



# Request for Proposals



The Commissioners of Cambridge invite qualified contractors to bid on the renovation and repainting of the clock tower of the historic Cambridge Municipal Building, aka “Old City Hall”. The work will consist of the restoration of original decorative details with appropriate “in-kind” materials, the repainting of the exterior of the clock tower and the doors and trim on the building’s façade.

**PROJECT LOCATION:**

Cambridge Municipal Building, aka “Old City Hall”  
307 Gay Street, Cambridge, MD, 21613

**PROJECT NAME:**

**307 GAY ST – CLOCK TOWER RESTORATION**

**ISSUE DATE:** Wednesday, February 18, 2026

**PRE-PROPOSAL CONFERENCE:** Wednesday, March 4, 2026, at 11 AM

**DUE DATE AND TIME:** Monday, April 13, 2026, at 11 AM

**PROPOSAL SUBMISSION LOCATION:**

Commissioners of Cambridge  
Department of Public Works  
1025 Washington Street, Cambridge, MD 21613

**FUNDING SOURCES:**

Maryland Historical Trust – Capital Grant 2023  
Commissioners of Cambridge Annual Budget

The Commissioners of Cambridge, informally known as “The City of Cambridge,” invite interested and qualified firms to submit a proposal for professional contracting services to be rendered toward the restoration of the clock tower of the Cambridge Municipal Building, aka “Old City Hall” at 307 Gay Street, Cambridge MD, 21613.

**Proposals should be received in hard copy at the Department of Public Works, 1025 Washington Street, Cambridge, MD no later than 11:00 am on Monday, April 13, 2026, at which time the proposals received will be publicly opened and read aloud.**

## **INTRODUCTION/ BACKGROUND**

Cambridge was founded in 1684 and incorporated in 1793. It is the county seat for Dorchester County on Maryland's Eastern Shore and has a diverse population of over 13,000. Cambridge is located along the Choptank River and is less than 100 miles from Baltimore, MD, Washington, DC and Wilmington, DE.

The Cambridge Municipal Building was designed by the architectural firm of Hopkins & Burton in Baltimore and was built by Chas. E. Brohawn & Bros. Builders of Cambridge in 1926. The building was dedicated as the seat of Cambridge's government on April 19, 1927.

The building has been vacant since 2008, except for the seasonal presence of the annual RFC Holiday Train Garden. Despite the building vacancy, the clock mechanism has been maintained, thus it continues to be lighted, the hands are operational, and it chimes at the hour. We estimate the clock tower was last painted about 15 years ago.

The Commissioners' intent is to have the entire building renovated and returned to its original use as the City's municipal building through a series of projects.

The project will be executed with the involvement and oversight of the State Historic Preservation Office (the Maryland Historical Trust, "MHT"). The Maryland Historical Trust holds a preservation easement on the property, which restricts alterations to the exterior of the building.

## **SCOPE OF SERVICES**

This RFP focuses specifically on the clock tower, cupola, and decorative trim work. The successful offeror will provide construction phase services for the restoration of the clock tower of the "Old City Hall" at 307 Gay Street, Cambridge MD.

Specific areas of concern which are anticipated to be addressed with current funding include: restoration of the clock tower and the building's façade. Tasks will include, but not be limited to:

- Investigate and analyze existing conditions
- Obtain required permits
- Restore/repair any rotten woodwork on the exterior using in-kind materials and dimensions
- Repair/replace rotten/missing wood supports on interior clock faces using in-kind materials and dimensions
- Replace the two missing finials (one urn and one acorn) with wooden replicas that match the existing urns
- Replace the door to the roof and restore the awning over it using in-kind materials
- Scrape all peeling paint from the clock tower, all restored surfaces, and the doors and molding/trim on the building's façade and hose tower. Caulk gaps. Apply one coat of primer and two coats of quality exterior paint to these surfaces. All wood elements must be cleaned and prepared for painting using the gentlest methods possible.

All work performed under this contract must comply with the Secretary of the Interior's Standards for Rehabilitation. Please see <https://www.nps.gov/orgs/1739/upload/treatment-guidelines-2017-part1-preservation-rehabilitation.pdf> for additional information.

The successful offeror should assume all paint has lead contaminants and proper protective measures shall be taken for remediation and the safety of the workers and the environment.

The project will be partially funded through a Historic Preservation Capital Grant from the Maryland Historical Trust (MHT). The Contractor will be required to carefully document and submit project expenses with each request for payment. It may take 30-45 days or more to process requests for payment to allow for review and processing by MHT.

The property is protected by a preservation easement that restricts alterations to the exterior of the building, and the Commissioners of Cambridge have obtained the necessary approvals for this project's scope. The project will be executed with the involvement and oversight of the State Historic Preservation Office (MHT).

Please provide a cost proposal using the attached form and breakdown. Provide unit prices for additional work using the attached form. The Contractor may submit their standard quote sheet but must ALSO submit the filled out and signed cost proposal and unit prices forms.

The contract that results from this RFP will be a fixed-price contract. A bid bond will be required. See details under proposal submission requirements.

The contracted firm will be compensated upon submission and approval by MHT of detailed invoices outlining deliverables and work steps completed and reflecting prices as submitted with the financial proposal. Payment may be expected within 30-45 days or more of presentation of a satisfactory invoice and any supporting documentation to MHT.

#### **PRE-PROPOSAL CONFERENCE / SITE VISIT**

**A pre-proposal conference will be held on Wednesday, March 4, 2026, at 11:00 AM at City Council Chambers, 305 Gay Street, Cambridge, MD 21613. A site tour will immediately follow the pre-proposal conference.** Attendance at the pre-proposal conference and site visit is **mandatory** for firms wishing to submit a proposal.

#### **TIMETABLE**

The selected contractor should expect to begin the project no later than the first week of May 2026. It is anticipated that work should be completed by November 1, 2026.

#### **QUALIFICATIONS**

- The Contractor must hold a current license from the State of Maryland at the time of execution of this document, applicable to the nature of the work.
- The Contractor and any subcontractors must demonstrate experience in working with historic buildings. Please use the attached qualifications form.

- Please provide qualifications and references for contractors and any subcontractors on the attached form.
- The Contractor must be insured and provide a Certificate of Additional Insured naming the Commissioners of Cambridge.
- The preference is for a single proposal to cover all areas of scope; however, proposals focused on a subset of the scope will be considered.

### **SELECTION CRITERIA**

The selection of the contractor will be based on the following factors, in order of descending importance:

1. Professional qualifications and experience.
2. Ability to complete the project within the time allotted.
3. Cost.

Professional qualifications, experience, and ability to complete the project within the time allotted (technical merit) will have greater weight than cost (financial merit). The contract will be awarded to the firm whose proposal is determined to be the most advantageous to the Commissioners of Cambridge and may not necessarily be the lowest bidder. The Commissioners of Cambridge and MHT reserve the right to reject any and all proposals, and/or waive informalities or irregularities, and/or to accept or reject any items of any proposal, as it may deem best for its interest.

### **RFP PACKAGE**

The RFP package consists of:

- This “Request for Proposals” document
- “Financial Proposal” blank form 1
- “RFP Narrative” form 2
- “Consultant / Subconsultant Qualifications Statement” blank form 3
- “Conflict of Interest Affidavit and Disclosure” blank form 4

### **PROPOSAL SUBMISSION**

Proposals must be received in a sealed envelope clearly marked in the lower left-hand corner “RFP-307 Gay Street Clock Tower Restoration” at:

Department of Public Works  
City of Cambridge  
1025 Washington Street  
Cambridge, MD 21613

no later than 11AM on Monday, April 13, 2026, at which time the proposals received will be publicly opened and read aloud as to who the proposing vendors are and their financial bid. All material submitted will become the property of the City, and the only information available at the proposal opening will be the names of vendors submitting proposals and their bid. No facsimile of proposals will be accepted.

**Late submissions will not be considered.**

**A complete proposal submission consists of the following requirements:**

1. A completed and signed “Financial Proposal” (form 1). Please enclose this form in a separately sealed envelope within the larger envelope containing all of the other proposal documents.
2. A completed “RFP Narrative” (form 2).
3. A completed “Consultant / Subconsultant Qualifications Statement” with no more than ten pages of project-related supporting materials attached (form 3).
4. Resumes of up to four key project personnel: no more than twelve pages total for all resumes together.
5. Completed “Conflict of Interest Affidavit and Disclosure” (form 4).
6. A sample copy of liability insurance certificate naming the Commissioners of Cambridge as an additional insured (preferred with the proposal but MUST be submitted prior to signing a contract).
7. A sample of your standard contract and warranties.
8. Copy of professional licenses and certifications.
9. Offeror’s estimate of start date and time frame for project (This can be included in a cover letter).
10. If offeror intends to engage any subcontractors for a portion of the work, they shall also take affirmative steps to ensure that small, minority and women’s businesses are used when possible as sources of supplies, equipment, construction, and services. Identify specific MBEs who would participate in the project as principals or subcontractors.
11. Each proposal must be accompanied by a Bid Bond payable to the Owner for five percent (5%) of the total amount of the bid. No bidder may withdraw his bid within one hundred (100) days after the actual date of the opening thereof.

Submit all proposal materials, marked “RFP-307 Gay Street Clock Tower Restoration” to:

Department of Public Works  
City of Cambridge  
1025 Washington Street  
Cambridge, MD 21613

**FAILURE TO INCLUDE ALL REQUIRED INFORMATION WILL RENDER THE PROPOSAL NON-RESPONSIVE.**

**NOTICES**

Offerors should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification why such materials, upon request, should not be disclosed by the State under the Access to Public Records Act, State Government Article, Title 10, Subtitle 6, Annotated Code of Maryland.

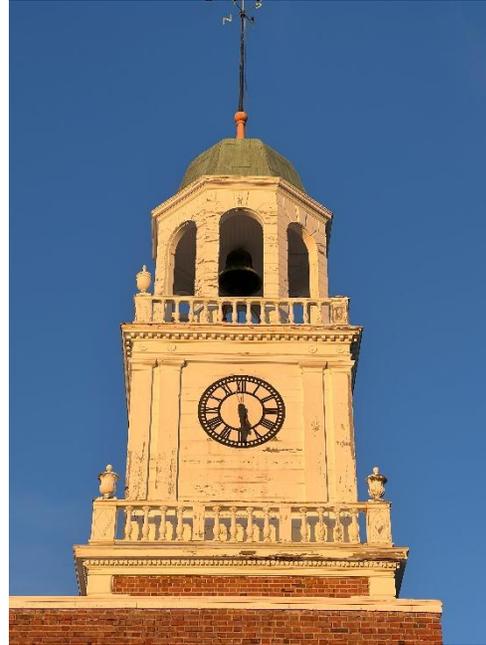
MBE / WBE firms are encouraged to respond to this solicitation.

The Contractor and any Subcontractor must be Equal Opportunity Employers.

This is a highly visible project site, the Contractor must be committed to maintaining a neat worksite and ensuring the safety of its employees, subcontractors, and the public who will be present on adjacent properties.

By submitting a response to this solicitation, a vendor shall be deemed to represent that it is not in arrears in the payment of any obligation due and owing the State of Maryland, Dorchester County, or The Commissioners of Cambridge, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the contract, if selected for contract award.

## Sample Photos of Clock Tower



Left: North View of Clock Tower from roof. Notice door to be replaced and missing awning to be restored.  
Right: West View of clock tower. Missing Acorn finial at upper right rail.



Left: South View of Clock Tower from ground. Missing Acorn finial at upper left rail and missing urn finial at lower right rail.  
Right: West view of tower from roof. Missing Urn finial at lower left rail.



