



**REQUEST FOR PROPOSALS
FOR FEASIBILITY STUDY
FORMER SUDLERSVILLE MIDDLE SCHOOL
201 NORTH CHURCH STREET
SUDLERSVILLE, MARYLAND 21668**

RFP Issued: August 1, 2016
Proposal Deadline: October 17, 2016

Issued by:

SUDLERSVILLE VOLUNTEER FIRE COMPANY

For information contact:
Francis Kinnamon
(410) 708-8032
Sudlersville Volunteer Fire Company

I. INTROUCTION

A. PURPOSE

The Sudlersville Volunteer Fire Company, herein after referred to as the “SVFC,” is seeking proposals for a feasibility study involving the adaptive reuse of the former Sudlersville Middle School, located at 201 North Church Street, Sudlersville, Maryland.

B. PROJECT ORGANIZATION

All firms responding to this RFP shall be experienced in developing adaptive reuse feasibility studies and shall demonstrate the possession of sufficient resources to complete all of the tasks, activities, and reports outlined within this document.

C. PROJECT DIRECTION

The primary interface between a selected consulting firm and SVFC shall be the “Building Subcommittee.” An advisory committee (which will be representative of local organizations and various segments of the community so that a robust avenue for public input is established) will be created and the selected firm should plan to meet with this committee on at least two occasions and should further be prepared to respond to feedback from this committee through the SVFC. The Building Subcommittee shall be responsible for guiding the completion of the work outlined herein by the selected consulting firm.

D. INTERVIEW

Prior to selecting a consulting firm, the Building Subcommittee may conduct interviews with consulting firms that submit a proposal.

E. PROPOSAL REQUIREMENTS

SVFC seeks an adaptive reuse feasibility study, with a building assessment, conceptual reuse plans, and recommendations for the viable “adaptive reuse” of this former school facility. Original architectural features, such as the columns at the front entrance and wood trim, are intact and must be retained. The proposed uses must allow for the use of the grounds for the annual SVFC Carnival in August. Proposed uses can include commercial, residential and/or institutional subject to the Town of Sudlersville Zoning Code.

II. Project Background:

A. STRUCTURE AND PROPERTY

The former Sudlersville Middle School opened in 1920 as Sudlersville High School and then became the middle school in 1966. The property and improvements were transferred from the County Commissioners to the Board of Education for Queen Anne’s County in 1994. In April 2013 the property was surplus by the Board of Education, and then transferred back to the County Commissioners. SVFC took ownership of the property in May 2016.

The interior of the two-story structure in the original section contains approximately twelve (12) classrooms, administrative offices and an elevator. The structure also contains a gymnasium, a cafeteria with an occupancy rating of 300 persons (capacity of 171 for banquet seating), and additional classrooms. The building is handicapped accessible via one access door. The property is also improved by a tennis court. The parking area is paved.

The facility operated as a school until 2011 when it was replaced by a newly constructed middle school. The building and grounds are used by the fire department, police agencies and by the County for community recreation. It is recommended that proposals for the use of this facility and the grounds incorporate and demonstrate the site's continued availability/accessibility to community-based organizations.

B. ZONING AND INFRASTRUCTURE

The property is located within the incorporated area of the Town of Sudlersville. The site is zoned Town Residential (TR) and is served by public sewer and water through the Town. Broadband infrastructure may exist. Any construction or use is subject to review by the Town of Sudlersville. The property is within a Priority Funding Area (PFA) and within a Designated Sustainable Community as regulated by the State of Maryland Department of Housing and Community Development.

For more information about the Town of Sudlersville, visit the website at www.townofsudlersville.org.

C. POTENTIAL BUILDING/PROPERTY USES

The SVFC building subcommittee has been meeting to discuss the repurposing of the building and has tentatively determined that the following, non-exclusive list of uses may be well-suited for the adaptive reuse of the building and the property upon which it is located:

- **Assisted Living and/or Senior Housing;**
- **Community Recreation Facility and Meeting Space;**
- **Creating a Business Incubator and/or Technical Training School;**
- **Retail and Services Uses Oriented to the Community;**
- **Commercial Kitchen for Rent;**
- **Providing Expanded Parks and Recreational Opportunities;**
- **Maintaining the Existing Tennis Court and Gymnasium for Public Use;**

Consulting firms responding to this RFP should note that this is not an all-inclusive list. Additionally, the selected consulting firm should be prepared to analyze the layout, floor space, and existing assets of the existing building and provide recommendations as to how a mix of these uses (and any other uses identified and prioritized by the advisory committee) could be most efficiently and cost-effectively established.

