



Request for Qualifications:

Historic Needwood Mansion Building and Site Improvements

Building Concepts, LLC is working on an RFQ for the project below, in which we invite you to provide your qualifications & capabilities to work with us on this project.

If shortlisted as a qualified firm, we will then request your pricing proposal at a later date.

Project Name: Historic Needwood Mansion Building and Site Improvements

Location: 6700 Needwood Road, Derwood, MD 20855

Project Owner: The Maryland-National Capital Park and Planning Commission / Montgomery Parks

Subcontractor Trades Needed: Masonry, Mechanical, Electrical and Plumbing

Drawings and all project documents can be viewed & downloaded from this Google Drive link:

[RFQ: Needwood Mansion - Google Drive](#)

See more information attached below regarding the building's history, current use and project scope.

Please include the following in your Qualifications Submission:

- 1. *Building Concepts Subcontractor Prequalification Form***
2. Number of years' experience specializing in your respective area of expertise for the work you intend to perform on this project. (Minimum of 5 years required)
3. List a minimum of three (3) projects of similar scale and scope performed over the past ten (10) years with the same area of responsibility assigned to this project.
 - a. *Use the provided "Similar Project Information From" attachment for each project.*
 - b. *Optional: feel free to include any pictures or portfolio of the projects you listed.*
4. Provide any additional experience, qualifications, or certifications not already listed above that qualify you to work on sensitive historic property.

Schedule:

- **Subcontractor Qualifications Due to Building Concepts: Friday, April 25, 2025**
- Shortlist of Qualified Firms: May 2025
- Invitation to Bid (Pricing) Issued to Qualified Firms: July 2025
- Notice to Proceed for Construction: September 2025
- Substantial Completion: May 2026

Thank you for your time and consideration in providing us with a qualifications proposal to work on this project together.

Please reach out if you have any questions.

Thank You,

Breana Montoya

Building Concepts, LLC

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Phone: (410) 489-0077

Historic Needwood Mansion Building and Site Improvements

Location: 6700 Needwood Road, Derwood, MD 20855

Project Background

Building:

The Needwood Mansion is a historic site, on the Montgomery County Master Plan for Historic Preservation, Resource #22/35, ca. 1856. The late-Federal-style historic house is a three story 8,500 SF building, construction type IIB and IIIB, categorized as Business Use. The main center brick block was completed in 1856 and was the original entry to the house. The two-story, east frame block was added in 1913, and the two-story, west brick block was added in 1958. The rear, south side of the house features a 10-ft deep x 72-ft long, wood frame screen porch. The porch has three stairs: a wood stair on the east wall, a masonry stair at the middle of the south elevation and a masonry stair on the west. There are six chimneys. The three main gable roofs are slate. The porch's shed roof is asphalt shingle.

Occupants:

The Mansion is occupied by staff and volunteers of the Cultural Resources Stewardship Section, a group under the Park Planning and Stewardship Division of Montgomery Parks. Three to seven staff will continue working in the building throughout construction. The basement level houses the Montgomery Parks historical archives. The first floor is used for public meetings and for sorting and cataloging of archival materials, the second floor is used for staff offices, and the third floor is unoccupied. Staff and visitors enter through the rear porch into the main north-south center hall. The basement entry is used primarily for archives access. All basement materials and shelving will be temporarily relocated off-site prior to the start of construction. Furnishings and materials on upper floors will be shifted or relocated by staff according to the contractor's schedule to work in specific areas.

Site:

The property is entered by a one-lane driveway that, as it approaches the house, circles a grassy tree-island. To the east the driveway terminates at a parking lot. At the end of the parking lot, there is a trailhead used by the general public that must be accessible throughout construction. The property has outbuildings that are not part of the project scope.

Scope of Work

Mansion Improvements have been designed by Michael Graves Architect with structural and MEP sub-consultants. The work will update and repair the building envelope, primarily to improve climate control for occupants and archaeological and artifact archives. It will also repair and reconfigure specific second floor rooms to provide space for additional staff.

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Individual window AC units will be removed, and central air-conditioning will be added throughout. A new dehumidification system will be installed in the basement for the archival storage. The work will include window repairs, storm window repairs, window replacement, alterations at entrance doors to provide ADA access, miscellaneous existing wood frame and screen repairs at rear porch and a ramp inside the porch to transition from the porch floor to the main first floor. The stair at the east end of the porch will be replaced with a code-compliant wood stair. A single, large condensing unit pad with fence enclosure will be added on the west side of the house.

A new ADA-compliant restroom will be provided on the first floor. Two other restrooms will be converted to closets. The basement restroom will be renovated. Other restrooms throughout the building will have toilet and sink faucets replaced. Mechanical equipment will be located in the basement and 2nd and 3rd floor attics.

General in-kind repairs include the following: Repoint selective masonry, clean and selective removal of biological growth from facades, seal open penetrations in brick, add and relocate downspouts, restore selective wood windows and frames, repair steel windows, replace cracked window glazing, remove mulch at windows, repair selective wood siding, repair house doors to airtight and paint, repair porch screen doors; repair selective areas of porch screens, flooring, and wood trim.

Lead paint stabilization and limited asbestos removal in areas impacted by project work are included in the scope of work.

Historic Approval

All work being performed under this contract is required to be completed according to the Secretary of the Interior's Standards for Rehabilitation and according to the permit-approved plans. The drawings released with this solicitation have received a Historic Area Work Permit (HAWP) from the Montgomery County Historic Preservation Office (MC-HPC). The work in the HAWP-approved drawings cannot be altered unless the change is submitted for review and approval to the MCHPC. In addition, the MC-HPC gave conditional approval for exterior doors, new windows, and storm windows. Product data, shop drawings, etc. for those items are required to be submitted for MC-HPC final approval during construction.

