



PRESERVATION MARYLAND

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REQUEST FOR PROPOSALS

Preservation Planning for the Robert W. Johnson Community Center

Preservation Maryland, a nonprofit organization headquartered in Baltimore, Maryland, is soliciting competitive proposals from a qualified architectural firm or multidisciplinary team to conduct an existing conditions assessment of the historic Robert W. Johnson Community Center, located at 109 North Avenue, Hagerstown, Maryland, and to complete a report that includes a ranked priority list of treatment recommendations appropriate per findings and future programming desires, in adherence to the Secretary of the Interior's Standards, and accompanied by cost estimates.

To be considered as eligible, Respondents must be legally licensed under applicable laws in the State of Maryland; meet one or more of the Professional Qualification Standards—or their equivalent—as set forth by the Secretary of the Interior's Standards and Guidelines; and have demonstrated experience with historic preservation.

Preservation Maryland requests that interested parties respond to the solicitation by **11:59 P.M. ET on Monday, November 22, 2021.**

1. CLIENT

Preservation Maryland is Maryland's oldest, largest and most effective preservation organization. The organization is dedicated to preserving Maryland's historic buildings, neighborhoods, landscapes and archaeological sites through advocacy, outreach, funding, property redevelopment and workforce development. Preservation Maryland also powers a statewide smart growth program, proactive and preemptive preservation projects, large-scale public history projects and a robust education program.

2. PROJECT OVERVIEW

2.1 Background

The Robert W. Johnson Community Center (RWJCC) is a historic building in Hagerstown, Maryland named after one of its past directors Lt. Robert W. Johnson, a former Tuskegee Airman. It was originally the "old" North Street School from the late 1800's to 1947 when it was converted to a YMCA. In 1968, it became the Memorial Recreation Center and began offering after-school, summer camp and recreational programs from 1980 onwards.

Preservation Maryland, RWJCC, Inc. and local partners are combining efforts to see much needed and deserved updates come to fruition. As a long-standing feature and source of support in the community, rehabilitation of the center is imperative to facilitate its continued use for neighborhood programming, special events, essential services and more. To ensure the building maintains its significant historical integrity but is properly fitted to meet the community's needs, a comprehensive assessment is required.



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2.2 Description

The goal of the project is to provide a conditions assessment report that may serve both as a guide for the prioritization and implementation of appropriate treatment of existing issues and as a reference source for the future use and maintenance of the community center. Objectives include:

- Completing a conditions assessment
- Developing as-built and elevation drawings
- Identifying appropriate treatment adhering to SOI Standards and reflecting priorities presented by the building and the RWJCC, Inc. Board of Directors
- Establishing a timetable and cost estimates for the recommended treatment

Consultant services are expected upon execution of an agreement between Preservation Maryland and the successful Respondent until the conclusion of the project. Work performed and recommended shall adhere to the Secretary of the Interior's Standards and all applicable laws and regulations of the local, state and federal law.

3. SERVICES AND SCOPE OF WORK

The precise scope of work is subject to feedback from the selected consultant and budget limitations. However, anticipated work items to be undertaken by the Consultant may include, but are not limited to, the following:

- Review of previous assessments
- A thorough and comprehensive assessment of existing conditions
- Development of report that summarizes building's physical and systems conditions and analysis of repair, rehabilitation and/or restoration issues
- Solicitation of input from the RWJCC, Inc. Board of Directors and additional stakeholders as identified by the Board
- Evaluation of potential building use and programming proposed by the RWJCC, Inc. Board of Directors and alternatives for preservation, rehabilitation and/or restoration
- Development of detailed cost estimates for recommendations per stakeholder feedback
- Presentation of information to RWJCC, Inc. Board of Directors

4. INSTRUCTIONS TO RESPONDENTS

4.1 Where to Deliver Proposal

All proposals must be submitted as a single PDF attached to an email delivered to LHouston@presmd.org referencing the RFP Title in the Subject Line.

