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REQUEST FOR QUALIFICATIONS	
REQUEST FOR QUALIFICATIONS:	Architectural and Engineering Services
RFQ #:	**AS-DA-20261116**
PROJECT LOCATION:	The Meyer Building, Romig Drive E, Crownsville, MD 21032
ISSUE DATE:	Monday, November 16, 2026
SITE TOUR INFORMATION:	Site Visit #1: Monday, November 23, 2026, 10:00 a.m. – 12:30 p.m. EST. Meeting location, map and instructions: see Attachment 7. Site Visit #2: Tuesday, December 1, 2026, 10:00 a.m. – 12:30 p.m. EST.
QUESTIONS:	Tuesday, December 8, 2026 4:00 P.M. EST Questions will be received and responded to on the date listed above. Questions should be submitted via email to: procurement@hcaac.org
SUBMISSION DEADLINE:	Thursday, December 17, 2026 4:00 P.M. EST Electronic submissions only: Direct proposals to procurement@hcaac.org
FINALISTS ANNOUNCED:	Tuesday, December 22, 2026
STAGE 2 SUBMISSIONS DUE FOR FINALISTS:	Friday, January 15, 2027 4:00 P.M. EST
INTERVIEWS FOR FINALISTS:	Tuesday, January 19, 2027 to Monday, January 25, 2027
SCHEDULED AWARD:	Monday, February 1, 2027 4:00 P.M. EST

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1. INTRODUCTION

Anne Arundel County acquired the former Crownsville Hospital campus from the State in December 2022 and is redeveloping its 680 acres into a Memorial Park centered on mental-health healing, historical reckoning, and community well-being. Once a racially segregated facility, the hospital was a place where unconscionable acts were committed against hundreds of Black Americans. These acts had a devastating impact on patients' health and well-being, their families, and the Black community, including a legacy of trauma, and, for some, death. The master plan for the site reuses the campus's historic buildings rather than demolishing them, and reimagines the location through a variety of new uses, including a museum, racial-healing space, Bowie State University education facilities, healthcare facilities, artist studios, and community gardens alongside new trails, event lawns, and athletic fields.



Figure 1: Crownsville Memorial Hospital

The Housing Commission of Anne Arundel County (HCAAC), in partnership with Arundel Community Development Services, Inc. (ACDS), (jointly, the "RFQ Issuer") intend to redevelop the Meyer Building, located within the South Campus district of the Crownsville Hospital Memorial Park. The Meyer Building served multiple purposes at various times, including medical offices, treatment and exam rooms, training space for staff, and dormitory wards. The building is a one-story concrete slab comprising approximately 76,000 gross square feet, with multiple dormitory wings that create two courtyards, with a library and gymnasium at its core. A recent structural report, completed by KCI Associates, indicates the building is in relatively fair condition, but suffers from previous water infiltration at the roof, deterioration of structural members, and the need to remove blight and environmental hazards.



Figure 2: The Meyer Building

ACDS and HCAAC intend to transform the site into an affordable housing community that includes healing spaces and access to park amenities, while acknowledging the building's part in a painful history. To the extent feasible, the project will prioritize meaningful community stakeholder participation throughout the planning and design process to ensure the redevelopment of the Meyer Building reflects the priorities, and needs of Anne Arundel County residents. This engagement seeks to provide opportunities for direct stakeholder involvement in key project decisions, including participation by a community representative on the project design committee. Additionally, the project will utilize a community stakeholder advisory group to provide input and guidance on select design elements and features, helping ensure that decisions reflect the history, character, and interests of the community. Meaningful stakeholder engagement will be an integral component of the project, informing the design process and fostering a sense of shared investment in the future of the Meyer Building.

At some point in the future, ACDS and HCAAC may pursue the development of a daycare that can provide affordable daycare services for the residents as well as the community at large. Potential development of a daycare would be undertaken separately as Phase 2 of development of the site.

The full Anne Arundel County Crownsville Hospital Memorial Park Master Plan can be found at https://www.aacounty.org/CrownsvillePark.

2. PROJECT SUMMARY

The Meyer Building redevelopment is part of a county-wide effort to thoughtfully transform the former hospital grounds into a "green and healing heart" for the community. While the project is not located within a historic easement, it is eligible for the National Register of Historic Places and will undergo review by the Maryland Historical Trust, underscoring the importance of approaching the design with sensitivity to the site's history and significance. The architectural vision should reimagine the space in a way that respectfully acknowledges and interprets its difficult past while creating a welcoming, restorative, and healing environment for residents. The goal is to strike a meaningful balance between acknowledging the

site's history and establishing a renewed sense of purpose through thoughtful design, community-centered programming, and spaces that promote well-being, connection, and healing.

The Meyer Building consists of approximately 76,000 square feet single story building with a gable roof and will be redeveloped to create up to 68 residential units. The project will serve low-income households, with a large majority of units receiving Project-Based Section 8 rental assistance and affordability restrictions targeting households earning between 30% and 60% of Area Median Income (AMI).

The building contains a significant number of environmental hazards and is not conducive for modern programming and/or housing in its current layout. The development team is creating a plan to mitigate these hazards and expects the architect to contribute to that effort.

A feasibility report for the development of the Meyer Building can be found on ACDS' website: https://acdsinc.org/wp-content/uploads/2026/06/Meyer-Building-Feasibility-Study_Final-Draft-5.22.26.pdf

3. SCOPE OF SERVICES

The RFQ Issuer seeks a qualified architectural firm to guide the development team through a purposeful design process to meet its project goals, prepare permit and construction drawings and specifications, and construction administration services for the renovation of the Meyer Building.