Archaeology

There are several archaeologically sensitive areas in the project area. Park archaeologists will initiate investigations at those locations ahead of construction mobilization and will provide a drawing with locations to be monitored during construction. Park archaeologists will do the monitoring and require a minimum of two-days' notice to monitor. Trenching and pavement repairs require monitoring. Resurfacing of pavement does not.



Today's (MO/DAY/YEAR): ___/___/___

Person Completing Form: _____

Company Information

Company Name:		Company Website:	
President/Owner/Partner Name:		Other Contact Name/Title:	
Address/City/State/Zip:			
Phone: (____) _____ - _____		Contact Email:	
Fax: (____) _____ - _____		Other Contact Email:	
Construction Trade Association Membership: <input type="checkbox"/> None <input type="checkbox"/> Associated Builders and Contractors <input type="checkbox"/> American Subcontractors Association <input type="checkbox"/> Other: _____			

Structure of Company

<input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> General or Limited <input type="checkbox"/> Joint Venture	
Date of Establishment: ___/___/___	State where Established:
List of states/metro area in which authorized to do work (please include license # if applicable) <input type="checkbox"/> VA (License: _____) <input type="checkbox"/> MD (License: _____) <input type="checkbox"/> DC (License: _____)	
<input type="checkbox"/> Federal ID: _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	
Contractor parent company (company name/president/address/phone):	# of Employees (office and field):

Company Profile

Type of Company <input type="checkbox"/> Subcontractor (Furnish & Install) <input type="checkbox"/> Subcontractor (Install Only) <input type="checkbox"/> Supplier (Materials Only)	
CSI Number(s): _____	SIC Number(s): _____
Project Size: (Check ALL that apply) <input type="checkbox"/> \$250,000 or below <input type="checkbox"/> \$251,000 - 499,000 <input type="checkbox"/> \$500,000 - 999,000 <input type="checkbox"/> \$1,000,000 or more	
Types of Projects: (Check ALL that Apply) <input type="checkbox"/> Schools <input type="checkbox"/> Government <input type="checkbox"/> Healthcare <input type="checkbox"/> Hospitality <input type="checkbox"/> Lodging <input type="checkbox"/> Industrial <input type="checkbox"/> Office <input type="checkbox"/> Restaurant <input type="checkbox"/> Retail <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	

Company Profile

Geographic Work Areas: (Check ALL that Apply)

Wash. DC Area Richmond Norfolk Baltimore Other: _____

Certified Minority Business Enterprise Contractor (MBE)? Yes No

Certified by: _____

Certified Woman Business Enterprise Contractor (WBE/DBE)? Yes No

Certified by: _____

Do you have experience with LEED/green buildings?

Yes No

Bonding & Insurance

Name of Bonding Agency:

Relationship Officer:

Phone: (____) ____ - _____

Fax: (____) ____ - _____

Bonding Company:

A.M. Best Rating of Bonding Company:

Bonding Capacity Single Job: \$ _____

Bonding Capacity Aggregate: \$ _____

Please attach workers comp and general liability insurance certificates

What is your workers comp EMR (experience modification rate) for the last 3 years?

Year _____ EMR _____ Year _____ EMR _____ Year _____ EMR _____

Please attach copy of previous year's OSHA 300 form

Work in Progress

Amount of work under contract: \$ _____

Amount of that work not yet completed: \$ _____

Trade References:

Please list three trade/vendor references with whom you have worked for in the last year.

1. Name: Address: City/State/ZIP:	Contact:
	Contact Phone Number/Cell Number:
2. Name: Address: City/State/ZIP	Contact:
	Contact Phone Number/Cell Number:
3. Name: Address: City/State/ZIP:	Contact:
	Contact Phone Number/Cell Number:

General Contracting References:

Please list three general contractors with whom you have worked for in the last 2 years.

1. Name: Address: City/State/ZIP:	Contact:
	Contact Phone Number/Cell Number:

General Contracting References:

Please list three general contractors whom you have worked for in the last 2 years.

2. Name: Address: City/State/ZIP:	Contact:
	Contact Phone Number/Cell Number:
3. Name: Address: City/State/ZIP:	Contact:
	Contact Phone Number/Cell Number:

Credit Authorization

The submitter of this pre-qualification form authorizes contacting any of the references given on this form and further authorizes each of those representatives to disclose any and all information the references may have regarding the submitter. Also, the submitter authorizes the release of credit information including a credit report or other sources of credit information and this authorization shall be without expiration. Do you agree to these terms? Yes No

Dunn & Bradstreet # _____

Signature of Officer: _____

Date: _____

Return Completed Form ATTN: _____

Title: _____

Company: _____

Fax: _____

I CERTIFY ALL INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.
SIGNATURE _____

Similar Project Information Form

(Use additional sheets if required.)

Use this form to provide information on projects you name as being representative of the quality of completed construction which your firm is capable of providing for this Project.

Project Name:	Project Owner:
Project Address:	Owner's Address:
Project Architect Firm Name:	Owner's Current Contact Person and Title:
Telephone No.:	Telephone No.:
Architect's Project Manager:	Owner's Representative During Construction:
Value of Contractor's Construction Contract:	Total Value of Construction (in dollars):
Project Start Date:	Project Completion Date:
Project Manager(s) (list all who worked on Project):	Field Superintendent(s) (list all who worked on Project):

DESCRIPTION OF PROJECT:

CONSTRUCTION METHODS USED ON THIS PROJECT THAT DEMONSTRATE PROPOSER'S ABILITY TO CONSTRUCT QUALITY PROJECTS: