

MAIN STREET MIDDLETOWN

REQUEST FOR PROPOSAL

Main Street Middletown, MD Inc. is soliciting proposals from contractors with the skills and ability to successfully rehabilitate the building(s) located at 19 and 21 West Main Street, according to the architect and engineer's drawings and design specifications. The work associated with this project is being financed, at least in part, through grant funds, and the exterior of the buildings are protected under a Maryland Historical Trust easement so that all exterior work must comply with the Secretary of Interior's Standards for the Treatment of Historic Properties.

Pre-Proposal Conference:

A pre-proposal conference and site visit for all interested parties will be held at the Main Street office at 19 West Main Street, Middletown, Maryland 21769 on **August 10th** at 4:00 PM. You may submit questions in writing to: 19and21wmain@gmail.com. All questions must be received by 4:00PM on August 3rd. A list of all questions and responses will be provided to all bidders.

Proposal Due Date:

All responses are due and must be received no later than 4:00PM on August 17th. All submittals must be valid for one hundred twenty (120) days from the closing date of this RFP.

Interested firms shall submit electronically and provide one original with three (3) copies of their proposal to:

Main Street Middletown, MD Inc.
Attention: Becky Axilbund, Main Street Manager
19 West Main Street, Middletown, MD 21769

May be hand-delivered on August 10th between 8AM-4PM.

Thank you for your interest in this project.

REQUEST FOR PROPOSAL - REHABILITATION OF 19 and 21 W. Main Street

BACKGROUND:

Main Street Middletown, MD Inc. is a 501c3 organization seeking proposals from general contractors with the necessary knowledge, skills, and experience with construction issues unique to historic properties. Our goal is to rehabilitate 19 and 21 West Main Street, retaining the property's history and character, while making the necessary improvements to transform it into a Town Welcome Center and office for the Main Street organization. The buildings total less than 950 square feet and have a Maryland Historical Trust Easement [Attachment 1] protecting the exterior features. The buildings are listed as Contributing Properties in the National Register Historic District of Middletown.

The property consists of two distinct buildings that are joined by a non-historic hyphen that connects the two via an interior hall (less than 2-feet). The larger of the two buildings is 19 West Main Street, a circa 1870 harness shop that served travelers along the Old National Road and the local farming community. The smaller building was relocated to this present site during the early 20th century and was reputed to have been a chicken coop. During the last 50-years, the larger building served as a barber shop and small retail store.

Main Street Middletown (MSM) purchased the properties in 2019 with funding acquired from the Tourism Council of Frederick County, Preservation Maryland, the Maryland Heritage Area Authority, and the Department of Housing and Community Development's Community Legacy Fund to purchase the property. In order to receive grants from the State of Maryland, MSM applied to the Maryland Historical Trust (MHT) to grant an easement on the exterior of the property to ensure its long-term preservation.

MSM then hired a historic preservation architect and engineer for the initial design phase. The drawings were submitted to MHT for approval. Given MHT's response reemphasizing the need to repair instead of replace whenever possible, we sought an additional consultation of a structural engineer who confirmed that the architect's approach to repairing the structure and foundation was the best option. A copy of the easement, stamped drawings, MEP plans, and engineer's assessment are included as part of this RFP.

SCOPE:

The selected contractor will be proficient in performing all aspects of project management, permitting, supervision of subcontractors, sourcing of materials, equipment, tools, and carry sufficient liability insurance necessary for the rehabilitation of the property according to the specifications included in the attached architectural drawings and MEP plans. The work performed shall be in accordance with the Secretary of Interior's Standards for rehabilitation of historic properties and adhere to the MHT's specific requirements for historic repair rehabilitation of this property.

All work shall adhere to the above requirements and be performed in the best and most professional and orderly manner by sub-contractors skilled in their respective trades. (Note: MSM strongly encourages any successful applicant to employ local subcontractors as much as it is feasibly possible.)

METHOD OF WORK:

The Contractor is responsible for all of the information contained within the RFP attachments and for coordination and communication with and between all subcontractors.

List of referenced documents included in this RFP:

- Attachment A - Easement
- Attachment B - Architectural Drawings
 - Attachment B-1 - Letter from MHT with comments on the architect's overall approach
 - Attachment B-2 - Assessment of architect's approach to foundation repair.
- Attachment C - Mechanical, Electrical, and Plumbing plans

The Contractor shall coordinate and supervise (sequencing and scheduling) all work with the various trades and suppliers in order to complete the project expeditiously within the time limits of the contract.

The contractor shall perform all work between the hours of 7:00 AM and 5:00 PM unless approved by the Main Street Manager.

The Contractor shall be responsible for the delivery, off-loading and proper storage of all materials and supplies and assume full responsibility for protection and safekeeping up until the time of the final inspection. All materials and supplies shall be stored in a protected, secure and safe area, out of the way of traffic. In addition, because of the proximity to public walkways and adjacent businesses, the Contractor shall ensure the job site is kept as clean as possible at all times to the satisfaction of the Main Street Manager. The work site shall be broom swept and cleared of debris daily.

