



PRESERVATION MARYLAND

REQUEST FOR PROPOSALS

Project Name: Captain William Burtis House Phase 1- Lifting and Stabilization

Preservation Maryland, a nonprofit organization headquartered in Baltimore, Maryland, is soliciting competitive proposals from qualified firms for construction services for the lifting and stabilization of the Captain William Burtis House, 69 Prince George Street, Annapolis, Maryland 21401.

To be considered as eligible, Respondents must be legally licensed as applicable under the pertinent laws in the State of Maryland and the City of Annapolis. Respondents must demonstrate experience providing preservation construction services in accordance with the Secretary of the Interior's Standards and Guidelines; and demonstrate specific experience in the rehabilitation of historic resources of a similar construction type and work scope. Preservation Maryland requests that interested parties respond to the solicitation by **8:30 A.M. ET on Monday, May 13, 2024**.

1. CLIENT

PRESERVATION MARYLAND
3600 Clipper Mill Road
Suite 248
Baltimore, Maryland 21211
Contact: Laura Houston, LHouston@PresMd.org

Preservation Maryland is a statewide non-profit working to protect Maryland's unique and irreplaceable heritage while creating a more equitable and sustainable future. The organization harnesses the power of historic places to revitalize and reinvest in communities, advocate, and build the historic trades workforce for the benefit of all Marylanders. To learn more, visit www.preservationmaryland.org.

2. PROJECT OVERVIEW

2.1 Background

Owned by the City of Annapolis, 160 Duke of Gloucester Street, Annapolis, Maryland 20401, the Captain William Burtis House is a contributing resource within the Annapolis Preservation District. Now the last remaining 19th century waterman's house on City Dock, the cottage was once occupied by Capt. William Henry Burtis and three generations of his family before the State took ownership. In 2022, ownership was transferred to the City of Annapolis.

This property is a key component of the community's consensus vision for the redevelopment of City Dock to address issues of resiliency and to establish a blueprint for a dynamic community space. As reimagined, the Burtis House and site will eventually become an accessible and inviting focal point at City Dock: a gateway to the area's rich history as a working waterfront on Chesapeake Bay. Preservation Maryland is leading the stabilization of this dynamic climate resiliency project as a key component of the larger revitalization and resiliency plans for the historic City.

2.1 Background (cont.)

Phase One entails the deconstruction of noncontributing portions of the structure, safeguarding the building from coastal flooding and stabilizing the structure until future use is determined. Sitting just three (3) feet above sea level, the house has long been a victim of repeated flooding in the downtown area. Years of flood waters have damaged the interior and eroded the structural integrity of the first level.

This property represents the myriad of challenges that define the broader planning effort – resiliency concerns, a desire for placemaking and beautification, preserving sight lines to the water, and increasing opportunities to connect with the water. In the end, a restored and resilient Burtis House is intended to support the complete City Dock vision by telling the story of Annapolis’ rich history as a working port, providing a beautiful place to congregate, and serving as a tangible reminder of our maritime past.

2.2 Description

Serving as project manager on behalf of the City of Annapolis, Preservation Maryland is seeking a General Contractor to provide the construction services for The Burtis House Phase 1 Stabilization as defined within the Bid Documents prepared by the Project Architects: HD Squared Architects, LLC, 79 West Street, Level 2, Annapolis, MD 21401, (443) 898-9480. The historic Captain William Burtis House is located at 69 Prince George Street, Annapolis, Maryland, 21401.

The Burtis House is a two-story, thirty feet by thirty-two feet dwelling, with typical vernacular front porch and ell additions. The subject property and the property at 97 Prince George Street are the remaining examples of the small frame vernacular houses that filled this block of Prince George Street from the nineteenth century to the annexation of property by the USNA. This block made up the southern border of a small scale, fine-grained, neighborhood of worker and waterman houses and tenements known locally as Hell Point.

