



**TOWN OF COTTAGE CITY
Architectural & Engineering Services
Cottage City Old Firehouse /
Community Outreach Center
FISCAL YEAR 2026**

**Town of Cottage City
3820 40th Avenue
Cottage City, Maryland 20722
301-779-2161**

RFP # CC-2026-01

TOWN OF COTTAGE CITY

REQUEST FOR PROPOSALS (RFP)

Architectural & Engineering Services

Cottage City Fire House / Community Outreach Center

RFP # CC-2026-01

Project Background and Overview: The Town of Cottage City, an historic municipality located along the Anacostia River in Prince George's County, Maryland, acquired the former site of the Cottage City & Colmar Manor Fire Department building (c. 1925) from the Brentwood Volunteer Fire Department at 3801 38th Avenue on July 2, 2021. This approximately 1,188 gross square feet (GSF) structure, with potential for expansion, is being renovated and adaptively reused as a Community Outreach Center.

The project may be funded in part by a \$500,000.00 Maryland State Bond Initiative for acquisition, planning, design, construction, repair, renovation, reconstruction, site improvement, and capital equipping. \$190,000.00 matching funds are required by the Town of Cottage City. This project is further partially funded by the Maryland Historical Trust and must comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties. It also has received funding from DHCD (Department of Housing and Community Development) and MHAA (Maryland Heritage Area Association)

- SOURCES OF FUNDS:
- \$190,000.00 "Matching Funds" Town of Cottage City
- \$500,000.00 Bond Bill
- \$90,000.00 MHAA
- \$100,000.00 MHT
- \$185,000.00 MD DHCD
- \$1,065,000.00 Total Sources of Funds (Awarded)

The Town of Cottage City is seeking qualified Architectural & Engineering (A/E) firms to provide professional services for the restoration and adaptive reuse of the Historic Cottage City Fire House (c. 1925) into a Community Outreach Center of approximately 2,000 gross square feet (GSF). The project will restore the structure to its period of significance (1925) while adapting the building for modern community use.

This project has a tentative target completion date of June 30, 2028, and this RFP is a re-solicitation. The Town seeks qualified Architectural & Engineering (A/E) firms experienced in historic preservation to provide professional services compliant with the Maryland Historical Trust (MHT) and the Secretary of the Interior's Standards for the Treatment of Historic Properties. The project is also subject to Davis-Bacon wage requirements. The center will provide services and programs including:

- Health and Wellness Classes
- Mental Health Programs
- Food, Clothing, and Housing Assistance
- Job Readiness Programs
- Youth and Senior Programs/Activities
- Police Explorer Program

- Citizen Police Academy
- Neighborhood Watch/Community Safety/CERT/Emergency Readiness Training

Scope of Project: The selected firm shall provide comprehensive services, including but not limited to:

Task 1 — Existing Conditions & Assessment

- Site and building evaluation
- Structural, mechanical, electrical, and plumbing assessment
- Historic materials and features documentation

Task 2 — Design & Documentation

- Conceptual design options
- Historic preservation approach
- Construction drawings and specifications
- Compliance with ADA, life safety, and building codes

Task 3 — Bidding & Construction Support

- Assistance with contractor bidding process
- Bid tabulation and review
- Construction administration and site visits
- Certification of completed work

Confidentiality: Vendors must treat any designated documents and information provided by the Town as confidential. The Town will treat all proposals received and the information contained therein as confidential until a negotiated contract is executed, or all proposals are rejected.

Public Statement: No vendor shall make any public statement about this RFP without prior written consent from the Town.

General Conditions: The following general conditions apply:

- The Town may not necessarily accept the lowest cost proposal but will strive to select the best and most responsive proposal.
- The Town may cancel this RFP or amend its contents at any time before acceptance of a proposal.
- If no proposal is acceptable, then the Town may either re-issue the request for proposal or negotiate with one or more vendors for a satisfactory offer.
- The award of a proposal shall not be deemed final unless and until a contract is successfully negotiated and approved by the Town.
- This project is partially funded by the Maryland Historical Trust and must comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- Equal Opportunity/Non-Discrimination: The Town encourages proposals from minority-owned, women-owned, and disadvantaged business enterprises. Vendors must comply with federal and state non-discrimination laws.
- Indemnification: The selected firm shall indemnify and hold harmless the Town from claims arising from the firm's negligence.
- This project is subject to Davis-Bacon wage requirements.

Compensation: State the compensation required for services, specifying minimum billing increments. Itemized monthly bills must include subject matter, date, time, and description. Provide a breakdown of costs by task, including any proposed retainer (e.g., for initial design concepts).

