

**Allegany College of Maryland**  
**12401 Willowbrook Road, SE, Cumberland, MD 21502-2596**  
**WORKFORCE TRAINING & DEVELOPMENT CENTER**

Allegany College of Maryland is soliciting architectural and engineering services for the design of capital improvements and renovation of the Workforce Training & Development Center (19,971 square feet), which was constructed in 1978. Comprehensive capital improvement/renovation will be completed in a single project over an estimated 18-month period.

This invitation applies to design services which preserves and restores a well-built, but aged structure; reprograms obsolete spatial configurations, eliminating square footage used in excessive pathways and offices; rebalances deficits and surpluses in space types; reduces future energy costs; and generates a fully ADA-accessible facility by eliminating all existing barriers to users. The proposed program of renovation should achieve these objectives and also include components which replaces roof, fascia and soffit; corrects site deficiencies; removes barriers and ensures ADA compliance; produces a comfortable healthy interior environment for learners; reduces energy costs to the College, and delivers flexible, desirable and relevant learning spaces in which to deliver ever changing workforce training. **The final project design plan is REQUIRED to be completed and available to submit for State of Maryland review no later than March 27, 2026. This deadline is nonnegotiable.**

Firms or individuals interested in providing A&E design services must submit a **cover letter** indicating interest in our capital improvement project, and a **fully completed SF 330 form**. This submission can be made electronically by sending your cover letter and fully completed SF 330 form to Andrew Clark, Facilities Planner, at [aclark5@allegany.edu](mailto:aclark5@allegany.edu) or a hard copy can be **submitted directly** to Andrew Clark, Facilities Planning Department, Allegany College of Maryland, 12401 Willowbrook Road, SE, Cumberland, MD 21502-2596. Either submission method must be received **no later than 2:00 p.m. EST, Friday, June 27, 2025**. Refer questions regarding this advertisement or project scope to Andrew Clark at [aclark5@allegany.edu](mailto:aclark5@allegany.edu) or 301-784-5220. The cover letter should clearly identify person(s) acting as project lead architect, civil engineer, mechanical/electrical engineer, and LEED certified design professional.

It is not our intention to make this process difficult or costly, but your submission must fully explain or identify the following elements:

- References showing previous experience within the past seven years with similar building renovation projects as well as contact information for these references
- Ability to meet the deadline for design submission to applicable State of Maryland Departments
- Previous experience working with flexible wall systems, pictures of systems installed, as well as recommendations for different systems, and name/contact information for clients who had these systems installed
- List last 10 projects, both active and closed, that are at or above 10 million dollars in value (Please complete the Excel sheet with information requested related to these projects)
- Previous projects or experience with Allegany College and/or local contractors (general

contractors and/or subcontractors)

- Reasons for your interest in the renovation project
- Any unique aspects of your firm or personnel who will be assigned to this project which makes your firm highly qualified to provide design services for this project

A Project Selection Committee will evaluate all submissions and select two to five firms as best qualified. These firms may be provided with additional project information (if needed), and will be invited to submit a more detailed proposal and make a presentation to the Committee. The firms will then be ranked in order of best qualifications/fit and be recommended to the College's Board of Trustees. The highest ranked firm (or individual) will be invited to submit a proposal, which is the basis for contract negotiation.

Christina Kilduff  
Vice- President of Finance and Administration  
Allegany College of Maryland  
Cumberland, MD 21502-2596

## **SITE TOUR**

A site tour will be available June 18<sup>th</sup>, 2025 at 10 am. Please sign up for attending by contacting Adam Phipps @ 301-784-5262 or [aphipps@allegany.edu](mailto:aphipps@allegany.edu).