RFQ Issuer envisions reconfiguration of unit floor plans and/or bedroom sizes within the existing building, as well as possible expansion of the building to allow for additional units. Anticipated renovation work includes, but is not limited to:

- Reconfiguration of the existing building floor plans.
- Reconfiguration of the building systems to match the new uses and floor plans.
- Revision of the site amenities to accommodate new uses.
- Consider stakeholder input in design development.
- Ensuring that the buildings and the site meet UFAS, ADA and Fair Housing Act requirements.
- Preservation of the building features that contribute to historic significance of the property.
- Support Community and stakeholder outreach with creative approach.
- Reconfigure existing site utilities to accommodate new building plans. Develop parking, traffic and pedestrian plans.

4. REQUIRED SERVICES

(a) Architectural and Engineering Services

Architectural and Engineering Services will follow a standard AIA multiphase process. The Architectural firm will provide complete architectural design services through permit/construction drawings (include progress drawings and a full survey of existing conditions).

- Schematic Design (SD): Create initial conceptual sketches, floor plans, basic elevations to define the overall layout, spatial arrangement, and project feasibility.

Schematic Design Drawings: Provide civil, architectural, structural and MEP plans based on the MD DHCD

requirements for funding applications located at https://dhcd.maryland.gov/media/957

Outline Specifications**:** Provide outline specifications structured by Master Format divisions at the conclusion of Schematic Design, tailored specifically to meet Maryland Department of Housing and Community Development Qualified Allocation Plan (QAP) mandates.

Oversee preparation of a Building Evaluation report following DHCD guidelines: (https://dhcd.maryland.gov/media/554.) The report must include a preliminary engineering assessment of the building by an engineer or other qualified professional.

- Design Development (DD): Refine the concept with detailed floor plans, cross-sections, material selections, and early structural or mechanical system coordination. The plans and specifications are required to meet Maryland DHCD guidelines. (https://dhcd.maryland.gov/media/956)

- Construction Documents (CD): Produce final, highly technical drawings, notes, and specifications required for building permits, contractor bidding, and actual construction based on the MD DHCD requirements for funding applications located at https://dhcd.maryland.gov/media/957

- Construction Administration (CA): The architect team will visit the job site, review submittals, answer technical questions, and ensure the building is constructed according to the approved design documents.

Architect will also:

- Assist with development of work narrative and Scope of Services.

- Recommend any modifications to suggest alternative solutions to maximize the value and functionality of the site.

- Assist with activities required to meet historic rehabilitation standards. The property is eligible for inclusion in the National Register of Historic Places and is subject to cultural resource review under Section 106 of the National Historic Preservation Act. The selected architect shall ensure that all investigative, design, and construction activities comply with the Secretary of the Interior's Standards for the Rehabilitation of Historic Properties. The provider will be responsible for generating all historic documentation required for project review by the Maryland Historical Trust (MHT).

- Incorporate technical abatement specifications and drawings provided by the environmental consultant and integrate them into the overall project manual and architectural drawing set. The environmental consultant will be retained by the RFQ Issuer.

- On behalf of RFQ Issuer, prepare all applications for required permits and approvals such as applicable site plan, storm water management plan, utility connection permits, building permits, etc. All permit fees will be paid by RFQ Issuer.

- Assist in coordination with general contractor and other consultants as required.

- Advise and comment on proposed value engineering alternatives.

- Review potential change orders. Recommend Change Orders.

- Review progress payments and confirm schedule of values on form G702/703.

- Conduct quality control inspections and prepare punch lists.

The project is expected to meet section 3.13 Development Quality Thresholds of DHCD Multifamily Rental Financing Program Guide. (Located at https://dhcd.maryland.gov/media/523)

Work to be performed will be completed under the applicable building codes and in compliance with Section 504 of the Rehabilitation Act of 1973.

(b) Stakeholder Engagement

The Architect shall plan and participate in a stakeholder engagement program in partnership with HCAAC and ACDS. Respondents should describe stakeholder engagement activities that they recommend as part of their approach. Strategies may include, but not be limited to:

- Meetings and/or events to collect stakeholder input
- Surveys and electronic input gathering
- Design Charrette
- Meetings to present schematic design and final design

For each activity or event, the Architect shall prepare presentation materials and renderings, attend with the project architect and principal-in-charge. The Architect shall keep an engagement log showing how input was considered and incorporated into the design, and shall submit it with the SD and DD deliverables. The RFQ Issuer will provide venues, notices, stakeholder outreach and interpretation services. Stakeholder engagement activities beyond those included in the Respondent's proposed approach and fee will be compensated as additional services at the hourly billing rates in Part B of Attachment 5.

Stakeholders may include, but not be limited to, future residents, former patients or descendants, former staff or descendants of former staff, community members, and service providers serving the intended beneficiaries.

(c) Build America, Buy America Act: (BABA)

The project will be required to comply with Build America, Buy America Act. The Architect is expected to develop Plans and Specifications that facilitate achievement of the Build America, Buy America Act requirements.

(d) Green Energy Consultant

The Architect will be expected to hire a Green Energy consultant to perform the following services:

1)Achieve Green building certification – National Green Building Standard or Enterprise Green Communities
2)RESNET Certified HERS rating services to achieve the state of Maryland energy code requirements. Review and verify the design, provide construction quality assurance, and perform necessary in-progress performance testing and evaluation
3)Certify the project under the current version of Energy Star Certified Homes or Energy Star Multifamily New Construction, as applicable

(e) Cost Estimating Consultant

The Architect will be expected to hire a cost estimating consultant to work with the project team to perform estimating services at the Schematic Design stage and assess reasonableness of the construction cost estimates at the Design Development stage.