Submission Requirements: Submit proposals in PDF format, including:

- Title page (project title, proposer's contact information, total proposed cost).
- Firm qualifications, including experience with historic preservation projects (provide 3 examples).
- Resumes of key team members.
- Architectural/Engineering Cost Estimate, broken down by task.
- Proposed timeline aligning with June 30, 2028 completion.
- Proof of licensing and insurance.
- Minimum 3 client references (company name, contact, email, phone, description of work).
- Acknowledgment of compliance with MHT, Secretary's Standards, and Davis-Bacon.

Insurance: The bidder must obtain at its own cost and expense and keep in force and effect during the term of the contract, including all extensions and renewals, the insurance specified below, with an insurance company licensed or qualified to do business in the state of Maryland. A certificate of insurance must be submitted to the Town prior to the commencement of any work under the contract and prior to any contract modification extending the term of the contract as evidence of compliance with this provision. The Town of Cottage City must be named as an additional insured on all liability policies. A minimum of thirty (30) days written notice to the Town of cancellation or material change in any of the policies is required. In no event may the insurance coverage be less than that shown below, unless the requirements of this section are waived, in whole or in part, in writing by the Town Manager.

Coverage Amount or Limits: Workers Compensation: Bodily injury by Accident (each) \$100,000, Disease (policy limits) \$500,000, Disease (each employee), \$100,000. Commercial General Liability: \$500,000 (Minimum combined single limit for bodily injury and property damage per occurrence, including contractual liability, premises and operations, and independent contractors.) Minimum Automobile Liability (Including owned, hired, and non-owned automobiles): Bodily injury, each person \$250,000, Bodily injury, each occurrence \$500,000, Property damage, each occurrence \$300,000. Professional Liability: \$1,000,000 for errors, omissions, and negligent acts, per claim and Aggregate, Professional Liability (for professional services contracts): \$1,000,000.00 (For errors, omission, and negligent acts, per claim and Aggregate, with one-year discovery period and a maximum deductible of \$25,000).

Client References: Each bidder-applicant and each subcontractor (if applicable) shall have performed similar work for a minimum period of five (5) years. Each applicant and each subcontractor (if applicable) must provide a minimum of three (3) clients and references that can substantiate past work performance and experience in the type of work required for this contract. For each reference provide company name, contact name, email addresses, phone numbers, and description of work performed. The Town may make such investigations as it deems necessary to determine the ability of the bidder to perform the work.

Rejection of Submissions: The Town reserves the right to do the following: reject any or all submissions, waive informalities and irregularities in the submissions received, and accept any portion of any submission if deemed in the best interest of the Town.

Incurring Cost: The Town will not be liable for any cost incurred by entities or proposers prior to executing a contract or purchase order.

Anti-Lobbying Provision: Vendors must indicate through written promise within the proposal cover letter that Proposer's officers, employees, agents, consultants, or lobbyists will not attempt to lobby or influence a vote or recommendation related to the Vendor's proposal submitted in response to this RFP; directly or indirectly, through any contact with Town Commissioner or other Town officials between the date that the request is sent out and the date the contract resulting here from is awarded by the Board of Town Commissioners. Such behavior may be an immediate cause for rejection of the Vendor's proposal.

EVALUATION & AWARD: The Town of Cottage City will evaluate proposals based on:

- Qualifications and experience
- Understanding of historic preservation requirements
- Technical approach
- Cost reasonableness
- Ability to meet schedule

The Town reserves the right to reject any and all proposals, and the contract will be awarded to the lowest responsive and competent proposer.

Point of Contact: John Hoatson, Town Manager, can be reached at 240-544-8725 or 301-779-2161. Email: Townmanager@cottagecitymd.gov with any questions.

Question Deadline: If you have questions, please submit them by **Friday, March 27, 2026, By 5:00 PM**

Submission Deadline: Responses to this RFP are to be submitted **NO LATER THAN Friday, April 10, 2026**, by 5:00 PM

- **By Mail:** Town of Cottage City, 3820 40th Avenue Cottage City, Maryland 20722
- **By Email:** townmanager@cottagecitymd.gov
- **In-Person:** Cottage City Town Hall, 3820 40th Avenue Cottage City, Maryland 20722

Selection Process and Criteria: Town Elected Officials will participate in the process of selecting the appropriate firm. The Town may interview shortlisted firms or conduct site visits. Award to the most responsive, competent proposer providing best value.

Thank you for your interest in this Request for Proposals for the Town of Cottage City.

John Hoatson
Town Manager
Town of Cottage City