



# PRESERVATION MARYLAND

## REQUEST FOR PROPOSALS

### Feasibility Study

Preservation Maryland, a nonprofit organization headquartered in Baltimore, Maryland, is soliciting proposals from qualified consulting firms to complete a feasibility study for the Old Ellicott City Jail, located at 1 Emory Street, Ellicott City, Maryland 21043.

Preservation Maryland requests that interested parties respond to the solicitation by **8:30 A.M. ET on Tuesday, July 12, 2022.**

#### 1. CLIENT

Preservation Maryland is Maryland's oldest, largest and most effective preservation organization. The organization is dedicated to preserving Maryland's historic buildings, neighborhoods, landscapes and archaeological sites through advocacy, outreach, funding, property redevelopment and workforce development. Preservation Maryland also powers a statewide smart growth program, proactive and preemptive preservation projects, large-scale public history projects and a robust education program.

#### 2. PROJECT OVERVIEW

##### 2.1 Background

Owned by Howard County, the Old Ellicott City Jail sits adjacent to the former Circuit Court in Ellicott City—an unincorporated community in northeastern Howard County and the county seat. 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 unused and is slated for mixed-use redevelopment.

Preservation Maryland is partnering with county and state government and local stakeholders to pursue adaptive reuse of the jail to activate the area and support the surrounding community. The current plan envisions rehabilitating the jail under a lease with Howard County into a new HQ for Preservation Maryland and other preservation and conservation nonprofits, as well as exploring feasibility of use as a Center for Climate and Heritage Studies. Additionally, the project will engage diverse voices and provide contemplative public space to commemorate and memorialize those once unjustly incarcerated on-site and those who were tragically lynched on the grounds.

##### 2.2 Description

As part of project due diligence, Preservation Maryland is seeking consultant services for completion of a feasibility study. The goal of the study is to identify the benefits, challenges and financial requisites for adapting the property as proposed and to develop a resulting strategic plan for redevelopment. Objectives include:

- Identifying partnership opportunities
- Determining logistical and/or legal constraints or other project limitations
- Reaching consensus with local stakeholders on property use(s)
- Synthesizing funding prospects

### **3. SERVICES AND SCOPE OF WORK**

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

- Site inspection
- Interviews with stakeholders and project partners
- Community engagement
- Alternative use analysis
- Organizational cost-benefit analysis
- Tax credit and financial incentives review
- Strategic plan development
- Final report

Work is expected to begin upon Preservation Maryland's acceptance of the Respondent's proposal and conclude as expeditiously as possible. Work performed and recommended shall adhere to all applicable laws and regulations at the local, state and federal levels.

### **4. NOT TO EXCEED AMOUNT**

The limit of the contract sum will be \$37,500. This not-to-exceed amount (NTE) includes all costs incurred in connection with the work outlined herein. In no event shall the Consultant be entitled to receive more than the NTE unless authorized in advance and in writing by the Client's Authorized Official. Competitiveness of the budget will be considered as part of the proposal review process.

### **5. INSTRUCTIONS TO RESPONDENTS**

#### *5.1 Where to Deliver Proposal*

All proposals must be submitted as a single PDF attached to an email delivered to [LHouston@presmd.org](mailto:LHouston@presmd.org).

#### *5.2 Proposal Due Date*

Proposals are due by **8:30 A.M. ET on Tuesday, July 12, 2022.**

#### *5.3 Preparation of Proposal*

Respondents must submit the following:

- Qualifications
- Proposal
- Project budget
- Project schedule/timeline

Respondents shall submit one (1) digital copy of the proposal package as an attachment to an email and are encouraged to include as much pertinent data and information as necessary to ensure proper evaluation. Competitiveness of the budget will be considered as part of the proposal review process.

#### *5.4 Minimum Qualifications*

Respondents must demonstrate personnel assigned have experience in historic preservation.

### 5.5 *Inquiries*

Every request for a written interpretation or correction must be received at least fourteen (14) days prior to the proposal due date in order to be considered. Requests may be submitted by e-mail to [Lhouston@presmd.org](mailto: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 proposal due date.

Submission of a proposal constitutes acknowledgment of receipt of all addenda. Proposals 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 proposal, as submitted.

### 5.6 *Rejection of Proposal*

Proposals must be delivered to the specified location and received by the proposal due date to be eligible for evaluation. Proposals 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 proposal 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.

### 5.7 *Withdrawal of Proposal*

Respondents may withdraw their proposal if they submit such a written request to Preservation Maryland.

## 6. EVALUATION AND AWARD PROCEDURES

### 6.1 *Evaluation Procedure*

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

1	<b>Background and Qualifications</b> a) Demonstrated experience b) Special expertise of personnel, as applicable c) Ability to meet needs and perform work
2	<b>Project Management</b> a) Names and functions of personnel assigned b) Commitment to project completion within time and budget constraints
3	<b>Technical Merit</b> a) Knowledge of scope b) Completeness and clarity of proposal c) Adequately addresses project goal(s) and objective(s)

### 6.2 *Award*

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

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

## **7. 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 provided by the successful Respondent.

Upon acceptance of the proposal, the successful Respondent must provide:

- A project agreement for review
- A completed Form W9
- Any/All other information and documentation required by the agreement

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 agreement to be rescinded.