(f) Civil and Traffic Engineering

The Architect will be expected to hire all engineers to develop site utilities, storm water management, traffic, parking, pedestrian plan and all plans as required by Anne Arundel County.

5. MINIMUM QUALIFICATIONS

Proposals will only be accepted from firms that can establish the reliability and responsibility of the persons or entities proposed to furnish and perform the work described in the Proposal Documents, and that provide satisfactory evidence of, and references for, completion of projects in the capacity of Architect of Record for work of similar scope, which is defined as construction or adaptive reuse of buildings to create multifamily communities in the Baltimore-Washington Metropolitan area within the last five (5) years.

Respondents must provide satisfactory evidence of, and references for, completion of projects demonstrating:
Affordable Multifamily projects: Preferably in Anne Arundel County, Maryland or the surrounding Baltimore-Washington Metropolitan area.
Similar project type and approach: Firm's experience with, and description of approach to, undertaking projects of similar type and scale — preferably buildings of historical significance — with specific attention to design and construction projects involving historically sensitive renovation, and projects with extensive community engagement efforts.
Above-code performance standards: Projects achieving third-party certification evidencing construction to above-code minimum standards, including but not limited to LEED, Energy Star, Passive House Institute US (PHIUS), Green Globes, Enterprise Green Communities, WELL, or the National Green Building Standard (NGBS).
Regulatory and funding-source knowledge: Demonstrated knowledge of the Maryland Department of Housing and Community Development (DHCD) design guidelines and the ability to meet maximum scoring criteria on projects funded by DHCD.

The qualification information listed above shall be submitted with the Respondent's Proposal and may be provided within the narrative required by Item 19 of Attachment 1. Failure to provide all required documentation in Respondent's Proposal may be deemed as a non-responsive submission and subject to disqualification.

6. CONTRACT PROVISIONS

The following provisions apply to the selected Respondent and will be incorporated into the contract for architectural services.

General Conditions

a) **Contract Term:** The contract term will commence with the issuance of the Notice to Proceed and end upon construction closeout.
b) **Work Hours:** Services will be performed daily, weekly, and monthly during our business hours, Monday through Friday, 8:00 AM to 4:30 PM.
c) **Payment:** Our payment terms are Net 30 (thirty) days. The RFQ Issuer will require that invoices for all work completed, must be submitted for payment within a (30) thirty calendar day period.
d) **Insurance:** Before commencing work, the architect shall furnish the Housing Commission with a Certificate of Insurance and Additionally Insured Endorsement CG20101185 or its equivalency with RFQ Issuer and Anne Arundel County listed as additional insured with the following:
    1) Errors and Omissions policy with the limit of the greater of 7.5% of the total aggregate dollar amount of construction contract or $1,000,000. The policy is required to be in effect for a period of not less than two years after the date of substantial completion
    2) Worker's compensation statutory benefits as required by the laws of the State of Maryland and employee's liability coverage with limits of at least $100,000 each accident, $100,000 employee disease, and $500,000 disease policy limits

3) Automobile liability insurance with at least $1,000,000 combined single limit

The insurance to be provided under this contract will be the primary insurance for all claims related to the contract. The insurance must not be cancelled for any reason, except after 30 days' written notice to RFQ Issuer (as evidenced by certified or registered mail receipt). Deductibles or self-insured retentions must be acceptable to the RFQ Issuer.

Contract Clauses

The contract for Architect Services will include the following clauses:

a) That RFQ Issuer and the successful Architect, in any event, agree to be bound as far as duty required by said successful Architect and payment therefore by said Commission to the rules and regulations, as set down and approved by, and in, the applicable regulations of the Department of Housing and Urban Development.
b) No member, officer, or employee of HCAAC or ACDS during their tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract awarded, as a result of this proposal process, or the proceeds thereof.
c) No member of or delegate of the Congress of United States of America or Resident Commissioner, shall be admitted to any share or part of any contract awarded as a result of this proposal process, or to any benefits which may arise there from.
d) The successful Architect shall agree to neither hold himself/herself out nor claim to be an officer or employee of the RFQ Issuer and will not make any claims, demands, or application to the RFQ Issuer for any right or privilege applicable to an officer or employee of HCAAC or ACDS including, but not limited to Workers Compensation coverage, unemployment benefits and Social Security Retirement Membership or credit.
e) Architect agrees to indemnify, defend, and hold HCAAC, ACDS and Anne Arundel County and their administrators, officers, agents, employees, and volunteers harmless from and against any and all claims, demands, actions, losses, expenses, and liabilities for, or related to, loss of damage to property or injury or death of any person relating to or arising or resulting in any way from the performance of the Architect.
f) All contracts made under a Federal award must contain provisions when applicable (2 CFR Appendix-II-to-Part-200):
    1) Equal Employment Opportunity
    2) Minority and Women Owned Business policy
    3) Debarment and Suspension certification
    4) Prohibition on Contracting for Covered Telecommunications Equipment or Services
    5) Domestic Preferences for Procurements
    6) Access to Records
    7) Contract Changes or Modifications
    8) Compliance with Federal Law, Regulations and Executive Orders
    9) No Obligation by Federal Government
    10) Program Fraud and False or Fraudulent Statements or Related Acts
    11) Procurement of recovered materials, all contracts greater than 10,000
    12) Termination for cause and for convenience, all contracts greater than $10,000
    13) Byrd Anti-Lobbying Amendment, all contracts greater than $100,000
    14) Legal/contractual/administrative remedies for breach of contract, all contracts greater than $250,000

