

Q&A
October 28, 2024
Freedman's State Historical Park
September 25, 2024

REVISIONS

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

Page 1, RFP Due Date

Preservation Maryland requests that interested parties respond to the solicitation by **4:30 P.M. ET** on Wednesday, October 23rd, Friday, November 1st, 2024.

Page 5, Section 5.2 Proposal Due Date

Proposals are due by 4:30 P.M. ET on Wednesday, October 23rd, Friday, November 1st, 2024.

Q&A

1. Will reports (preferably digital) of any previous archaeological and architectural work within the park (or adjacent to the park) be available to the successful team?

Yes. Respondents will have access to maintenance and repair records for the architectural resources and may access any existing archaeological information through MEDUSA, the Maryland Archaeology Synthesis Project and/or MHT library. Professional Archaeologists can access additional information in these repositories after providing credentials.

- Will GIS mapping/databases be available to the successful team? Yes. Relevant GIS mapping data will be provided to the successful team via the state's cultural resource information systems.
- 3. Are there any existing conditions surveys of the property that will be available to the selected consultant for use as a base map or point of reference?

While an existing conditions survey has not been completed, a reconnaissance level-survey of park sites was conducted Summer 2024. Data from this effort, which includes information regarding resource size, type, construction date, materials, condition, precise location, present use, architectural style, and historical background, will be provided to the successful Respondent.

4. Have the conditions of the buildings and structures been assessed; has testing occurred, such as mortar or paint/finish analyses? Have there been major repair efforts? If so, how recently and are there records of the work?

A detailed assessment of the Greenbury Howard House was completed and includes a MIHP addendum, DOE, historic paint analysis, mortar analysis, and dendrochronological study. This work was recently completed in anticipation of exterior restoration work. The exterior restoration project is slated to get underway in 2025. Copies of the above-mentioned information will be provided to the successful Respondent. No other structures in the park have been assessed at this time.

- 5. Beyond those resources and prior studies presented in the Appendices, are there additional historic photographs or images (prints, sketches, paintings, <u>measured drawings</u>, Sanborn Maps, etc.) that show the evolutionary eras of these spaces and structures, as well as current day appearance? Are those resources digitized? Is there any way to characterize the volume of that information for us at this time? The DNR and MHT databases include varying degrees of research and resources, which may include photographs, floorplans, sketches, and site histories. These are or can be digitized and will be made available to the successful Respondent. However, the consultant team will be expected to conduct additional background research on the site and extant resources to locate additional historical/site data.
- 6. Does Preservation Maryland or the state have a collection or archives regarding the relevant families? Yes. DNR has research on the relevant families and some of such information also exists in MIHP files. The successful Respondent will have access to this information as well as contact information by/at project kick-off.
- 7. The RFP says, "Engage descendants, stakeholders, and project partners, virtually and in-person." Will Preservation Maryland provide information on who the descendants, stakeholders, and project partners are and will contact information be provided? Or will the consultant be responsible for identifying & locating these individuals?

Howard Family descendants, as well as other project partners and stakeholders, are known and identified. Preservation Maryland and DNR will provide names and contact information of those who wish to participate to the successful Respondent.

8. Are there known persons who might provide oral histories? For the descendent interviews, should respondents assume any particular disciplinary framework or methodology for collecting and documenting oral histories?

The Freedmans' State Historical Park Advisory Committee includes two direct descendants of Enoch George and Martha Howard, who hold office via their roles in organizations represented on the Committee via legislation: Sandi Williams, President of the Sandy Spring Slave Museum, and Savannah Wood, Executive Director of Afro Charities. Through these contacts, other members of the descendant community who have direct personal memories of growing up on, or visiting, the Greenbury Howard Farm and the John Howard Farm can be identified and contacted regarding participation in oral histories.

Preservation Maryland anticipates that the descendant interviews will be more for information gathering purposes rather than complete oral histories. However, if through those interviews the consultant team finds an oral history may be fitting to include, this should be brought to the attention of Preservation Maryland and DNR for consideration. If it is determined that an oral history is appropriate, Respondents should be prepared to follow applicable academic and professional standards.

