



## **CITY OF POCOMOKE CITY**

Architectural / Engineering Design Services – “Family Life Center”

RFP No.: PC-2026-01

### **Addendum No. 2**

Date: August 19, 2025

This Addendum is issued to all prospective offerors in response to questions received by the deadline. This addendum is hereby made part of the RFP and shall be included in the scope of work.

**Question 1:** Is there any information available on the site for this project?

**Response 1:** No, the project site is a vacant lot within city limits previously cleared and graded, located adjacent to existing city infrastructure. Site photos will be included in the Addendum (See Below) . The 32778 SF property sits on Maple and Walnut Street, adjacent to the old Armory Site. The property is owned by the City of Pocomoke and has access to existing utilities (water, sewer, electric).

**Question 2:** Are there any expectations of site design features for this project, such as outdoor spaces or amenities for the community and building occupants?

**Response 2:** The City is interested in incorporating outdoor community space as part of the design, including seating areas, green space, and the possibility of small gathering areas or play spaces. Consideration of pedestrian connectivity and accessibility to surrounding neighborhoods is also important.

**Question 3:** Are there any specific requirements for stormwater design, landscape design, or parking lot design that are unique or important to this project?

**Response 3:** The project will be required to comply with Worcester County and State of Maryland stormwater management regulations. The City encourages sustainable and environmentally responsible solutions. Landscape design should prioritize native

plantings and low-maintenance features. Parking lot design should provide adequate capacity for community use, be ADA compliant, and incorporate safe pedestrian access.

**Question 4:** Do you know the general size range of building that the County is anticipating for the community center?

**Response 4 :** The City anticipates a three-story building with approximately **20,000 – 25,000 square feet** of interior space. This range is based on preliminary programming, including classrooms, a multi-use court, a fitness center, and community meeting rooms.

**Question 5:** Does the City have any esthetic design goals for this project worth our consideration?

**Response 5:** Yes. The city desires a building design that reflects community character and identity. Elements should incorporate red brick and natural accents to complement surrounding structures, large windows to maximize natural light, and subtle symbolic design features (such as arrowhead brick patterns) to honor local heritage. The design should also be modern, functional, and welcoming, while aligning with the City's coastal, agricultural, and riverfront identity.



### **Acknowledgement of Addendum**

Offerors must acknowledge receipt of this Addendum by including it with their proposal submission.

Issued by:

City of Pocomoke City

Attn: Melinda Stafford

MStafford@PocomokeMd.gov



## **CITY OF POCOMOKE CITY**

Architectural / Engineering Design Services – “Family Life Center”

RFP No.: PC-2026-01

### **Addendum No. 3**

Date: September 2, 2025

This Addendum is issued to all prospective offerors in response to questions received by the deadline. This addendum is hereby made part of the RFP and shall be included in the scope of work.

**Question 1:** Could you please tell me if any aquatics – indoor pool, outdoor pool, spray ground, etc. - are desired as part of this community center?

**Response 1:** No, the project will not contain an aquatics area.

### **Acknowledgement of Addendum**

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City of Pocomoke City

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## **CITY OF POCOMOKE CITY**

Architectural / Engineering Design Services – “Family Life Center”

RFP No.: PC-2026-01

### **Addendum No. 4**

Date: September 2, 2025

This Addendum is issued to all prospective offerors in response to questions received by the deadline. This addendum is hereby made part of the RFP and shall be included in the scope of work.

**Question 1:** Does the site require a Phase 1 environmental assessment?

**Response 1:** Yes, it will be covered by the engineer. Please include it in the cost assessment.

**Question 2:** What is the expected project timeline? Are there certain deadlines that need to be met for the grant application deadline or grant funding requirements?

**Response 2:** Yes, the grant submission deadline is October 24, 2025.

**Question 3:** Will the City require a local road traffic impact study?

**Response 3:** Possibly, as it borders 2 one-way streets.

**Question 4:** We noted that the Community Center will have multiple stories. Will an elevator be required which would then require 3-phase power? If so, is 3-phase power available nearby?

