



PRESERVATION MARYLAND

SUBJECT: Q&A

DATE ISSUED: January 10, 2025

RFQ: Architectural and Engineering Services for Redevelopment of Historic Jail

DATE OF RFQ RELEASE: December 5, 2024

Q&A

1. *Is Preservation Maryland requesting a budget from Respondents as part of the Statement of Qualifications?*
No.

2. *Can Preservation Maryland elaborate on Howard County's role in the project?*
As a project partner and owner of the historic jail, Howard County will be offered the opportunity to provide feedback on architectural, landscape, and civil design, especially as it may relate to the courthouse adaptive reuse project. It is also anticipated that the County may provide services, presently being determined, for certain site needs, in accordance with plans prepared by the team hired by Preservation Maryland. This involvement will be in addition to the County's standard role as municipal authority.

3. *What is Preservation Maryland's anticipated timeline for hiring the Construction Manager?*
Preservation Maryland anticipates hiring the CM no earlier than three (3) months after executing the contract with the architectural-engineering team to allow for time to consult with the team on appropriate services and project direction.

4. *Should Respondents' proposed team include an independent cost estimator?*
No.

5. *Can Preservation Maryland clarify the scope and hire timeline for the community engagement team referenced in the RFQ?*

The community engagement team will be responsible for hosting workshops and charrettes with project stakeholders and Ellicott City residents and business owners to identify interpretive themes, stories, and elements that are significant to the community. The team will then develop a concept for public space design, an interpretive plan, and a commission for a public art installation, to be incorporated into the redevelopment plans.

Solicitation documentation for these services is currently being drafted. The goal is to hire this team immediately following selection of the architectural-engineering team to begin the community engagement, and allow both teams to work together, from an early stage.

6. *Should Respondents' proposed team include consultants for interpretive design and/or additional historical research?*

No. Interpretive design will be informed and completed by the community engagement team hired separately by Preservation Maryland. No additional research is expected to be needed.

7. *Should Respondents' proposed team include archaeology consultants?*

No. Preservation Maryland will hire archaeology consultants separately as necessary.

8. *Is there flexibility in the goal project schedule?*

While the goal is to have made enough progress to mark the occasion with a celebratory gathering no later than the end of 2026, it is anticipated that substantial completion and building occupancy will not take place until 2027. Preservation Maryland will work with the selected team to establish a realistic project schedule and identify appropriate phasing for a 2026 milestone celebration, including coordination with the Courthouse rehabilitation timeline if necessary.

It is understood that any schedule provided in the SOQ submittal is an estimate.

9. *Does Preservation Maryland have CAD or BIM files for the project?*

Preservation Maryland has recently obtained a copy of a CAD file for the building. It has been placed in the Building and Site Documentation folder. Please email Laura Houston if you do not have access to the folder or the file.



PRESERVATION MARYLAND

REQUEST FOR QUALIFICATIONS

Architectural and Engineering Services for Redevelopment of Historic Jail

Preservation Maryland, a nonprofit organization headquartered in Baltimore, Maryland, is soliciting Statements of Qualification (SOQ) from qualified firms for architectural and engineering services for the adaptive reuse of the historic jail and site of Maryland's future center for preservation, located at 1 Emory Street, Ellicott City, Maryland 21043.

To be considered as eligible, Respondents must be legally licensed as applicable under pertinent 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 adhering to SOI Standards for Rehabilitation.

Preservation Maryland requests that interested parties respond to the solicitation by **4:30 P.M. ET on Thursday, January 16, 2025.**

1. CLIENT

Preservation Maryland is a statewide non-profit working to protect Maryland's unique and irreplaceable heritage while creating a more equitable and sustainable future. The organization harnesses the power of historic places to revitalize and reinvest in communities, advocate, and build the historic trades workforce for the benefit of all Marylanders. To learn more, visit www.preservationmaryland.org.

