



PRESERVATION MARYLAND

REQUEST FOR PROPOSALS

Steppingstone Farm Museum | Blacksmith Shop Restoration & Barn Feasibility Study

Preservation Maryland, a nonprofit organization headquartered in Baltimore, Maryland, is soliciting competitive proposals from qualified multidisciplinary teams to complete two initiatives at Steppingstone Farm Museum: 1) restoration of the Foard Blacksmith Shop and 2) completion of a feasibility study for the former historic bank barn, each located within Susquehanna State Park at 461 Quaker Bottom Road, Havre de Grace, Maryland 21078.

To be considered as eligible, Respondents must be legally licensed as applicable under pertinent 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 in historic preservation.

Although issued under a single procurement, this solicitation encompasses two separately funded Maryland Heritage Areas Authority (MHAA) grant projects with distinct scopes of work, deliverables, and budgets. *Respondents must provide separate technical approaches, schedules, and cost proposals for each project component. Preservation Maryland anticipates executing one agreement with separately delineated scopes and fee schedules.

Preservation Maryland requests that interested parties respond to the solicitation by **4:30 PM ET on August 27th, 2026**.

Please note the full list of Attachments included in this bid package:

- *Attachment A: Existing Documentation and Information*
- *Attachment B: Preliminary Site Access and Operations Questionnaire*
- *Attachment C: Feasibility Study Stakeholders*

1. CLIENT

In 1931, Preservation Maryland was founded with the single belief: *that history makes our lives better*. We still believe that today. As Maryland’s only statewide historic preservation nonprofit, we are harnessing the power of historic places by revitalizing and reinvesting in communities, advocating, and building the historic trades workforce for the benefit of all. To learn more, visit www.preservationmaryland.org.

2. PROJECT OVERVIEW

2.1 Background

Steppingstone Farm Museum (SFM) is a private non-profit based in Havre de Grace, Maryland that preserves and interprets Harford County’s rural heritage through historic trades, folk arts and agricultural interpretation. The museum encompasses approximately 23 acres, leased from the Maryland Department of Natural Resources (DNR) in Susquehanna State Park, and includes 23 historic and interpretive structures, serving as a regional center for the preservation and interpretation of agricultural life, traditional trades, and craftsmanship that shaped Harford County and the Lower Susquehanna region.

PROJECT ONE: The Foard Blacksmith Shop is a modest, one-story, late nineteenth-century wood-frame building constructed circa 1882. Rectangular in plan, the building rests on a low masonry foundation and is clad in horizontal wood weatherboards. It is covered by a simple front-gabled roof with standing-seam metal roofing. The building’s vernacular design reflects its historic function as a rural blacksmith shop, with minimal ornamentation and utilitarian detailing throughout. Character-defining features include the wood-frame



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structural system, weatherboard siding, wood sash windows, wide vehicle and pedestrian door openings, and two historic forges and chimneys, which remain integral to the building's historic character. As a contributing historic structure within the museum campus, the shop serves a vital role in representing the historic trades that helped build and sustain northeastern Maryland. However, deferred maintenance, age, and the elements have damaged the structural system and caused historic fabric to deteriorate. Structural stabilization and envelope repairs/restoration are needed to ensure the shop can remain to tell its piece of Harford County history.

PROJECT TWO: The Display Barn was a historic bank barn dating from the late-18th to early-19th century that had long served as the museum's principal exhibition and educational space—hosting interpretive exhibits, collections displays, public programming, and school-tour programming central to the Museum's mission. However, in June 2024 Steppingstone Farm Museum suffered a catastrophic fire that destroyed the barn. The fire left standing only portions of the original locally quarried stone masonry walls and elements of the historic foundation system, significantly impacting the museum's interpretive capacity. As such, the museum now seeks to conduct a feasibility study that 1) serves as a roadmap for re-activating the site through a preservation-centric approach; 2) establishes appropriate treatment, with particular interest in reconstruction; and 3) identifies dynamic, sustainable programming opportunities.

**Both the Foard Blacksmith Shop Restoration and the Display Barn Feasibility Study are supported separately through Maryland Heritage Areas Authority (MHAA) grant funding and represent coordinated efforts to preserve and strengthen the museum's historic built environment. Due to funding requirements, the two projects have distinct scopes of work requiring separate technical approaches, budgets, and deliverables.*

2.2 Description

Acting as project manager on behalf of Steppingstone Farm Museum, Preservation Maryland is seeking qualified consultant services for restoration of the Foard Blacksmith Shop and completion of a feasibility study for the Display Barn. These projects represent critical components of the museum's long-term preservation, recovery, and interpretive planning efforts and are intended to support the continued stewardship and public use of the site's historic resources. The respective resources have their own needs but together contribute to the overall operation and sustainability of the museum.

As such, Preservation Maryland is seeking responses from multidisciplinary teams that can manage both projects concurrently, thereby allowing for a better understanding of their connection and how they inform a comprehensive evaluation of existing and potential capacity. Preservation Maryland is proposing a design-build (whether Designer- or Builder-led) delivery method for the shop restoration, consisting of team members that may also assist in the development of the feasibility study. This should allow for more streamlined efforts and communication and reduce administrative burden on SFM. For details regarding the buildings and overall site, please refer to *Attachment A: Existing Documentation and Information*.

PROJECT ONE: The goal of the Foard Blacksmith Shop Restoration project is to preserve the structure's historic character so that it may continue in use and contribute to the long-term operation and sustainability of the museum. Design and construction services are expected for completion of the project. It is anticipated that the construction scope of work will include stabilization of the structural system, including the floor system, foundation repairs, and restoration of the envelope, including but not limited to siding repair/replacement.

PROJECT TWO: The goal of the Display Barn Feasibility Study is to build consensus and produce a roadmap for activating the barn site in a manner that supports the museum's mission, operational needs, visitor experience goals, and long-term sustainability. The study should consider: SOI-adherent treatment recommendations; site challenges and opportunities; interpretive priorities; code-adherence and accessibility; operational and financial



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capacity; partnership opportunities; and potential phasing strategies for implementation. Recommendations should be accompanied by conceptual planning analysis and ROM cost projections to inform future fundraising, grant applications, capital planning, and implementation efforts.

Project objectives include:

1. Evaluating preservation, reconstruction, and/or adaptive reuse appropriateness per the existing conditions of the barn as well as the long-term operational sustainability of Steppingstone Farm Museum;
2. Developing recommendations that strengthen visitor engagement, educational programming, and interpretation of the site's agricultural and cultural history;
3. Identifying preservation-sensitive approaches that balance historic integrity with accessibility, life safety, building systems, and operational requirements;
4. Providing implementation guidance, including preliminary cost analysis and potential phasing strategies, to support future funding appropriations, grant applications, and capital campaigns; and
5. Advancing preservation planning efforts that reinforce Steppingstone Farm Museum's role as a regional center for living history, folk arts and trades interpretation, and community engagement.

3. SERVICES AND SCOPE OF WORK

These projects are being executed in partnership with SFM. As such, both Preservation Maryland and SFM staff will be involved throughout the entire project. Preservation Maryland will serve as the main point of contact, contract signatory, invoice recipient, and liaison between the hired project professionals, SFM, and relevant government agencies, such as the Maryland Historical Trust (MHT), DNR, and MHAA, all of whom must approve the construction documentation and completed work. It is anticipated that SFM will be involved in the kick-off and status meetings, project documentation review, and site visits and will serve as final authority on decisions.

The precise scopes of work are 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:

3.1 **PROJECT ONE: Foard Blacksmith Shop Restoration**

- a. Review existing documentation
- b. Complete an existing conditions assessment
- c. Coordinate with Preservation Maryland and SFM regarding required approvals*
 - * As a property within a state park, approval from DNR's Engineering & Construction is required in place of permitting
- d. Design services, including preparation of construction documentation for such work that may be completed within budget
- e. Furnishing all labor, materials, equipment, and administration to complete the finalized scope of work
- f. Provide regular progress field reports with photos
- g. A closeout memo detailing next-step recommendations and/or maintenance notes

3.2 **PROJECT TWO: Display Barn Feasibility Study**

- a. Review existing documentation (see *Attachment A: Existing Documentation and Information*)
 - * Archival research not anticipated;
- b. Conduct existing conditions assessment;



