 Archway Station, Inc.

Allegany County Garrett County Lighthouse

Administrative Offices A Division of Archway Station, Inc.

45 Queen Street 20 East Oak Street

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Archway Station is seeking a part-time project engineer for its property at 125 Fayette Street. This is a contractual position and proposals will be evaluated. The responsible company/individual will share responsibilities with the Executive Director who will serve as the project manager to:

* Provide oversight to the renovations being conducted at the site. The building is a 10,000 square foot 3- story brick structure in good condition but in need of upgrades located at 125 Fayette Street in Cumberland, Maryland. The building has many individual rooms that will be used as bedrooms for a Women’s Recovery Program inclusive of children. ADA compliance is necessary.
* The development of the scope of work for the elements of the project. The proposed project includes electrical upgrades, roof replacement (completed), installation of central air conditioning and HVAC improvements, installation of an elevator and exterior designed shaft, installation of a generator, and interior renovations to include flooring, kitchen upgrades, and painting. The projected cost of the project is $1.8 million and block grant funding has been secured.
* Assist with reviewing bid documents and conducting pre-bid meetings and bid openings.
* Familiarity with federally funded projects, including making sure Davis/Bacon wage requirements are being adhered to by all contractors and subcontractors. Further following the Buy America Build America regulations and Maryland Section 3 Policies and Procurement processes.
* Advertising all RFP’s and competitive bids in appropriate sites as required in the CDBG regulations and encourage MBE and WBE participants. Familiarity with Maryland procurement sites and regulations including eMMA.

The ideal candidate would have experience in engineering and would work with the Executive Director to ensure conformity to all rules and regulations from the State of Maryland Community Block Grant Development Funds. Anyone interested should submit a **written proposal** to [jim.raley@archwaystation.net](mailto:jim.raley@archwaystation.net) before April 25, 2025 at 1:00 PM EST. In the subject line put Fayette Street Proposal. Proposals will be evaluated and Archway Station reserves the right to reject any and all proposals.

Schedule: Flexible

Archway Station is an equal opportunity employer.