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TOWN OF NEW WINDSOR
209 High Street - P. O. Box 609
New Windsor, Maryland 21776

Town of New Windsor, Maryland

Request for Proposals (RFP) Exterior and Interior Building Renovations Former Town Hall – 211 High Street, New Windsor, MD Active Date: August 27, 2025

SECTION 1 – PROJECT OVERVIEW

The Town of New Windsor is accepting sealed proposals from qualified general contractors for comprehensive renovations to the former Town Hall located at 211 High Street. Contractors must be capable of performing the work independently or managing qualified subcontractors, all of whom must be licensed, insured, and pre-approved by the Town.

The general contractor shall coordinate all aspects of the renovation and engage a licensed structural engineer to assess the foundation and structural integrity of the building. The project also includes evaluation and recommendations for historically appropriate exterior restoration and interior conversion into two residential apartments.

SECTION 2 – SCOPE OF WORK

Exterior Assessments and Recommendations

1. Exterior Brick Pointing & Joint Repair
 - Evaluate existing brick and masonry joints and recommend cleaning, repointing, replacement and/or sealing exterior masonry joints.
 - Provide separate pricing for matching brick replacement where needed.
2. Roof Assessment
 - Evaluate the existing roof and recommend repair or replacement.
3. Window and Door Assessments
 - Evaluate existing for performance, longevity and aesthetic compatibility.
4. Exterior Wood Evaluation and Restoration
 - Assess all exterior wood features for deterioration.
 - Include lead abatement as required.
 - Recommend restoration or replacement using modern materials that preserve the historic appearance.

Interior Assessments and Recommendations

1. Interior Demolition
 - Recommend demolition necessary for future renovations.
2. Lead Paint Abatement and Hazard Removal
 - Outline the steps to obtain a Lead-Free Certificate.
 - Address all environmental hazards, including asbestos, mold, and mildew.
3. Apartment Conversion Renovation Plan
 - Use Town-provided conceptual drawings to convert the building into two residential apartments.
 - Include pricing and a plan covering:
 - Electrical and plumbing systems
 - Framing, doors, walls, fixtures
 - Kitchens and bathrooms
 - Fire-rated ceilings/walls, sprinkler systems, and all required code-compliant upgrades

SECTION 3 – PROPOSAL REQUIREMENTS

All proposals must include:

- Cost for General Contractor project management and oversight
- Itemized pricing for each work category
- Recommendations for additional structural or historic preservation efforts.
- A Work Plan demonstrating:
 - Understanding of the building's historic character
 - Vision for repairs based on the mandatory site inspection
 - Ability to obtain a Lead-Free Certificate from MDE
- Estimated project timeline with start and completion dates
- Proof of insurance and licenses
- Three references from similar historic or municipal projects with contact name, number and email

SECTION 4 – INSTRUCTIONS TO BIDDERS

- Contractors are required to attend a mandatory pre-proposal site visit and schedule one of the following dates with Town Hall.
September 10, 2025 9:00 am to 11:00 am
September 12, 2025 1:00 pm to 3:00 pm
September 15, 2025 9:00 am to 11:00 am
- Cut off for questions is September 22, 2025 at 2:30 pm. Questions shall be submitted in writing via email or letter to Town Manager Gary Dye, Jr. at gdye@newwindsormd.org
- All proposals are due October 3, 2025. by 2:30 PM and must be submitted in a sealed envelope, clearly labeled: "Bid – Former Town Hall Renovation – 211 High Street"
- Proposals must be complete and signed by an authorized representative of the contractor.

Proposals shall be evaluated based on bulleted items in Section 3 and 4

SECTION 5 – SUBMISSION INFORMATION

Deadline for Submission is October 3, 2025 at 2:30 pm

Proposals can be mailed or hand delivered to:

Town of New Windsor

209 High Street, P.O. Box 609

New Windsor, MD 21776

Phone: 410-635-6575

Town Hall hours are Monday through Friday 9:00 am to 3:00 pm

SECTION 6 – RESERVATION OF RIGHTS

The Town of New Windsor reserves the right to:

- Reject any or all proposals
- Waive irregularities or informalities
- Accept the proposal deemed most beneficial to the Town
- Negotiate final terms and conditions with the selected contractor
- Recommend Town used contractors based on price competitiveness

SECTION 7 – ATTACHMENTS

The following documents will be made available upon request or during the site inspection:

- Conceptual apartment layout drawings
- Photographs of existing conditions
- Lead and environmental hazard background (Disclosure.)