

REQUEST FOR PROPOSALS

Architectural Services
Washington Village Branch
856 Washington Boulevard

On Behalf of



ENOCH PRATT *free* LIBRARY



June 13, 2025

**Enoch Pratt Free Library
Request for Proposals
Professional Architectural & Engineering Services**

- 1. Issue Date:** June 13, 2025
- 2. Project Name:** Washington Village Branch Refresh
- 3. Project Location:** 856 Washington Boulevard, Baltimore, Maryland 21230
- 4. Pre-Bid Question Deadline:** June 25, 2025, at 5:00 p.m. local time

Written questions regarding the substance of the RFP must be submitted via email to the procurement contact listed below by the Pre-Bid Question Deadline indicated above.

Send questions to: andy@capexadvisory.com and rscheuer@prattlibrary.org.

- 5. Bid Deadline:** June 27, 2025, at 5:00 p.m. local time
Enoch Pratt Free Library
Send bids to: andy@capexadvisory.com and rscheuer@prattlibrary.org.
Late bids will not be accepted – NO EXCEPTIONS

- 6. Procurement Contact:** Andy Frank, Cap Ex Advisory Group
Consultant to Enoch Pratt Free Library
andy@capexadvisory.com

7. Introduction and Background

The Enoch Pratt Free Library (“Pratt”) is seeking proposals for professional architectural and mechanical, electrical, and plumbing (MEP) engineering services for the refresh of the 2,400 square foot Washington Village library branch, located at 856 Washington Boulevard.

The renovation scope includes upgrades across multiple areas. In the mechanical room, walls, doors, and ceilings will be cleaned, patched, and painted; unused equipment will be removed; and the HVAC system will be converted to natural gas, eliminating the need for the oil tank. Staff and Patron Restrooms will get all-new fixtures, LED lighting, and improved accessibility. Staff restrooms will include a closet and concealed piping, while patron restrooms will be reconfigured for single-use with ADA compliance, a baby changing station, and new tile. The Staff Area will receive new carpet, modular walls, a drop ceiling, and a reversed door swing. The Staff Lounge will include a sink, microwave, new shelving, counters, and a drywall partition that separates it from the multipurpose area. The children’s and adult areas will receive new flooring, painted walls, glazed brick, reconfigured shelving, and ceiling grid upgrades.

Exterior work includes replacing the trim coil and soffit, as well as repainting ADA-compliant handrails and smoking areas. Data and A/V systems will be updated with relocated power poles and a new monitor. Doors and hardware will be updated to lever handles, and minor electrical work will include the installation of new outlets, switches, and lighting fixtures. General notes address project duration, ADA compliance, finish selections, and furniture layouts provided by the Owner.

8. RFP Sections:

- Section 1 – Proposal Process Timeline
- Section 2 –Design Services Scope of Work
- Section 3 – Instructions & General Conditions

9. Section 1 – Proposal Process Timeline

Event	Location	Date(s)	Time (EST)
Issue Date		6/13/25	
Virtual Pre-Bid Meeting	https://us06web.zoom.us/j/81180964344?pwd=SObttyrgOCVbpOaeBVd5FlgxkdKaNM.1 Meeting ID: 811 8096 4344 Passcode: 112575	6/18/25	1:00 p.m.
Deadline to Submit Pre-Bid Questions	Email: rscheuer@prattlibrary.org , andy@capexadvisory.com	6/25/25	5:00 p.m.
Deadline for Pratt to Respond to Questions.		6/27/25	5:00 p.m.
Bid Deadline	Email to: rscheuer@prattlibrary.org , andy@capexadvisory.com	7/7/25	5:00 p.m.
Interviews	It will take place via Zoom.	Week of 7/14/25	TBD
Anticipated Notice of Intent to Award	The consultant will be notified by email.	7/21/25	5:00 p.m.

10. Section 2 – Design Services Scope of Work

The Enoch Pratt Free Library (“Pratt”) is soliciting proposals for professional architectural and engineering services for the refresh of the Washington Village branch. The design team is expected to prepare drawings, narratives, and/or outline specifications to a level that conveys the design intent sufficiently, allowing general contractors and trade contractors to bid on and construct the project. It is anticipated that the following design documentation will be needed:

Architectural

- Title/Cover sheet
- 1st Floor plan
- Roof plan
- 1st Floor reflected ceiling plan
- Detailed restroom plan
- Finish schedule
- Narrative/outline spec

Mechanical/Electrical/Plumbing (MEP)

- Mechanical
 - Plan diagram
 - Narrative/outline spec
- Electrical
 - Plan diagram
 - Narrative/outline spec
- Plumbing
 - Plumbing plan diagram
 - Plumbing narrative/outline spec.
- Low Voltage – Data/Security
 - Low
 - Narrative/outline spec.
 - Diagram.

11. Submission Requirements

A. Firm Overview & Key Personnel

- Firm(s) Experience Including Subconsultants
- Lead Individual(s) Qualifications
- Schedule
- Fee
- Two References

B. Recent Projects

- Describe three similar projects that you have completed recently. Include the project name and location, program, square footage, project budget, and date of completion.