3. SCOPE OF WORK

3.1 General Scope of work

The full Scope of Work shall be as defined in detail within the Bid Documents. The Scope of Work shall generally include the following:

Crawlspace/Foundation Work to Include:

- Misc. shoring and bracing for lifting and relocating house
- Lift structure to el. +/- 8.5' and construct and set the house on new pier foundations

First Floor Work to Include:

- Misc. shoring and bracing for lifting and relocating house
- Removal of non-contributing/non-historical portions of the existing house
- Remediation of mold from repeated flooding

Second Floor Work to Include:

- Misc. shoring and bracing for lifting and relocating house
- Removal of non-contributing/non-historical portions of the existing house

Exterior:

- Install ventilation panels in selected windows.
- Non-contributing structures to be removed and replaced with exterior mural by others.
- Create new stair to match existing for the newly lifted porch to access the building.

3.2 Bid Documents

The following documents with the issue date of March 21, 2024 shall comprise the complete set of bid documents except as superseded by Addenda issued during the bidding process.

SHEET NO.	SHEET NAME	Drawing Date
CS-0.1	Cover Sheet	03.21.2024
A-0.0	Historic Preservation Notes / Specifications	05.25.2023
1 of 4	Grading Plan - Cover Sheet	September 2023
2 of 4	Grading Plan - Existing, Proposed Conditions	September 2023
3 of 4	Grading Plan – Notes and Details	September 2023
4 of 4	Pedestrian, Temp Traffic and Signage Plan	September 2023
AS-0.1	Site Plan/Sections-Proposed	03.21.2024
A-1.0	Foundation & 1st Floor Plans Demo / New	03.21.2024
A-1.1	2nd Floor & Roof Plans Demo / New	03.21.2024
A-2.0	Exterior Elevations	03.21.2024
A-2.1	Exterior Elevations	03.21.2024
A-2.2	Perspectives - Proposed	03.21.2024
A-3.0	Building Sections and Details	03.21.2024
A-5.0	Facade Elevations, Window Inventory	05.25.2023
A-5.1	Window Details	05.25.2023
A-5.2	Window Types & Details	05.25.2023
A-5.3	Window Types & Details	05.25.2023
A-5.4	Mothball Details	05.25.2023
S-1.0	Structural Plans	03.19.2024
S-1.1	Structural Details	03.19.2024

3.3 Addenda

Addenda shall be issued during the bidding period that will contain any clarifications, supplemental information, and corrections noted during the bidding process. Addenda shall become an integral bid document. Where conflicts exist between an Addendum and previously issued documents, the latest issued Addendum shall supersede those documents that preceded it.

Every request for a written interpretation or correction must be received at least seven (7) days prior to the proposal due date in order to be considered. Requests shall be submitted by e-mail to LHouston@PresMd.org with Melanie Hartwig-Davis (melaniehd@hd2architects.com) cc'd. Interpretations, corrections, and supplemental instructions will be communicated by written addenda to this solicitation to all prospective Respondents no later than five (5) 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. MISCELLANEOUS PROVISIONS

4.1 Worker Status and safety

The Respondents must certify that all personnel, including those in the employ of subcontractors are legally permitted to work in the United States.

4.1 Worker Status and safety (cont.)

The Respondents must certify that the service providers shall all be Equal Opportunity Employers.

The Contractor shall assure that the work is performed in accordance with all relevant rules and regulations contained in COMAR, OSHA, and MOSHA.

4.2 Hazardous Materials

The Burtis House and its site are believed to have materials containing asbestos, lead, and mold. There may be other hazardous materials present in the house and its site. The Contractor shall assure that all personnel working on the site, including those in the employ of subcontractors, receive proper hazardous materials training, supervision, and personal protective equipment and garments.

4.3 The Build America, Buy America Act

This project is funded in part by a grant from the National Park Service Chesapeake Gateways. As such, it is subject to the Build America, Buy America Act, which requires the following:

1. All iron and steel used in the project are produced in the United States--this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
2. All manufactured products used in the project are produced in the United States--this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
3. All construction materials are manufactured in the United States--this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project.

Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

For further information on the Buy America preference, please visit www.doi.gov/grants/BuyAmerica. Additional information can also be found at the White House Made in America Office website: <https://www.whitehouse.gov/omb/management/made-in-america/>.

