

Request for Proposals

Quinn Chapel African Methodist Episcopal Church
Restoration and Rehabilitation Project
106 East Third Street, Frederick, Maryland 21701



Front View of Quinn Chapel AME Church 106 East 3rd Street

Request for Proposals



**Quinn Chapel African Methodist Episcopal Church
106 East Third Street
Frederick, Maryland 21701**

Summary Overview

- Rehabilitate all brick work exterior and interior as required to stabilize the bell tower at Quinn Chapel AME Church, Frederick, MD. The 101-year-old Bell Tower at the historic Quinn Chapel AME Church at 106 East 3rd Street, Frederick, MD presents an imminent danger to its congregants and the public at large and must be repaired immediately. Construction is needed to shore up the structure of the Tower to prevent further deterioration.
- Rehabilitate all exterior brick walls of the church building at 106 East 3rd Street Frederick, Maryland by removing loose mortar and repointing exterior walls in small sections for both the horizontal and vertical joints.
- All work must meet the Secretary of the Interior's Standards for Rehabilitation and Restoration of Historic Buildings.

NAME AND ADDRESS OF PROPERTY

Quinn Chapel, AME Church. 106 E 3rd St. Frederick, MD 21701

ISSUE DATE: August 5, 2025

DUE DATE AND TIME: September 4, 2025, 11:59PM

Quinn Chapel AME Church, Frederick, MD. 21701 invites interested and qualified firms to submit proposals for contracting services associated with the Rehabilitation of all brick work exterior and interior as required to stabilize the bell tower at Quinn Chapel AME Church, 106 East Third Street, Frederick, MD.

*A copy of this Proposal can be found on the Quinn Chapel AME Website:
quinnamefrederick.org*

Proposals must be received in hard copy and via email no later than September 4, 2025, 11:59PM.

Proposals must be postmarked or sent by a traceable delivery method no later than September 4, 2025, 11:59PM.

INTRODUCTION/ BACKGROUND

Quinn Chapel AME Church is located at 106 East Third Street in Frederick, MD. It is one of the oldest sanctuaries in the AME church and houses a congregation that has been in existence since the 1790s. Church records show that the history of the church dates back to 1800. However, a more extensive review of the public County documents suggests that the history began in the 1790s, when a bold move for equality led to the formation of the Bethel Congregation in Frederick, MD. The church was renamed Quinn Chapel AME in 1835 in honor of William Paul Quinn, the fourth Bishop of the AME Church. The basement of the church was used as a hospital during the Civil War treating soldiers wounded in the Battle of Monocacy. The church also served as the first school for 'colored' people of Fredrick soon after the Civil War and was one of the designated 'safe houses' for the Underground Railroad prior to the Civil War. Approved as one of the Historic Churches of Frederick in the National Registry of 1973, Quinn Chapel is required to work closely with the Frederick Historic Society to maintain the standards required by the Society. This includes any modifications of the original structure which date to 1855.

The project will be executed with the involvement and oversight of the State Historic Preservation Office (the Maryland Historical Trust, "MHT"), and the National Trust Preserving Black Churches Fund Grantors.

SCOPE OF SERVICES

- 1) Reserve four on-street parking spaces for construction vehicles and equipment from 7 am to 5 pm Monday through Friday.
- 2) Obtain two sidewalk closure permits, post signs and set up barricades, one for scaffold erection and one for scaffold tear down.
- 3) Obtain two street closure permits, provide traffic control signage, one for scaffold delivery and one for scaffold removal.
- 4) Set up dust barriers inside the church to isolate the construction area from the hall and nave.
- 5) Place protective mats on the floors and stairs in the construction area.
- 6) Install plywood covers on the inside of the stained-glass windows on the vestibule and bell tower.
- 7) Set up a staging area in the yard on the southwest corner of the church.
- 8) Erect scaffolding at the bell tower and north gable wall for the rehabilitation of the brick walls.
- 9) Remove the entire vestibule ceiling assembly. Remove entirely all floors, platforms, and roof framing in the tower. Remove and rehabilitate the Rose window.

