



## **INVITATION TO SUBMIT PROPOSALS**

RFP No.: PC-2026-01

Project: Architectural / Engineering Design Services – Pocomoke City Community Center

Issue Date: August 11, 2025 – Updated August 17, 2025

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

The City of Pocomoke, Maryland is inviting qualified architectural and/or engineering firms to submit proposals to provide professional design services for the planned Pocomoke City Community Center.

The selected firm will develop a complete design plan, including detailed specifications, building dimensions, and an estimated total construction cost. This work is required to support the City's Community Development Block Grant (CDBG) application and will serve as the basis for future construction bidding.

### **Proposal Requirements Include:**

- Development of a detailed design plan with site plan, floor plans, elevations, and specifications
- Estimated total construction cost for the proposed design
- Firm qualifications and experience with similar projects
- Proposed project approach, timeline, and fee schedule

### **Submission Deadline:**

All proposals must be submitted no later than 4:00 PM EST on September 18, 2025 to:

City of Pocomoke  
Attn: Melinda Stafford  
101 Clarke Avenue  
Pocomoke City, MD 21851  
Email: [MStafford@PocomokeMd.gov](mailto:MStafford@PocomokeMd.gov)

**Questions:**

All questions must be submitted in writing via email to [MStafford@PocomokeMd.gov](mailto:MStafford@PocomokeMd.gov) no later than September 8, 2025.

**Full RFP Document:**

The complete RFP with detailed scope of work and submission requirements can be obtained from the City of Pocomoke's website at [www.cityofpocomoke.com](http://www.cityofpocomoke.com) or by contacting the City at 410-957-1333.

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