



SULTON CAMPBELL BRITT & ASSOCIATES, P.C.

Architecture * Historic Preservation * Planning * LEED™ Consulting

RFP:

Bid Release Date	Friday, November 22, 2024
Public Notice / Ad	30 Days
Invitation to Bidders	Three (3) minimum Prospective Bidders
Required Pre-Bid Site Visit	Friday, December 06, 2024 at 10:00 AM
Bid Close Date	Monday, December 23, 2024 at 5:00 PM
-Bid Tabulation Form	
Bid Award	Tuesday, January 7, 2025

Thursday, November 21, 2024

RE: Request for Bid Proposals: The Cottage City Fire House | Community Outreach Center (c. 1925)

The Town of Cottage City will be accepting bid proposals for the above referenced project. Bids must be received electronically via email (*single document, PDF format*) no later than **Monday, December 23, 2024** at 5:00 PM. Bids received after this date and/or time will not be accepted and will be returned unopened to the sender.

The purpose of this project is to restore The Historic Cottage City Fire House and adaptively reuse it as the Community Outreach Center (*approximately 2,000 GSF*), restoring the historic structure to the period of significance coinciding with the original construction in 1925. This project specifically includes the following Historic and New Construction scope of work (*all work to be substantially complete prior to Saturday, May 24, 2025 "Centennial" Ribbon Cutting ceremony*):

1. Site work includes deforesting the lot as shown on the site plan to the width and depth necessary in order to construct the terraced plaza (+/- 4,000 SF),
2. Construction of retaining wall on property line at 38th Avenue (+/- 150' lineal feet);
3. Provision and Installation of perimeter privacy fence at the adjoining neighboring property line and Parkwood Street property line (+/- 150' lineal feet);
4. Provision and Installation of new concrete paved sidewalks and concrete paved entry area Fire House frontage at 38th Avenue (+/- 600 SF);
5. Demolition of all existing walls, ceilings, flooring materials, doors, windows, etc. per plans;
6. Salvage existing signage on the Fire House primary façade (remove from façade);
7. Construction of new openings in existing exterior walls to width and heights required per plans for new doors and windows;
8. Exterior scope includes Provision and Installation of flat roof replacement (+/- 1,000 SF);
9. Provision and Installation of new green roof at flat roof replacement;
10. Provision and Installation of Solar Panels by Owner at new green roof area;
11. Repoint Masonry stone exterior where required (*assume 10% for allowance*);
12. Paint masonry stone exterior surfaces, color to be selected by Architect;
13. Provision and Installation of exterior wood doors, frames and hardware;
14. Provision and Installation of exterior wood windows;

Founders 1964

John Dennis Sulton, FAIA, NOMA
LeRoy Miller Campbell, AIA, FNOMA

President / Treasurer

Stanford R. Britt, FAIA, FNOMA

Baltimore, Maryland + Washington, DC

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Partner / Vice President

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15. Provision and Installation of exterior signage at building primary façade and plaza facade;
16. Provision and Installation of Limited Use Limited Access (*LULA*) elevator addition;
17. Interior Waterproofing at the lower level where required;
18. Restoration of main floor original wood floor (+/- 1,000 SF);
19. Provision and Installation of finished floor surface at Lower Level (*LVT or Linoleum tile*);
20. Provision and Installation of VRF System (*Mini Split system; humidification and dehumidification for archival standards*) “radiator wall mounted type at the base of the floor,” meeting the required energy and insulation standards;
21. Provision and Installation of Exhaust fans;
22. Provision and Installation of electrical panels;
23. Provision and Installation of required electrical outlets;
24. Provision and Installation of LED recessed lighting fixtures;
25. Provision and Installation of Water Heater;
26. Provision and Installation of plumbing and fixtures per plans;
27. Provision and Installation of cabinetry and appliances per plans;
28. Provision of shoring to structural members where required;
29. Restoration of interior historic stair;
30. Provision and Installation of stud walls, insulation and gypsum board;
31. Provision and Installation of base and crown moulding at main floor and lower level;
32. Provision of interior painting (walls, ceiling, moulding and all woodwork), Paint color to be selected by Architect; and
33. Provision and Installation of Water Spicket to the Exterior of the building at the plaza.

If you are interested in submitting a bid, it should be delivered via email to:

townmanager@cottagecitymd.gov to the name and address listed below and labeled as follows:

Town of Cottage City
3820 40th Avenue
Cottage City, Maryland 20722

Bid Submission Attn: John Hoatson, Town Manager

Mandatory Pre-Bid Site Visit is scheduled on **Friday, December 6, 2024 at 10:00 AM** at the Cottage City Fire House, 3805 38th Avenue, Cottage City, Maryland 20722.

Bids must be prepared in accordance with the itemized scope of work as specified in work items 1 – 33 and include an AIA 305 Qualifications Statement for Contractors and be submitted using the bid forms provided and must be typed or printed and then signed in ink.

The Town of Cottage City and the Architect shall review all bids received by the deadline. All bids must include all requested work items, conform to the project standards/specifications and be responsive, accurate, and cost reasonable. Town of Cottage City will select the Lowest and Competent Bidder to perform all work required and the contract will be executed between Town of Cottage City and the successful bidder.

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Bidders are required to bid only on those items designated on the provided bid form. In the event that the Owners should request additional work or deletion of any work from the bid form, or should you feel additional work is required, those items, along with costs, shall be listed on a separate bid form on the bidders letterhead stationery. All additional items will be considered separately from the base bid, consideration of any changes will be negotiated with the owner after the bid opening.

Town of Cottage City has the right to reject any and all bids at their sole discretion. Should you have any questions or concerns about any of the items on the bid form, please contact the Architect for clarification prior to bidding. Bidders are required to ensure that bids are inclusive of all taxes, fees permits and all other costs.

Project is partially funded by the Maryland Historical Trust. All work to comply with the Secretary of Interior Standards for the Treatment to Historic Properties. Davis-Bacon Wage rates will apply to this project. All work must comply with State Regulations, including EEO and MBE required participation. 5% Bid Bond with submission of bid. 100% Performance & Payment Bonds required prior to contract execution.

Upon selection of the successful bidder, Town of Cottage City will send a bid award notice to the selected bidder. The bid award notice will advise the selected bidder of the date, time and location of the pre-work conference that must take place before any work can begin, upon satisfactory completion of the pre-work conference, Town of Cottage City will issue a "Notice to Proceed," which must be executed by the selected bidder as well.

Thank you for your consideration of this invitation to bid.

Respectfully submitted,

Dale Glenwood Green, AIA, APT, LEED AP
Partner

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