



PRESERVATION MARYLAND

SUBJECT: RFP Questions and Answers

RFP: Burtis House Stabilization Project

DATE ISSUED: 8/10/2021

DATE OF RFP RELEASE: 7/19/2021

1. *Do any architectural and/or CAD drawings of this building already exist, or are these to be provided as a part of the architectural/engineering services?*

Architectural drawings will be expected as part of the architectural/engineering services.

2. *Can the full HSR be provided?*

You may access a PDF of the 2017 Historic Structures Report prepared by Michael Dowling by clicking [this link](#).

3. *Does the building need to be lifted to the full design height while on the adjacent lot, or can it remain closer to the ground?*

This decision would be made in accordance with the advice of the consultant team.

4. *Please confirm if temporary access to the interior of the building will be required while the building has been relocated. Will the public be accessing the space during this or just the caretaker?*

Yes, the first floor structure should be secured while the building is temporarily relocated to allow for private access should it be necessary. We do not anticipate general public access to the interior during Phase One.

5. *Is there a list of required design professionals/consultants?*

Yes, pg. 50 of the feasibility study identifies the need for the following design consultants:

Architect	Construction Documents, Construction Administration
Structural Engineer	Structural Design/Foundation
Site Engineer	Stormwater Management/Critical Area Plan/Sediment Erosion Control
Geo-tech Investigation	Soil Borings and Analysis
Archeology	
Project Management	

Temporary Site Improvements	Decorative Safety Fence/Walkways/Site Lighting/Landscaping
-----------------------------	--

It is also anticipated that the construction team assembled to complete Phase 1 will include a contractor(s) with building moving experience and ability.

6. *Is the foundation type to be provided set, or can this be changed per recommendations of the Engineer(s)?*

Preservation Maryland will take the recommendation of the Engineer(s) under advisement. However, the resulting foundation must be wet floodproofed.

7. *Is the archaeology phase separate from the Phase 1 project and therefore that archaeologist is under a separate contract from the design team?*

The archaeological component is part of Phase 1 but the archaeological team will be hired under a separate contract.



PRESERVATION MARYLAND

REQUEST FOR PROPOSALS

Burtis House Stabilization Project

Preservation Maryland, a nonprofit organization headquartered in Baltimore, Maryland, is soliciting competitive proposals from qualified professional architectural firms for the design and preparation of construction documentation and construction administration for the temporary relocation, foundation construction, elevation and stabilization of the historic Burtis House, located at 69 Prince George Street in Annapolis, Maryland.

To be considered as eligible, Respondents must be legally licensed under applicable laws in the State of Maryland; meet one or more of the Professional Qualification Standards—or their equivalent—as set forth by the Secretary of the Interior's Standards and Guidelines; and have demonstrated experience with historic preservation and elevating historic structures.

Preservation Maryland requests that interested parties respond to the solicitation by **5:00 P.M. ET on Monday, August 16, 2021.**

1. CLIENT

Preservation Maryland is Maryland's oldest, largest and most effective preservation organization. The organization is dedicated to preserving Maryland's historic buildings, neighborhoods, landscapes and archaeological sites through advocacy, outreach, funding, property redevelopment and workforce development. Preservation Maryland also powers a statewide smart growth program, proactive and preemptive preservation projects, large-scale public history projects and a robust education program.

2. PROJECT OVERVIEW

2.1 Background

As part of a multi-phase effort to preserve and adapt the structure for reuse, the intent of the Burtis House Stabilization project is to rehabilitate and enhance the historic Burtis House, owned by the City of Annapolis and located at 69 Prince George Street along the waterfront in Annapolis' downtown historic district. Proposals are requested for Phase 1 which will safeguard the building from coastal flooding and protect the existing fabric until the subsequent adaptive reuse phase takes place.

The Phase 1 project consists of the following components: architectural and engineering services; selective demolition of non-contributing features; temporary building relocation; foundation construction; building elevation; mothballing; public education and interpretation; site security; archeology; permitting; and project management.



2.2 Description

As outlined in the March 2021 *Feasibility Study for the Stabilization and Adaptive Reuse of the Captain William Burtis House*, prepared by Michael Dowling and Karen Theimer Brown and which can be accessed at www.annapolis.org/other/next-steps, Phase 1 will entail elevating the building to allow a new first floor elevation of 9.2' to align with the sea level rise resiliency objectives included in the CDAC Consensus Plan and to coordinate with USNA resiliency planning. This design meets the existing height limit requirements for Conservation District 2 in the NHL District.

This will require elevating the building and temporarily moving it to the adjacent open lot to allow for construction of a new foundation for the building. This structural system will require additional analysis of existing soil conditions, design of a new grade beam and screw pile footing system, and design of a hydraulically engineered foundation for the building. The building would then be lowered and secured to the new, wet-flood proofed (per FEMA and local Floodplain requirements) foundation.