9. Will the Phase 1A Archeological Study include the entire 1,014 acres?

MDOT recently conducted a phase 1, 2, and 3 archaeological survey around the Greenbury Howard and Locust Villa structures. MHT recently conducted a GPR study of the Howard Family cemetery. This information will be provided to the successful Respondent. Respondents should anticipate conducting a Phase 1A archaeological investigation for the remaining area within the park boundaries. The goal of this study is to determine the overall archaeological sensitivity and identify sites for further investigation.

10. Is the John Howard House currently occupied and what general condition is it in?

No, the John Howard House is currently not occupied and is in fair condition but in need of repairs.

11. What is the anticipated future use of the John Howard House? What is the anticipated relationship between the CLR, HSR, and this future park master planning effort?

A specific anticipated future use of the John Howard House is undetermined at this time. Relevant site history and preservation data collected during this project will aid DNR in making that determination.

The John Howard House HSR and Freedman's State Historical Park CLR are the first steps in a larger park planning project. The information and recommendations presented in the HSR and CLR will inform the greater master planning process, guiding decisions related to interpretive content development; trail design; preservation treatment; land conservation; utility placement, etc.

- 12. Which buildings are to be included in the HSR? And will the HSR also include as-built drawings, condition assessment, etc., for ancillary buildings such as the spring house, garage, shed and barn remains? The John Howard House (Site E on Attachment A: Site Map of State-Owned Property Included in Freedman's State Historical Park and MIHP File No. M 23-10) is to be included in the HSR. If deemed historic, ancillary structures, with the exception of the garage, should at least be photographed and their general condition noted in the final report.
- **13.** Are all of the structures to be included in the CLR primary buildings? Do any have ancillary buildings associated with the main structure?

No, not all structures intended to be included in the CLR are primary buildings; several ancillary buildings exist and should be included, as should the funerary sites. For more information, see:

- RFP Section 3: Project Deliverables, Item #3;
- RFP Section 3: Project Services Item #4: and
- Attachment B: MIHP File Reference.

The list of resources to be included in the CLR will be finalized at project kick-off in consultation with DNR and MHT.

14. For resources included in the CLR but not receiving an HSR, what degree of documentation/assessment is to be applied?

Reconnaissance-level field survey data on these resources was captured in the summer of 2024. It is expected that CLR documentation/assessments will build upon this data to inform future park planning efforts and to produce new and/or updated MIHP & DOE files. Respondents should expect to capture data required by MIHP & DOE forms (if not captured in previous survey efforts), take photographs, and produce as-built drawings for all structures included in the CLR. Respondents should anticipate visual assessments of the resources' architectural fabric and structural systems (interior and exterior) to such a degree as to inform as-built drawings and tiered recommendations. Probing, investigative openings, material analysis, etc are not expected.

15. The RFP notes the need to compile corresponding preliminary cost estimates for recommendations. Will the consultant be required to compile cost estimates for every treatment recommendation? If cost estimates require a contractor to visit the park, will contractor visit fees be paid for by Preservation Maryland?

It is anticipated that tiered treatment recommendations be provided for primary structures included in the CLR. This will be confirmed at project kick-off. The tiered recommendations requested in the RFP should be accompanied by ROM estimates. If, given current available information, Respondents anticipate that a contractor site visit will be necessary, Respondents should build the fees into their proposed budget for project site visits. However, it may be acceptable for Respondents to produce ROM estimates from data collected to inform requested CLR documentation, if feasible, negating a contractor site visit.

16. Will a historic plant inventory, tree inventory, or any tree coring be required as part of the CLR to identify historic vegetation?

Respondents should anticipate including a historic plant inventory. However, tree coring will not be required.

17. Will the CLR, in prescribing treatment, also inventory and assess existing management practices within the portion of Patuxent River State Park encompassing and likely to influence the proposed historical park?

No.

18. Will the implementation of the goals and objectives developed be limited to DNR or would they be broader and incorporate partner organizations? Goals and objectives for the CLR will be specific to DNR.