7. EVALUATION CRITERIA

This is an RFQ as required by and meeting the criteria established by the RFQ Issuer. An evaluation panel may be convened by the RFQ Issuer to perform a final review, evaluate, and rate each responsive submittal based on criteria outlined in the following section of this document. A professional services contract/agreement will be required of the successful respondent. Selection will take place in two stages. In Stage 1, written proposals will be evaluated and scored on the criteria below, for a

maximum of 90 points. Price is not evaluated in Stage 1, and no fee information may be included in the written proposal. The three (3) highest-scoring Respondents will be short-listed and advance to Stage 2. In Stage 2, short-listed Respondents will be interviewed and will submit a fee proposal, as described in Section 8. Stage 2 is worth up to seventy (70) additional points. The final ranking will be based on the combined Stage 1 and Stage 2 scores, for a maximum of 170 points, and the highest-ranked Respondent will be invited to negotiate a contract.

At any time, staff may contact previous clients and owners to verify the experience and performance of the prospective Respondent, their key personnel, and their proposed sub consultants/subcontractors.

	Evaluation Criteria	**Points**
1	Evidence of the Architect's ability to perform the work as indicated by profiles of the principals' and staffs' professional and technical competence/experience. Experience with coordinating multiple supplementary services, such as civil engineering, landscape architect, energy and green building consulting	25
2	Experience with HUD and MD DHCD Multifamily Financing Programs with Rehab, new construction projects and other related projects;	25
3	Demonstrated capacity to staff and deliver the project given its current and anticipated workload, including the availability and percentage time commitment of key personnel, depth of staff and subconsultants and proposed durations for each design phase.	20
4	Previous experience and demonstrated expertise with historic rehabilitation projects	20
	STAGE 1 TOTAL (written proposal)	**90**
	Stage 2 – short-listed Respondents only (see Section 8)	
	Proposed plan for stakeholder involvement	15
	Percentage of MBE/WBE participation *	15
	Interview	25
	Fee proposal (scored as described in Section 8(d))	25
	MAXIMUM TOTAL SCORE (Stage 1 + Stage 2)	**170**

* Commitment to exceed MBE/WBE Participation: Up to 15 pts for additional measures to increase participation in the contract by Minority Business Enterprises/Women-Owned Business Enterprises.

MBE/WBE means a firm certified with a federal, state or local governmental entity as Minority Business Enterprise, including firms owned by women or persons with disabilities. Attachment 6 sets a minimum target of 30% MBE/WBE participation, measured as the share of the total contract value paid to certified firms for work, they perform.

To be eligible for extra points, a respondent must submit Summary of Subconsultants(Attachment 6). The points are awarded based on the percentage of the MBE participation(by share in the total architect contract) by which the Respondentexceeds the minimum required level of 30%. One (1) point is awarded for each additional percentage point over 30% up to a maximum of 15 points.

8. INTERVIEWS, FEE NEGOTIATION AND AWARD

(a) Two-Stage Selection. This procurement uses a two-stage selection process. Stage 1 scores written proposals on qualifications under the criteria in Section 7 (up to 90 points). Stage 2 scores interviews (up to 25 points), MBE/WBE participation commitments(up to 15 points), plans for stakeholder engagement(up to 15 points) and sealed fee proposals (up to 25 points) from short-listed Respondents. The final ranking will be based on the combined Stage 1 and Stage 2 scores (maximum 170 points). Compensation will be negotiated with the highest-ranked Respondent after the final ranking is complete.

(b) Interviews. Following evaluation of written proposals, the RFQ Issuer intends to invite the three (3) highest-scoring Respondents to an interview. Interviews will be approximately ninety (90) minutes, consisting of a presentation of up to forty-five (45) minutes followed by questions from the evaluation panel, and may be held in person in Anne Arundel County or virtually, at the RFQ Issuer's discretion. The Principal-in-Charge, the Project Architect, and the individual who will lead community engagement must attend.

At a minimum, Respondents should be prepared to address: (i) their approach to the adaptive reuse of the Meyer Building, including historic preservation review and Maryland DHCD/CDA design requirements; (ii) their approach to community and stakeholder engagement, including ideas on incorporating the feedback received from former patients, descendants, families and former employees of Crownsville Hospital in the design; and (iii) project management, schedule and cost control. The evaluation panel may present a brief community engagement scenario for discussion.

(c) Interview Scoring. Interviews will be scored up to twenty-five (25) points. The interviews will focus on the architect's experience and qualification, vision for the project, understanding of the project, the site and its history, community engagement approach and communication, strength and availability of key personnel. Interview points, stakeholder engagement plan points, MBE/WBE participation points and fee points will be added to the Stage 1 written proposal score to determine the final ranking.

(d) Fee Proposals. Each short-listed Respondent shall submit its completed Cost Estimate Proposal Form as a separate file, in any common file format, attached to a separate email with the subject line "FEE PROPOSAL – [Firm Name] – RFQ # AS-DA-20261116," no later than Friday, January 15, 2027 4:00 P.M. EST. Short-listed Respondents must complete Attachment 5, including Part A (Fee Summary) and Part B (Schedule of Hourly Billing Rates), and sign the form. The Proposed Plan for Stakeholder Engagement and the Summary of Subconsultants (Attachment 6) must be submitted by the same deadline and in the same manner.

Fee proposals will be scored up to twenty-five (25) points. The complete fee proposal with the lowest Part A Grand Total will receive 25 points. Each other complete fee proposal will receive 25 points minus one-quarter (1/4) point for each percentage point by which its Part A Grand Total exceeds the lowest Grand Total, rounded to one decimal place, but not less than five (5) points. For example, a fee proposal 20% above the lowest receives 20 points, 40% above receives 15 points, and 80% or more above receives 5 points. A fee proposal is complete when every line of Part A and Part B of Attachment 5 has been completed and the form is signed. The RFQ Issuer may request clarification of any fee proposal.

