



**Cherry Hill Development Corporation**

**Request for Proposal (RFP)  
For  
Construction Management Services for Residential Rehabilitation**

**Baltimore, Maryland**

**June 29, 2020**

Issue date: 6/29/20

Deadline for questions: 7/2/20

Questions will be answered by: 7/3/20

Bid package due date: 7/13/20

Award announcement anticipated: 7/20/20

*The following anticipated milestones are subject to change:*

Final design and permitting anticipated: Sept. 2020

Anticipated construction start date: Oct. 2020

Construction completion deadline: May 2021

Contact for all inquiries: Cailin McGough (240-707-1515; [cailin@ceag2.com](mailto:cailin@ceag2.com))

**The Cherry Hill Development Corporation (CHDC) seeks highly qualified Architects, Interior Designers, and/or MEP/Structural Engineers, (collectively Designers) in support of its Blight Reduction & Homeownership Initiative in the Cherry Hill neighborhood in Baltimore City.** The Cherry Hill Development Corporation is a community-based 501c3 organization that works to promote the general welfare and economic development of low-income persons and groups residing in the Cherry Hill area of Baltimore City.

CHCD's Blight Reduction & Homeownership Initiative (BR&HI) is a multi-phase community driven real estate development project that looks to capitalize on recent investments made in Cherry Hill while simultaneously removing barriers to further investment within the community. Through this project, CHDC will renovate five vacant properties that have been vacant for more than 10 years on Bookert Drive, Roundview Road and Round Road. All of the properties are two story in height, approximately 750 sq. ft., and offer two bedrooms and one bath. The properties are at the following locations:

- 2801 Round Road Baltimore, MD 21225
- 2731 Round Road Baltimore, MD 21225
- 2815 Bookert Drive Baltimore, MD 21225
- 2580 Bookert Drive Baltimore, MD 21225
- 448 Roundview Road Baltimore, MD 21225

CHDC seeks a Designer to perform planning and design services including preparation of design concepts and plans, budget estimates (with or without input from a Construction Management firm selected by CHDC), project schedule development support, preparation of concept design (Concept), schematic design (SD), design development (DD), and construction document (CD) drawings & specifications, plan checks, bid phase support, coordination with any environmental engineer hired by CHDC (if required), securing and administrating subconsultants as required, and building permit administration.

Designer will be selected based on CHCD's determination of the ideal combination of price and qualifications. Designer will not be selected based solely on lowest bid.

Bid package should include:

- Company name and contact information
- Organizational profile and key personnel anticipated to work on this project. Include 1-2 paragraph bio for key personnel highlighting qualifications
- List of anticipated subconsultants and proposed role in project
- Bid Proposal including cost breakdown of Concept, SD, DD, CD, Permitting/Bid Support, Construction Administration, and Reimbursable Expense.
- Any exceptions, clarifications, or assumptions associated with the bid. Failure to provide exceptions, clarifications, or assumptions indicates the Designer waives any modifications if awarded the Project.
- Any modifications the contractor may require to the AIA B101 contract included with this RFP. A silent response to this request indicates the Designer accepts the AIA B101 contract as modified by CHDC.
- Any exceptions to the insurance obligations identified in the AIA B101 contract. A silent response to this request indicates the Designer can meet the insurance provisions without exception.

The following documents are provided by CHDC in connection with this RFP:

- Photos
- Plat plans

Additional considerations:

- At its sole discretion, and for any reason, CHDC reserves the right to reject any or all responses to this RFP. CHDC is in no way obligated to enter contractual relationships with any of the respondents.
- The costs associated with responding to this RFP shall be the full responsibility of the respondent. CHDC will not reimburse any respondent for any cost associated with responding to this RFP.
- An AIA B101 contract will be executed between the selected Designer and CHDC. A copy of the AIA B101 contract with CHDC's modifications is included with the materials provided in connection with this RFP.
- This RFP is provided for the exclusive use of the Designer and copies shall not be made available to any other party other than the Designer's subcontractors or partners, without written consent of CHDC.
- The details stated in your response must remain valid for up to 180 days from the date of delivery to CHDC.
- The respondent is responsible to be acquainted with and knowledgeable of all terms and conditions of this RFP.
- The respondent acknowledges it may encounter information which is considered confidential or proprietary to CHDC, including this RFP itself. The respondent agrees not to use such information for its own benefit or allow it to be used by others for their own benefit.
- Neither CHDC, nor the respondent, shall use the name of the other in publicity releases, referrals, advertising, or similar activity without the prior written consent of the other.
- Respondents participating in this RFP waive the right to seek legal action regarding this RFP's contents, process, and/or award.
- CHDC's funding requires that the project meet the city's requirements for M/WBE participation. As such, CHDC seeks to hire Baltimore-City certified M/WBE Designers.

- Proposals submitted in response to this RFP become the property of CHDC.

**DELIVERABLES AND CONTACT INFORMATION:** Designers responding to this RFP must submit one (1) electronic copy to:

ATTN: Cailin McGough  
Cap Ex Advisory Group  
916 N. Charles St. Suite 101  
Baltimore, MD 21201  
[cailin@ceag2.com](mailto:cailin@ceag2.com)

Please include “BR&HI – Design RFP” in the subject line. Thank you.