

# Architect / Engineer / Consultant Request for Proposals

## DESIGN SERVICES

CHESTERTOWN LIBRARY, INC. BUILDING  
207 CALVERT ST.  
CHESTERTOWN, MD 21620

ISSUE DATE: July 15, 2024

**DUE DATE AND TIME: August 9, 2024 at 5:00 pm**

The Kent County Public Library invites interested and qualified firms to submit a proposal for professional services to be rendered toward the renovation of the Chestertown Library, Inc. Building located at 207 Calvert St., Chestertown, MD 21620.

**Proposals should be received in hard copy via email at [admin@kentlib.org](mailto:admin@kentlib.org) no later than 5:00 pm on August 9, 2024.**

## INTRODUCTION/ BACKGROUND

Originally constructed in 1906 as the Hearse House, this structure was moved to its current location and gifted to the County government to be managed by the Kent County Public Library in 2002. Since then, it has served as a meeting place for many different organizations and groups, several of which have repeatedly requested use of this specific space. This project will be executed with the involvement and oversight of the Maryland Historical Trust.

## SCOPE OF SERVICES

The Consultant will provide comprehensive architectural services for repairs and improvements to the Chestertown Library, Inc. Building. Engineering services will be provided by the Kent County Public Library.

The architecture and engineering services as well as the repairs and renovations will be funded through an African American Heritage Preservation Program grant from the Maryland Historical Trust (MHT) and all work must meet the Secretary of the Interior's Standard for Rehabilitation.

Please provide a cost proposal using the attached form and breakdown.

The contract that results from this RFP will be a fixed-price contract.

The contracted firm will be compensated upon submission and approval by MHT of detailed invoices outlining deliverables and work steps completed and reflecting prices as submitted with the financial proposal. Payment may be expected within 30-45 days or more of presentation of a satisfactory invoice and any supporting documentation to MHT.

### **PRE-PROPOSAL CONFERENCE / SITE VISIT**

An optional pre-proposal conference and site visit will be held at 2:00 pm on July 31, 2024 at 207 Calvert St., Chestertown.

### **TIMETABLE**

The architect should expect to begin the project immediately upon notification of contract award. It is anticipated that work should be substantially completed by December 31, 2025.

### **QUALIFICATIONS**

List any requirements that apply to the firms making proposals.

- The Architect must be licensed by the State of Maryland at the time of execution of this document.
- The Architect must demonstrate experience in working with historic buildings. Please use the attached qualifications form.
- The Architect must demonstrate Architect's Professional Liability Insurance providing coverage in a principal amount of no less than \$1,000,000 for any willful or negligent act or omission by the Architect arising out of the performance of this agreement. The Architect will provide the owner with a certificate indicating that such insurance is in effect. Such insurance will add the Kent County Public Library as additional insureds.
- The project will be funded through a grant from the Maryland Historical Trust (MHT), and the architect will be required to carefully document and submit project expenses with each request for payment. It may take 30-45 days or more to process requests for payment in order to allow for review and processing by MHT,

### **SELECTION CRITERIA**

The selection of the architect will be based on the following factors, in order of descending importance:

1. Professional qualifications and experience.
2. Ability to complete the project within the time allotted.
3. Cost.

Professional qualifications, experience, and ability to complete the project within the time allotted (technical merit) will have greater weight than cost (financial merit). The contract will be awarded to the firm whose proposal is determined to be the most advantageous to the Kent County Public Library.

## **RFP PACKAGE**

The RFP package consists of:

- This “Request for Proposals” document
- “Consultant/Subconsultant Qualifications Statement” blank form
- “Financial Proposal” blank form
- “Conflict of Interest Affidavit and Disclosure” blank form

## **PROPOSAL SUBMISSION**

Proposals must be received by email at [admin@kentlib.org](mailto:admin@kentlib.org) no later than 5:00 pm on August 9, 2024.

**Late submissions will not be considered.**

A complete proposal submission consists of the following:

1. A completed and signed “Financial Proposal” form.
2. A completed “Consultant / Subconsultant Qualifications Statement” with no more than ten pages of project-related supporting materials attached.
3. Resumes of up to three key project personnel; no more than twelve pages total for all resumes together.
4. Completed “Conflict of Interest Affidavit and Disclosure” (preferred with proposal submission but **MUST** be submitted prior to signing a contract).
5. Copy of professional liability insurance certificate
6. Copy of professional license or certification
7. Consultant’s estimate of start date and time frame for project (may be included in cover letter).
8. Identify specific MBEs who would participate in the project as principals or subcontractors.

Submit all proposal materials to: Chris Walmsley at [admin@kentlib.org](mailto:admin@kentlib.org)

**FAILURE TO INCLUDE ALL REQUIRED INFORMATION WILL RENDER THE PROPOSAL  
NON-RESPONSIVE.**

## **NOTICES**

Offerors should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification why such materials, upon request, should not be disclosed by the State under the Access to Public Records Act, State Government Article, Title 10, Subtitle 6, Annotated Code of Maryland.

MBE / WBE firms are encouraged to respond to this solicitation.

The Consultant and any Subconsultants must be Equal Opportunity Employers.

By submitting a response to this solicitation, a vendor shall be deemed to represent that it is not in arrears in the payment of any obligation due and owing the State of Maryland, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the contract if selected for contract award.