4.2 Proposal Due Date

Proposals are due by **11:59 P.M. ET on Monday, November 22, 2021.**



4.3 Preparation of Proposal Documents

Respondents must submit the following documentation:

- Qualifications
- Proposal
- Project budget and timeline
- Proposed sub-contractors, if any

Respondents shall submit one (1) digital copy of the proposal package as an attachment to an email and are encouraged to include as much pertinent data and information under each section as necessary to ensure proper evaluation. Competitiveness of the budget will be considered as part of the proposal review process.

4.4 Subcontracts

Respondents must identify all portions of the work intended to be performed through subcontractors. Acceptance of the proposal does not constitute approval of the subcontractors identified in the proposal.

4.5 Minimum Qualifications

Respondents must demonstrate personnel assigned are legally licensed under applicable laws in the State of Maryland; meet one or more of the Professional Qualification Standards—or their equivalent—as set forth by the Secretary of the Interior’s Standards and Guidelines; and have demonstrated experience with historic preservation.

4.6 Inquiries

Every request for a written interpretation or correction must be received at least fourteen (14) days prior to the proposal due date in order to be considered. Requests may be submitted by e-mail to Lhouston@presmd.org. Interpretations, corrections and supplemental instructions will be communicated by written addenda to this solicitation to all prospective Respondents no later than seven (7) days prior to the proposal due date.

Submission of a proposal constitutes acknowledgment of receipt of all addenda. Proposals will be construed as though all addenda had been received. Failure of the Respondent to receive any addenda does not relieve Respondents from any and all obligations under the proposal, as submitted.

4.7 Rejection of Proposal

Proposals must be delivered to the specified address and received by the proposal due date to be eligible for evaluation. Proposals will be considered irregular and may be rejected if they show material omissions, additions not called for, conditions, limitations, unauthorized alternate proposals or other material irregularities. Preservation Maryland may consider incomplete any proposal not prepared and submitted in accordance with the provisions specified herein, and reserves the right to waive any minor deviations or irregularities in an otherwise valid proposal.



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4.8 Withdrawal of Proposal

Respondents may withdraw their proposal prior to the designated due date if they submit such a written request to Preservation Maryland. Respondents may be permitted to withdraw their proposal up to 48 hours after the due date for good cause, as determined by Preservation Maryland in its sole judgment and discretion.

5. EVALUATION AND AWARD

5.1 Evaluation Criteria

Each response will be evaluated in accordance with the indicated criteria:

1	<p>Qualifications</p> <ul style="list-style-type: none"> a) Ability to meet needs and perform work b) Equipment and availability c) Knowledge of scope
2	<p>Personnel</p> <ul style="list-style-type: none"> a) Names and functions of personnel assigned b) Special expertise as applicable c) Subcontractors identified
3	<p>Technical Merit</p> <ul style="list-style-type: none"> a) Completeness and clarity of proposal b) Ability to meet time and budget constraints c) Adequately address project objectives a) Prior experience with similar projects

5.2 Award

- a. Acceptance of the successful Respondent’s proposal does not create a contractual relationship between Preservation Maryland and the successful Respondent.
- b. Preservation Maryland reserves the right to award the agreement to the next available Respondent in the event the successful Respondent fails to enter into the agreement, or the agreement with said Respondent is terminated within 90 days of the effective date.

6. EXECUTION OF AGREEMENT

6.1 Submittal of a proposal binds the successful Respondent to perform the work upon acceptance of the proposal and Preservation Maryland’s execution of the project agreement provided by the successful Respondent.

6.2 Upon acceptance of the proposal, the successful Respondent must provide the project agreement and submit:



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- A completed Form W 9
- Satisfactory evidence of all required insurance coverage
- All other information, documentation, and/or attachments required by the agreement

6.3 Preservation Maryland reserves the right to cancel award of the agreement without liability at any time before the agreement has been fully executed by all parties. Failure upon the part of the successful Respondent to execute the agreement or timely submit the required evidence of insurance coverage, or any other matter required by the agreement, will be just cause, if Preservation Maryland so elects, for award of the agreement to be rescinded.

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