(e) Negotiation and Award. The RFQ Issuer will negotiate with the highest-ranked Respondent for fair and reasonable compensation, considering the Scope of Services, estimated staff hours by discipline, and labor rates. If the RFQ Issuer and that Respondent cannot reach agreement within a reasonable period, as determined by the RFQ Issuer, the RFQ Issuer will terminate negotiations in writing and begin negotiations with the next highest-ranked Respondent, continuing in this manner until an agreement is reached or the RFQ Issuer elects to end the procurement. Negotiations, once terminated, will not be reopened with that Respondent. Contract award is subject to approval by the RFQ Issuer's governing board.

Following contract award, written notification will be provided to all respondents who were not selected for the engagement.

9. RESERVATION OF RIGHTS

The RFQ Issuer reserves the right:

a) to reject any or all proposals, to waive informality in the RFQ process, or to terminate the process at any time, if deemed by the RFQ Issuer to be in its best interest.
b) not to award a contract pursuant to this RFQ.
c) to terminate a contract award pursuant to this RFQ, at any time for its convenience upon 30 days' written notice to the successful Respondent(s).
d) the right to negotiate the Fee/Compensation for services considering the Scope of Services required, the estimated staff hours required for each level/discipline and the typical labor rates for the various skill levels required for the work.
e) to reject and not consider any proposal that does not meet the requirements of this RFQ
f) to have no obligation to compensate Respondent for any costs incurred in responding to this RFQ.
g) the right to extend the time for receipt of proposals.

10. SUBMISSION INSTRUCTIONS

Parties responding to this RFQ are required to submit their proposal and attachment electronically with a signature. This submission should be in Adobe PDF format, although Microsoft Office file formats (Word, Excel, Power Point, etc.) are also acceptable. Proposals must comply with the requirements of the RFQ as set forth herein. The RFQ Issuer will not accept or review proposals received after the designated submission deadline. The RFQ Issuer reserves the right to extend the time for receipt of proposals. All proposals will be kept confidential to the extent permitted by law. The Cost Estimate Proposal Form must be submitted as a separate document as described in Section 8(d) and must not be included in the documents submitted in Stage 1.

Prepare and submit your proposal in the following order:

Stage 1

1. STATEMENT OF RESPONDENT'S QUALIFICATION AND EXPERIENCE
   -An optional portfolio file is encouraged
2. AFFIRMATIVE ACTION/EQUAL OPPORTUNITY POLICY STATEMENT
3. CLIENT REFERENCES FORM
4. NON-COLLUSION CERTIFICATION
5. **HUD-2992** CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

Stage 2

6. SUMMARY OF SUBCONSULTANTS (Attachment 6) (short-listed Respondents only; due January 15, 2027 – see Section 8(d))
7. COST ESTIMATE PROPOSAL FORM (short-listed Respondents only; do not include with the RFQ response – see Section 8(d))
8. PROPOSED PLAN FOR STAKEHOLDER ENGAGEMENT(short-listed Respondents only; do not include with the RFQ response; due January 15, 2027 – see Section 8(d))

Attachments

Attachment 1: STATEMENT OF RESPONDENT'S QUALIFICATION AND EXPERIENCE

All questions must be answered and the data given must be clear and comprehensive. Questions may be answered on separate sheets. The Respondent may submit any additional information he/she deems necessary.

Architect's Qualifications: A description of the Architect's qualifications and experience including:

1. Name of Respondent: _____
2. Address of the Respondent: _____
3. Respondent's telephone/facsimile numbers: _____
4. Respondent's e-mail address: _____
5. Primary Contact person, including title, telephone, and e-mail address: _____

_____

6. Respondent's Federal ID #(if applicable): _____
7. When Organized? _____
8. If a Corporation, where incorporated? _____
9. How many years have you been engaged in providing architectural services under your present firm or trade name?
10. Number of employees:
11. Contracts on hand

Name of Owner	Address	Name of Project	Location of Project	Gross Amount of Contract	% Completed & Anticipate completion

12. Have you ever failed to complete any work awarded to you?_____If so, where and why?

_____

13. Have you ever defaulted on a contract? _____ If so, where and when?

_____

14. Has the firm been named as a respondent or defendant in any litigation, arbitration, or claims related to architectural services contracts within the past five (5) years? If yes, provide details

_____

_____

_____

15. Have you ever been accused of discrimination, or been a party to or otherwise involved in any action or legal proceedings involving matters, related to race, color, nationality, religion or sex, including any relating to a Federal Agency? If so, give full details on an attached sheet.

_____

16. Have you ever been a party or otherwise involved in any action or legal proceedings involving the violation of the Copeland Act, Federal Labor Standards or Davis-Bacon Act? If so, give full details on an attached sheet.