**Response 4:** Yes, an elevator will be required. There is no 3-phase power box onsite or nearby.

**Question 5:** Can you please confirm if secondary power provided overhead to adjacent parcels and running through the site will need to be removed and reinstalled underground?

**Response 5:** Yes, there is secondary power. There are 2 outdoor pole lights that will need to be removed and relocated.

**Question 6:** Does the City have any existing utility maps, recorded easements, and/or any other relevant property and site information to provide?

**Response 6:** There are not any maps to provide. There will be a site visit tomorrow during the pre-bid meeting.

**Question 7:** Is the City requesting permitting services as part of this RFP or will applying for permits happen at a future time (i.e. after funding for construction is identified)?

**Response 7:** Funding for construction and permits may be restricted by grant.

**Acknowledgement of Addendum**

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## **CITY OF POCOMOKE CITY**

Architectural / Engineering Design Services – “Family Life Center”

RFP No.: PC-2026-01

### **Addendum No. 5**

Date: September 3, 2025

This Addendum is issued to all prospective offerors in response to questions received by the deadline. This addendum is hereby made part of the RFP and shall be included in the scope of work.

**Question 1:** Is there a construction budget for the project?

**Response 1:** Yes, it is approximately \$5,000,000.00.

**Question 2:** Are the preliminary programming documents available?

**Response 2:** No, there are none available.

**Question 3:** Is the project is seeking any Sustainable Design Certifications such as LEED?

**Response 3:** The project is not seeking any sustainable certifications.

### **Acknowledgement of Addendum**

Offerors must acknowledge receipt of this Addendum by including it with their proposal submission.

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City of Pocomoke City

Attn: Melinda Stafford

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## **CITY OF POCOMOKE CITY**

Architectural / Engineering Design Services – “Family Life Center”

RFP No.: PC-2026-01

### **Addendum No. 6**

Date: September 3, 2025

This Addendum is issued to all prospective offerors in response to questions received by the deadline. This addendum is hereby made part of the RFP and shall be included in the scope of work.

**Question 1:** Will this project will have a generator?

**Response 1:** Please clarify this question during the pre-bid meeting.

**Question 2:** Who would be doing IT, communications, security system design?

**Response 2:** Our IT will all be done in house.

### **Acknowledgement of Addendum**

Offerors must acknowledge receipt of this Addendum by including it with their proposal submission.

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City of Pocomoke City

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## **CITY OF POCOMOKE CITY**

Architectural / Engineering Design Services – “Family Life Center”

RFP No.: PC-2026-01

### **Addendum No. 7**

Date: August 29, 2025

This Addendum is issued to all prospective offerors in response to questions received by the deadline. This addendum is hereby made part of the RFP and shall be included in the scope of work.

**Question 1:** Can you please provide any conceptual plans to help us better understand the scope of work for this project, including a preliminary site plan with parking, any utility constraints, and building schematic design plans, if they exist? Will this project will have a generator?

**Response 1:**

**Question 2:** In Addendum No. 2, Response 2, it is stated that the City is interested in incorporating outdoor community space that will include “play spaces.” Does the City anticipate athletic fields or tennis courts?

**Response 2:** No, there are pickle ball courts at Cypress Park. Play spaces are areas for young children.

**Question 3:** In Addendum No. 2, Response 4, it is stated that the City anticipates the building to be 20,000 – 25,000 square feet; should we assume that each floor will be around 8,000 square feet (+/-)?

**Response 3:**

### **Acknowledgement of Addendum**

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## **CITY OF POCOMOKE CITY**

Architectural / Engineering Design Services – “Family Life Center”

RFP No.: PC-2026-01

### **Addendum No. 8**

Date: September 2, 2025

This Addendum is issued to all prospective offerors in response to questions received by the deadline. This addendum is hereby made part of the RFP and shall be included in the scope of work.

**Question 1:** I am hoping you can provide an estimate/budget for this project as well as anticipated start and completion dates.

**Response 1:** Anticipated start date is estimated to be after the first of the year. A grant source provides 2 years for completion.

### **Acknowledgement of Addendum**

Offerors must acknowledge receipt of this Addendum by including it with their proposal submission.

Issued by:

City of Pocomoke City

Attn: Melinda Stafford

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