



Request for Proposal: Design and Engineering Street Improvement Project

Project: Brookeville East Market Street Improvements

PROJECT LOCATION: The Town of Brookeville, Montgomery County, MD

RFP ISSUE DATE: January 16, 2026

RFP DUE DATE: February 20, 2026

INTRODUCTION

The Town of Brookeville (the Town or Brookeville), located in Montgomery County, MD (MoCo), is seeking proposals from qualified firms to provide landscape design and engineering services for street and streetscape improvements to East Market Street. The selected firm will collaborate closely with Brookeville and their stakeholders to guide the process from preliminary design through construction completion, ensuring the work meets all regulatory review approvals and goals of the Town.

PROJECT BACKGROUND AND OBJECTIVES

Project Background

Brookeville is a historically significant 19th century rural settlement in Upper Montgomery County. The Town's priority is to preserve its historic integrity, livability, and mitigate environmental impacts.

After over 50 years of advocacy, the Town recently completed a major transportation project with the Maryland Department of Transportation (MDOT) State Highway Administration (SHA) to construct the MD Route 97 bypass. With the bypass complete, the Town is now focused on streetscape and intersection improvements and has secured approximately \$1 million in State grants for improvements. The Town is seeking professional landscape design and engineering services to improve East Market Street based on the ideas documented in Brookeville's Comprehensive Plan (See Supplement Document link).

Key Project Goal

Implementation of streetscape improvements consistent with the Town's Comprehensive Plan with a priority focus on preserving and enhancing the rural, historic village character of the Town. Architectural streetscape design should take the lead on developing the project scope.

Specific Project Goals

1. Road Surface Improvements – Provide a durable and low maintenance road surface that can accommodate stormwater runoff. East Market Street is an existing asphalt road in need of subgrade repairs and resurfacing. In the 1970s, the Washington Suburban Sanitary Sewer Commission (WSSC) installed new water and sewer lines down the center of the road that were backfilled with concrete. Differential settlement has occurred where the subgrade transitions

from concrete to traditional asphalt subgrade (see Supplement Document links for information of the work). It is anticipated that all the existing concrete will need to be removed.

2. Curb and Gutter – Provide a uniform curb and gutter design appropriate for a rural, historic village that can accommodate stormwater runoff. East Market Street currently has multiple types of curbs ranging from rolled asphalt to integrated concrete curb and gutter, all of which are in disrepair, have been undermined by erosion and need to be replaced.
3. Intersection Improvements at Market and High Streets – Redesign existing intersection appropriate for a low volume, residential, rural village town center with traffic calming measures and enhanced pedestrian safety. Prior to construction of the Brookeville Bypass, this intersection was designed to accommodate over 11,000 vehicles per day, including tractor trailers. The completion of the Bypass eliminated most of the north/south traffic through town and provided an alternative route for large trucks. Because this portion of the roadway is owned by SHA, coordination with SHA is a key element of the intersection re-design.
4. Sidewalk Improvements
 - a. Provide a uniform sidewalk design which reflects the historic character of the Town. Assess the feasibility of retaining existing sidewalks or reusing existing bricks vs providing new materials. The existing sidewalks have subgrade issues, uneven or damaged bricks, and multiple different types of brick pavers.
 - b. Design infill of missing sidewalk sections and extension of sidewalks along the eastern limits of Town. Sidewalk design should utilize existing easements and consider narrowing the road to keep sidewalks within the existing footprint wherever possible and minimize the need for new retaining walls.
 - c. Enhance walkability throughout Town, with emphasis on extending sidewalks or walking paths to connect with pedestrian trails, improving pedestrian safety at crosswalks and steep grades, and maintaining the historic nature of the brick sidewalks.
5. Streetscape – Incorporate new greenspaces with street trees, grass and plantings between sidewalks and curbs by narrowing traffic lanes along the entire street. Preserve and emphasize elements such as stone walls and existing historic stone features.
6. Traffic Calming – implement traffic calming measures through:
 - a. Narrowed travel lanes, horizontal deflections, and minimal shoulders
 - b. Defined on-street parking areas
 - c. Spatial enclosure and edge friction such as street trees, fences, stone walls
 - d. Varied road surface material selections at intersections, shoulders, and aprons
 - e. Gateways and thresholds when entering Town and approaching intersections
 - f. Avoid the use of in-road speed deterrents, line striping, rumble strips, speed, plastic bollards, reflective materials and signage
7. Street Parking – Evaluate parking needs and provide defined street parking for residents and guest use.

Project Location

Eastern portion of Market Street, including intersection improvements at Market St and Old Rt 97 (High St) within the historic Town of Brookeville, Maryland. (See Supplemental Document Link for Project Limits).

The Town owns and maintains East Market Street up to the eastern edge of the Market St and Old Rt 97 (High St) intersection, the exact point of which is to be determined. The Maryland Department of Transportation's (MDOT) State Highway Administration (SHA) has jurisdiction of the

Market Street-High Street intersection, Market Street west of the intersection, and High Street south of the intersection. (See Supplemental Document Link for Street Ownership and Maintenance graphics).

Project Limits

The design and engineering services are to include East Market Street to the eastern boundary of the Town of Brookeville and limited area of the intersection of Market Street and High Street, extending approximately -

- 75 ft on West Market Street as measured from the center of the intersection, and
- 95 ft on High Street as measured from the center of the intersection, and
- 40 ft on Water Street as measured from the centerline of East Market Street. Water Street is a dead-end residential street. Refer to the Option 4 (see Supplemental Document link) sketch that represents intersection improvement concepts to narrow the street, new pavers, adding stop signs, and shifting Water Street.

WSSC Planned Utility Work

WSSC operates a wastewater pumping station located next to 203 Market Street, which serves the greater Olney/Brookeville area. The pumping station is within the Town limits, on a parcel that is owned by Montgomery County Park and Planning (MoCo Parks). WSSC is planning a replacement of the existing forced sewer main. Options for the new alignment are planned to be installed along the full length of East Market Street. The Town is in discussions with WSSC to advance the work within East Market Street to mitigate rework of the proposed improvements of this RFP. The timing of the replacement work is not yet determined.

Project Phasing

Phase 1 - The Town's current funding allows for design and construction of street improvements of East Market Street and the intersection at Market and High Streets as defined above. The awarded firm is to work with the Town to define the improvements that are within the budget with a strategy for phased implementation for improvements when additional funds are available.

Future Phases - The Town will pursue design and construction of the Market and High Streets to the western and southern town limits as funding is available. The design of the future phases will coordinate with Phase 1 for a consistent streetscape throughout The Town. Timing of the future phases is not yet determined.

Project Budget

The estimated Project hard cost budget for Phase 1 is in the range of \$600,000 – \$800,000. A formal construction budget has not yet been established, and the successful firm will be expected to provide an opinion of probable cost (cost estimate), broken down by CSI Division.

Project Schedule

The design and engineering contract is to be finalized in April 2026. Design and engineering services are to commence no later than May 1, 2026, with anticipated construction to start early 2027. Please include in your RFP response a milestone schedule for each of the requested deliverables.

RFP SCHEDULE

- RFP Issue Date Friday, January 16, 2026
- Pre-proposal Site Walk (Mandatory).... Thursday, January 29, 2026 @ 10:00 AM
Meet at the Brookeville Academy @ 5 High Street (parking available on High Street)
- Email Questions Due Thursday, February 5, 2026 @ 4:00 PM (no later than)
- Email Questions AnsweredThursday, February 12, 2026 (no later than)
- Proposals Due Friday, February 20, 2026 @ 4:00 PM
- Design Team In-Person InterviewsWeek of March 2, 2026
- Estimated Award.....Friday, March 13, 2026

Interviews

Respondents may be invited to interview with the Town to present and respond to questions on qualifications and prior experience. Specific times and location for interviews will be scheduled directly with respondents. Interviews will be held in person in Brookeville. Brookeville reserves the right to review the proposals and create a short-list of respondents who will be offered interview opportunities. Brookeville reserves the right to select, and award based solely on review and analysis of the proposals.

SCOPE OF SERVICE

The Scope of Services to be provided includes:

Design, engineering, management of all necessary permits from Montgomery County, MoCo Historic Preservation Commission (HPC), State Highway Administration (SHA), and any Authorities Having Jurisdiction (AHJ) required for the scope of work.

Below is a list of typical drawing submissions that the proposers should use as a basis for the price proposal. Proposers may offer a more efficient drawing development due to the potential simplicity of the Project, as a **Deduct Alternate fee.**

Existing Condition Assessment

The Town completed a Topographic Survey in 2016 that includes the extent of this project (reference PDF copy of Adcock Survey). All known CAD files are included as part of this RFP. Bidders should include all supplemental survey information as required to complete the project, including confirmation of sidewalks, curb lines, utilities, lighting, and existing landscape features.

Concept Design (15% Design)

Prepare (3) design options for East Market Street and the Intersection, including:

Traffic Calming strategies:

- Curb extensions/bump outs
- Raised intersection
- Narrow lanes and/or adjusted curb line
- Signage/Stop Signs

- Sidewalk widening/relocation
- Street trees and landscape buffers
- New street pavement and curbs
- Evaluation of emergency vehicles and bus stop(s)
- Order of Magnitude Estimate

Schematic /Preliminary Design (30%)

- Cross-sections and lane configurations
- Preliminary drainage design
- ADA layout and ramps (limited)
- Traffic signage
- Streetscape refinement (materials, planting zones, furnishings)
- ROW needs identified
- AHJ Reviews (as required – e.g., Montgomery County, HPC, SHA)
- Preliminary specifications
- Construction cost estimate

Design Development (60%)

- Grading and drainage
- Roadway and pavement design
- Sidewalk and curb design
- Signing and striping plans
- Landscape details
- AHJ Reviews (as required)
- Updated cost estimate

Permit Documents (90-100%)

- Final plan sheets and specifications
- Final quantities and cost estimate

Construction Documents

- Bid package
- Phasing plan to keep road operational during construction
- Final Agency approvals

Owner Meetings

Include in the scope of services (8) Design Coordination Meetings that include:

- Design Kick-off Meeting (in person)
- After Conceptual design, present options to Brookeville Planning Commission (BPC) and Town Commissioners (virtual)
- Public Meeting #1 (in-person) for Town Resident comments on options (similar to charette)
- After DD, present to BPC and Town Commissioners (virtual)
- Public Meeting #2 (in-person) for Town Resident comments on material selections (similar to charette)
- Permit set page turn (virtual)
- CD set page turn (virtual)
- Construction kick-off (in person)

AHJ Coordination

- Respondents to include coordination meetings with Authorities Having Jurisdiction AHJ(s) as required (e.g., Montgomery County Historic Preservation Commission, MoCo Planning & Permits, and State Highway Association).

Bidding and Negotiation

- Assist with the development of bidding documents and respond to pre-bid Requests for Information (RFIs).
- Participate in contractor evaluations, bid reviews, and contract negotiations.

Construction Administration (assume 5 site visits)

- Review and approve submittals, shop drawings, change orders, and payment requests.
- Conduct site visits to review construction progress, quality, and conformance with contract documents.
- Coordinate final inspections, punch lists, and close-out documentation.
- Provide As-Built Plans

Contract

The Owner anticipates using the **AIA B104 –2017 Standard Form of Agreement Between Owner and Architect**, with project-specific modifications as required.

Respondents shall indicate in their proposal their willingness to enter into an agreement based on the AIA B104. Respondents may propose an alternative standard contract form for the Owner's consideration, provided that any such proposed agreement is clearly identified and submitted with the proposal. The Owner reserves the right to determine the final form of agreement and contractual terms prior to execution.

PROPOSAL REQUIREMENTS

Brookeville is seeking a Maryland licensed, qualified engineering and landscape architectural team with prior experience in historic town street and streetscape improvements. Proposing firms should be able to demonstrate that they understand The Town's objectives and goals and will work collaboratively with all stakeholders.

All proposals shall include the following supporting information (Items A – G):

A. Cover Letter

Proposal shall be accompanied by a cover letter stating the eligibility of the consultant to respond to the RFP, a brief description of the firm, and a statement of interest. The cover letter must be signed by a person authorized to bind the firm to the terms of the RFP and make binding decisions in all matters related to the RFP.

B. Table of Contents

Proposal must include, immediately following the cover letter, a table of contents of all information, appendices and attachments included in the response to the RFP, including page numbers.

C. Firm Overview and Key Personnel (for both Engineering and Landscape Architect)

- An introduction to the firm, including tenure, size, office locations, and capabilities.
- Principal in Charge, address of office, phone, and email.
- Overview of your work with relevant projects
- A list of all individuals who will work on the project, their specific qualifications, and their proposed role on the project.
- Resumes for each proposed team member.
- List of consultants who are likely to be used to carry out any of the work under this RFP, including resumes of key staff and relevant experience.
- List all applicable professional registration certification and/or license designations and numbers for all professional team members.
- Confirm if the respondent or subconsultant(s) are a MD certified minority business.

D. Recent Projects (for both Engineering and Landscape Architect)

- Describe similar projects which your organization(s) has successfully completed and identify any lessons learned from those which will assist in the planning, development, implementation, and ongoing support of this project.
- Highlight projects with historic design and landscaping.
- Highlight experience with SHA and/or Montgomery County.
- For each similar project described, include the project name and location, purpose and program, square footage, project budget, final project cost, date of completion, and project reference. Identify the primary/lead personnel from your team and their role.
- Provide a minimum of three (3) project examples and client references for each.

E. Project Approach

- Key considerations for the project and how the respondents' proposed team will add value.
- Project approach, including anticipated involvement of key stakeholder groups, and approval procedures.
- Describe the project management approach and methodology that will be applied to ensure the success of the project to meet the Town's design goals, budget, and schedule. Please describe any tools you may use in this approach.
- Approach to client communication
- Structure of Public Review Meetings/Charettes
- Provide a preliminary schedule that includes duration of key milestones deliverables (e.g., SD, DD, CD), and critical path items.
- Approach to design and engineering solutions which meet existing needs and provide flexibility to adapt to unidentified or field conditions.

F. Cost Proposal

Phase 1 – Base Fee

- Lump sum fee for all services necessary to meet the intent and requirements of Phase 1 described in this Request for Proposal. Include a detailed breakdown of the fee by major tasks (e.g., Condition Assessment, 15%, 30%, 60%, 100%, Bidding, CA, Cost Estimating). Provide fee breakouts for subconsultant disciplines.
- Provide optional additional services (if recommended)
- Hourly rates for additional services and % fee on subconsultants services
- Provide a proposed fee schedule and terms based on the services listed.
- Optional – Proposers may offer a **Deduct Alternate Fee** for a more efficient design development phasing (compared to the phases listed within the Scope of Services) due to the potential simplicity of the Project.

Future Phases – Add Alternate

- Provide fees for conceptual design services only, including West Market and High Streets to the Town limits.

G. Insurance

- Provide respondent's standard certificate of insurance noting all coverage types and limits.

SELECTION CRITERIA

Responses meeting the mandatory requirements will be further assessed against all or some of the following desirable criteria:

- Quality and completeness of the submission
- Qualifications and experience of the respondent and subconsultant(s)
- Strong landscape architecture experience with relevant experience with historic towns. The Town strongly encourages engineering firms to utilize 3rd party professional landscape architects
- Scope of Services and Project Approach
- Compatibility and communication
- Current commitments and ability of firm to handle multiple project(s)
- Demonstrated design innovation and creativity
- Knowledge and understanding of the local environment and authorities having jurisdiction
- Proven ability to perform aesthetic and economical project design within budget
- Acknowledgement of entering into an AIA B104 contract or provide alternate industry standard contract for owner's consideration
- Interview performance
- Resources and References
- Total cost

Proposals will be evaluated based on the following factors:

Relevant Experience and Qualifications (30%)

- Demonstrated success with renovation projects of similar scope and size.
- Familiarity with compliance requirements in Montgomery County & SHA

Project Team (25%)

- Qualifications and experience of key personnel
- Availability of staff and clarity of roles

Project Approach and Methodology (25%)

- Clarity and effectiveness of proposed work plan
- Alignment with The Towns objectives and goals

Fee Proposal (15%)

- Total cost, fee structure, and transparency in pricing

References and Past Performance (5%)

- Feedback from previous clients on quality, timeliness, and budget management.

QUESTIONS & SUPPLEMENT INFORMATION

Questions Regarding The RFP

- Any questions, interpretations, or clarifications, either administrative or technical, about this RFP must be requested in writing prior to the date indicated in the RFP Schedule above.
- All pertinent questions will be answered in writing and conveyed to all Proposers. Oral statements concerning the meaning or intent of the contents of this RFP by any person are unauthorized and invalid. All questions shall be directed to:
 - o Tonja Potter, Cap Ex Advisory Group at: tonja@capexadvisory.com
Please include **"Brookeville – RFP for East Market Street"** in the subject line.
- Brookeville may modify this RFP, any of its key action dates, or any information contained herein. Addenda will be numbered consecutively as a suffix to the RFP. It is the Proposer's responsibility to ensure they have incorporated all addenda. Failure to acknowledge and incorporate addenda will not relieve the Proposer of the responsibility to meet all terms and conditions of the RFP and any subsequent addenda.