## Architect / Engineer / Consultant Financial Proposal Form

REQUEST FOR PROPOSALS: CHESTERTOWN LIBRARY, INC. BUILDING

<b>FIRM / TEAM NAME:</b>		
<b>Description</b>	<b>Cost</b>	
TOTAL		

**ADDENDA:** Please fill in and initial to acknowledge receipt of RFP Addenda, if applicable.

<b>Addendum Number and Date</b>	<b>Initials</b>

**HOURLY / UNIT COSTS:** Please provide hourly rates for design team members.

<b>Name / Title / Role</b>	<b>Hourly Rate</b>

**Proposal submitted by representative hereby designated as project contact:**

<b>NAME:</b>	
<b>TITLE &amp; FIRM NAME:</b>	
<b>ADDRESS:</b>	
<b>PHONE:</b>	
<b>E-MAIL:</b>	
<b>FEDERAL EIN #</b>	
<b>DATE:</b>	
<b>SIGNATURE:</b>	

## Architect / Engineer / Consultant Qualifications Form

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter.

**Project Identification:** Chestertown Library, Inc. Build Renovation

Company Name	
Contact Name	
Contact Title	
Address, City, State, ZIP	
Phone / Fax	
Email	
Website	

1.	How many years has your organization been in business?	
2.	How many years under your present name?	
3.	What time periods under a previous business name? (List below)	
	Company Name	Dates
	Company Name	Dates
	Company Name	Dates
	Company Name	Dates
4.	Is your organization licensed to do business in the State of Maryland?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Do you have a professional license in the State of Maryland?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Type of license	License Number
	Expiration date	
5.	Is your firm certified MBE in the State of Maryland?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Have you in the previous five years, been denied a contract award on which you submitted the low bid/proposal in competitive bidding, or been refused pre-qualification?	<input type="checkbox"/> Yes <input type="checkbox"/> No

	If yes, please explain:	
7.	List four or more projects executed by your firm within the past three years that were similar in nature and scope to this project, and were in compliance with the <a href="#">Secretary of the Interior's Standards</a> (if applicable). <b>Attach photographic documentation of these projects or refer us to your website.</b> We may contact your references.	
	a.	Project Name
		Project Address
		When did you work on this project?
		Client / Reference Name
		Client / Reference Phone or Email
		Web link if available
	b.	Project Name
		Project Address
		When did you work on this project?
		Client / Reference Name
		Client / Reference Phone or Email
		Web link if available
	c.	Project Name
		Project Address
		When did you work on this project?
		Client / Reference Name
		Client / Reference Phone or Email
		Web link if available
	d.	Project Name
		Project Address
		When did you work on this project?
		Client / Reference Name
		Client / Reference Phone or Email
		Web link if available
	e.	Project Name
		Project Address
		When did you work on this project?
		Client / Reference Name
		Client / Reference Phone or Email
		Web link if available



8.	Provide names of key personnel to be involved in this project. Indicate the projects listed above with which they were involved. <b><i>On attached sheets, give brief resumes of each person, describing specific experience and qualification that will indicate ability to perform work required on this project.</i></b>	
	a.	Name
		Specialty / Trade
		Project Role
		Years of experience
		Years with this firm
		Involved in projects listed above?
	b.	Name
		Specialty / Trade
		Project Role
		Years of experience
		Years with this firm
		Involved in projects listed above?
	c.	Name
		Specialty / Trade
		Project Role
		Years of experience
		Years with this firm
		Involved in projects listed above?
	d.	Name
		Specialty / Trade
		Project Role
		Years of experience
		Years with this firm
		Involved in projects listed above?
9.	Please indicate which portions of the work you will subcontract and the names of the subcontractors. <b><i>Please attach brief resumes of each subcontractor firm, describing</i></b>	

	<b><i>specific experience and qualification that will indicate ability to perform work required on this project.</i></b>	
a.	Firm Name	
	Specialty / Trade	
	Address, City, State, Zip	
	Phone	
	Email	
	Website	
	Years in business	
	Involved in projects listed above?	
	MBE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b.	Firm Name	
	Specialty / Trade	
	Address, City, State, Zip	
	Phone	
	Email	
	Website	
	Years in business	
	Involved in projects listed above?	
	MBE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c.	Firm Name	
	Specialty / Trade	
	Address, City, State, Zip	
	Phone	
	Email	
	Website	
	Years in business	
	Involved in projects listed above?	
	MBE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d.	Firm Name	
	Specialty / Trade	
	Address, City, State, Zip	

		Phone	
		Email	
		Website	
		Years in business	
		Involved in projects listed above?	
		MBE?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## **Architect / Engineer / Consultant Conflict of Interest Affidavit and Disclosure Form**

A. "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

B. "Person" has the meaning stated in COMAR 21.01.02.01B(64) and includes a bidder, offeror, contractor, consultant, or subcontractor or subconsultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.

C. The bidder or offeror warrants that, except as disclosed in §D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.

D. The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain detail—attach additional sheets if necessary):

E. The bidder or offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the bidder or offeror shall immediately make a full disclosure in writing to the procurement officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the bidder or offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the contractor shall continue performance until notified by the procurement officer of any contrary action to be taken.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: \_\_\_\_\_

By: \_\_\_\_\_ (Authorized Representative and Affiant)