4.4 Bond

Contractors for the Project shall obtain a performance/construction bond in an amount at least equal to the full value of construction of the Project, as security for faithful performance of all obligations related to the Project (the "Construction Bond"). The Construction Bond shall remain

4.4 Bond (cont.)

in effect until Completion of the Project. The Construction Bond shall be in a form acceptable to the City of Annapolis.

4.5 Archeology

Archeological fieldwork will be required. The contractor shall be responsible for coordination with the archeology team. This will require an initial meeting with the archeological team to determine the following:

- The probable boundaries of the study area of the site that the archeologists will need to explore.
- A review of the sequence of the work to determine the stage(s) of the work at which the archeologists will need to have access to the study area to perform their field investigations.
- Coordination with the archeology team to ensure access to the study area and ability to safely work within the designated study area.

The scope of archeology has preliminarily been described as requiring approximately 12 Shovel Test pits approximately 1'-4" in diameter. Depending on the results of the Shovel Test Pits, up to six (6) three-foot square Test Unit excavations will be hand excavated. Depending on weather, construction logistics, and materials discovered, the field investigation will require approximately five days on site.

While the contractor shall be responsible for coordinating the work of the archeologist, the actual cost of the archeological team shall be borne by the Client.

4.6 Schedule

The contractor shall submit a project schedule that stipulates durations for key tasks and the overall project and which identifies milestones within the proposed schedule. The proposed overall project schedule shall be developed to comply with City of Annapolis ordinances regarding hours during which construction may occur. The overall project duration shall also be developed to accommodate major Annapolis events. These include but are not limited to the following:

Commissioning Week: May 20-25, 2024

Power Boat Show: October 3-6, 2024

Sailboat Show: October 10-14, 2024

4.7 Geotechnical Engineering

Provided with this Bid Package is a 2023 Geotechnical Engineering Report from Foundation Test Group, Inc. (FTG) of 11408 Cronridge Dr., Suite K, Owings Mills, MD 21117. Contacts are Derek Seibel and Kevin Tehansky at 410-517-0715. This report discusses the characteristics of the project and subsurface exploration procedures, descriptions of the existing site and subsurface conditions as well as evaluations and recommendations relevant to the geotechnical engineering considerations for the project.

It is the contractor's responsibility to coordinate inspection of geotechnical aspects of construction with FTG throughout the project to ensure that the construction operations are performed in accordance with the design assumptions and recommendations of the report, overall project plans and specifications.

4.7 Geotechnical Engineering (cont.)

The Client shall be responsible for the costs of the geotechnical engineering and remedial structural engineering. Should the scope of work be altered as a result of this discovered condition, such added costs shall be addressed by means of a change order.

4.8 Architect

The Architect will visit the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the completed Work and to determine in general if the Work is being performed in a manner consistent with the intent of the Contract Documents, when completed, will be in accordance with the Contract Documents. The Contractor shall permit the Architect access to the site and shall provide staffing to meet with the Architect as required by the Work. The Architect will have authority to reject Work which does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable for implementation of the intent of the Contract Documents, the Architect will have authority to require additional inspection or testing of the Work as defined within the General Conditions.

4.9 Schedule of Values

The Respondent shall submit a fixed price bid solely based on the Bidding Documents. The proposal shall contain a Schedule of Values that is organized in a CSI format.

4.10 Alternate Bid Price

The Respondents are encouraged to provide specific line-item costs for those items that they identify as potentially affording an opportunity for value engineering, including the following items:

1. Replace proposed concrete slab in crawl space with 4" of gravel.
2. Reduce the number of window louvers from ten (10) to seven (7).

5. INSTRUCTIONS TO RESPONDENTS

5.1 Preliminary Cost Statement Requirement

This project is funded in part by a grant from the National Park Service Chesapeake Gateways (Grantor). To adhere to an internal deadline imposed by grant requirements, Preservation Maryland is requesting contractors to provide the below information by **Monday, April 29, 2024**.