III. SCOPE OF WORK

A. Assessment of Building/Property (Existing Asset Assessment): The selected consulting firm will be responsible for assessing the current condition of the building, as well as the property upon which it is located, and shall identify and/or review the following items (from an engineering/architectural/code compliance perspective):

- Existing and likely structural deficiencies;
- Existing and likely building code deficiencies, including, but not limited to:
 - The electrical systems and wiring of the building;
 - The mechanical systems of the building;
 - The plumbing systems of the building;
 - And building code violations.
- Existing and potential mold issues or other situations that threaten air quality;
- Existing environmental deficiencies;
- Existing water, sanitary sewer, and storm sewer capacities;
- Any reports that must be completed [as determined through an assessment of all existing support documentation regarding air quality; removed underground storage tanks, asbestos removal, etc.];
- Existing and potential universal accessibility barriers and ADA-compliance needs;
- The basic condition of the property upon which the former elementary building is located;
- Any improvements that could be made to enhance the energy efficiency of the building;
- And any other related items reasonably connected to the above detailed items.

As an integral component of this assessment, the selected consulting firm shall provide cost estimates related to the remediation and/or correction of any detected deficiencies and cost estimates for the making of any improvements. The building will be available for inspection on an appointment basis by contacting Francis Kinnamon at (410) 708-8032.

B. Adaptive Reuse Assessment: The selected consulting firm will be responsible for analyzing the building and property, within the context of any issues identified through the existing asset assessment, and within the context of the potential property/building uses listed herein, to identify:

- Whether any of the proposed and/or potential uses of the building/property are not appropriate;
- How the existing building and floor space may be best utilized to provide a mix of proposed and/or potential uses in a functional and logical manner;
- And any improvements required to the building and/or property (including available parking) to adaptively reuse the existing building/property for those uses detailed herein and/or identified by the advisory committee.

As an integral component of this assessment, the selected consulting firm shall provide cost estimates related to any improvements that would be required to repurpose the building/property for identified uses. Additionally, the selected consulting firm shall provide detailed estimates of the anticipated operational and/or upkeep costs associated with the adaptive reuse of the building/property.

C. Public Engagement/Communication: The selected consulting firm, as detailed above, shall attend at least two meetings of the subcommittee (which will be held in a town hall format) and shall be available, as needed, to discuss the completion of the adaptive reuse feasibility study with representatives of the Town of Sudlersville. The selected consulting firm shall provide a quote for its attendance at any additional meetings and/or public functions on a per occasion basis, over the required number of meetings.

D. Supporting Analysis: The selected consulting firm shall also provide assistance with identifying and/or analyzing appropriate funding sources and/or grant opportunities for identified uses. Also provide information for similar projects, their developers and end users.

IV. PREPARING A RESPONSE

By submitting a response, respondents represent that they have thoroughly examined and become familiar with the scope of work outlined in this RFP and are capable of performing the work to achieve the objectives. The submittal must demonstrate that the respondent has sufficient and appropriate resources to complete the project. Consultants must designate the project lead and report where his/her primary office is located. Any proposed sub-consultants must be identified.

V. CONTENTS OF RESPONSE

Respondents shall organize their responses in accordance with the following format:

A. Cover letter: Provide a letter of introduction with a brief description of your firm, indicating the primary office location for the performance of this project, the type of firm, areas of specialization, the project lead, and any other staff members that would be involved in the completion of the study. Include a company name and address, a contact name and title, appropriate phone numbers, fax numbers, e-mail addresses and website addresses. Identify any and all sub-consultants that would be involved.

B. Timeline: Provide a proposed detailed timeline outlining how and when the study would be completed.

C. Key Personnel: Include the biographies of personnel to be assigned to the project during the specified project timeline and indicate what role these individuals will assume in the completion of the study. Directly outline how the experience and skills of these individuals and/or sub-consultants would be employed to complete the scope of work outlined herein.

D. References: For the prime consultant and any sub-consultants, provide reference information and brief project descriptions for at least three (3) recent or current clients. Reference projects should be recently completed within the last two (2) years and be *similar* in nature to the project described in this RFP. Please include the following information for references:

- 1) The name of client;
- 2) The name and title of the client's primary contact;
- 3) The telephone number, fax number, e-mail address, and mailing address of the client's primary contact;
- 4) And a brief description of the types of services provided during the overall scope of the project, the duration of the project and the current status of the project.

E. Budget: Included a detailed budget for services required for the completion of this study, **including a detailed listing** of the cost for each activity/task referenced herein, and any other costs (such as travel costs and materials) that may be required to complete the study.

F. Number of Copies and Length of Proposal: All submissions should be clearly marked "*Former Sudlersville Middle School Adaptive Reuse Feasibility Study.*" Please include eight (8) hard copies of your proposal along with an original plus one electronic copy. SVFC will only accept complete submissions. No partial submissions will be accepted.

VI. SUBMISSION OF RESPONSES

All responses must be submitted by no later than 3:00 p.m. on October 17, 2016. Mail packages to Sudlersville Volunteer Fire Company, P. O. Box 61, Sudlersville, MD 21668, ATTN: SVFC RFP

VII. SELECTION CRITERIA

Responses to this solicitation will be evaluated on the following criteria:

- The qualification and experience of the prime consultant and any sub-consultants with projects of a similar scope and size;
- Demonstrated knowledge of adaptive reuse feasibility studies;

- Demonstrated staffing and/or capacity and resources for all required work;
- A history of successful performance on similar projects,
- The proposed cost of the study;
- And a demonstration of commitment for meeting the proposed timeline.

