

**Town of Charlestown**

**RFP 2022-01**

**Town Hall Addition and Renovation**

The Town of Charlestown is seeking a qualified professional architect and engineering design consultant for the design of an addition to the Town Hall and a restoration of the existing historic building.

Submittals should be emailed or addressed to:

**Town of Charlestown  
P.O. Box 154  
241 Market Street  
Charlestown, MD 21914**

**ATTN: Bryan Lightner  
Town Administrator  
blightner@charlestownmd.org**

**General Requirements**

1. The prospective contractor is urged to attend the pre-bid meeting and site visit on Wednesday, May 4<sup>th</sup> at 10 am at Town Hall, at 241 Market Street, to ascertain existing conditions and gather information for the proposal, including a plot plan.
2. All worksites will be accessible Monday – Friday, 8:00 AM – 5:00 PM. If the service day is a legal holiday, the Contractor, in most cases may perform the scheduled service with the approval of the Town Administrator.
3. The Town of Charlestown reserves the right to negotiate the final terms of all contracts with successful bidders.
4. If contract is awarded, the successful bidder will be required to indemnify and hold the Town of Charlestown harmless from and against all liability and expenses, including attorney's fees, howsoever arising or incurred, alleging damage to property or injury to, or death of, any person arising out of or attributable to the bidder's performance of the contract awarded.
5. Any property or work to be provided by the bidder under this contract will remain at the bidder's risk; and the bidder will replace, at bidder's expense, all property or work damaged or destroyed by any cause whatsoever.
6. Successful bidder shall provide Certification of Liability and Workers' Compensation Insurance. Consultants should be insured for \$1,000,000 for both general liability and workers' compensation. The President and Board of Commissioners, its employees and agents shall be

named as an additional insured on all insurance policies. The Town shall be furnished with satisfactory evidence that the forgoing insurance is in effect within 10 days after written notice of award is given to the bidder. The Town shall be notified in writing (15) fifteen days prior to the cancellation or material change of any coverage.

7. Successful bidder must be able to provide all drawings, specifications, and general construction notes to satisfy all Cecil County building code requirements.

### **Special Conditions**

1. Tools
  - a. All necessary tools will be furnished by the contractor at no cost to the Town of Charlestown.
2. Permits
  - a. The Contractor will secure the necessary authorization and permits from the Town and Cecil County, with assistance from the Town.

### **Proposals**

1. Proposals shall include:
  - a. Coversheet with contractor's name, address, phone, fax, email and contact information.
  - b. Bid price, including all materials and services required to fulfill the Scope of Work. Partial or incomplete bids will not be accepted.
2. The Town of Charlestown is exempt from sales tax and no such tax will be included in the bid price. A tax-exempt certificate will be provided upon request.
3. Proposals will be exempt from disclosure until the evaluation and selection process has been completed.

### **Questions**

All questions pertaining to this RFP shall be directed to:

**Bryan Lightner, Town Administrator**

**Town of Charlestown  
241 Market Street  
P.O. Box 154  
Charlestown, MD 21914  
[blightner@charlestownmd.org](mailto:blightner@charlestownmd.org)  
410-287-6620 fax  
410-287-6173 phone**

All additional questions must be submitted in writing via email or letter, and received by **Thursday, May 19<sup>th</sup> at 5 pm**. A written response, including the question, will be emailed to all potential contractors.

### **Evaluation of Proposals**

#### **Review and Approval Process**

All proposals received by the closing deadline of 4:00 PM, Friday, **June 24<sup>th</sup>, 2022**, will be reviewed by the Charlestown Town Administrator. The Charlestown Commissioners will further evaluate and award the contract on or before the next Town Meeting, **June 28<sup>th</sup>, 2022**.

#### **Rejections**

The Commissioners of Charlestown reserve the right to waive any informality and reject any or all bids, and to accept any or all proposals which in their judgment are in the best interest of the Town, or to re-advertise for a new bid.

### **Scope of Work**

- Engage project stakeholders to create a high-quality, ADA compliant facility that is flexible and functional, maximizes space, and has a modern, ergonomic, well organized office layout, that better serves citizens and visitors to the Town. Creative concepts to maintain the historical character of the existing building and surroundings are strongly encouraged.
- Furniture, fixtures, and equipment, as approved by the Town.
- LEED certification pros and cons shall be provided to the Town for consideration.
- Addition to be a minimum of 2,000 square feet, with a private meeting room, three offices for the Town Administrator, Office Manager, and Town Clerk, and including a public access/lobby area, with ADA compliant bathrooms, and incorporation of the U.S. Post Office into the design.
- Connection to the original one-room school house, to be renovated and used as a public meeting space, to hold approximately 75 people.
- Renovation of the one-room school house should meet the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- Develop a building plan and site plan with appropriate landscaping, circulation, parking, and lighting.
- All regulatory approvals for necessary sitework shall be acquired by the consultant.
- Full design plans and specifications for construction bidding shall be provided, with 30/60/90% progress designs provided to the town for review.
- Assist the Town during the construction bidding phase by responding to bidder's questions, attending the pre-bid meeting, issue meeting minutes, and review and make a recommendation on award.

- Perform as-built survey of the facility after construction is completed, providing as-built plans to the Town.