### **Disclaimer:**

**These conditions may not be the only elements requiring correction or modernization. It is the A&E's responsibility to fully assess the condition of the building and ensure work proposed in the design plan fully meets state and federal codes or requirements.**

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**SCOPE OF PROJECT**

**A. SITE**

The Workforce Development and Training Center is located on a site level at the front side with gentle slopes at the building end and an embankment of the small level area at the rear of the building. There is

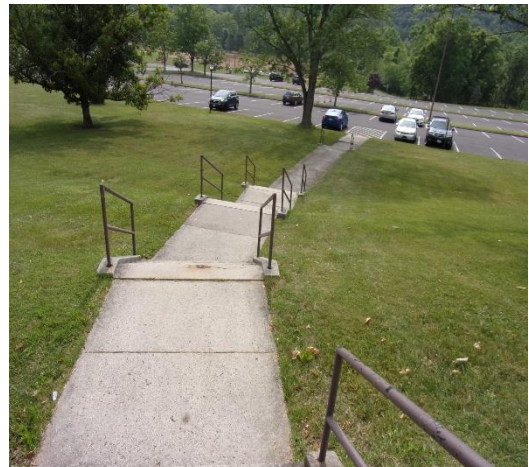


space for limited expansion at the ends of the building, but this is not a highly desirable option for expansion. The sidewalk at the north end of the building is severely deteriorated. The six flights of stairs and the sidewalks at the east side (rear) of the building are severely deteriorated. These provide the general path to a contiguous parking lot, which provides ample, undesignated parking for the Center and other surrounding buildings. An accessible route does not exist and is cost prohibitive due to the elevation change and need to keep overall project costs reasonable. Designated handicap parking is limited directly in front of the Center's main entrance. The Center is used throughout the week and weekend as well as for evening training. External public transportation companies use the site for a

drop-off and pickup location, and commuters are often left unprotected in inclement weather until the building is opened due to lack of other shelter.

**PROPOSED PROGRAM:**

*Replace the concrete sidewalk leading from the north side of the building. Replace the two concrete sidewalks and six sets of concrete stairs, including handrails, which lead to the lower car park area. The cost to construct an accessible path from the rear (south) entrance to the large car park is cost prohibitive due to the changes between elevations. Currently, we propose removing a portion of the lawn at the main entrance in sufficient scope to construct twelve (12) new handicapped parking spaces. The ten (10) existing 2-hour visitor spaces will be reconfigured as eight (8) handicap spaces. As determined appropriate, up to six existing paved spaces immediately to the east of the building will be relabeled as 2-hour parking for all other visitors. Shelter from inclement weather for persons using public transportation who must arrive prior to building opening is required. This may be achieved by constructing a small bus shelter at the building's front drive or extending the existing roof overhang to create*



*a covered porch at the main entrance.*

## **B. BUILDING EXTERIOR**

The built-up standing seam metal roof system is near the end of its life cycle. The roof fascia and soffit system has deteriorated. The brick chimney is deteriorating. The exterior shell presents an outdated façade. Exterior brick veneer walls are in good condition. Brick veneer requires mortar joints repair on an estimated 10% of the exterior shell, mostly at levels within 24" of the ground. Windows are single pane, non-insulated glass, which are in fair condition for their age although the composite panels under the windows have signs of severe weathering. All steel doors show signs of deterioration.

### **PROPOSED PROGRAM:**



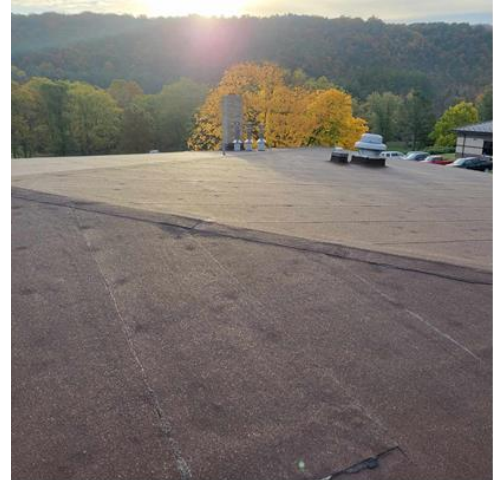
*Replace all obsolete, aged components with code-compliant types utilizing high-efficiency materials and code-compliant/manufacture installation methods. Paint sheer walls to blend with adjacent finishes. Remove existing built-up roof system and existing insulation. Standing panels to be removed. Install new roof insulation to meet current IECC Code Requirements and improve energy-efficiency, which increases attic insulation from current low R-value. Restoration also includes new vinyl clad aluminum soffit, fascia, rain gutter and downspouts. Remove existing deteriorated brick chimney, which became obsolete following installation of new gas-fired boiler system in 2019. Replace the existing 37 windows*

*and lower panels with Energy Star rated windows and insulated lower panels. Consideration will be given to window styles and types which complement the existing structure and contribute a modern element to the exterior façade will be considered in the design phase. Replace two pairs of exterior metal doors, frames and transom windows with new insulated metal doors, insulated glass transom windows, and metal frames including new lever type locksets. Use of insulated glass storefront doors or other appropriate styles will also be considered during the design process as a means to channel more natural light into the building interior, present a welcoming façade, and enhance wayfinding for users by developing a significantly more visible main entrance.*



## **C. BUILDING INTERIOR**

The building interior has been periodically refreshed with paint and carpet. Excepting the gas-fired boilers





and related controls installed in 2019 and earlier MEP modifications, **no significant changes or upgrades have occurred since construction in 1978.** The existing exterior metal doors, which present as fire doors due to lack of glass, confuse wayfinding and are worn and rusted. Through these doors, users enter a worn space primarily illuminated by artificial light; an environment which does not foster learner success. Natural light does not extend into the lobby, corridors and certain classroom and office spaces. Wearing surfaces, (i.e. floors, wall finishes, ceiling tiles, hardware) show age and deterioration. Flexible wall systems will be required throughout the building (Rooms TBD) to accommodate changing classroom and lab needs. Interior door hardware is not ADA compliant. Restrooms are not ADA compliant. Accessible routes are impacted by marginal changes in floor surface heights and/or thresholds. The main entrance door and interior vestibule door are equipped with an accessible push-button automatic door operator. However, the depth of the vestibule is not ADA compliant. The other entrance vestibules on the north and east ends of the building do not have push button automatic door operators and the vestibule depths are not ADA compliant.

#### **PROPOSED PROGRAM:**

*Replace all obsolete and aged components with appropriate code-compliant types, utilizing high-efficiency materials and technologies and code-compliant or manufacturer-compliant installation methods. Correct all other existing ADA compliance issues. Reconfigure the dimensions of the three building vestibules to conform with current ADA codes and requirements. This may be achieved by repositioning the interior door locations to a distance whereby current codes are accomplished. Replace interior door hardware locksets and passage sets to comply with current ADA codes and requirements. Exterior doors are to be installed with access control equipment compatible with the colleges software (Genetec). This new equipment must be able to be integrated into our current access control system. A new keying system is to be installed to match the existing campus-wide system. Replace all building flooring, changing from existing carpet and other older tile types to LVT, except as further noted. Chemical resistant ceramic tile will be installed in toilet rooms, wet areas and designated laboratories. Facility staff specifically requested discontinuance of carpet within the building. Paint all interior drywall, doors and trim in compliance with the College's preselected color chart and brand. Wallpaper or special coverings will not be used. Ceramic tile will be installed to an appropriate height on walls in, and around, wet areas. Replace all existing suspended ceiling tiles with a new acoustic and energy-conserving type. Rusted and deteriorated grid components will be replaced. Hazardous materials were not found during visual inspection; but will be addressed according to all applicable codes if suspected and/or verified. It should be noted that original construction documents identify the originally installed tile as asbestos containing. The existing tile has not been evaluated. The present Director of Physical Plant, familiar with the tile now in the building, does not agree that it is ACVT. **Design activities should include testing to confirm any hazard related to the floor tile or mastics.** Redesign the Men's and Women's Restrooms to comply with current ADA codes and requirements. Work will include demolition of existing spaces and reconfiguration of the fixture layouts to achieve code compliance. New toilet and urinal screen partitions are to be installed. New ceramic/porcelain floor and wall finishes are to be installed. Design may require encroachment on contiguous corridor space to ensure appropriate square footage within toilet room spaces.*

#### **D. PLUMBING**

The existing plumbing system appears to be original. There have been no major leaks or stoppages. The domestic water service is 3". It was noted that the building is not equipped with a backflow preventer. Hot and cold-water distribution throughout the building is copper. Waste and vent lines were only observed at limited locations throughout the building but are believed to be primarily cast iron. Domestic hot water is generated by a 50-gallon, 4.5 KW electric water heater and is equipped with a 1/6 horsepower hot water recirculation pump. It was noted that the date on the water heater was from 2013. The men's and women's

restrooms are not ADA compliant. The 3" water line is believed to be sufficient for the planned fire suppression system; however, no formal calculations were made at this stage, and adequacy to be confirmed by the selected design firm.

#### **PROPOSED PROGRAM:**

*Replace all obsolete components and fixtures with appropriate, code-compliant types utilizing high-efficiency materials and code-compliant/manufacture installation methods. All fixtures will be replaced with high-efficiency and water-saving types. All fixtures will be ADA-compliant. Partitions and auxiliary fixtures will be stainless steel. A significant deficiency recommended to be corrected is the lack of a backflow preventer. Also, to be corrected is the age and condition of the electric water heater and recirculation pump. With the availability of natural gas now within the building, ACM requests a cost estimate for both an electric and a natural gas water heater. It is also recommended that the domestic hot water recirculation pump be replaced and equipped with a timer to reduce standby heat loss when the building is unoccupied. Use of electric, single use undercounter HWH in kitchenette, janitorial closet and restroom will be considered during Project design.*

#### **E. AUTOMATIC FIRE PROTECTION SYSTEM (SPRINKLER)**

There is no fire protection system installed in the building. The building is equipped with a central fire alarm system, which is original to the building.

#### **PROPOSED PROGRAM:**

*Due to the age of the fire alarm control panel and its lack of parts availability and serviceability, it is recommended to replace and upgrade the fire alarm control panel. This panel must be able to communicate directly with the local Emergency dispatcher (911) similar to the other buildings on campus. It is further recommended sprinkler coverage be provided throughout the entirety of the building.*

#### **F. MECHANICAL**

The building is heated with three (3) natural gas fired boilers that were installed around 2019. These boilers are in excellent shape and distribute heating water throughout the building to all perimeter mounted unit ventilators and the central heating and ventilating air handling unit. The 2-base mounted hot water pumps were also replaced during the 2019 project and also appear to be in excellent condition. It appears that when these boilers were installed, a new



building direct digital control (DDC) system was installed. This system should provide the capability to connect future HVAC equipment to it, allowing equipment to be controlled by an automated site-wide building management system (BMS). A total of 20 cabinet-type unit ventilators, which provide heat and ventilation to the classrooms, are installed around the perimeter of the building. These unit ventilators are reported to be fully



functional but are original to the building, and well beyond their expected useful life. A typical example of an existing ventilator is pictured to the left. Ventilators are equipped with pneumatically actuated fresh air dampers. Heating water is distributed to these unit ventilators through a piping trench which was constructed beneath the floor. There was no way to gain access to this piping trench at the time of the assessment, but based on discussion with maintenance personnel, piping has not experienced any known leaks and is believed to be in good condition. Conditioned air flowing into classrooms is delivered by a mismatched network of 12 individual split air conditioning systems. These systems vary from 2 to 5 tons of cooling capacity and typically provide cooling for 1 to 3 classrooms. The units range in age from less than 1 to over 30 years old. Fifty percent (50%) of the systems are well beyond their expected useful service life and experiencing deficient performance and increased energy consumption. At the time of inspection, one was observed to have the coil frozen up, which is an indication of a system leak or similar condition that would require servicing. The unit pictured above is representative of general deterioration and condition. A central mounted air handling unit provides heating and ventilation throughout the interior core of the building. This unit was replaced in approximately 2019 and appears to be in excellent condition. There is a large inline return air fan that is installed in the air handling unit room, which is original to the building and no longer functional. It was not immediately clear if this fan is still intended to operate in coordination with the new air handling unit or if this fan's functionality was incorporated into the air handling unit itself. In either case, it is recommended that the return air fan be either replaced or removed.

**PROPOSED PROGRAM:**

*Due to the age of the unit ventilators, it is recommended that ALL units be replaced with new ones. It is recommended that these unit ventilators be equipped with direct expansion (DX) cooling coils, which could be used to air condition the classrooms, eliminating the need to use the existing split air conditioning systems. It is recommended that the existing return air fan be evaluated to determine if it is required for the central air handling system to function as designed, and either be demolished or replaced as required. As previously mentioned, it is recommended that all existing pneumatically controlled dampers and hot water control valves be replaced with electrically controlled devices that can be connected to the building's DDC system.*

**G. ELECTRICAL**

The building has its original power distribution system with minor additions added throughout the years. No major electrical rewiring was observed. No security system is present. The building does not have an emergency generator backup system. The electrical service to the building comes from a utility pad-mounted transformer that is installed just south of the building. The main switchboard, located in the Electrical Room, is rated for 1200A, 480/277V, 3 phase, 4 wire. It is a Federal Pacific switchboard which was manufactured in 1978. There are 7 distribution panelboards installed throughout the building, each ranging from 100 to 400 amps in capacity. These panelboards are original to the building, also manufactured by Federal Pacific. The panels are full, typically with only 1-2 spare circuits available.

**PROPOSED PROGRAM:**

*There is aluminum wiring present in the buildings electrical system. It is required that all aluminum wiring be identified and replaced with copper wire. Furthermore, there is no security system located within the building currently. As part of this project, ACM would like to install access control hardware throughout the building to allow for remote lockdown of exterior doors in the case of emergency. This access control system must be compatible with the Genetec systems currently in place at other buildings on campus. If it*

*is determined to replace the building's unit ventilators with units which include DX condensers, it may be necessary to perform upgrades or install a new panel to be used to power these new condensers.*

## **H. LIGHTING**

The existing lighting fixtures were recently replaced throughout the entire building with LED light fixtures.

### **PROPOSED PROGRAM:**

*There were no recommendations to upgrade the existing lighting fixtures, as they were recently replaced. However, any changes in specific lighting must be compatible with any new ceiling system.*

## **I. VOICE AND DATA NETWORKING**

The building has dated audio-visual technology and equipment. Currently, the building has *basic* rooms with speakers and a projector and a few "FLEX" rooms. FLEX rooms have the capabilities to capture the audio and video of the local room and transmit that to remote locations for two-way interaction. Because equipment is not present in all rooms, functionality is affected as full utilization of classroom spaces is not possible. Please refer to the Proposed Audio-Visual Technology Plan provided in the Appendices.

### **PROPOSED PROGRAM:**

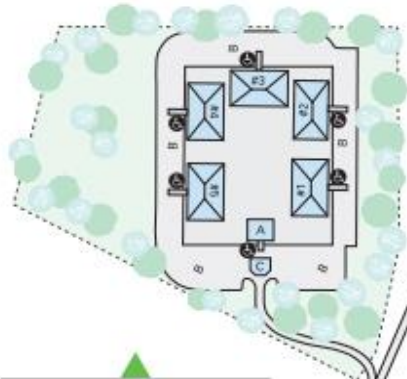
*The proposed audio-visual Plan for the renovated Center augments existing capabilities and creates new ways for learners to interact through technology. Planned A/V and FLEX capabilities will permit students to learn locally and remotely. Proposed equipment will allow the end user to easily control the main aspects of the room and focus on teaching and learning. Individuals can connect their own devices to output displays. Design will comply with the College's adopted, current **Audio-Visual Plan**, which adds technology to every room, making all learning spaces FLEX capable with professional level A/V equipment. A typical room is equipped with an ergonomic podium, 4K (high resolution) video switcher and scaler, 7" touch-screen control panel, wireless screen sharing device, ceiling speakers, wired and wireless microphones, audio DSP, 4K auto-tracking PTZ camera, HD laser projector, and electric projector screen. For full functionality, three PTZ cameras and microphones for FLEX capabilities will be installed in the life skills training kitchen and laboratory. Meeting rooms will be equipped with FLEX capabilities. Two mobile touch-screen monitors on carts with FLEX capabilities add fully flexible deployment. Classrooms, labs, and common areas need to have adequate numbers of outlets to allow for students to be able to charge personal electronic devices.*



# CUMBERLAND CAMPUS MAP



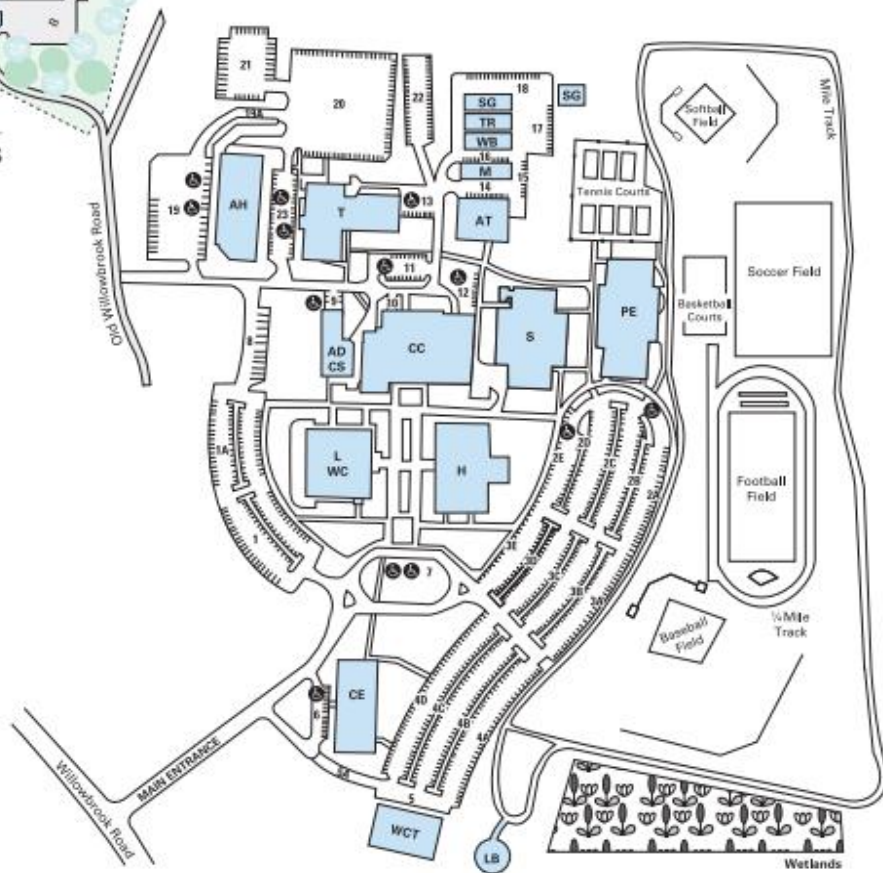
**ALLEGANY**  
**COLLEGE**  
*of*  
**MARYLAND**



**WILLOWBROOK WOODS**  
Student Housing Complex

## STUDENT HOUSING LEGEND

- 1 • Student Housing Building
- 2 • Student Housing Building
- 3 • Student Housing Building
- 4 • Student Housing Building
- 5 • Student Housing Building
- A • Club House
- B • Parking
- C • Gatehouse
- ♿ • Handicap Parking



## LEGEND

<b>AD</b> Advancement (Foundation, Public Relations, Marketing)	<b>CS</b> Campus Store (Bookstore)	<b>S</b> Science	<b>WCT</b> Western Region Correctional Training Center
<b>AH</b> Allied Health	<b>H</b> Humanities	<b>SG</b> Storage	<b>1-23</b> Parking
<b>AT</b> Automotive Technology	<b>L</b> Learning Commons	<b>T</b> Technology	<b>♿</b> Handicap Parking
<b>CC</b> College Center	<b>LB</b> Labyrinth	<b>TR</b> Transportation	
<b>CE</b> Continuing Education and Workforce Development	<b>M</b> Maintenance	<b>WB</b> Workforce Building	
	<b>PE</b> Physical Education / Gymnasium (Bob Kirk Arena)	<b>WC</b> Thomas Welcome Center	

8/22

Financial Aid, Admissions/Registration, Advising Center, Business and Student Housing Offices are located in the College Center (CC). Ample parking is available, with reserved parking identified for the handicapped. **AI**-Gender Restrooms are available throughout the campus. To view a list of locations, visit: [www.allegheny.edu/ai-gr](http://www.allegheny.edu/ai-gr)

Allegheny College of Maryland does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities. For inquiries related to this policy, Title IX, and ADA/504, please contact: Dr. Renee Conner, Dean of Student and Legal Affairs, Title IX Coordinator, ADA/504 Coordinator, 301-794-5206 / [conner@allegheny.edu](mailto:conner@allegheny.edu). Allegheny College of Maryland is required to inform prospective and current students of important College policies. For full details on these key policies, please visit the Allegheny College of Maryland website at [allegheny.edu/policy-standards](http://allegheny.edu/policy-standards).