13. Evaluation Criteria

- Responsiveness and completeness of the proposal.
- Experience and Qualifications:
 - Experience with public libraries required; preferable experience includes experience in urban environments and with aged infrastructure.
 - Demonstrated knowledge of planning, management, and evaluation skills and experience in using them.
- Technical Quality and Methodology: Approach to organizing and managing the project, and ability to document information and recommendations in a clear written format.
- Ability to Communicate: Ability to build consensus with community stakeholders, staff & Board.
- References: Examples of completed consulting projects.
- Project Management: Overall ability to accomplish a project of this nature within the proposed time schedule.
- Fee Structure: Proposed fee structure.
- Geographic location of firm/consultant
- Minority/Women Business Enterprise

14. Section 3 – Instructions & General Conditions

1. **COMMUNICATIONS:** All communications, any modifications, clarifications, amendments, questions, responses, or any other matters related to the Request for Proposal (RFP) must be made only through the Procurement Contact noted on the cover of this RFP, or their designee. A violation of this provision is cause for the Library to reject a company's bid.
2. **PRE-BID INFORMATION AND QUESTIONS:** Each bid that is timely received will be evaluated on its merit and for completeness of all requested information. In preparing bids, Bidders are advised to rely only upon the contents of this RFP and accompanying documents and any written clarifications or addenda issued by the Library. If a Bidder finds a discrepancy, error, or omission in the RFP package, or requires any written addendum thereto, the Bidder is requested to notify the Procurement Contact noted on the cover of this RFP, so that written clarification may be sent to all prospective Bidders. All questions must be submitted in writing to the Procurement Contact before the Pre-Bid Question Deadline indicated on the front of this document. All answers will be issued in the form of a written addendum.
3. **RFP MODIFICATIONS:** Clarifications, modifications, or amendments may be made to the RFP at any time prior to the Bid Deadline at the discretion of the Library. It is the Bidder's responsibility to periodically check the Library's website at <https://www.prattlibrary.org/about-us/request-for-proposal> until the posted Bid Deadline to obtain any issued addenda.
4. **BID SUBMISSION:** Submit offer on the Bid Form provided. Bidders are required to complete the entire Bid Form and supplements (if applicable).
 - a. Bids must be submitted to the Library by **email** to rscheuer@prattlibrary.org, andy@capexadvisory.com, before the date and time indicated as the deadline. It is each Bidder's sole responsibility to ensure the Library receives the bid before the Bid Deadline. Each of the proposals should be no longer than 30 pages in length, including drawings, diagrams, examples of previous work, and appendices.
 - b. Submission of a bid establishes a conclusive presumption that the Bidder is thoroughly familiar with the Request for Proposal (RFP) and that the Bidder understands and agrees to abide by each and all of the stipulations and requirements contained therein.
 - c. All costs incurred in the preparation and presentation of the bid are the Bidder's sole responsibility; no pre-bid costs will be reimbursed to any Bidder. All documentation submitted with the bid will become the property of the Library.
 - d. Bids must be held firm for a minimum of 60 days.
5. **EXCEPTIONS:** Bidder shall clearly identify any proposed deviations from the Scope of Work in the Request for Proposal. Each exception must be clearly defined and referenced to the proper paragraph in this RFP. The exception shall include, at a minimum, the Bidder's proposed substitute language and opinion as to why the suggested substitution will provide equivalent or better service and performance. If no exceptions are noted in the Bidder's bid, the Library will assume complete conformance with this specification and the successful Bidder will be required to perform accordingly. Bids not meeting all requirements may be rejected.
6. **DUPLICATE BIDS:** No more than one (1) bid from any Bidder, including its subsidiaries, affiliated companies, and franchises will be considered by the Library. In the event multiple bids are submitted in violation of this provision, the Library will have the right to determine which bid will be considered, or at its sole option, reject all such multiple bids.

