



THE COMMISSIONERS OF ST. MICHAELS

SETTLED 1670-1680

300 MILL STREET

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ST. MICHAELS, MD 21663

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REQUEST FOR PROPOSAL FOR ARCHITECTURAL & ENGINEERING DESIGN SERVICES FOR SCHEMATIC DESIGN OF NEW TOWN OFFICE IN ST. MICHAELS, MARYLAND

Purpose

The Town of St. Michaels is requesting proposals from architectural and engineering consultants to provide schematic design site and architectural plans for a new town office either at 124 South Fremont Street or 800 South Talbot Street. The Commissioners would also like schematic sketch/rendering of possible improvements to Hollis Park at 300 Mill Street with the demolition of the existing town office.

Overview

The Commissioners of St. Michaels have determined based on a Needs and Deficiency Study completed in 2017 that a new town office was necessary to serve the residents and visitors of St. Michaels. Due to deed restrictions on Hollis Park where the current town office is located, the town office cannot be expanded or new building built in the current location. The Commissioners purchased 800 South Talbot Street in 2017 and 124 South Fremont Street in 2016 as locations for possible new municipal buildings, a new town office and/or police station. The Commissioners are no longer considering the sites for a police station, so the Commissioners would like to determine which is better suited for a town office.

The Commissioners are seeking engineering and design professionals to provide schematic design plans to help determine implementation of a possible new town office at 124 South Fremont Street or 800 South Talbot Street, and sketches/renderings of possible improvements to Hollis Park at 300 Mill Street with the absence of a Town Office on that site.

124 South Fremont is located within the Central Commercial CC zoning district, and is in the Town's Historic District and Critical Area IDA zone. South Fremont Street is currently home to several municipal/community services, including the County Free Library, Town Police Department, Community Center, Community Center Thrift store, and public parking. 800 South Talbot Street is a gateway property at the south entrance to town, is a through corner lot and is located within the Residential R1 zone. 300 Mill Street is currently a waterfront public park, called Hollis Park, in the Residential R2 zone and historic district that provides public access to the St. Michaels harbor, honeymoon bridge and is adjacent to the Chesapeake Bay Maritime

Museum. The existing town office is a converted house within the park and the park was acquired in 1999 with Program Open Space funds. 300 Mill Street is partially located within the floodplain and is within the Critical Area IDA and BMA zones, and Historic District.

Goals

The goals of a schematic design should include:

1. A floorplan that responds to the 2017 Needs and Deficiencies Report.
2. A building that is in keeping with the character of the neighborhood and historic character of St. Michaels.
3. A building that provides spaces and services necessary to a municipal government including a minimum of 8 work stations/offices for current staff. The building should also accommodate at least a 30' by 30' meeting room for official town meetings with integrated A/V system, a small conference room for daily meetings, a welcome area and vestibule, a fireproof street file room at least 12' by 12', general storage, copy room, mechanical room, employee break room with kitchenette and sink, at least 2 ADA accessible restrooms and security system.
4. Provide an open office environment while offering employees work stations/areas that provide private space to conduct business, allowing visibility to front door where possible.
5. The site should provide adequate parking for employees and public parking in compliance with 340-34 of the Town Code and maximize parking onsite for the public.
6. Provide at least 2 entrances with at least 1 being ADA accessible, directional signage in compliance with MUTCD standards, lighting of the site for safety, a flagpole and sign designated site as a town office.
7. A building that meets and exceeds energy efficiency standards.
8. The building should meet all building codes and be ADA compliant.
9. The building must meet all current zoning standards and other code requirements within the Town.
10. The building should create a welcoming and inviting feel to residents and visitors.

Requirements

The final requirements will be determined upon hiring of a consultant, but a scope of work should include:

1. Provide a schematic space planning, floor plan, site plan, elevations and cost analysis that shows possible building solutions for a new town office in compliance with goals and standards listed above.
2. Provide recommendation on which of 2 proposed sites for town office, 124 South Fremont or 800 South Talbot Street, is most feasible.
3. Provide Alta level survey of existing site conditions at 800 South Talbot Street and 124 South Fremont, and provide proposed site improvements for recommended site with schematic design for office.
4. Provide schematic sketch/rendering of what improvements could be made to Hollis Park at 300 Mill Street.

Proposal Submittal Requirements

Proposals should include:

- Cover letter
- Statement of project understanding
- List and description of services to be provided including an estimate of the expected number of meetings and key meetings in the update process.
- A projected timeline.
- Detailed fee schedule including a complete list of costs per task, costs per team member, expected reimbursable expenses and a total fee for the proposal.
- Organization and distribution of work hours.
- References of similar projects completed during the past five years.
- At least 2 samples of municipal government buildings and/or office buildings designed in keeping with a small town feel completed by the project team, including elevations, completed photos, budget estimate and final cost of building.
- Qualifications and credentials of the project team.
- Resume of proposed team members.
- Sketch of building in keeping with the neighborhood and a small, historic town.

Deliverables

The project team should provide print and digit files of space planning, floor plans, site plan and elevations in compliance with American Institute of Architects standards for schematic design and sketch plan submittal requirements of the Town Code (Chapter 110).

Proposal Deadline

Seal bids with 1 print copy and 1 digital file on thumb drive or CD are due on or before April 13 at 2:00pm EST to:

Town of St. Michaels
Attention: Town Office and Hollis Park Schematic Design
300 Mill Street
PO Box 206
St. Michaels, MD 21663

Information provided by the Town

The Town has included metes and bounds plats of both sites and photos of existing conditions. Additional documents listed below can be found on the town website, www.stmichaelsmd.gov, under popular links on the homepage.

Needs and Deficiency Study.
Talbot Streetscape Guide.
Town Code
Comprehensive Plan.

The Town will provide additional background documents upon selection of consulting planner.

Evaluation Criteria

The evaluation of submission will be done in accordance with the criteria and procedure defined herein. The Town may conduct interviews of final project teams to better determine the best fit for St. Michaels. The Town shall contact the awarded planning consultant and offer contract within a timely manner. The Town reserves the right to reject any and all submittals. The following parameters will be used to evaluate submittals:

- Responsiveness and completeness of the submittal to RFP requirements.
- Basic knowledge of the Town and building codes.
- Understanding of the project and the objectives.
- Experience with municipal buildings similar towns.
- Experience working on infill sites
- Necessary resources.

- Required skills and demonstrated capability.
- Cost estimate/range.

Questions

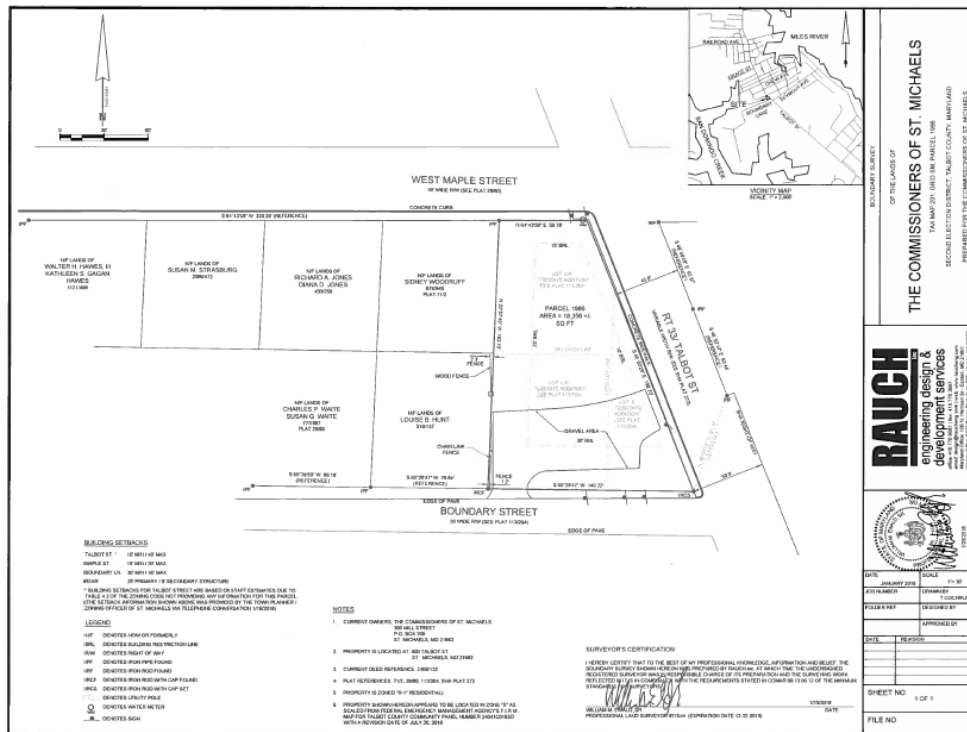
Please direct questions regarding Town Office Architectural & Engineering Design Services to:

Jean Weisman

410-745-9535

jweisman@stmichaelsmd.gov

800 South Talbot Street – Existing Site Conditions



124 South Fremont Street – Existing Site Conditions