The information provided is non-binding and will not impact final evaluation and award. Its sole purpose is to demonstrate to the Grantor anticipated costs for the project.

Contractor: _____

Contact Information: _____

Preliminary pricing estimate as of Monday, April 29, 2024: _____

Percentage of pricing complete as of Monday, April 29, 2024: _____

Preliminary estimated construction duration: _____

5.2 Where to Deliver Proposal

All proposals must be submitted as a single PDF attached to an email delivered to LHouston@PresMd.org.

5.3 Proposal Due Date

Proposals are due by **8:30 A.M. E.T. on Monday, May 13, 2024**.

5.4 Preparation of Proposal

Respondents must submit the following:

- Relevant Qualifications of the Bidder to perform the Scope of Work
- List of Key Personnel
- List of proposed Subcontractors
- Fixed fee Schedule of Values
- Labor Rates for additional services and percentage for O.H. &P. on change orders
- List of any conditions or bid qualifications
- Project schedule

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 as necessary to ensure proper evaluation.

5.5 Subcontracts

Respondents must identify all portions of the work intended to be performed through subcontractors. Acceptance of the proposal does not constitute approval of the subcontractors identified in the proposal.

5.6 Minimum Qualifications

Respondents must demonstrate personnel assigned are legally licensed as applicable under pertinent laws in the State of Maryland and the City of Annapolis and have had training and experience resulting in a knowledge of means and methods that are consistent with preservation best practices as set forth by the Secretary of the Interior's Standards and Guidelines.

5.7 Pre-bid Meeting

Respondents may choose to attend a pre-bid meeting with Preservation Maryland during a scheduled site visit on **Thursday, April 25, 2024**, between **10:30 A.M. – 12:00 P.M.**

Respondents should note that the structure has been compromised by repeated flooding and are encouraged to bring their own PPE, such as hazmat suits, respirators, and/or gloves, to protect themselves against toxins, mold, and rodent droppings that may be present.

The grounds are otherwise accessible independently at Respondents' convenience. Please email Laura Houston at LHouston@PresMd.org by **Wednesday, April 24, 2024**, to confirm attendance.

5.8 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, and/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 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.

6. EVALUATION AND AWARD PROCEDURES

6.1 *Evaluation Procedure*

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

Background and Qualifications

- a) Past relevant experience following SOI Standards
- b) Special expertise of personnel, as applicable

Project Management

- a) Names and functions of personnel assigned
- b) Commitment to project completion within time and budget constraints
- c) Ability to meet project needs, including current workload
- d) QA/QC methods

Technical Merit

- a) Demonstrated comprehension of tasks to be completed
- b) Completeness and clarity of submittal

6.2 *Small Business Enterprise (SBE), Minority Business Enterprise (MBE) and/or Woman-Owned Business Enterprise (WBE)*

Respondents are not required to be or have subcontractors who are certified SBE, MBE, and/or WBE companies. Use of SBE, MBE, and/or WBE companies is encouraged and may be weighted as an element of the evaluation process.

6.3 *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 30 days of the effective date.

7. 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. Upon acceptance of the proposal, the successful Respondent must provide:

- AIA Standard Form of Agreement between Owner and Contractor, including AIA General Conditions for review
- Completed Form W9
- General Liability coverage with minimum limits of no less than \$1,000,000.00 per claim
- Workers' Compensation and Employer's Liability coverage with minimum limits of no less than that required by Maryland law
- Builders Risk Insurance, with minimum limits of no less than \$3,000,000 per claim
- ACH Payment information if EFT preferred

(cont.)

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 documentation will be just cause, if Preservation Maryland so elects, for award of the agreement to be rescinded.

Preservation Maryland will be acting as the Owner as defined within the AIA Standard Form of Agreement between Owner and Contractor for the course of this project, including assuming all responsibilities and duties as indicated within the contract, except where specifically indicated otherwise. The arrangement is the result of a Memorandum of Understanding executed between Preservation Maryland and the City of Annapolis, dated June 28, 2021. The Burtis House is owned by the City of Annapolis (“Building Owner”), and Preservation Maryland possesses no ownership stake in the building.