STANDARDS AND CODES:

The Contractor shall comply with Occupational Safety and Health Administration (OSHA) and Maryland Occupational Safety and Health Administration (MSHA) regulations regarding construction safety and health standards throughout the duration of this project.

Except when unnecessary because of the age of the buildings and nature of the repair, all work shall be performed in accordance with applicable code requirements and standards as defined by the "Maryland Building Performance Standards" and any local amendments and modifications to the standards made by the authority having jurisdiction which may be applicable. The Contractor will coordinate with the Frederick County Department of Permits and Inspections.

WARRANTY AND GUARANTEE:

Contractor shall fully guarantee the work covered under this contract for a period of 2 years from the date of acceptance against defects in materials and workmanship.

Any defects found within the 2-year warranty period shall be promptly repaired or replaced by the Contractor at no additional cost to Main Street Middletown.

Contractor shall provide the Main Street Manager with all manufacturer warranties and manuals for materials, fixtures and systems.

MINIMUM CONTRACTOR QUALIFICATIONS:

1. The contractor must be licensed in the State of Maryland as a General Contractor.
2. Efficient foundation shoring is key to this project. The contractor must have proper knowledge and experience to perform this work.
3. The Contractor must demonstrate working knowledge and prior successful completion of similar projects and show experience and a working knowledge of the Secretary of Interior's Standards for Rehabilitation.

PROPOSAL CONTENT:

The proposal should contain the following information arranged in order, tabbed, and with a table of contents. The information submitted shall be relevant to the project scope, practical, and concise.

1. **Letter of Interest:** A brief history of the firm, including location, a statement of interest in the project, and the firm's unique strengths for successful completion of the project.
2. **Project Approach and Schedule:** A proposed sequence of construction with a brief description of activities, and a construction schedule. (**Past**

Performance: A List of three to five examples, in priority order, with the most related project listed first. For each of the listed projects, provide the following information:

- (1) Project Description/Scope of Work
- (2) Client's contact information, email address, and telephone number
- (3) Status of Project
- (4) Estimated contract cost versus final contract cost. If cost differential, please explain.

In determining which projects are most related, consider related size and complexity; and, how recently the project was completed.

3. **Additional Background:** You are invited to include a maximum of 3 pages of information not included above which you feel may be useful and applicable to this project.
4. **Price Proposal:** Estimate by phase of construction. A summary of value added engineering will be considered.
5. Name and contact information for point of contact
6. Signed Drug and Alcohol Free Workplace Certification

Notes:

Late Submittals: All proposals must be received by the date and time specified above. Under no circumstances shall late proposals be considered. It is the sole responsibility of the Contractor to ensure that his/her proposal is received by Main Street Middletown MD, Inc. with a mailing address of 19 W. Main Street, Middletown, Maryland 21769 on or before the closing date and time. Proposals may be hand-delivered. Main Street Middletown, MD Inc. shall in no way be responsible for delays caused by any occurrence. Responses by email, telephone, telegram or facsimile shall not be accepted.

Completeness: All information required by the RFP must be provided to constitute a regular, complete submittal.

Cost of Preparation of Proposal: Main Street Middletown, MD, Inc. will not be responsible for any cost incurred by any Contractor in the preparation of his/her proposal.

PROCESS:

Bidders are advised to respond to this RFP fully and with forth-rightness at the time of proposal submission. Proposers are strongly cautioned NOT to contact Board members or staff regarding the selection process. Inappropriate efforts to lobby or influence individuals or organizations involved in this selection may result, at the Board's sole discretion, in dismissal from further consideration.

Main Street Middletown, MD Inc. will not assume any responsibility for any oral instruction, suggestion or interpretations. Any material change will be submitted to all bidders through issuance of a written RFP Addendum. Any and all questions pertaining to this RFP are to be submitted in writing to: 19and21wmain@gmail.com.

The issuance of this RFP is only an invitation to make presentations to the Main Street Middletown, MD, Inc. Board of Trustees. The Main Street Middletown MD, Inc. Board of Trustees reserves the right to determine, at its sole discretion, whether any aspect of the Proposal satisfies the criteria established. In all cases, the Town of Middletown shall have no liability to any responder for any costs or expense incurred in connection with this RFP or otherwise.

The Main Street Middletown, MD, Inc. Board of Trustees reserves the right to reject any or all proposals, or to waive minor irregularities in said proposals, or to negotiate minor deviations with the successful firm(s). In the case of differences between written words and figures in a proposal, the amount stated in written words shall govern. The Board of Trustees further reserves the right to further negotiate with a single or limited group of bidders. Nothing in this RFP or accompanying documents submitted will create any contractual relationship between the Main Street Middletown, MD, Inc. Board of Trustees and respondents.

Site Inspection - All prospective bidders are encouraged to attend the pre-proposal conference and familiarize themselves with all of the requirements for the project. Failure to attend the pre-proposal conference or visiting the site will not relieve the successful bidder from complying with all of the requirements of these specifications at no additional cost to Main Street Middletown. Additional site visits can be arranged with Becky Axilbund.

Withdrawal of Proposals – A bidder may withdraw his proposal without prejudice to himself no later than the day and hour set in the RFP by communicating his purpose in writing to the Main Street manager at the address given in the RFP. When received, it will be returned to him unopened.

Proposal Information – For information concerning procedures for responding to this RFP, email questions in writing to 19and21wmain@gmail.com. Such contact that is deemed to be for administrative clarification purposes only will not be disseminated to all of the bidders.

Material changes or clarification that may give an advantage, if any, to the scope of services, or proposal procedures will be transmitted only by Addendum to all bidders. The Contractor, in turn, shall acknowledge receipt of the Addendum by submitting a sheet acknowledging the Addendum number and the date of issuance. It is the responsibility of the Contractor to receive any and all information and documents. Main Street Middletown, MD Inc. will not be responsible for any interpretation, other than those transmitted by Addendum. The Consultant is responsible for verifying they have received all design Addenda.

Main Street Middletown, MD, Inc. does not discriminate on the basis of race, color, religion, sex, national origin, age marital status, disability, sexual orientation, gender identity, genetic information, or any other legally protected group in employment or in the provisions of services.

BOND REQUIREMENTS:

The successful bidder shall furnish a payment bond and a performance bond in the full amount of the contract award.

EVALUATION:

The following evaluation criteria shall be used in the review and scoring of the proposals shall include the following:

1. Quality and Content of Proposal.
2. Firm/Team Qualifications
3. Contractor's professional credentials and past performance indicating their capabilities to provide services of this nature and scope and responses to reference checks
4. Cost - Best and Final Offer may be negotiated with the most highly rated bidder. If an agreement cannot be reached with the selected contractor, negotiations will be closed and may be started with the next highest rated contractor and so on.
5. Preference may be given to contractors that are able to donate materials or services. We can provide a donation letter for tax purposes. In addition, identify any cost consideration that might be given in exchange for publicity and marketing.
6. Experience working with nonprofits and/or boards.
7. Local contractors are encouraged to apply.

Proposals will be evaluated by staff and members of the Main Street Middletown, MD Inc. Board of Trustees (an ad-hoc Selection Committee). The ad-hoc Selection Committee will review information submitted, information from calls to references, all other information known by the Main Street Board of Trustees, and oral presentations/interviews if so desired. From this evaluation process a single firm will be selected on the basis of project approach, team qualifications, related experience, cost, and timing of completion. Main Street Middletown, MD Inc. intends to select a contractor which it deems best qualified, in its judgment, to provide the services specified in the scope of work.

CONTRACT AWARD:

A group of professionals with varying backgrounds will evaluate and score the proposals based on the evaluation criteria contained in this RFP.

The Main Street Manager will then present a recommendation for contract award to the Main Street Board of Trustees for acceptance and final award, one of the responses to this solicitation, or reject all, within one hundred twenty (120) calendar days from the date of closing.

Contract Procedure: The scope of work including will be finalized as part of the Agreement. Once the Agreement is approved, the Board of Trustees will issue a notice to proceed and will provide the Contractor with access to all records, plans, information, files, etc. which relate to the scope of work. Main Street Middletown is not liable for any Contractor expenses prior to contract award. No change from the agreed upon scope of work will occur without written authorization from the Main Street Middletown, MD Inc. Board of Trustees.

Proposals MUST be received by Main Street Middletown, MD Inc. no later than **4:00 PM** local time on **August 17th**. Proposals received after this date and time will not be considered.

Interested firms shall submit electronically and provide one original with three (3) copies of their proposal to:

Main Street Middletown, MD Inc,
Attention: Becky Axilbund, Main Street Manager
19 West Main Street, Middletown, MD 21769

May be hand-delivered on August 17th between 8AM-4PM.

DRUG AND ALCOHOL FREE WORKPLACE

I certify that:

- 1) By submission of its bid or offer, the business certifies and agrees that with respect to its employees or to be employed under a contract resulting from this solicitation, the business shall:
 - a) Maintain a workplace free of drug and alcohol abuse during the term of the contract;
 - b) Publish a statement that the unlawful manufacture, distribution, dispensing, possession or use of drugs and abuse of drugs or alcohol is prohibited in the business workplace and specifying the actions that will be taken against employees for violation of these prohibitions;
 - c) prohibit its employees from working under the influence of drugs and alcohol;
 - d) Not hire or assign to work on the contract anyone who the business knows, or in the exercise of due diligence should know, currently abuses drugs or alcohol and is not actively engaged in a bona fide drug or alcohol abuse assistance or rehabilitation program; and
 - e) Promptly inform the appropriate law enforcement agency of every drug-related crime that occurs in the workplace if the business has observed the violation or otherwise has reliable information that a violation has occurred.

Signature:

Date:

Print Name: