



Architectural / Engineering Design Services for Pocomoke City Community Center

Issue Date: August 12, 2025

RFP Number: PC-2026-01

Proposal Due Date: September 18, 2025 – 4:00 PM EST

1. Introduction

The City of Pocomoke, Maryland (“the City”) is soliciting proposals from qualified architectural or engineering firms to provide professional design services for the planned Pocomoke City Community Center. The selected firm will develop a complete design plan, including specifications, dimensions, and an estimated total construction cost, suitable for inclusion in a Community Development Block Grant (CDBG) application.

2. Project Overview

The City intends to construct a new multi-use community center to serve residents of all ages. The facility will include multipurpose spaces, offices, meeting rooms, restrooms, storage areas, and other amenities based on community needs.

The purpose of this RFP is to secure professional services to:

1. Develop a full **design plan** for the community center, including detailed building specifications, room sizes, and layouts.
2. Provide an **estimated total construction cost** based on the approved design plan.

These deliverables are required for the City’s CDBG grant application and will serve as the foundation for future construction bidding.

3. Scope of Work

The selected firm will:

- Meet with City officials to review the project site, goals, and functional requirements as requested.
- Prepare preliminary conceptual layouts for City review and feedback.
- Develop a final design plan including:
 - Architectural drawings (site plan, floor plan, elevations)
 - Building specifications (materials, finishes, HVAC, plumbing, and electrical systems)
 - Approximate square footage and room dimensions
- Provide a detailed cost estimate for the proposed design.
- Deliver final design plans and cost estimate in both digital (PDF and CAD) and printed formats.

4. Proposal Requirements

Proposals must include:

- Firm profile and qualifications, including key contact personnel assigned to the project.
- Examples of similar projects completed in the last five years (preferably community centers or municipal facilities)
- Proposed project approach and timeline for deliverables
- Detailed fee proposal (itemized) for both the design plan and cost estimate
- At least three professional references from similar projects

5. Selection Criteria

Proposals will be evaluated on the following weighted criteria:

- Relevant experience and qualifications – 30%
- Understanding of project needs and proposed approach – 25%
- Proposed timeline for completion – 15%
- Cost proposal – 20%
- References – 10%

Task	Date
RFP Issued	August 12, 2025
Pre-Bid Meeting	September 4, 2025
Project Questions Due	September 10, 2025
Proposals Due	September 18, 2025; 4:00 PM
Evaluation of Proposals	September 25, 2025
Recommendation to City Council	October 6, 2025

6. Submission Instructions

- 1) Cover letter
- 2) Detailed scope of services
- 3) Organizational chart including subconsultants
- 4) Resumes of key team members
- 5) Schedule of rates for services
- 6) Fee structure including lump sum costs for design and bid phase services and hourly rate. Any reimbursable costs should be included in the lump sum.
- 7) Project schedule

7. Deadline

All proposals must be submitted by **4:00 PM EST on September 18, 2025** to:

City of Pocomoke

Attn: Melinda Stafford, City Clerk
101 Clarke Avenue
Pocomoke City, MD 21851
Email: **MStafford@PocomokeMd.gov**

Late submissions will not be considered. Electronic submissions are preferred. 1 original and 1 copy shall be provided in sealed envelopes

8. Questions

Questions regarding this RFP must be submitted in writing via email to:

Melinda Stafford – MStafford@PocomokeMd.gov

All questions must be received no later than **September 12, 2025**.

9. Rights Reserved

The City of Pocomoke reserves the right to accept or reject any or all proposals, to waive informalities or irregularities, and to award the contract in the best interest of the City.

EQUAL OPPORTUNITY EMPLOYMENT

Pocomoke City is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, or any other protected characteristic as outlined by federal, state, or local laws.