2. PROJECT OVERVIEW

2.1 Background

Owned by Howard County, the historic jail sits adjacent to the former Circuit Court in Ellicott City. Built in 1851 and 1878, it is a contributing resource in Ellicott City's historic district tucked between the Tiber and Patapsco River valleys. Until slavery's end in 1864, the core served as the site where officials held freedom seekers and individuals charged with enticing enslaved persons to act against slaveholders. Afterwards, use as a county jail continued until the early 1980s, with the Sheriff's Department occupying the building until it was vacated in approximately 2008. It has since remained empty and unused and is slated for mixed-use redevelopment.

Preservation Maryland is partnering with Howard County to pursue adaptive reuse of the jail and activate the area in support of the surrounding community. The current plan envisions rehabilitating the structure into collaborative space for Preservation Maryland and other preservation and conservation nonprofits, public multi-purpose space for community meetings and events, and an academic Center for Climate, Heritage, and Preservation Studies with a residency apartment. The project will also engage diverse voices in the site's interpretation and provide publicly accessible contemplative space around the building to commemorate and memorialize those once unjustly incarcerated onsite and tragically lynched on the grounds. The grounds will also play an integral role in augmenting the County's stormwater management for Ellicott City.

2.2 Description

Preservation Maryland is seeking architectural and engineering services for the adaptive reuse of the historic jail. Sited at 1 Emory Street -- or 3709 Park Avenue -- Ellicott City, Maryland, 21043, the property (parcel 0243, tax map 025A) comprises the approx. 8,000 SF structure and surrounding 9,975 SF of County-owned land. More building and site information is provided via the documentation listed in **Attachment A: Existing Building and Site Documentation.**

The overall goal of this project is to activate the site through the creation of a new amenity for the community, a heritage tourism destination for the County and State, and a space that facilitates preservation practice, promotion, and pursuits. Broadly, the construction scope of work for which the team will be designing is anticipated to include:

Selective demolition of non-contributing features; salvaging of interior historic fabric for repurposing into interior design where feasible; Hazardous material abatement; Restoration of the historic retaining wall, wood siding, roof, cupola, masonry, windows, and doors; Repair of the bridge; New construction of an elevator vestibule; SOI and ADA-compliant interior build-out, including updated MEP; Sitework, including stormwater management improvements, landscaping, and interpretive installation

Objectives for the design phase include:

- Developing design that:
 - Prioritizes restoration of the 1851 and 1878 exterior fabric
 - Incorporates salvageable 1910-1954 fabric
 - Is sensitive to historic use and site history
 - Emphasizes environmental site design, green technologies, and low-impact site development/use
 - Communicates with the courthouse complex
 - Is budget-oriented and considers value engineering opportunities
 - Accounts for designated PM workspace will also allowing for interaction and collaboration
 - Allows for phased implementation, with a goal phase 1 start date by Q4 2025
- Providing opportunity for partner, stakeholder, and community input/feedback
- Establishing the project as an example of the feasibility and scalability of combined preservation, resiliency, and sustainability planning and execution

3. SERVICES AND SCOPE OF WORK

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

- Review existing site and project documentation, listed in ***Attachment A: Existing Building and Site Documentation***
- Design services, including preparation of construction and bid documentation and permitting support, as needed
- Coordinate with property owner and project partner Howard County, especially regarding civil design
- Coordinate with:
 - Construction Manager—Preservation Maryland will independently hire a CM to facilitate cost estimating and constructability analysis
 - Community engagement team—Preservation Maryland will hire a small consultant team to oversee broader community engagement specifically regarding site interpretation and public space design
 - Design and/or construction team hired by Howard County for redevelopment of the nearby courthouse complex
- Engage with stakeholder organizations during 2-3 in-person meetings, list provided in ***Attachment B: Consulting Organizations***, for input at either the SD or DD stage
- Prepare materials/presentation(s) for one (1) Community Engagement Meeting held in partnership with Howard County; one (1) Historic Preservation Commission Advisory Meeting; and one (1) Historic Preservation Commission Certificate of Approval Meeting

