

ELKTON COUNCIL HALL
ADAPTIVE REUSE FEASIBILITY STUDY
REQUEST FOR PROPOSALS

The Town of Elkton is requesting statements of qualifications and proposals from qualified and licensed architectural/engineering (A/E) firms to complete an adaptive reuse feasibility study for the former Elkton Council Hall building located at 110-112 North Street, Elkton, MD.

The adaptive reuse feasibility study will include design options that are innovative and would protect and showcase the unique construction of the historic building at 110-112 North Street. The intent is to add economic value to the Downtown and provide a revenue source for Elkton's Main Street organization, the Elkton Alliance.

This project is funded through the Maryland Department of Housing and Community Development (DHCD) Technical Assistance Grant (TAG). All work must be completed within 90 days of the date of the Notice to Proceed.

CONDITIONS AND SPECIFICATIONS

The full RFP is available on the Town of Elkton website at www.elkton.org. Paper copies of the RFP are also available at the Elkton Municipal Building, 100 Railroad Avenue, Elkton, Maryland 21921. An electronic copy of the RFP may be requested by contacting Jeanne Minner, Director of Planning, at jeanne.minner@elkton.org.

PRE-PROPOSAL MEETING

The Town of Elkton will hold a **pre-proposal meeting** on **Friday, July 17, 2020 at 10:00 a.m.**, onsite at 110 North Street, Elkton, MD 21921. Masks and social distancing will be required.

PROPOSAL SUBMISSION

The Town of Elkton will accept sealed bids from qualified bidders no later than **Monday, August 17, 2020 at 4:00 p.m.**, at the Elkton Municipal Building, Administration Office, 100 Railroad Avenue, Elkton, Maryland 21921. Bids will be opened publicly on **Wednesday, August 19, 2020, at 12:00 noon during the Elkton Mayor and Commissioner's Virtual Meeting** which will be held via ZOOM. Please check the Town's website at www.elkton.org for information on how to join that meeting.

QUESTIONS AND ADDITIONAL INFORMATION

Questions regarding this project should be directed **in writing** to: Jeanne Minner, AICP, Director, Department of Planning, 100 Railroad Avenue, Elkton, MD 21921; Telephone (410) 398-4999; Fax (410) 398-0128; E-mail: jeanne.minner@elkton.org.

CW 7/3/20