- 10) Rehabilitate selected portions of the brick walls as shown on the project drawings, the height/area of tower rehabilitation is the same on all four elevations. Bricks and coping will be deconstructed brick by brick and relocated to ground level and inspected, cleaned for reuse if possible. Salvage coping materials and bricks that are sound.
- 11) Mason will coordinate w/ FHPC representative and clear evaluation on the potential to reuse all the salvaged brick and coping. If replacement brick and coping material is required, prepare product information or other details to show that the replacement feature matches historic. Only those power tools authorized by the Frederick Historic Preservation Commission will be utilized for masonry rehabilitation.
- 12) Cut an opening in the brick wall of the tower for an access door on the interior of the church.
- 13) Rehabilitate selected portions of the exterior and interior brick walls as required and shown on the project drawings replacing missing brick in the interior face of the tower. Rehabilitate the interior and exterior wythes of the bricks above and around the gothic arch louvers in the bell tower. The exterior of the Bell Tower shall be restored to match historic appearance.
- 14) Build two floor assemblies in the tower, one at the access level and one at the belfry level in the interior of the tower.
- 15) Build a new roof deck inside the tower walls. Provide and install a hinged roof hatch with a loose cover and lockable latch. The roof pitch will remain the same.
- 16) Build ship ladder stairs with handrails from the tower access level to the roof hatch as required and shown on the project drawings.
- 17) Rehabilitate two rafters in the church roof on the interior of the tower.
- 18) Provide and install a flat seam lead coated copper roof on the roof deck.
- 19) Rehabilitate and install a lead coated copper scupper on the roof deck.
- 20) Provide and install a solid core wood door with casing for access to the interior of tower as indicated on drawing.
- 21) Rehabilitate the Rose window in the north gable.
- 22) Provide and install electrical lights, switches, outlets, and wiring in the tower on the interior of tower
- 23) Provide and Install R-25 fiberglass insulation in the vestibule ceiling on the interior of the tower.
- 24) Provide and Install by hanging and finish ½" drywall on the interior of vestibule ceiling on the interior of tower.
- 25) Alter the stair room at the southeast corner of the church to accommodate an accessible ADA entrance by removing two windows and installing a door in the east brick wall as indicated on the project drawings.
- 26) Alter interior door opening from the sanctuary into the hallway to a width of five (5) feet and level the floor between the sanctuary and the hallway to meet ADA requirements.

- 27) Provide and install a **steel landing and steel stairs at the new entrance supported by a steel superstructure electrostatically painted steel the same color as the bricks with black wrought iron handrail.**
- 28) Provide and install concrete foundations and concrete slabs on grade for the landing, stairs, and lift to meet or exceed industry standards as indicated on the project drawings.
- 29) Provide and install a platform lift with a steel support structure for the lift tower as indicated on the project drawings.
- 30) Provide and install an electrical circuit to supply power to the platform lift.
- 31) Patch and repair plaster walls inside the stair room.
- 32) Provide materials to prime and paint the walls and ceiling in the stair room.
- 33) Provide and install wall-to-wall carpet in the stair room.
- 34) Rehabilitate and paint all wood-framed windows, exterior and interior of the church building.
- 35) Rehabilitate all wood-framed doors and door framings on the exterior and interior of the church building.
- 36) Rehabilitate as required by repointing and replacing selected exterior brick as indicated on the project drawings, which includes the north, west, east and south walls of the church building with an appropriate mortar to adhere to Secretary of the Interior's Standards for Preservation of Historic Buildings.
- 37) Install new metal upper, lower and kitchen roof with flat seam Galvalume Aluminum roofing material. Install new Galvalume Aluminum gutters and downspouts assuring that water is directed away from the church foundation.
- 38) **Provide and install a lockable chain-link gate 10 feet wide and at the same height of the existing fence of the parking lot at 5 N. Maxwell Ave. This gate in the chain link fence between the parking lot and property 106 E 3rd St. will allow access of supply trucks to the backyard of 106 E. 3rd Street. The gate shall swing into property 106 E. 3rd St. backyard. The gate shall be removed at the end of the project and the fence restored to its existing current state.**
- 39) Supply and install pallets or plywood boards on the ground of the staging area in the backyard of 106 E 3rd Street for the placement of supplies and materials for use on the project.
- 40) Relocate the existing storage building in the backyard of 106 E 3rd St. 15 feet north from its current location or to another location in the backyard so that it does not interfere with the access of supply trucks to the backyard staging area.
- 41) Remove all trash, debris, signage, materials. Repair any damage to shrubbery, grass and grounds.
- 42) Provide two paper and one digital detailed "as built" drawings at completion of the project.
- 43) Contractors or subcontractors of the Grantee shall maintain accurate books, accounts, and records in a form acceptable to MHT of all transactions relating to the receipt and expenditure of the Grant for the Project. All of these books, accounts, and records shall be open to the inspection of MHT's representatives or other agencies of the State during reasonable working hours before, during,