7. **REJECTION:** The Library reserves the right to reject any or all bids, or to accept or reject any bid in part, and to waive any minor informality or irregularity in bids received if it is determined by the Executive Operations Coordinator that the best interest of the Library will be served by doing so. A Bidder's failure to provide any additional information requested by the Library prior to a consultant selection may result in rejection of the bid. The Library may reject any bid from any person, firm, or corporation in arrears or in default to the Library on any contract, debt, or other obligation, or if the Bidder is debarred by the Library from consideration for a contract award.
8. The Library reserves the right to reject all nonconforming, nonresponsive, unbalanced, or conditional Bids. Discrepancies in the multiplication of unit prices and unit prices themselves will be resolved in favor of unit price. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.
9. **PROCUREMENT POLICY:** Procurement for the Library will be handled in a manner providing fair opportunity to all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the Library.
10. **NON-DISCRIMINATION:** Library will not contract with any person or firm that discriminates against employees or applicants for employment because of any factor not related to job performance. The Bidder must comply with all federal, state, and local laws and policies that prohibit discrimination in employment contracts. The Bidder must include in its subcontracts provisions that prohibit subcontractors from discriminating in their employment practices.
11. **CONTRACT AWARD:** The Library reserves the right to award by item, group of items, or total bid. The Bidder to whom the award is made will be notified at the earliest possible date. After a final award of the Contract by the Library, the Consultant must execute and perform said Contract. If, for any reason, a contract is not executed with the selected Bidder within fourteen (14) days after receipt of Contract, then the Library may recommend the award to the next qualified Bidder.
12. **DISQUALIFICATION OF BIDDERS:** Any one or more of the following causes may be considered for the disqualification of a Bidder as non-responsible and the rejection of the Bid:
 - a. Evidence of collusion among Bidders;
 - b. Lack of competency as revealed by either financial, experience, or safety statements;
 - c. Lack of responsibility as shown by past work;
 - d. Uncompleted work under other contracts which in the judgment of the Library, might hinder or prevent the prompt completion of additional work if needed.
13. **DISCUSSIONS:** Discussions may be conducted with responsible Bidders, in order to clarify and assure full understanding of, and conformance to, the solicitation requirements. Discussions may be conducted with Bidders who submit bids determined to be reasonably susceptible of being elected for award, but bids may be accepted without such discussions.
14. Bidders shall be accorded fair and equal treatment with respect to any opportunity for discussions and revisions of bids. Such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. If, during discussions, there is a need for any substantial clarification of or change in the RFP, the RFP shall be amended to incorporate such clarification or change. The Bidder shall reduce any substantial oral clarification of a bid in writing.
15. **PROFESSIONAL SUBCONTRACTORS:** The successful Bidder must identify all professional subcontractor(s), if applicable, regardless of the dollar amount or percentage and the services they will provide. The successful Bidder is responsible for all payments and liabilities of all professional subcontractor(s). The Library reserves the right to approve or reject any proposed subcontractor. Nothing contained in the RFP or in the contract shall create or be construed as creating any contractual relationship between the subcontractor and the Library. The Contract will not be assignable to any other business entity without the Library's approval.

- 16. INSURANCE REQUIREMENTS:** At all times during the term of the contract, the Consultant shall maintain, at their sole expense, insurance coverage for the Consultant, its employees, officers and independent contractors, as follows:

TYPE OF INSURANCE	MINIMUM ACCEPTABLE LIMITS OF LIABILITY
1. Workers Compensation	Statutory
2. Employers' Liability	
A. Each Accident	\$1,000,000.00
B. Each Employee-disease	\$1,000,000.00
C. Policy Aggregate-disease	\$1,000,000.00
3. Commercial General Liability	
A. Per Occurrence	\$1,000,000.00
4. Business Auto Liability	\$1,000,000.00

Enoch Pratt Free Library and the Mayor and City Council of Baltimore, and the members, officers, directors, agents and employees of each of these three entities shall be named as additional insured.

- 17. DISCLOSURE OF CONTENTS:** All information provided in the bid shall be held in confidence and shall not be revealed or discussed with competitors or the general public, until after award of the contract except as provided by law or court decision.
- 18.** Bidders must make no other distribution of the bids other than authorized by this RFP. A Bidder who shares cost information contained in its bid with other Library personnel or competing Bidder's personnel shall be subject to disqualification.
- 19. PUBLIC DISCLOSURE:** Bids are subject to public disclosure after the deadline for submission in accordance with applicable law.
- 20. CONTRACT COMMENCEMENT:** Commencement of a contract shall not begin prior to all necessary Library approvals, including the Library's Board of Directors and Trustees approval where required, and subsequent execution of the Library's Contract. Commencement of a contract without these approvals is solely at the Bidder's own risk and is likely to result in no payment for services performed or goods received.
- 24. CHANGE ORDERS:** In the event the Library determines to change the Statement of Work to either delete or add work to be performed by the Consultant or the materials to be provided for the SOW, the Consultant shall prepare a Change Order setting forth in detail the changes to the SOW, the cost associated with the changes, and the amount by which the cost will decrease or increase. The Library shall have the right to approve or disapprove the change order.

The Undersigned hereby offers and agrees to furnish the goods and/or services in compliance with all terms, scope of work, conditions, specifications, and addenda in the Request for Proposal.

BIDDER QUALIFICATION STATEMENT

The following statements of experience, personnel, and general qualifications of the Bidder are submitted with the assurance that the Library can rely on their accuracy and truthfulness.

ADDENDA:

The undersigned has read, understands, and is fully cognizant of the Instruction, Scope of Work, Bid Form (if applicable), all Exhibits thereto, and all contents of this document, together with any written addenda issued in connection with any of the above. In addition, the undersigned has completely and appropriately filled out all required forms, if applicable.

COMPLIANCE:

The undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with such requirements. By submitting this Bid Form, the Bidder represents that: 1) the Bidder is in compliance with any applicable ethics provisions of the Library's RFP, and 2) if awarded a contract to provide the goods or services required in the RFP, the Bidder will comply with the Library's standards outlined in this RFP.

NON-COLLUSION:

The undersigned, by submission of this Bid Form, hereby declares that this Bid is made without collusion with any other person, firm, or corporation.

INSURANCES:

The undersigned further agrees that if awarded the Contract, it will submit to the Library any required evidence of required insurance coverage within 14 business days after acceptance of this bid.

FROM:

Respondent's Name:

Title: _____

Signature: _____