



PRESERVATION MARYLAND

SUBJECT: RFP Addendum
RFP: Burtis House Archaeological Services
DATE ISSUED: December 27, 2021
DATE OF RFP RELEASE: December 06, 2021

REVISION

Revisions are indicated either by a ~~strike through~~ for deletions or underline for insertions.

Page 1, RFP Title CHANGE

Burtis House Archaeological ~~Assessment~~ Services

Page 2, Section 2.2 ADDITION

Work performed and recommended shall adhere to the Secretary of the Interior's Standards, the [Standards and Guidelines for Archaeological Investigations in Maryland](#), and all applicable laws and regulations of the local, state and federal law.

Q&A

1. Clarification regarding objectives outlined in Section 2.2 in relation to scope of work detailed in Section 3.

Preservation Maryland anticipates that at least a Phase I investigation will be necessary at the Burtis House site to identify if intact artifact deposits or cultural features are present. Without such information, it is difficult at this time to determine if a subsequent Phase II and III will be warranted.

Preservation Maryland has developed the objectives based on three assumptions:

1. Information not previously available or recorded in existing historical documentation may be gleaned from a more intensive inspection of the site, thereby meeting objective #1.
2. Should resources of significance be identified, guidance from the archaeological team will be needed in collaboration with the design team to reduce potential negative impact during construction, meeting objective #2.
3. The report(s) compiled by the archaeological team will include details of the investigation, visual aids, and historical narrative that Preservation Maryland may provide to a graphic designer for the interpretive displays that will surround the worksite in future, meeting objective #3.

We request that respondents provide proposals that both outline their approach, schedule, and budget estimates for a Phase I excavation **and** include how a Phase II and III may be addressed by the respondent. We understand that additional assumptions regarding the scope of work may be necessary.

2. How big is the project area?

Sited at 69-71 Prince George Street, Annapolis, Md, the Burtis property comprises three parcels (tax map 52A, Parcels 1202, 1203, and 1204), covering 7,281 square feet, 0.1671 Acre of land total. Respectively, the three parcels include a vacant lot adjacent to the house on the west side, the Burtis House, and a waterfront parcel and dock on Spa Creek. Proposals are requested for investigation at the vacant lot and the house.

3. Are there project plans?

Preservation Maryland is following the project recommendations outlined in Section IX. Phase 1: Initial Stabilization, Resiliency Modification, and Public Education Programming of the feasibility study prepared by Michael Dowling and Karen Theimer Brown, which may be accessed at <https://www.annapolis.org/other/next-steps#Burtis%20House>. Architectural and engineering services were recently retained, and the project design phase is in its early stages.

4. Is there a map?

Maps may be found in the feasibility study and in the Historic Structure Report prepared by Michael Dowling, accessed by clicking [here](#).

5. What areas will require subsurface testing?

Preservation Maryland expects subsurface testing at the vacant lot and the house.

6. Will testing be required under the parking lot? If so, will mechanical excavators and operators be provided?

No, testing under the parking lot will not be required.

7. Will testing be required within the house footprint?

Yes, once the structure is lifted, testing within the footprint will be required.

8. Because the Burtis House is a known historic property in an urban setting, can we complete a combined Phase I/II study? This would include more intensive background research and the excavation of Test Units and a combined Phase I/II report (see MHT Guidelines 1994:14).

Preservation Maryland may accept such a proposal provided it adheres to the cited guidelines.

9. Would the goal of a Phase III data recovery investigation be to mitigate only the specific areas impacted by the historic house rehabilitation?

Yes.

10. Will on-call services or construction monitoring be part of the investigation?

On-call services will not be requested. However, construction monitoring for a select number of days, e.g. when more intensive ground disturbance is expected, may be desirable.



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REQUEST FOR PROPOSALS

Burtis House Archaeological Services

Preservation Maryland, a nonprofit organization headquartered in Baltimore, Maryland, is soliciting competitive proposals for archaeological services from qualified consultants to research, investigate and document the historic development and assess project impact (if applicable) at the site of the historic Burtis House, located at 69 Prince George Street in Annapolis, Maryland.

To be considered as eligible, Respondents must 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.

Preservation Maryland requests that interested parties respond to the solicitation by **11:59 P.M. ET on Monday, January 3, 2022.**

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

The Burtis House is a two-story dwelling perched along the City Dock waterfront in the Colonial Annapolis National Historic Landmark District and is one of only two remaining small frame 19th century vernacular houses on its street. However, it is the only surviving historic waterman’s home and, as such, one of the last reminders of Annapolis’ working maritime community. It is named for Captain William Henry Burtis, a local Annapolitan who, starting in the early 1890s, rented out small boats, skippered cruises on his sailboats and supplied fishing tackle and bait from his house and the nearby wharf.