Supplemental Information -The following documents are included as attachments to the RFP:

[Exhibit A - 2022 Brookeville Comprehensive Plan.pdf](#)

[Exhibit B - Survey files](#)

[Exhibit C - Street Ownership and Maintenance.pdf](#)

[Exhibit D - Montgomery County Historic Commission Resources - Copy.pdf](#)

[Exhibit E - Project Limits & Preliminary Intersection Improvements.pdf](#)

[Exhibit F - MHT Bond Bill Compliance.pdf](#)

[Exhibit G - Market St Asphalt Photos 07-13-2020.pdf](#)

[Exhibit H - Market St Brookeville Aerial Asphalt Cores 07-13-2020.pdf](#)

[Exhibit I - Market St Existing Conditions.pdf](#)

[Exhibit J - PSI Pavement Evaluation Report 03-03-2016.pdf](#)

[Exhibit K - PSI Geotechnical Report Market St 09-28-2020.pdf](#)

Exclusions and Clarifications

- Any exceptions, clarifications, or assumptions associated with the proposal, or the requirements of this RFP should be disclosed as part of the proposal submission.
- Any changes to the RFP will be issued via written addendum.
- This RFP is provided for the exclusive use of its original recipient. Copies shall not be made available to any other party other than sub-consultants or partners required for the project without written consent by the Town of Brookeville.
- Any modifications to the proposed contract included with this RFP. A silent response indicates that the respondent accepts the contract as modified by Brookeville.
- Brookeville reserves the right, at its sole discretion, to waive minor irregularities in submittal requirement, to request modifications of the response, to accept or reject any or all responses received, and/or cancel all or part of this Request for Proposal at any time prior to awards.
- Contract award will not be based solely on price, but on a combination of factors determined to be in the best interest of Brookeville. After evaluating the proposals and discussing them further with the finalists or the tentatively selected Proposer, Brookeville reserves the right to further negotiate the proposed work and/or method and amount of compensation.

Additional Considerations

- The Respondent shall be required to comply with all applicable laws, regulations, policies, standards, and guidelines in the State of Maryland, which may be created or changed periodically.
- This project will require insurance prior to the commencement of any work. An underwriter's endorsement is also required with additional insured verbiage. Provide proof of coverage for the types and amounts of insurance carried by the consultant for a project of this size, including commercial general liability, automobile liability, workers' compensation insurance, and professional liability coverage. Please state whether the respondent has been unable to secure any of these when required during the past two years.
- Upon bid closing, all proposals become irrevocable, and no words or comments will be added to the proposal unless requested by Brookeville for purposes of clarification.
- Participation of M/WBE firms is encouraged.
- At its sole discretion, and for any reason, Brookeville reserves the right to reject any or all responses to this RFP. Brookeville is in no way obligated to enter contractual relationships with any of the respondents.
- Brookeville shall keep confidential and secure all documents, information and other material provided by the vendor in their RFP response. Proprietary or confidential information should be clearly identified and marked as such.
- All information and accompanying documentation received under this competition will become the property of Brookeville.
- The costs associated with responding to this RFP shall be the full responsibility of the respondent.
- Neither Brookeville, 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.

Respondent Affirmation

By submitting a proposal, the respondent affirms the following:

- The respondent fully understands the requirements contained in this RFP and the accompanying documents.
- The proposal covers all work required by the accompanying documentation.
- The respondent acknowledges it may encounter information, which is considered confidential or proprietary to the Owner, including this RFP. The respondent agrees not to use such information for its own benefit or allow it to be used by others for their own benefit.
- The submitted proposal shall remain valid for a minimum of 90 days from the date of delivery.
- To the best of their knowledge, the respondent, any relative or business associate, does not have any conflict of interest that may be seen as competing with the interests of Brookeville. If any situation should arise in the future which might involve a conflict of interest, the respondent will promptly and fully disclose the circumstances to Brookeville.

Contact Information and Submission

Respondents shall submit one (1) electronic copy containing all required information. All questions and proposals should be directed to the contact listed below. Please include **"Brookeville– RFP for East Market Street"** in the subject line.

Tonja Potter
Director, Capital Projects
Cap Ex Advisory Group
tonja@capexadvisory.com

Thank you for your time and attention to this request. On behalf of Brookeville, we look forward to receiving your proposal to advance this project.