with the proposal as accepted, and to render an acceptable certificate of insurance within ten (10) calendar days after notification of award.

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Firm

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Authorized Signature

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Street Address

---

Typed/Printed Name

---

City, State, Zip

---

Title

---

Telephone

---

Email

If a corporation please state:

Name of president: \_\_\_\_\_

Name of secretary: \_\_\_\_\_

Under laws of what state incorporated: \_\_\_\_\_

Minority Business Certification: (Please check one)  MBE  WBE  N/A

Harford Community College  
Procurement Office  
Chesapeake Welcome Center, Room 205  
401 Thomas Run Road, Bel Air, Maryland 21015

**RFP 26P-002 Facilities Master Plan Consultant  
SOLICITATION AFFIDAVITS**

**FIRM NAME:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_

**A) NON-COLLUSION:**

I AFFIRM THAT: Neither I, nor, to the best of my knowledge, information and belief, the above firm nor any of its other representatives I here represent have:

- (1) Agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the proposal being submitted herewith; and
- (2) Not in any manner, directly or indirectly, entered into any agreement, participated in any agreement, participated in any collusion to fix the price proposal of the offeror herein or any competitor, or otherwise taken any action in restraint of free competition in connection with the Contract for which this proposal is submitted.

**B) SUSPENSION AND DEBARMENT:**

I AFFIRM THAT: Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any Federal or public entity, except as follows: (List each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds of the debarment or suspension)

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- 1) The above business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Title 16, of the State Finance and Procurement Article of the Annotated Code of Maryland; and
- (2) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows: (Indicate the reasons why the affirmation cannot be given without qualification)

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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.

By: \_\_\_\_\_  
Signature of Authorized Representative and Affiant

Printed Name of Authorized Representative and Affiant

Date: \_\_\_\_\_

Federal Employer Identification Number (FEIN): \_\_\_\_\_

Harford Community College  
Procurement Office  
401 Thomas Run Road  
Bel Air, Maryland 21015

REFERENCES

**RFP 26P-002 Facilities Master Plan Consultant**

PROPOSAL OF: \_\_\_\_\_

Each firm must furnish at least five (5) current references, within last three (3) years, that are similar in nature and scope and best represent the proposer's ability to perform the work and meet the specifications and requirements herein.

1. Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Project: \_\_\_\_\_

Dates performed: \_\_\_\_\_

2. Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Project: \_\_\_\_\_

Dates performed: \_\_\_\_\_

PROPOSAL OF: \_\_\_\_\_

3. Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Project: \_\_\_\_\_

Dates performed: \_\_\_\_\_

4. Firm Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Project: \_\_\_\_\_

Dates performed: \_\_\_\_\_

5. Firm Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Project: \_\_\_\_\_

Dates performed: \_\_\_\_\_

## BUILDING INDEX

A	Aberdeen Hall	HSC	Harford Sports Complex Building
P	Amoss Center	H	Havre de Grace Hall
APG	APG Federal Credit Union Arena	D	Hays-Heige House
B	Bel Air Hall	HC	Hickory Center
BC	Belcamp Center	J	Joppa Hall
C	Chesapeake Center	L	Library
CO	Conowingo Center	M	Maryland Hall
DH	Darlington Hall	O	Observatory
E	Edgewood Hall	SC	Student Center
F	Fallston Hall	S	Susquehanna Center
FHC	Forest Hill Center		



Accessible Parking



Accessible Pathway



Main Entrances

Parking in reserved spaces will result in a fine (\$50-\$150)