_____

17. Check One: Individual □ Partnership □ Corporation □

MBE □ WBE □ % MBE/WBE Ownership _____

18. Provide evidence of financial capacity to perform the work, consisting of:

- A letter from the firm's banking institution confirming client status in good standing.
- A statement from the firm's banking institution confirming the existence of an active line of credit and its current availability or limit

19. **Attach a narrative of the firm's qualifications,** including:

i) description of ability to perform the work as indicated by profiles of the principals' and staffs' professional and technical competence/experience;
ii) experience with HUD and MD DHCD Multifamily Financing Programs with Rehab, new construction projects and other related projects;
iii) demonstrated capacity to staff and deliver the project given the Respondent's current and anticipated workload, including: (a) current and anticipated workload, shown in the Contracts on Hand table in Item 11 and including any pending proposals or awards expected during this project; (b) the availability and percentage time commitment of key personnel (at a minimum, the Principal-in-Charge, Project Architect, and stakeholder engagement lead), and their other current assignments; (c) the depth of staff and subconsultants, including total staff by discipline, proposed subconsultants by

discipline, and backup personnel for key roles; and (d) proposed durations, in weeks, for each design phase (Schematic Design, Design Development, and Construction Documents);
iv) previous experience and demonstrated expertise with historic rehabilitation projects or a discussion of how the company intends to supplement its historic rehabilitation capabilities with outside consultants
v) description of previous stakeholder engagement and examples of successful stakeholder engagement.

In addition, indicate whether the company has participated in the projects that were required to meet Build America, Buy America Act requirements and describe the firm's role in managing the specifications for materials and equipment to comply with Build America, Buy America Act targets.

20. Provide resumes or professional profiles of the firm's principal members and key personnel

21. Attach Corporate Certificate of Good Standing issued by the state of Maryland

22. Attach verification that the firm holds an active Architectural Firm Permit issued by the State of Maryland.

23. Attach proof of active individual architectural licensure in the State of Maryland for the designated Responsible Member / Principal-in-Charge who will be in responsible charge of the project

24. Upon request, furnish any other requests for information that the RFQ Issuer may require to evaluate the Architect's Qualification and experience.

25. **MBE/WBE Certification**: By submitting a response to this RFQ, the Respondent certifies that it intends to achieve MBE/WBE participation that meets or exceeds thirty percent (30%) of the contract amount for the architectural and engineering services under this contract and, if that level is not achieved, will demonstrate why it is not feasible by providing documentation of its MBE/WBE outreach and marketing efforts as described in Attachment 6.

Signed: _____

Company Representative: _____

Title: _____

Attachment 2: AFFIRMATIVE ACTION/EQUAL OPPORTUNITY POLICY STATEMENT

The Architect will provide Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Opportunity Affirmative Action laws, directives and regulations of Federal, State and Local governing bodies.

The Architect will not discriminate against any employee or applicant for employment because of race, color or creed, sex, religion, ancestry, national origin, sex preference, disability, age, marital status or status with regard to public assistance.

The Architect will take Affirmative Action to ensure that all employment practices are free of such discriminations. Such employment practices include, but are not limited to, the following: Hiring, Upgrading, Demotion, Transfer, Recruitment, Termination, Lay-off, Rate of Pay or other forms of Compensation, and Selection for training, including Apprenticeship.

The Architect will prohibit the harassment of any employee or job applicant because of sex or national origin or race.

The Architect will commit the necessary time and resources, both financial and human, to achieve the goals of Equal Employment Opportunity and Affirmative Action.

The Architect will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these Affirmative Action objectives as well as other established criteria. Any employee of this Company or subcontractors to this Company who do not comply with the Equal Employment Opportunity Policies and Procedures set forth in this Statement and plan will be subject to disciplinary action. If any employee or applicant for employment believes he/she has been discriminated against, please contact the EEO Coordinator.

Company Name: _____

Signature:_____

Print Name/Title, Company Representative: _____

Date: _____

Attachment 3: CLIENT REFERENCES

PROJECT: ARCHITECTURAL SERVICES
RFQ #: AS-DA-20261116

Instructions:

Complete this form by indicating the appropriate response or by indicating "N/A" if not applicable. List at least three (3) clients for whom similar services are being performed currently or within the past five (5) years. Attach additional sheets if necessary. Failure to list previous experience and/or poor references may result in rejection of your submission.

No.	Name and Address Contact Person/Phone Number/Email Address	Type of Services Performed	Current or Past Client?
1.			
2.			
3.			
4.			
5.			

Attachment 4: NON-COLLUSION CERTIFICATION

_____
(Prime Respondent)

The undersigned, being authorized to act on behalf of the Prime Respondent named above, certifies as follows:

That the undersigned is (the Respondent) (a Partner) (an Officer) of the party making the foregoing proposal, that such proposal is genuine and not collusive or sham; that said Respondent has not colluded, conspired, connived or agreed, directly or indirectly, with any Respondent or person, to put in a sham proposal or to refrain from submitting a proposal, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of the Respondent or any other Respondent, or to fix any overhead, profit or cost element of said proposal price, or of that of any other Respondent, or to secure any advantage against the Housing Commission of Anne Arundel County or Arundel Community Development Services, Inc or any person interested in the proposed contract; and that all statements in said proposal are true.

The undersigned certifies under penalty of perjury that the foregoing statements are true and correct.

_____
Signature of:
Individual, if the Respondent is an Individual

_____
Partner, if the Respondent is a Partnership

_____
Officer, if the Respondent is a Corporation

Printed Name and Title: _____

Date: _____

Attachment 5: COST ESTIMATE PROPOSAL FORM

SUBMIT AS A SEPARATE FILE – DO NOT INCLUDE IN THE TECHNICAL PROPOSAL. This form is to be completed only by short-listed Respondents and submitted no later than Friday, January 15, 2027, 4:00 P.M. EST (see Section 8(d)). It is scored in Stage 2 as described in Section 8(d). Complete every line of Part A and Part B and sign below.

PROJECT:	Architectural Services – Meyer Building, Crownsville Hospital Memorial Park
RFQ #:	AS-DA-20261116
TO:	Housing Commission of Anne Arundel County (HCAAC)
FROM (Firm Name):	
Federal ID Number:	
Contact Name, Phone and Email:	

Pricing Terms

The Architect is responsible for supplying all labor, equipment and materials to perform the services as identified in the Scope of Work.