- Design for and advise on phasing implementation strategy per budget limitations. While the goal will be to have a continuous flow of construction work to facilitate efficiency and steady progress, a reasonably flexible phasing framework may be needed to account for respective grant spending and fundraising timelines that also takes into consideration building and site condition at the conclusion of each phase, thereby ensuring responsible stewardship of the site and project dollars. As advised by the project team, work may be phased as follows:
 - **Phase I:** Selective demo; material salvaging; HAZMAT abatement
 - **Phase II:** Restoration/repair of the retaining wall, bridge, wood siding, roof, and cupola
 - **Phase III:** Elevator construction and remaining envelope repair/replacement work (i.e. restoration of masonry, windows, doors, etc.)
 - **Phase IV:** Sitework
 - Tenant improvements may be divided between phases or made into a separate phase per funding availability
- Submit plans for NPS, MHT, and/or HPC review at 30% DD and 75% and 100% CD completion at minimum
- Prepare quarterly project progress memos with photographic documentation due March 1; June 1; September 1; December 1 until conclusion of the project
- Construction administration
- Construction inspection services including periodic progress reviews
- Review contractor pay requests
- Review contractor change order requests, as necessary

Work recommended and performed shall adhere to the Secretary of the Interior's Standards, the [Ellicott City Watershed Master Plan](#), and local, state and federal laws and regulations.

4. SCHEDULE

Work is expected to begin immediately upon execution of the project agreement. **At least a 90-day period at the 75% milestone for a combined National Park Service and Maryland Historical Trust review is required by certain funders.** Preservation Maryland has a goal ribbon-cutting date of December 2026 with occupancy starting in Q1 2027.

5. PROJECT BUDGET

This project is supported by grant funding. As such, competitiveness of the budget will be considered as part of the final evaluation process. In no event shall the selected Respondent be entitled to receive more than the contracted amount unless authorized in advance and in writing by Preservation Maryland. This may result in necessary modification(s) to the overall scope of work. Preservation Maryland will discuss any such changes with the project team as the project develops.

6. INSTRUCTIONS TO RESPONDENTS

6.1 *Where to Deliver SOQ Package*

All SOQ packages must be submitted as a single PDF delivered via email to LHouston@presmd.org.

6.2 *Due Date*

Submittals are due by **4:30 P.M. ET on Thursday, January 16, 2025.**

6.3 *Preparation of SOQ*

Respondents must submit the following:

- Company profile
- List of key personnel and proposed subcontractors with their roles and qualifications identified
- Examples of similar projects
- Project approach
- Estimated project timeline that stipulates durations for key tasks and the overall project; identifies milestones; and accommodates details noted in Section 4

Respondents shall submit one (1) digital copy of the SOQ package as an attachment to an email and are encouraged to include as much pertinent data and information as necessary to ensure proper evaluation.

6.4 *Subcontracts*

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

6.5 *Minimum Qualifications*

Respondents must demonstrate personnel assigned are legally licensed as applicable under pertinent 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 SOI Standards for Rehabilitation.

6.6 *Pre-Qualification Conference*

Respondents may choose to attend a pre-qualification conference with Preservation Maryland during a scheduled site visit on **Tuesday, December 17, 2024**, between **10:00 A.M. – 11:00 A.M.** The grounds are otherwise accessible independently at Respondents’ convenience. Please email Laura Houston at LHouston@presmd.org by **Monday, December 16, 2024** to confirm attendance.

6.7 *Inquiries*

Every request for a written interpretation or correction must be received at least seven (7) days prior to the SOQ 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 five (5) days prior to the SOQ due date.

Submission of an SOQ constitutes acknowledgment of receipt of all addenda. Submittals 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 SOQ, as submitted.

6.8 *Rejection of Submittal*

The SOQ package must be delivered to the specified location and received by the due date to be eligible for evaluation. Submittals 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 SOQ 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.

6.9 *Withdrawal of Submittal*

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

7. EVALUATION AND AWARD PROCEDURES

7.1 Evaluation Procedure

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

Background and Qualifications a) Past relevant experience following SOI Standards for Rehabilitation, esp. employing a VE approach b) Special expertise of personnel, as applicable c) Demonstrated experience coordinating with multiple partners/stakeholders
Project Management a) Names and functions of personnel assigned b) Commitment to project completion within time and budget constraints c) Ability to meet project needs, <u>including current workload</u> d) QA/QC methods
Technical Merit a) Demonstrated comprehension of tasks to be completed b) Completeness and clarity of submittal c) Adequately addresses project goal(s) and objective(s)

7.2 Selection Procedure

Preservation Maryland will evaluate all submittals and select the most qualified Respondent(s) based on the evaluation criteria above. Following this selection, Preservation Maryland will schedule a meeting with the top Respondent(s) to discuss in further detail the project services, deliverables, timeline, and budget.