Selective demolition of the mid-twentieth century enclosed porch is to be undertaken because this addition falls outside the period of significance associated with the building. This demolition is to be detailed in a manner to avoid damage to the original structure. Any unenclosed openings and structural damage will be repaired.

The house will also be mothballed to preserve existing building fabric until adaptive reuse work is scheduled. This may include but is not limited to: providing minimal heating during the winter months to protect the structure; interior and crawl space dehumidification; addressing electrical and lighting needs; conducting minimal selective interior demolition (non-historic fabric and detail); installing a security system and caretaker fire suppression system; and weatherization.

Additionally, as the building may be accessible during elevation and foundation construction, the existing first floor structure should be reinforced and supplemented to meet building code requirements for future public assembly use.

The Phase 1 scope of work will require Consultant coordination with several entities in addition to Preservation Maryland (the Client), including:

- Annapolis Public Works Department
- Annapolis Department of Planning and Zoning
- Critical Area Commission
- Planning Commission
- Historic Preservation Commission
- Heritage Commission
- Maryland Historical Trust Easement Committee

Consultant services are expected to begin September 2021 and continue until the project has reached 100% completion as supported by appropriate AIA documentation. All work performed shall adhere to the Secretary of the Interior's Standards and all applicable laws and regulations of the local, state and federal law.



3. SERVICES AND SCOPE OF WORK

The Consultant shall provide the following services:

- Concept and design development
- Construction documentation
- Coordination and completion of compliance and permitting requirements
- Bid documentation
- Construction administration

4. NOT TO EXCEED AMOUNT

The limit of the contract sum will be **\$52,750**. This not-to-exceed amount includes all architectural/engineering costs incurred in connection with the work outlined in the project description and scope of work. In no event shall the Consultant be entitled to receive more than the not-to-exceed unless authorized in advance and in writing by the Client's Authorized Official. Competitiveness of the budget will be considered as part of the proposal review process.

5. INSTRUCTIONS TO RESPONDENTS

5.1 Where to Deliver Proposal

All proposals must be submitted in sealed envelopes and delivered to:

Preservation Maryland
Burtis House Stabilization Proposal
Attention: Laura Houston, Property Redevelopment MGR
3600 Clipper Mill Road, Suite 248
Baltimore, Maryland 21211

The proposal submittal envelope (place on inner envelope if double sealed) shall also be clearly labeled in large, bold and/or colored lettering as follows:

SEALED RESPONSE – DO NOT OPEN
Respondent's Name: _____
Request for Proposals
Opening Time: 1:00 P.M. ET
Opening Date: Tuesday, August 17, 2021



5.2 Proposal Due Date

Proposals are due by **5:00 P.M. ET on Monday, August 16, 2021.**

5.3 Proposal Opening

Respondents or their authorized agents are invited to attend the proposal opening via *Zoom*.

Zoom Meeting Link:

<https://us02web.zoom.us/j/8529856582?pwd=UWplRzVTcXY3MUJ0bmNENEpVQjZlUT09>

Meeting ID: 852 985 6582

Passcode: 598785

The proposals will be opened, read aloud and recorded at the following time and place:

1:00 P.M. ET on Tuesday, August 17, 2021

Preservation Maryland

3600 Clipper Mill Road, Suite 248

Baltimore, Maryland 21211

5.4 Preparation and Organization of Proposal Documents

Respondents must submit the following fully executed documents:

- Proposal
- Project budget not exceeding **\$52,750**
- Proposed sub-contractors
- Qualifications (General and Similar Projects)
- List of references with at least two (2) letters from those listed

Respondents shall submit one (1) original and three (3) additional copies of the proposal package and are encouraged to include as much pertinent data and information under each section as necessary to ensure proper evaluation of its qualifications. Each section shall be evaluated separately on its own merit. Standard brochures and specifications may be submitted as additional material but shall not be submitted as the primary qualification data.

5.5 Subcontracts

Respondents must identify all portions of the work intended to be performed through subcontractors. Respondents must submit with their proposal a list of all known subcontractors who



will be paid more than ten percent (10%) of the Total Proposal Cost. Acceptance of the proposal does not constitute approval of the subcontractors identified in the proposal.

5.6 Minimum Qualifications

Respondents must demonstrate personnel assigned meet one or more of the Professional Qualification Standards—or their equivalent—as set forth by the Secretary of the Interior’s Standards and Guidelines and have experience with historic preservation and elevating historic structures.

