



PRESERVATION MARYLAND

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 1st, 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, **all** 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 1st, 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 mpelta-pauls@presmd.org. 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	<p>Background and Qualifications</p> <p>a) Knowledge of subject, specifically:</p> <ul style="list-style-type: none"> - Cultural Landscape Reports - Historic Structures Reports <p>b) Past performance, with demonstrated research and writing skills</p> <p>c) Demonstrated experience coordinating with multiple stakeholders</p> <p>d) Special expertise of personnel, especially:</p> <ul style="list-style-type: none"> - 19th Century African American history & culture - Relevant historic architecture & archaeology
2	<p>Project Approach</p> <p>a) Names and functions of personnel assigned</p> <p>b) Equipment and resources</p> <p>c) Ability to meet project needs, including current workload</p> <p>d) Commitment to project completion within time and budget constraints</p>
3	<p>Technical Merit</p> <p>a) Demonstrated comprehension of tasks to be completed</p> <p>b) Completeness and clarity of submittal</p>

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
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Workers Comp

Each Accident	\$1,000,000
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Professional Liability

Limit Per Claim	\$1,000,000
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Umbrella Liability

Each Occurrence	\$2,000,000
Aggregate	\$2,000,000



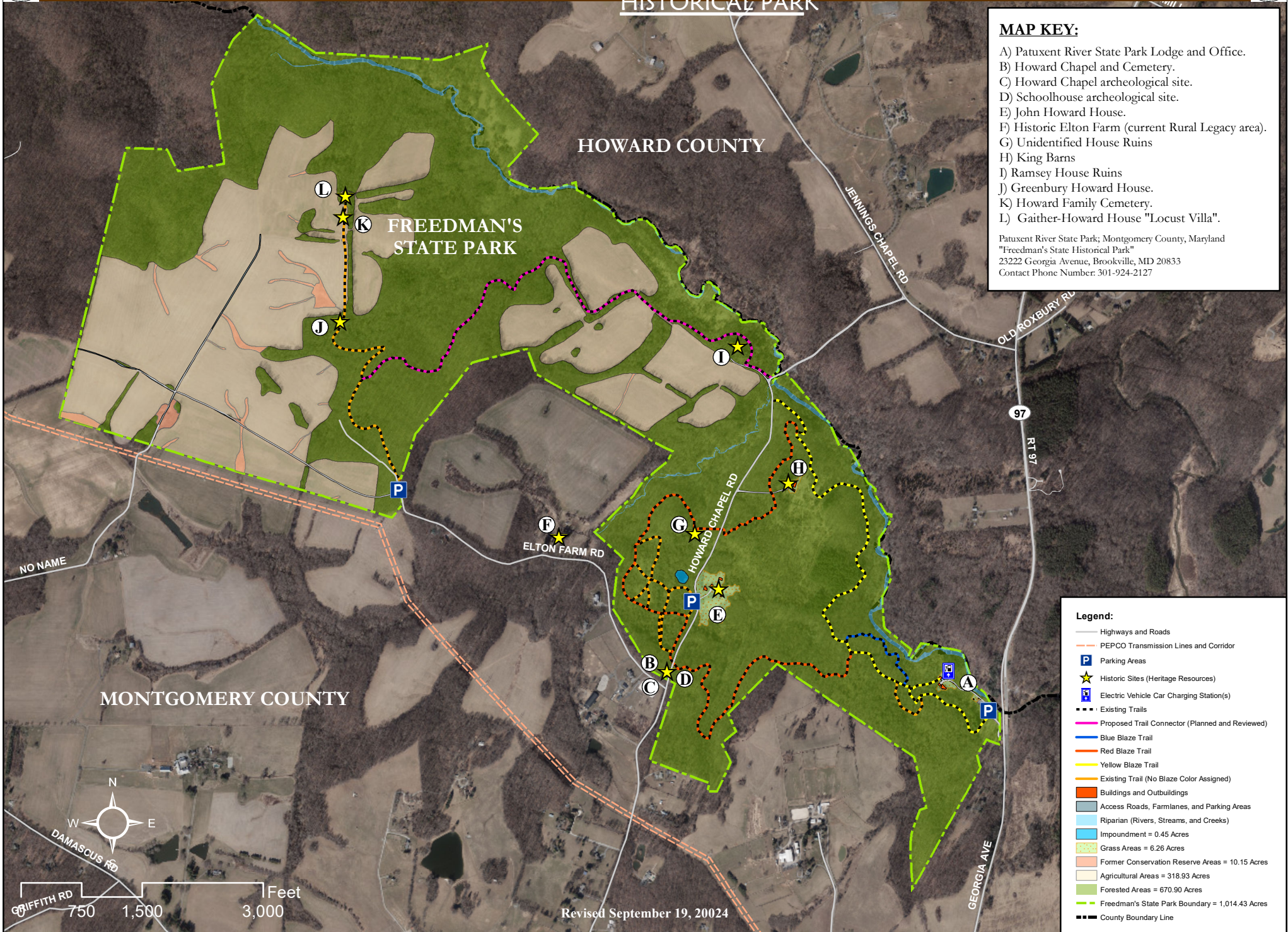
ATTACHMENT A: SITE MAP OF STATE-OWNED PROPERTY INCLUDED IN FREEDMAN'S STATE HISTORICAL PARK



MAP KEY:

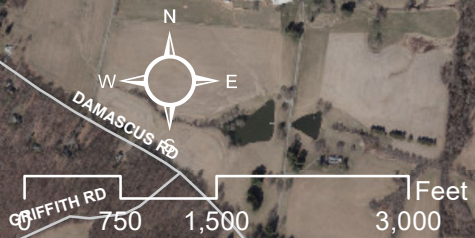
- A) Patuxent River State Park Lodge and Office.
- B) Howard Chapel and Cemetery.
- C) Howard Chapel archeological site.
- D) Schoolhouse archeological site.
- E) John Howard House.
- F) Historic Elton Farm (current Rural Legacy area).
- G) Unidentified House Ruins
- H) King Barns
- I) Ramsey House Ruins
- J) Greenbury Howard House.
- K) Howard Family Cemetery.
- L) Gaither-Howard House "Locust Villa".

Patuxent River State Park; Montgomery County, Maryland
 "Freedman's State Historical Park"
 23222 Georgia Avenue, Brookville, MD 20833
 Contact Phone Number: 301-924-2127



Legend:

- Highways and Roads
- PEPCO Transmission Lines and Corridor
- Parking Areas
- Historic Sites (Heritage Resources)
- Electric Vehicle Car Charging Station(s)
- Existing Trails
- Proposed Trail Connector (Planned and Reviewed)
- Blue Blaze Trail
- Red Blaze Trail
- Yellow Blaze Trail
- Existing Trail (No Blaze Color Assigned)
- Buildings and Outbuildings
- Access Roads, Farmlanes, and Parking Areas
- Riparian (Rivers, Streams, and Creeks)
- Impoundment = 0.45 Acres
- Grass Areas = 6.26 Acres
- Former Conservation Reserve Areas = 10.15 Acres
- Agricultural Areas = 318.93 Acres
- Forested Areas = 670.90 Acres
- Freedman's State Park Boundary = 1,014.43 Acres
- County Boundary Line



Revised September 19, 20024



PRESERVATION MARYLAND

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