# Contractor Form 1 - Financial Proposal Form

**Project Identification:** RFP- 307 Gay Street Clock Tower Restoration

<b>FIRM / TEAM NAME:</b>		
<b>Description</b>	<b>Cost</b>	
Restoration of missing finials on clock tower		
Restoration of roof door & awning		
Repair of other woodwork – clock tower		
Painting: Scrape, caulk, prime, paint – clock tower		
Repair of woodwork – building façade		
Painting: Scrape, caulk, prime, paint –building façade’s trim and doors		
General Requirements: Scaffolding, Temporary Facilities, etc.		
Other: (specify)		
	TOTAL	

**ADDENDA:** Please fill in and initial to acknowledge receipt of RFP Addenda, if applicable.

Addendum Number and Date	Initials

**HOURLY / UNIT COSTS:** Please provide hourly rates for team members and unit rates for any relevant materials.

Name / Title / Role	Hourly Rate

We hereby submit our proposal to the **Commissioners of Cambridge** for the **307 Gay Street - Clock Tower Restoration Project**.

1. I/We have received, read, and fully understand the drawings /specifications for the project, the Request for Proposals, and the Addenda.
2. I/We have examined the site, existing structures, access roads, existing utilities, and all existing conditions which affect the construction proposal.
3. I/We are able to provide all the materials, products, labor, equipment, supervision, managerial and professional services necessary for the project, and are able to construct the project as intended by the above-mentioned specifications.
4. I/We are able to complete this project within the stipulated calendar days and/or critical completion dates specified by the Owner.
5. I/We clearly understand that this Financial Proposal Form must be completed and submitted in its entirety to be considered a responsive proposal. Failure to completely fill in all the blanks may be cause for rejection of this proposal.
6. I/We clearly understand that the proposal price will be firm for a time period of [insert # days] calendar days from the proposal opening date.
7. The firm represents, and it is a condition precedent to acceptance of this proposal, that the firm has not been a party to any agreement to propose a fixed or uniform price.

**Proposal submitted by representative hereby designated as project contact:**

<b>NAME:</b>	
<b>TITLE &amp; FIRM NAME:</b>	
<b>ADDRESS:</b>	
<b>PHONE:</b>	
<b>E-MAIL:</b>	
<b>FEDERAL EIN #</b>	
<b>DATE:</b>	
<b>SIGNATURE:</b>	



# Contractor Form 2 – RFP Narrative

Project Identification: RFP- 307 GAY STREET CLOCK TOWER RESTORATION  
Use Additional Sheets, as needed.

<b>FIRM / TEAM NAME:</b>	
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<b>1. Please describe how you will approach this project.</b>

<b>2. How will you access the work area and how will you protect the project site?</b>

<b>3. How will you ensure the safety of your team and the public?</b>

<b>FIRM / TEAM NAME:</b>	
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<b>4. What do you see as the biggest risk/challenge for this project?</b>

<b>Please provide the brand/products and/or sources you will use:</b>	
<b>Primer</b>	
<b>Paint</b>	
<b>Caulk</b>	
<b>Source of Decorative wooden elements</b>	
<b>Other</b>	



# Contractor Form 3 - Qualifications Form

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter.

**Project Identification: RFP- 307 Gay Street Clock Tower Restoration**

Company Name	
Contact Name	
Contact Title	
Address, City, State, ZIP	
Phone / Fax	
Email	
Website	

1.	How many years has your organization been in business?	
2.	How many years under your present name?	
3.	What time periods under a previous business name? (List below)	
	Company Name	Dates

4.	List the company's principals and titles:		
a.	Name		Title
b.	Name		Title
c.	Name		Title
d.	Name		Title

5.	Total number of staff	
6.	Services offered by firm	
7.	Location of office from which this contract will be administered and the name of the principal in charge:	