19. What are the requirements for the as-built drawings of the John Howard House, AutoCAD or Revit? AutoCAD is the preference. Final deliverables must be submitted in a format that is readable without specialized software (i.e. PDF) in addition to AutoCAD files.

20. For preliminary mapping, is there a preferred particular mapping format? Would these be public-facing paper maps or raw GIS data or CAD data?

The preferred mapping format is shapefiles or other data files which can be easily uploaded to ARCgis Pro. Paper maps are not expected; all final maps may be digital and should be included in the final report. These maps will be used to inform the future park planning process.

- 21. Does the consultant team need to include a registered surveyor? No.
- 22. Is DNR's stakeholder advisory committee (mentioned in RFP paragraph 2.1) the same stakeholder advisory committee that will be engaged in the CLR process (paragraph 2.2)? If so, what is the committee's composition?

Yes, this is the same stakeholder advisory committee that will be engaged during the CLR process, but not the only stakeholder group that will be engaged. Advisory committee members include staff from DNR, PM, the Maryland National-Capital Park and Planning Commission, Afro Charities, Inc, local historic sites, and Howard Family descendants.

23. The HSR and CLR follow specific guidance in noted preservation briefs. However, the 6th project deliverable, stakeholder/ partner engagement and visioning does not reference a specific standard or set of expectations. <u>Can you provide further guidance for both the process and the product you expect from the engagement and visioning section?</u>

Respondents should prepare to conduct two stakeholder engagement charettes (one in-person and one virtual) and one presentation of the final report. These charettes should follow the research and condition assessments portion of the project to provide updates on initial findings.

The charettes will be a forum for project stakeholders to provide feedback on preservation planning for these resources that can be incorporated into the final report. It is also expected that the consultant will present a draft of the final report to project stakeholders for similar feedback. It is at the discretion of the consultant how best to collect, collate, and track stakeholder feedback from these meetings.

24. Is there a model document that outlines the type and level of engagement you are hoping for and that includes the resulting level of vision, mission, goals, and objectives?

No. The consultant team will be relied upon for their guidance in this iterative process between the consultant team, Preservation Maryland, and DNR.

25. The RFP requests meetings for progress reviews and/or site visits (bullet 2 under Project Services). Is there an expectation for number of progress review meetings during the life of the project?

Respondents should allow for robust engagement with Preservation Maryland and DNR regarding project progress. At the very least Respondents should anticipate brief, virtual progress review meetings every other month.

26. Would the quarterly status reports be written memo style status reports or a meeting presenting the status and progress of the project?

It is expected that progress reports will be brief memo-style reports that summarize what work has taken place in the corresponding quarter and what is anticipated for the quarter to come.

End of Addendum and Q&A



REQUEST FOR PROPOSALS

Freedman's State Historical Park Cultural Landscape Report

Preservation Maryland, a nonprofit organization headquartered in Baltimore, Maryland, is soliciting proposals from qualified historic preservation professionals for a Cultural Landscape Report (CLR) of the future Freedman's State Historical Park.

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 (SOI) Standards and Guidelines; and have demonstrated experience in historic preservation.

Preservation Maryland requests that interested parties respond to the solicitation by **4:30 P.M. ET** on **Friday**, **November 1**st, **2024**.

1. CLIENT

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 State of Maryland and managed by the Maryland Department of Natural Resources - Maryland Park Service (DNR), the future Freedman's State Historical Park will be a 1,014.43-acre park located within the existing boundaries of Patuxent River State Park. The new park encompasses land once owned and farmed by the Howard Family. Family patriarch Enoch George Howard was born into slavery in 1814. At the age of 37, Enoch purchased his own freedom, followed by that of his wife Harriet two years later and their eldest four children seven years after that. The Howards would eventually purchase the land and property from the family that had previously enslaved Harriet. This acreage would more than double in size by the time of Enoch's passing and came to include a chapel specifically designated as a place of worship for local Black citizens and a community school. During his lifetime, Enoch was a highly respected man, and many of his descendants rose to prominence through their own accomplishments and contributions. Since then, the land has remained largely undeveloped and used for agricultural purposes. The combined nine historical, funerary, agricultural, and archaeological sites that are known to be present derive their primary significance from this period of stewardship and ownership.