Initial lump-sum pricing submitted shall be considered a baseline offer predicated on achieving the complete functionality and deliverables outlined in the Scope of Work. Baseline pricing shall represent a firm, all-inclusive maximum commitment to complete the Scope of Work; Respondents will not be permitted to increase their baseline pricing during negotiations for work, details, or incidental tasks already inherently required under the initial Scope of Work.

Following the technical evaluation, the RFQ Issuer reserves the right to engage the highest-ranked Respondent in a scope clarification and negotiation phase. If clarifications reveal necessary material adjustments, additions, or reductions to the Scope of Work that alter the fundamental baseline requirements, the final negotiated contract price may be adjusted upward or downward accordingly to reflect the finalized scope. Any such price adjustments must be strictly justified based on verifiable changes to deliverables and calculated using standard market rates or cost-breakdown schedules approved by the RFQ Issuer. No contract shall be formed until a mutually agreeable price and scope are executed in writing by both parties.

This form includes: Part A – Fee Summary (next page) | Part B – Schedule of Hourly Billing Rates

Certification

The undersigned, being authorized to bind the Respondent, certifies that the fees in Part A and the rates in Part B are submitted in accordance with this RFQ.

Signature:	
Printed Name and Title:	
Date:	

Attachment 5 – Part A: Fee Summary

Respondent: _____

Phase	Architecture	Structural	MEP	Civil/Traffic Engineering	Energy Consultant	Total
Schematic Design (incl. existing conditions and Building Evaluation Report)						
Design Development						
Construction Documents (incl. permitting)						
Construction Administration						
Subtotal – basic services						
Additional lump-sum items						
Stakeholder Engagement (Section 4(b)) – activities as proposed in the Respondent's approach; describe below						
Cost Estimating Consultant (Section 4(e))						
GRAND TOTAL – PROPOSED FEE (basic services subtotal + additional lump-sum items; this amount is scored under Section 8(d))						

Stakeholder engagement activities included in the fee above (type and number of meetings, charrettes, surveys or other activities):

Total cost of community engagement activities:

Assumptions:

Attachment 5 – Part B: Schedule of Hourly Billing Rates

Respondent: _____

Rates apply to additional services approved in writing by the RFQ Issuer. List rates for the prime firm and each subconsultant.

Personnel classification	Firm (prime or subconsultant)	Hourly rate ($)	Notes
Principal-in-Charge			
Project Manager			
Project Architect			
Architect			
Civil Engineer			
Other (specify)			
Other (specify)			
Other (specify)			
Other (specify)			
Other (specify)			
Other (specify)			

Attachment 6: MINORITY AND WOMEN OWNED BUSINESS POLICY

POLICY WITH RESPECT TO MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES

To the maximum extent feasible, opportunities for contracting in connection with this project shall be given to MBEs/WBEs. Upon award of the Contract, if any portion of the Contract is subcontracted, the Architect will be expected to solicit MBE/WBE firms to bid on various aspects of the Contract. Resources available to assist the Architect in finding or notifying MBE/WBE firms include, but are not limited to the following.

Anne Arundel County Directory of Minority & Women-Owned Businesses, available online at
Directory of Minority & Woman-Owned Businesses | Anne Arundel County Government (aacounty.org)

A list of MBE/WBE certified by the Maryland Department of Transportation may be accessed online by visiting: www.mdot.state.md.us.

Minority trade associations:

Maryland/Washington Minority Contractors Association
2423 Maryland Avenue, Suite 200
Baltimore, MD 21218
E-mail: mmca.inc@gmail.com
E-mail: info@mmca-inc.net

For each MBE/WBE with whom the Architect enters into a contract, the MBE/WBE Identification Statement shall be completed. This form was designed by ACDS to obtain information which it must report to the federal government on behalf of Anne Arundel County regarding MBE/WBE participation in certain HUD programs. It is the only MBE/WBE certification required for this project by ACDS and by HUD. However, some projects which are partially financed by the State of Maryland may require a separate certification of a firm by the Maryland Department of Transportation in order for the firm to count toward meeting the State's minority business participation goals for the project. If State funding of the project requires Maryland Department of Transportation certification and any additional documentation, those requirements will be stated elsewhere in the Contract.

As determined by the demographic composition of Anne Arundel County, it is expected MBE/WBE participation should typically meet or exceed 30 percent of the contract amount. When evaluating compliance for MBE/WBE, an Architect who does not have the MBE/WBE participation typically associated with the provision of services in Anne Arundel County, shall have the burden of demonstrating why it is not feasible. Such justification shall include, but not be limited to, documentation of their MBE/WBE outreach and marketing efforts such as (i) the provision of evidence that MBE/WBE firms listed on the MDOT Directory of Certified MBE/WBE firms were notified as to the availability of the contract, (ii) evidence of notification to the Anne Arundel County MBE Coordinator and the minority contractor/trade associations, and (iii) other supporting documentation demonstrating notification outreach was provided to MBE/WBE firms.

The Architect may satisfy its MBE/WBE affirmative marketing and outreach requirements through its subconsultants.

Arundel Community Development Services, Inc. shall withhold final payment to the Architect until all applicable MBE/WBE affirmative marketing and outreach documentation have been submitted and full compliance has been demonstrated.

MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES
IDENTIFICATION STATEMENT

This form is to be submitted by General Contractor, Consultant, Architect or Service Provider as part of the Contract or Agreement, and by Subcontractors before they begin work.