The SVFC will make a final determination regarding the award of this project by (date) this date is subject to change.

VIII. TERMS AND CONDITIONS

- A. Incurred Costs:** This RFP does not commit SVFC to award a contract or to pay any costs incurred in the preparation of a response to this request. Neither will SVFC be liable in any way for any costs incurred by respondents in replying to this RFP.
- B. Right to Cancel:** SVFC reserves the right to cancel this RFP at any time and to decide not to consider any or all of the respondents submitting information in response to this request.
- C. Severability:** If any terms or provisions of this Request for Proposal are found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this document shall remain in full force and effect.
- D. Collusion:** By responding, the firm implicitly states that its proposal has not been made in connection with any other competing firm submitting a separate response to this RFP; is in all respects fair; and has been submitted without collusion or fraud.
- E. Oral Presentation/Interview:** Oral presentations may or may not be conducted. If presentations are requested, it should be noted that they will be for fact finding purposes, not negotiations.
- F. Scope of Work:** The final scope of work may be negotiated between the bidder and the SVFC depending upon any optional services proposed.
- G. Required Insurances:** The selected consultant shall maintain and furnish proofs of required liability insurance and worker's compensation insurance that are satisfactory to SVFC.
- H. Disclaimer:** SVFC reserves the right to reject any and all bids, or portions thereof, for any reason. Additionally, SVFC reserves the right to adjust the scope of work as needed for the completion of a high-quality feasibility study.
- I. Assignment/Transference of Agreement:** The selected firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the resulting

agreement or its rights, title, or interest therein or its power to execute such an agreement to any other person, company or corporation without prior consent and approval in writing from SVFC.

IX. RFP DEADLINE:

The property will be available for inspection up until the deadline date for the proposals by appointment only. Interested parties are therefore highly encouraged to make plans to visit and to bring anything necessary to formulate a proposal.

Proposals, including all required information, shall be submitted on or before 3:00 p.m. October 17, 2016.

Timetable Summary:

Release of RFP	August 1, 2016
Site Inspection(by appointment)	By appointment until September 30, 2016
Proposals Due	October 17, 2016
Respondent Interviews (optional)	October 31, 2016
Award Announcement	November 15, 2016

Please note the above dates and times are subject to change.

APPENDIX C ASSESSMENT AND TAXATION INFORMATION

7/19/2016

SDAT: Real Property Search

Real Property Data Search (w4)

[Guide to searching the database](#)

Search Result for QUEEN ANNE'S COUNTY

View Map	View GroundRent Redemption	View GroundRent Registration
Account Identifier: District - 01 Account Number - 011367		
<i>Owner Information</i>		
Owner Name:	COUNTY COMMISSIONERS OF QAC	Use: EXEMPT COMMERCIAL NO
Mailing Address:	107 N LIBERTY STREET CENTREVILLE MD 21617-0000	Principal Residence: /02193/ 00174
Deed Reference:		
<i>Location & Structure Information</i>		
Premises Address:	201 N CHURCH ST SUDLERSVILLE 21668-0000	Legal Description: 10.738 ACRES W/SIDE N/CHURCH ST SUDLERSVILLE
Map:	Grid:	Parcel:
0121	0006	0216
Sub-District:	Subdivision:	Section:
	0000	
Block:	Lot:	Assessment Year:
		2014
Plat No:	Plat Ref:	
	0021/0073	
Special Tax Areas:	Town: SUDLERSVILLE	
	Ad Valorem:	
	Tax Class: 6	
Primary Structure Built	Above Grade Enclosed Area	Finished Basement Area
1920	66719	
Property Land Area	County Use	
10.7300 AC		
Stories	Basement	Type
		HIGH SCHOOL
Exterior	Full/Half Bath	Garage
Last Major Renovation		
<i>Value Information</i>		
	Base Value	Value As of 01/01/2014
Land:	429,200	514,700
Improvements	5,871,200	6,308,200
Total:	6,300,400	6,822,900
Phase-in Assessments As of 07/01/2015		As of 07/01/2016
		6,648,733
Preferential Land:	0	0
<i>Transfer Information</i>		
Seller: BOARD OF EDUCATION FOR	Date: 05/13/2013	Price: \$0
Type: NON-ARMS LENGTH OTHER	Deed1: /02193/ 00174	Deed2:
Seller: QUEEN ANNE'S COUNTY	Date: 12/12/1994	Price: \$5,000
Type: NON-ARMS LENGTH OTHER	Deed1: ASG /00001/ 00210	Deed2:
Seller:	Date:	Price:
Type:	Deed1:	Deed2:
<i>Exemption Information</i>		
Partial Exempt Assessments:	Class	07/01/2015
		07/01/2016
County:	440	6,648,733.00
State:	440	6,822,900.00
Municipal:	440	6,648,733.00
		6,822,900.00
Tax Exempt:	Special Tax Recapture:	
Exempt Class:	NONE	
<i>Homestead Application Information</i>		
Homestead Application Status: No Application		

1. This screen allows you to search the Real Property database and display property records.
2. Click [here](#) for a glossary of terms.