In recognition of this rich history and to elevate the contributions of Black Americans in Maryland, the 2022 Great Maryland Outdoors Act (GMOA) directed the establishment of Freedman's State Historical Park in Montgomery County. The Act calls for the site to operate as a partnership park to "educate the public about and preserve and interpret the lives and experiences of Black Americans, both before and after the abolition of slavery." Since 2022, DNR has engaged representatives from key stakeholder groups to serve as members of a stakeholder advisory committee for park planning and identified properties in northeastern Montgomery County to become part of Freedman's State Historical Park.

2.2 Description

Acting as project manager on behalf of DNR, Preservation Maryland is seeking consultant services for the completion of a Cultural Landscape Report (CLR) and one Historic Structures Report (HSR) in accordance with

Preservation Briefs 36 and 43, respectively. These reports will be used to inform funding, preservation planning for the park's resources, conservation of significant landscapes, and engagement with the stakeholder advisory committee and identified community partners.

The goal of this project is to facilitate the future development of a Master Plan to establish Freedman's Historical State Park by assisting DNR in conducting background research and developing complete historic documentation of the site's architectural, archaeological, and agricultural resources.

Project objectives include:

- 1. Comprehensively document, evaluate the significance of, and develop treatment recommendations for the cultural landscape within the established boundaries of the newly designated Freedman's State Historical Park that further inform park master planning and management.
- 2. Work collaboratively with the Department of Natural Resources planning team, stakeholder groups, and project partners to gather input regarding site significance and interpretation, as well as vision and mission statements and goals and objectives that collectively address the unique history of the resources and landscape, highlight the complex stories of the property owners and the abolition of slavery, and promote connections to other historically significant sites and properties in the area.

2.3 Timeline

Work will begin immediately upon award, with a target due date of November 30th, 2025 for submission of all deliverables. Respondents should account for a period within this timeline to incorporate minor revisions, as requested by DNR, into the final report.

3. SERVICES AND SCOPE OF WORK

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

Project Deliverables:

- 1. A cultural landscape report, completed in accordance with Preservation Brief 36, to include site history; existing conditions assessments; photographs; tiered treatment recommendations based upon building condition, DNR priorities, and stakeholder feedback; and corresponding preliminary cost estimates.
- 2. Historic Structures Report for the John Howard House, completed in accordance with Preservation Brief 43, to include building history, condition assessment, as-builts (including elevations and floor plans), photographs, treatment recommendations based upon building condition, DNR priorities, and stakeholder feedback; corresponding preliminary cost estimate; and evaluation of significance.
- 3. New and/or updated Maryland Inventory of Historic Properties (MIHP) forms and Determination of Eligibility (DOE) documentation for National Register Listing of Freedman's State Historical Park historic sites and structures including (but not limited to) the Greenbury Howard barn and spring house, the Locust Villa spring house, the King Barns, the Alf Brown House and associated structures, the Ramsey House ruins, Howard Chapel ruins, schoolhouse ruins, as well as other presently undocumented structures such as the former tenant house west of Elton Farm. See Attachment A: Site Map of State-Owned Property Included in Freedman's State Historical Park and Attachment B: MIHP File Reference for more information. A finalized resource list will be determined at project kick-off.
- 4. Preliminary mapping of the park to inform and educate stakeholders and serve as the basis for conceptual planning.
- 5. Phase 1A archaeological investigation with recommendations for future investigation.

6. Stakeholder/partner engagement & visioning.

Project Services:

- 1. Coordinate with Preservation Maryland, DNR, and the Maryland Historical Trust.
- 2. Meet with DNR and Preservation Maryland staff both virtually and in-person, as appropriate, including at least two (2) virtual meetings for project kick-off and closing, as well as meetings for progress reviews and/or site visits.
- 3. Review existing documentation on historical resources, likely including but not limited to: MIHP files, DOE, NRHP listings, primary & secondary historical documentation, previous survey reports, property/site documentation provided by DNR and/or obtained through MEDUSA.
- 4. Evaluate the conditions of historic resources onsite, prioritizing the historical, funerary, agricultural, and archaeological sites on the property. See Attachment A: Site Map of State-Owned Property Included in Freedman's State Historical Park and Attachment B: MIHP File Reference for more information. The finalized resource list will be determined at project kick-off.
- 5. Engage descendants, stakeholders, and project partners, virtually and in-person, throughout project. Respondents should prepare to conduct at least two (2) stakeholder engagement charettes (one in-person & one virtual) upon completion of background research and condition assessments and one (1) presentation of the final report. Additionally, Respondents should expect to coordinate with descendants as part of the research phase of the project.
- 6. Prepare and provide quarterly status reports due March 1; June 1; September 1; December 1 until the conclusion of the project.

Work performed shall adhere to the Secretary of the Interior's Standards, Preservation Briefs 36 and 43, and all local, state and federal laws and regulations. All work and final products are subject to DNR approval and shall incorporate any changes requested by DNR staff to their satisfaction.

4. NOT TO EXCEED AMOUNT

This project is supported by grant funding. As such, <u>all</u> costs are limited to a not-to-exceed (NTE) budget of \$245,000. This amount includes all costs incurred in connection with the work outlined herein. In no event shall the Consultant be entitled to receive more than the NTE. This may result in necessary modification(s) to the scope of work, which Preservation Maryland and DNR staff will discuss with the selected Respondent as necessary. Competitiveness of the budget will be considered as part of the proposal review process.

5. INSTRUCTIONS TO RESPONDENTS

5.1 Where to Deliver Submittal

All submittals must be submitted as a single PDF attached to an email delivered to mpelta-pauls@presmd.org.

5.2 Submittal Due Date

Submittals are due by **4:30 P.M. ET** on **Friday, November 1**st, **2024**.

5.3 Preparation of Submittal

Respondents must submit the following:

• Qualifications for the project, including names, titles, and experience of key personnel

- Description of recent experience on projects similar in scope and scale
- Project proposal outlining methodology
- Project timeline that indicates durations for key tasks and the overall project
- Itemized project budget
- Three (3) client references, including the full name, telephone number, and email address for the primary point of contact and a one-to-two sentence description of the nature of the project

Respondents shall submit one (1) digital copy of the submittal package as an attachment to an email and are encouraged to include as much pertinent data and information as necessary to ensure proper evaluation.

5.4 Subcontracts

Respondents must identify all portions of the work intended to be performed through subcontractors.

5.5 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 demonstrated experience in historic preservation.

5.6 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. However, use of SBE, MBE, and/or WBE companies is encouraged and may be weighted as an element of the evaluation process.

5.7 Inquiries

Every request for a written interpretation or correction must be received at least seven (7) days prior to the RFP due date—no later than **4:30 P.M.** on **Wednesday, October 16th, 2024**—in order to be considered. Requests may be submitted by e-mail to <u>mpelta-pauls@presmd.org</u>. 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 RFP 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 Submittal

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 reserves the right to reject submittals 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 submittal.

6. EVALUATION AND SELECTION PROCEDURES

6.1 Evaluation Procedure

Each response will be evaluated in accordance with the indicated criteria. Special consideration will be given to Respondents who demonstrate familiarity with 19th century African American history and Maryland state history. Special consideration will also be given to Respondents with demonstrated experience working with descendent communities.

1	Background and Qualifications		
	a) Knowledge of subject, specifically:		
	 Cultural Landscape Reports 		
	 Historic Structures Reports 		
	b) Past performance, with demonstrated research and writing skills		
	c) Demonstrated experience coordinating with multiple stakeholders		
	d) Special expertise of personnel, especially:		
	 19th Century African American history & culture 		
	 Relevant historic architecture & archaeology 		
2	Project Approach		
	a) Names and functions of personnel assigned		
	b) Equipment and resources		
	c) Ability to meet project needs, including current workload		
	d) Commitment to project completion within time and budget constraints		
3	Technical Merit		
	a) Demonstrated comprehension of tasks to be completed		
	b) Completeness and clarity of submittal		

6.2 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 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:

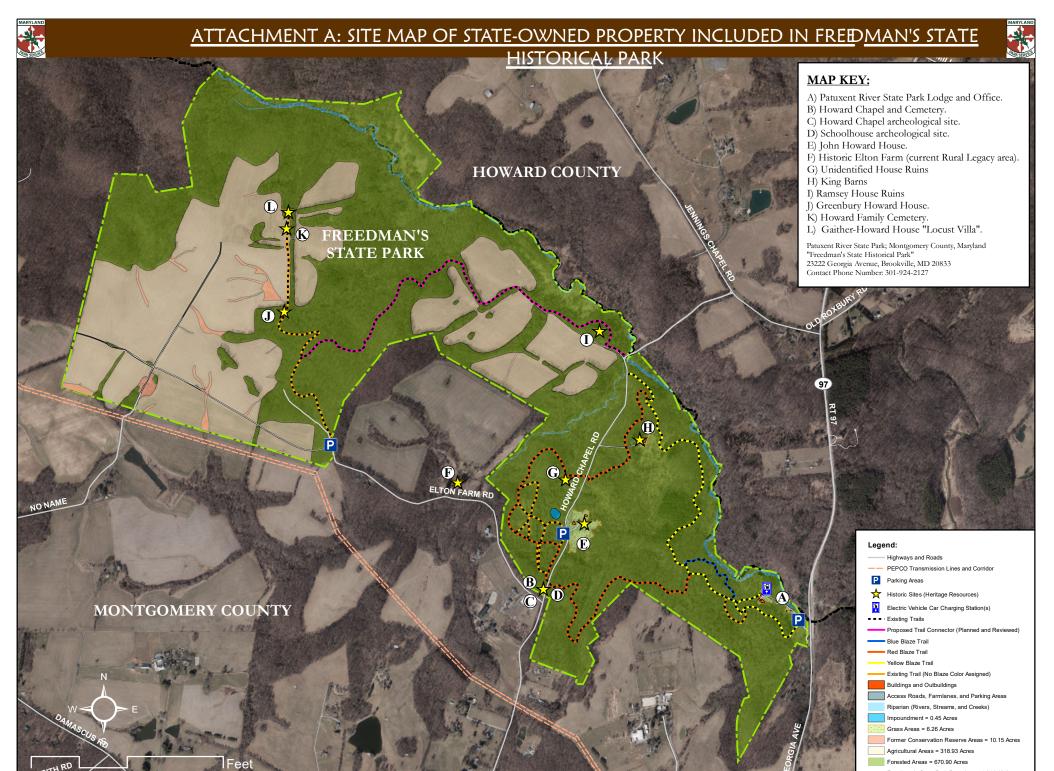
- Contract/Agreement for review
- Completed Form W9
- ACH payment information, if EFT preferred
- Satisfactory evidence of insurance coverage as described in Section 7.1 Insurance Requirements

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.

7.1 Insurance Requirements

Respondents should be aware that an execution of any contract arising from the RFP process will require proof of the following insurance coverage, as applicable, with at least the minimum limits required by the State of Maryland:

Commercial General Liability	
Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000
Automobile Liability Combined Single Limit	\$1,000,000, - Includes Owned, Non-Owned & Hired Autos
Workers Comp	
Each Accident	\$1,000,000
Professional Liability	
Limit Per Claim	\$1,000,000
Umbrella Liability	
Each Occurrence	\$2,000,000
Aggregate	\$2,000,000



Revised September 19, 20024

3.000

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Freedman's State Park Boundary = 1,014.43 Acres

County Boundary Line



Attachment B:

Maryland Inventory of Historic Properties (MIHP) File Reference

- 1. (HO 760 & M 15-98) Patuxent River State Park
- 2. (M 23 11) Howard Chapel & Cemetery
- 3. (M 23 8) Gaither/Howard Houses & Cemetery
 - a. (M 23 8A) Gaither-Howard House (also known as Locust Villa)
 - b. (M 23 8B) Greenbury Howard House
- 4. (M 23 10) John Howard House (formerly known as the William Belt House)
- 5. (M 23 157) King Barns
- 6. (M 23 149) Ramsey House
- 7. (M 23 36) Alf Brown House