5.7 Inquiries

Every request for a written interpretation or correction must be received at least fourteen (14) days prior to the proposal due date in order to be considered. Requests may be submitted by e-mail to lhouston@presmd.org. Interpretations, corrections and supplemental instructions will be communicated by written addenda to this solicitation to all prospective Respondents no later than seven (7) days prior to the proposal due date.

Submission of a proposal constitutes acknowledgment of receipt of all addenda. Proposals will be construed as though all addenda had been received. Failure of the Respondent to receive any addenda does not relieve Respondents from any and all obligations under the proposal, as submitted.

5.8 Rejection of Proposal

Proposals must be delivered to the specified location and received before the proposal opening in order to be considered. Untimely proposals will be returned to the Respondent unopened. Proposals will be considered irregular and may be rejected if they show material omissions, additions not called for, conditions, limitations, unauthorized alternate proposals or other material irregularities. Preservation Maryland may consider incomplete any proposal not prepared and submitted in accordance with the provisions specified herein, and reserves the right to waive any minor deviations or irregularities in an otherwise valid proposal.

5.9 Withdrawal of Proposal

Respondents may withdraw their proposal if they submit such a written request to Preservation Maryland prior to the designated date and hour of proposal opening. Respondents may be permitted to withdraw their proposal up to 48 hours after the proposal opening for good cause, as determined by Preservation Maryland in its sole judgment and discretion.

6. EVALUATION AND AWARD PROCEDURES

6.1 Evaluation Procedure

- a. Proposals will be evaluated by a Committee based upon the criteria and weighting set forth in “Evaluation Criteria.” The Committee members will independently evaluate and rank each



response in accordance with the evaluation criteria and provide an ordinal ranking for each Respondent at the completion of the evaluation, ranking the Respondents, with the most qualified (best) receiving a “1”; the second most qualified a “2” and so on. The ordinals will be totaled from all members of the Evaluation Committee to determine the final ranking of each Respondent.

- b. The Committee will meet at the time and date indicated to evaluate and rank the proposals as follows:
 - Discuss the responses
 - Finalize the initial ranking
 - Determine a shortlist of Respondents
 - Decide to proceed with negotiations with the top-ranked Respondent
- c. Contract negotiations will then commence with the Respondent that submitted the highest-ranked proposal. If negotiations fail with the highest-ranked Respondent, negotiations will proceed with the next highest-ranked Respondent, and so forth.
- d. Acceptance of the successful Respondent’s proposal does not create a contractual relationship between Preservation Maryland and the successful Respondent.
- e. Preservation Maryland reserves the right to award the agreement to the next highest ranked and available Respondent in the event the successful Respondent fails to enter into the agreement, or the agreement with said Respondent is terminated within 90 days of the effective date.

6.2 Evaluation Criteria

Responses shall include information or documentation regarding, and will be evaluated using, the following evaluation criteria:

		Weight	Score	Total
1	Background and Qualifications <ul style="list-style-type: none">a) Knowledge of scopeb) Past performance based on work samples and/or published materialsc) Ability to meet needs and perform workd) Equipment and availability	.20		
2	Personnel <ul style="list-style-type: none">a) Qualifications and resumes with required minimum experienceb) Hours committed to project	.20		

	c) Names and functions of personnel assigned d) Special expertise of personnel			
3	References a) List of references b) Letters of reference from at least two (2) of those listed	.15		
4	Project Management a) Allocation of staff b) Management methods c) Identify subcontractors d) Commitment to project completion within time and budget constraints e) QA/QC Methods f) Approach - scientific, technical and analytical	.25		
5	Technical Merit a) Completeness of proposal b) Clarity of proposal c) Ability to meet time and budget constraints d) Adequately addresses project objectives	.20		
	TOTAL	10.00		

Evaluation Rating Scale – 1 through 10:

More than adequate 8 - 10
Adequate 5 - 7
Less than adequate 1 - 4
Not covered in proposal..... 0

7. EXECUTION OF AGREEMENT

7.1 Submittal of a proposal binds the successful Respondent to perform the work upon acceptance of the proposal and Preservation Maryland's execution of the AIA agreement most applicable to the project provided by the successful Respondent.

7.2 Upon acceptance of the proposal, the successful Respondent must provide and execute the AIA agreement most applicable to the project and submit:



- A completed Form W 9
- Satisfactory evidence of all required insurance coverage, including but not limited to General Liability Insurance with minimum limits of no less than \$1,000,000.00 per claim, as required by certain funders and Preservation Maryland
- All other information and documentation required by the agreement

7.3 Preservation Maryland reserves the right to cancel award of the agreement without liability at any time before the agreement has been fully executed by all parties. Failure upon the part of the successful Respondent to execute the agreement or timely submit the required evidence of insurance coverage, or any other matter required by the agreement, will be just cause, if Preservation Maryland so elects, for award of the agreement to be rescinded.

--END DOCUMENT--