	Location	
	Principal in Charge	

8.	Is your organization licensed to do business in the State of Maryland?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Do you have a professional license in the State of Maryland?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Type of license	License Number
	Expiration date	
10.	Is your firm certified MBE in the State of Maryland?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is your firm certified WBE in the State of Maryland?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	Have you in the previous five years, been denied a contract award on which you submitted the low bid/proposal in competitive bidding, or been refused pre-qualification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, please explain:	
12.	List four or more projects executed by your firm within the past three years that were similar in nature and scope to this project, and were in compliance with the <a href="#">Secretary of the Interior's Standards</a> (if applicable). <b>Attach photographic documentation of these projects or refer us to your website.</b> We may contact your references.	
	a.	Project Name
		Project Address
		When did you work on this project?
		Client / Reference Name
		Client / Reference Phone or Email
		Web link if available
	b.	Project Name
		Project Address
		When did you work on this project?
		Client / Reference Name
		Client / Reference Phone or Email
		Web link if available
	c.	Project Name
		Project Address

		When did you work on this project?	
		Client / Reference Name	
		Client / Reference Phone or Email	
		Web link if available	
	d.	Project Name	
		Project Address	
		When did you work on this project?	
		Client / Reference Name	
		Client / Reference Phone or Email	
		Web link if available	
13.	Provide names of key personnel to be involved in this project. Indicate the projects listed above with which they were involved. <b><i>On attached sheets, give brief resumes of each person, describing specific experience and qualification that will indicate ability to perform work required on this project.</i></b>		
	a.	Name	
		Specialty / Trade	
		Project Role	
		Years of experience	
		Years with this firm	
		Involved in projects listed above?	
	b.	Name	
		Specialty / Trade	
		Project Role	
		Years of experience	
		Years with this firm	
		Involved in projects listed above?	
	c.	Name	
		Specialty / Trade	
		Project Role	
		Years of experience	
		Years with this firm	
		Involved in projects listed above?	

	d.	Name	
		Specialty / Trade	
		Project Role	
		Years of experience	
		Years with this firm	
		Involved in projects listed above?	
15.	Please indicate which portions of the work you will subcontract, and the names of the subcontractors. <b><i>Please attach brief summaries of each subcontractor firm, describing specific experience and qualifications that will indicate ability to perform work required on this project.</i></b>		
	a.	Firm Name	
		Specialty / Trade	
		Address, City, State, Zip	
		Phone	
		Email	
		Website	
		Years in business	
		Involved in projects listed above?	
		MBE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	b.	Firm Name	
		Specialty / Trade	
		Address, City, State, Zip	
		Phone	
		Email	
		Website	
		Years in business	
		Involved in projects listed above?	
		MBE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	c.	Firm Name	
		Specialty / Trade	
		Address, City, State, Zip	
		Phone	

		Email	
		Website	
		Years in business	
		Involved in projects listed above?	
		MBE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	d.	Firm Name	
		Specialty / Trade	
		Address, City, State, Zip	
		Phone	
		Email	
		Website	
		Years in business	
		Involved in projects listed above?	
		MBE?	<input type="checkbox"/> Yes <input type="checkbox"/> No

17	Who will be the daily point of contact for communications?	
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## Contractor Form 4 - Conflict of Interest Affidavit and Disclosure Form

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### Project Identification: RFP- 307 Gay Street Clock Tower Restoration

A. "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

B. "Person" has the meaning stated in COMAR 21.01.02.01B(64) and includes a bidder, offeror, contractor, consultant, or subcontractor or subconsultant at any tier, and also includes an employee or agent of any of them, if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.

C. The bidder or offeror warrants that, except as disclosed in §D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.

D. The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain detail—attach additional sheets if necessary):

**Describe (or state "None," if none.):**

E. The bidder or offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the bidder or offeror shall immediately make a full disclosure in writing to the procurement officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the bidder or offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the contractor shall continue performance until notified by the procurement officer of any contrary action to be taken.



## **Contractor Form 4 - Conflict of Interest Affidavit and Disclosure Form**

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

<b>Date:</b>	
<b>By (Authorized Representative and Affiant):</b>	
<b>Printed Name:</b>	
<b>Firm Name:</b>	