The selected Respondent(s) shall then submit a final proposal detailing services and deliverables to be provided and a project schedule and budget.

Entrance into discussions does not constitute a contractual relationship between Preservation Maryland and said Respondent. Should Preservation Maryland and the top Respondent be unable to come to an agreement regarding proposed services, deliverables, schedule, and budget, Preservation Maryland reserves the right to terminate discussions and enter into negotiations with the next qualified Respondent.

8. EXECUTION OF AGREEMENT

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. Acceptance of the successful Respondent's proposal does not create a contractual relationship between Preservation Maryland and the successful Respondent.

Upon Preservation Maryland's acceptance of the proposal, the successful Respondent must provide:

- Project agreement for review
- Completed Form W9
- Satisfactory evidence of insurance coverage as required by the State of Maryland, certain funders, and Preservation Maryland, including but not limited to:
 - General Liability coverage with minimum limits of no less than \$2,000,000.00 per claim
 - Workers' Compensation and Employer's Liability coverage with minimum limits of no less than that required by Maryland law

- Professional Liability coverage, if applicable, with minimum limits of no less than \$1,000,000.00 per claim
- If ACH payment preferred: Name and email address of individual to whom a secured form can be sent to obtain necessary information

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 documentation will be just cause, if Preservation Maryland so elects, for award of the contract to be rescinded.

Preservation Maryland further reserves the right to award the agreement to the next available Respondent in the event the successful Respondent fails to execute the agreement, or the agreement with said Respondent is terminated within 30 days of the effective date.



PRESERVATION MARYLAND

Attachment A: Existing Building and Site Documentation

Existing documentation includes but is not limited to the following. Respondents may request access to the listed documentation by emailing Laura Houston at LHouston@presmd.org.

- I. Limited Building Assessment, February 2024
- II. Historic Research Report, December 2023
- III. Feasibility Study, May 2023
- IV. Building Scans, August 2022
- V. Howard County Scan Project Report, 2021-2022
- VI. Conditions Assessment Report, October 2018
- VII. Hazardous Materials Survey, Mold Assessment, and Radon Testing Report, August 2018
- VIII. Environmental Investigation Report, August 2002
- IX. Maryland Inventory of Historic Properties File #HO-54
- X. National Register of Historic Places Listing, Reference #76000980



PRESERVATION MARYLAND

Attachment B: Consulting Organizations

Consulting organizations are assigned at least one of three designations, the definitions for which are provided below.

Partner: a party with active involvement in a project that directly contributes resources, technical expertise, and/or effort towards project execution and completion and may be included in the decision-making process; consulted throughout the project

Stakeholder: a party with informative involvement in a project—whether as a result of being impacted by or having special interest(s) in the project outcome—but not necessarily actively participating in its implementation, whose input and feedback may influence project decisions; consulted at designated points of the project

Compliance agency: a party whose role is to assess relevant data/documentation/work for its adherence to applicable regulations; consulted at milestone intervals and/or as required by local, state, and/or federal regulations and funders

The selected Respondent will be provided with the necessary contact information for each group listed. Such groups include but are not limited to:

Partner

- I. Howard County

Stakeholder

- I. Historic Ellicott City, Inc.
- II. Howard County Councilmember Walsh
- III. Howard County Historical Society
- IV. Maryland Lynching Truth and Reconciliation Commission
- V. Maryland State Legislative Delegation: Senator Hester & Delegate Watson
- VI. Patapsco Heritage Greenway
- VII. Preservation Howard County
- VIII. University of Maryland
- IX. Visit Howard County

Compliance agencies:

- I. Howard County Historic Preservation Commission
- II. Maryland Historical Trust
- III. National Park Service