Name of Company/Organization: _____

Address of Company/Organization: _____

Company/Organization Telephone Number:

Company/Organization Tax Identification Number:

Name of Project:_____

1. Indicate if, on this project, you are a
   ☐ General Contractor/Consultant/Services Provider

   ☐ Subcontractor

If none of your owners or officers is a minority, please skip Sections 2 through 8 and sign and date this form where indicated.

2. Is your firm certified as an MBE or WBE? ☐ Yes ☐ No

If so, attach a copy of your MBE/WBE certification form and skip Sections 3 through 8 and sign and date form as indicated.

If you are not certified as a MBE or WBE, please self certify by answering Sections 3 through 9.

3. When was the company/organization established? _____

4. State the name of each owner/officer of the enterprise, their minority group, percentage of ownership, and type of investment.

Name	WBE		MBE			Minority Group (Check all that apply)			
	Yes	No	No	Yes	% Owner-ship	African American	Hispanic American	Native American	Asian/ Pacific Islander American
	☐	☐	☐	☐		☐	☐	☐	☐
	☐	☐	☐	☐		☐	☐	☐	☐
	☐	☐	☐	☐		☐	☐	☐	☐
	☐	☐	☐	☐		☐	☐	☐	☐
	☐	☐	☐	☐		☐	☐	☐	☐
	☐	☐	☐	☐		☐	☐	☐	☐

5. The above percentages of MBE or WBE ownership have existed since _____

6. Does any owner of your enterprise who is not a minority group member also have an ownership interest in any other firm working on this project? ☐ Yes ☐ No

(If yes, state the name of each such owner and the names of the firms in which such ownership interests exists.)

_____

7. Are any of the minority owners/officers listed in Question #4 a former or current employee of any other firm working on the project? ☐ Yes ☐ No

(If yes, state the name(s) of the individual(s), name(s) of the employer(s), date(s) of employment with the other firm(s), and responsibilities in such employment.)

_____

8. Has your enterprise subcontracted with other firms any work to be performed on this project?
   ☐ Yes ☐ No

(If yes, state the percentage of work subcontracted and the nature of such work.)

_____

I certify that the foregoing information is correct and complete.

_____ _____

Printed or Typed Name of Owner or Officer Signature of Owner or Officer

_____

Title of Owner or Officer Above Date

Summary of Subconsultants

List any/all subconsultants to be used in the execution of this contract in the following spaces.

Sub Work	Sub Name, Address Phone #	Certified MBE / DBE?	% of total contract value
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

Attachment 7: SITE VISIT INFORMATION

MEMORANDUM

TO:	Prospective Respondents – RFQ # AS-DA-20261116, Architectural Services for the Meyer Building
FROM:	Housing Commission of Anne Arundel County (HCAAC) and Arundel Community Development Services, Inc. (ACDS)
DATE:	November 16, 2026
RE:	Site Visit Information – Meyer Building, Crownsville Hospital Memorial Park

The RFQ Issuer will hold two site visits for prospective Respondents. Site Visit #1 is the primary site visit. Site Visit #2 is offered for firms that are unable to attend the first; the same information will be provided at both.

Site Visit	Date	Time
Site Visit #1 (primary)	November 23, 2026	10:00 a.m. – 12:30 p.m. EST
Site Visit #2 (alternate)	December 1, 2026	10:00 a.m. – 12:30 p.m. EST

Meeting Location

Parking lot directly in front of the Meyer Building, Crownsville Hospital Memorial Park, Crownsville, MD 21032. Attendees will meet at the parking lot at the start time listed above. See the site map on the following page.

Directions

The Meyer Building, located on Romig Drive E, does not have a full street address. For GPS directions, use 1520 Crownsville Rd, Crownsville, MD 21032, the nearby Administration Building. The Meyer Building is approximately 0.2 mile south of the Administration Building. Parking is available in the lot in front of the Meyer Building.

Registration

Please confirm attendance by email to Alex Sankov, Director of Development (asankov@hcaac.org), with a copy to Jeff McNeil, Development Associate (jmcneil@hcaac.org). Include the firm name, the site visit date you plan to attend, and the names of attendees.

Site Conditions and Safety

The Meyer Building is vacant and contains known environmental hazards and deteriorated building elements. Access to the interior will be limited to areas designated by the RFQ Issuer. Attendees should wear closed-toe shoes, dress for outdoor conditions, consider their own PPE needs, and must follow the instructions of RFQ Issuer staff at all times. By participating in the site visit the attendees accept any risk that may be at the property and hold the RFQ Issuer and Anne Arundel County not liable for any injuries or bodily harm.

Questions

Questions raised during the site visits must be submitted in writing by the question deadline listed on the cover page of this RFQ. Only written responses issued by the RFQ Issuer will be binding.

Site Map – Meyer Building and Site Visit Meeting Point



Meeting point: parking lot in front of the Meyer Building (red star). GPS address: 1520 Crownsville Rd, Crownsville, MD 21032 (Administration Building, blue marker).

Attachment 8: HUD-2992 CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

Certification Regarding Debarment and Suspension

U.S. Department of Housing and Urban Development

Certification A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions

1. The prospective primary participant certifies to the best of its knowledge and belief that its principals;

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency;

b. Have not within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

d. Have not within a three-year period preceding this application/ proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Certification (A)

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was place when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause of default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to whom this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms **covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded**, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of these regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines this eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph (6) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause of default.

Certification B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Certification (B)

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms **covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded**, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of these regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph (5) of these instructions, if a participant in a lower covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies including suspension and/or debarment.

Applicant	Date

Signature of Authorized Certifying Official	Title