The neighborhood surrounding the house was formerly known as Hell Point and comprised an ethnically diverse working maritime community of Filipino, African-American and European-American families whose livelihoods depended largely on the water. The neighborhood consisted of watermen houses like the Burtis House, tenements and commercial structures that ranged from lumberyards and mills to steamboat wharfs and boat houses, much of which was lost during the mid-20th century expansion of the United States Naval Academy.

Because much of the architecture and remnants of the Hell Point neighborhood were cleared for the naval academy, little is left of this community that was so integral to the city economy and day-to-day. As the last watermen’s cottage, the Burtis house is particularly significant, not only for its vernacular



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architecture, but for the history it represents. Preserving the house and documenting its historical development means preserving a key part of Annapolis history and ensuring that the stories of this working-class community remain, especially as redevelopment of City Dock advances.

In response, Preservation Maryland is overseeing Phase 1 of a multi-phase effort to preserve and adapt the historic home for reuse. The project—which includes elevating the house, demolishing non-contributing features, building a new foundation and mothballing—will result in the structure’s stabilization, safeguarding it from coastal flooding and protecting the existing fabric until a subsequent adaptive reuse phase takes place. Additionally, interpretive displays that highlight the history of the site, the Chesapeake region’s maritime heritage, and the work being carried out will surround the worksite.

2.2 Description

Proposals are requested for archaeological services during this first phase to research, investigate and document the site’s historic development and to assess the project’s potential impact on any uncovered archaeological resources. Objectives include:

- Augmenting known history and documentation of the Burtis site and historic Hell Point neighborhood
- Informing project design team to mitigate adverse effects, if necessary
- Producing material to utilize in future public education activities

Consultant services are expected upon execution of an agreement between Preservation Maryland and the successful Respondent until the conclusion of Phase 1, currently anticipated for December 2022. Work performed and recommended shall adhere to the Secretary of the Interior’s Standards, the [Standards and Guidelines for Archaeological Investigations in Maryland](#), and all applicable laws and regulations of the local, state and federal law.

3. SERVICES AND SCOPE OF WORK

The precise scope of work is subject to feedback from the selected consultant and budget limitations. However, anticipated work items to be undertaken by the Consultant may include, but are not necessarily limited to, the following:

- Phase I Identification and Site Reconnaissance
- Phase II Evaluation, subject to results of prior phase
- Phase III Mitigation, subject to results of prior phase(s)
- Compile field report with material for future public education activities

4. INSTRUCTIONS TO RESPONDENTS

4.1 Where to Deliver Proposal

All proposals must be submitted as a single PDF attached to an email delivered to LHouston@presmd.org with the RFP Title in the Subject Line.



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4.2 Proposal Due Date

Proposals are due by **11:59 P.M. ET** on **Monday, January 3, 2022**.

4.3 Preparation and Organization of Proposal Documents

Respondents must submit the following fully executed documents:

- Proposal
- Project budget
- Qualifications (General and Similar Projects)

Respondents shall submit one (1) digital copy of the proposal package as an attachment to an email and are encouraged to include as much pertinent data and information under each section as necessary to ensure proper evaluation. Competitiveness of the budget will be considered as part of the proposal review process.

4.4 Minimum Qualifications

Respondents must 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.

4.5 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.

4.6 Rejection of Proposal

Proposals must be delivered to the specified location and received by the proposal due date to be eligible for evaluation. 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.



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4.7 Withdrawal of Proposal

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

5. EVALUATION AND AWARD PROCEDURES

5.1 Evaluation Procedure

Each response will be evaluated in accordance with the indicated criteria:

1	Background and Qualifications <ul style="list-style-type: none"> a) Knowledge of scope b) Past performance based on work samples and/or published materials c) Ability to meet needs and perform work d) Equipment and availability
2	Personnel <ul style="list-style-type: none"> a) Qualifications and resumes b) Names and functions of personnel assigned c) Special expertise of personnel
3	Project Management <ul style="list-style-type: none"> a) Allocation of staff, as applicable b) Commitment to project completion within time and budget constraints c) Methodology
4	Technical Merit <ul style="list-style-type: none"> a) Completeness and clarity of proposal b) Adequately addresses project objectives

5.2 Award

Acceptance of the successful Respondent’s proposal does not create a contractual relationship between Preservation Maryland and the successful Respondent.

Preservation Maryland reserves the right to award the agreement to the next 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. EXECUTION OF AGREEMENT

Submittal of a proposal binds the successful Respondent to perform the work upon acceptance of the proposal and Preservation Maryland’s execution of the project agreement provided by the successful Respondent.



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Upon acceptance of the proposal, the successful Respondent must provide and sign the project agreement 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

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--