and after the period of time during which the Grant proceeds are expended. The grantee shall make its administrative offices and personnel, whether full-time, part-time, consultants, or volunteers, available to MHT upon request.

44) Books, accounts, and records of Grantee and its contractors and subcontractors related to the Grant and the Project shall be maintained and made available to MHT's representative(s) for inspection for up to 3 years after either the date of Grantee's final expenditure of Grant funds or the termination of this Agreement, whichever is later.

45) Drawings and other materials are the property of Quinn Chapel AME Church and may not be used without written permission for a period of five years.

46) The contractor shall provide a written project timeline for the project.

The Contractor shall provide a cost proposal using the attached financial proposal 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 completed and signed cost proposal and unit prices forms.

The contract that results from this RFP will be a fixed-price contract.

Bid, performance and payment bonds will be required.

The project will be partially funded through grants from the Maryland Historic Trust (MHT), and the National Trust for Historic Preservation (NTHP) and 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 in order to allow for review and processing.

PRE-PROPOSAL CONFERENCE / SITE VISIT

An optional pre-proposal conference and site visit will be held at 1030 on Tuesday, August 19, 2025, at 132 East Fourth Street, Frederick, MD 21701.

TIMETABLE

The start date for the project is October 1, 2025. It is anticipated that the work should be substantially completed by December 14, 2026.

QUALIFICATIONS

- All work must meet the Secretary of the Interior's Standards for Rehabilitation and Restoration of Historic Buildings.

- Previous Relevant Experience in historic preservation work
- Proof of completed and satisfactory work on a historic project of this scope and size

Other information:

- This project will be funded by grants through the Maryland Historical Trust (MHT) and by the National Trust for Historic Preservation (NTHP) for Preserving Black Churches. All work must be acceptable to MHT and NTHP and must meet the Secretary of the Interior's Standards for Preservation of Historic Buildings. Final payment is contingent upon approval by the granting authorities.
- Payment may take 30-45 days to receive.
- The contract will be awarded to the lowest qualified candidate.
- The contract will be a fixed price contract
- Minority Business Enterprises are encouraged to respond.
- The successful firm must be an Equal Opportunity Employer.
- All amendments, addenda, and changes, and the receipt thereof, must be acknowledged in writing.

Bidders must:

- Submit the names and locations of comparable projects that they have successfully completed.
- Provide references for those projects.

SELECTION CRITERIA

- Completeness - adequate response to each question
- Responsiveness to the grant program requirements
- Project-related qualifications/past performance/5 years historic.
- Previous relevant experience/historic preservation work (SOI standards) /List projects completed 7 years/Example of similar projects
- Ability to meet project schedule (staffing)/on-time delivery based on past performance.
- Cost/Best value contract
- References

The contract will be awarded to the lowest proposal from a qualified firm that can complete the project within the time allotted. The Owners reserve the right to waive irregularities and to reject proposals.

RFP PACKAGE

List all items that the firm should receive from you as part of the RFP package.

The RFP package consists of:

1. This "Request for Proposals" document
2. "Qualifications Statement" blank form

3. "Financial Proposal" blank form
4. "Conflict of Interest Affidavit and Disclosure" blank form
5. A copy of the architectural specifications and drawings will be provided to those interested bidders at the preproposal meeting. All work must be completed in accordance with the specifications and drawings.

PROPOSAL SUBMISSION

List all items that must be included with the submission. **Late submissions will not be considered.**

A complete proposal submission consists of the following:

- A completed and signed "Financial Proposal" form sent separately from the other proposal documents.
- A completed "Qualifications Statement" with no more than 10 pages of project-related supporting materials attached.
- Completed "Conflict of Interest Affidavit and Disclosure"
- Consultant's estimate of start date and time frame for project (may be included in cover letter).
- Copy of current license for contractor and any relevant subcontractors
- Copy of current insurance certificate for the contractor and any relevant subcontractors
- Identify specific MBEs who would participate in the project as principals or
- Subcontractors.

Submit all proposal materials to: gcamecfredrestoration@gmail.com. Also mail three (3) hard copies to:

The Quinn Chapel Restoration and Rehabilitation Project, 108 East Third Street, Frederick, MD 21701 so that it will arrive on or before September 4, 2025.

FAILURE TO INCLUDE ALL THE 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 Subcontractors must be Equal Opportunity Employers.

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 to the State of Maryland, 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.

Financial Proposal Form

REQUEST FOR PROPOSALS: The Quinn Chapel A.M.E Restoration and Rehabilitation Project

FIRM / TEAM NAME:		
Description	Cost	
[If you desire the proposal to be broken down into individual line items, you should list and describe those line items here. Otherwise, ask for a lump sum proposal.]		
[Line-Item Description]		
[Line-Item Description]		
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 design team members.

Name / Title / Role	Hourly Rate

We hereby submit our proposal to the ***Quinn Chapel AME Church Restoration Committee*** for the ***Quinn Chapel A.M.E Restoration and Rehabilitation 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:

NAME:	
TITLE & FIRM NAME:	
ADDRESS:	
PHONE:	
E-MAIL:	
FEDERAL EIN #	
DATE:	
SIGNATURE:	

Qualifications Statement

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

Project Identification: The Quinn Chapel A.M.E Restoration and Rehabilitation Project

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
	Company Name	Dates
	Company Name	Dates
	Company Name	Dates
4.	Is your organization licensed to do business in the State of Maryland?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	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	
8.	Is your firm certified MBE in the State of Maryland?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	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:	
10.	List three or more projects executed by your firm within the past five years that were similar in nature and scope to this project, and were in compliance with the <i>Secretary of the Interior's Standards</i> (if applicable). Attach photographic documentation of these projects or refer us to your website. We may contact your references.	
	a.	Project Name
		Project Address
		Years of Construction
		Client / Reference Name
		Client / Reference Phone or Email
		Web link if available
	b.	Project Name
		Project Address
		Years of Construction
		Client / Reference Name
		Client / Reference Phone or Email
		Web link if available
	c.	Project Name
		Project Address
		Years of Construction
		Client / Reference Name
		Client / Reference Phone or Email
		Web link if available
	d.	Project Name
		Project Address
		Years of Construction
		Client / Reference Name
		Client / Reference Phone or Email
		Web link if available
	e.	Project Name
		Project Address
		Years of Construction
		Client / Reference Name
		Client / Reference Phone or Email
		Web link if available

11.	Provide names of key personnel to be involved in this project. Indicate the projects listed above with which they were involved. <i>On attached sheets, give brief resumes of each person, describing specific experience and qualifications that will indicate ability to perform work required on this project.</i>		
	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?	
12.	Please indicate which portions of the work you will subcontract and the names of the subcontractors. <i>Please attach brief resumes of each subcontractor firm, describing</i>		

	<i>specific experience and qualifications that will indicate ability to perform work required on this project.</i>	
	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
The undersigned certifies the truth and correctness of all statements.			
		Prepared by:	
		Title:	
		Signature:	

Conflict of Interest Affidavit and Disclosure Form

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 in detail attach additional sheets if necessary):

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.

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.

Date: _____

By: _____ (Authorized Representative and Affiant)