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- c. Lead workshops with SFM, PM, and stakeholders virtually and in-person throughout the project to establish vision, priorities, capacity, partnership, programming, and interpretive needs/desires (see *Attachment C: Feasibility Study Stakeholders*);
- d. Assess applicable code, accessibility, life safety, and site constraints/opportunities associated with future reconstruction and/or reuse;
- e. Explore preservation treatment options for surviving historic fabric and barn, considering phasing, financial implications, and long-term operational impacts, i.e., what costs may exist to activate the barn site as well as to maintain it;
- f. Develop for discussion three (3) preservation-centric concepts for site reuse that include visuals and preliminary cost analysis sufficient to evaluate preservation, interpretive, and operational factors;
- g. Prepare a prioritized, phased implementation strategy per SFM and stakeholder feedback;
- h. Where appropriate, prepare materials/presentations with text, graphics, images, and/or renderings for at least:
 - i. two (2) stakeholder engagement workshops (both in-person);
 - ii. one (1) presentation and discussion of the three (3) proposed concepts (virtual or in-person);
 - iii. one (1) presentation of the final concept and report (virtual or in-person);
- i. Assemble a feasibility study that includes the following elements:
 - i. Executive summary
 - ii. Outline of planning process, establishing:
 - 1. Vision and mission statements
 - 2. Goals and objectives
 - iii. Site description and significance
 - iv. Interpretive and programming aims
 - v. The three (3) concepts and their pros and cons
 - vi. Rendering(s) and description of the final selected concept
 - vii. Implementation plan for the selected concept with prioritized and phased work options accompanied by a ROM cost estimate.

Work is expected to begin immediately upon Preservation Maryland's execution of the contract and conclude as expeditiously as possible. Work recommended and performed shall adhere to the Secretary of the Interior's Standards and local, state and federal laws and regulations.

4. TIMELINE AND SCHEDULE

Work is expected to begin immediately upon execution of a single, lump-sum contract with separately delineated scopes, timelines, and fee schedules for the respective projects. The goal completion date for the overall project is September 2027. Respondents should account for time to finalize deliverables for the barn feasibility study, including any final requested revisions, in their timeline.

Onsite work shall comply with the following hours: **7:00 A.M. to 5:30 P.M., Monday-Friday**, during designated work periods to be determined in coordination with SFM. All final products and work performed and/or recommended shall be subject to SFM approval, shall incorporate, within reason, any changes requested by Preservation Maryland and/or SFM to their satisfaction, and shall adhere to the Secretary of the Interior's Standards and local, state and federal laws and regulations, as applicable.



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5. NOT TO EXCEED (NTE) AMOUNT

Both the Foard Blacksmith Shop Restoration and the Display Barn Feasibility Study projects are supported separately by grant funding through MHAA. While the two projects have distinct scopes of work that require separate approaches, budgets, and deliverables, Preservation Maryland anticipates a single, lump-sum contract within which are outlined the respective projects, etc.

The lump sum **shall not exceed \$140,300**—\$52,800 for the shop restoration and \$87,500 for the barn feasibility study. These amounts include 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 SFM will discuss with the selected Respondent as necessary.

Competitiveness of the budget will be considered as part of the proposal review process.

6. CONSTRUCTION REQUIREMENTS FOR THE BLACKSMITH SHOP

6.1 Site access

Construction and investigative efforts shall be coordinated with SFM and shall not impact scheduled events, operations, or public access. Respondents are requested to complete a preliminary questionnaire indicating anticipated hours of operation, staging, parking, signage, etc. as part of their submittal (*see Attachment B: Preliminary Site Access and Operations Questionnaire*). Upon contract award and project kick-off, the selected Respondent will be able to refine answers per SFM and Preservation Maryland input.

6.2 Environmental and Sustainability Requirements

The Contractor shall:

- Employ construction best management practices that minimize dust production and onsite sedimentation transport, as applicable.
- Employ construction best management practices that minimize noise generation during construction times.
- Keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations under the contract and employ processes that ensure the generation of as little waste as possible. Waste disposal in landfills shall be minimized. At completion of the Work, the Contractor shall remove waste materials, rubbish, the Contractor's tools, construction equipment, machinery and surplus materials from and about the project site. All material unsuitable for salvaging/reuse/recycling must be disposed of in a legal manner.
- Ensure construction site and staging areas are returned to pre-construction conditions once construction is complete.
- Adhere to all applicable federal, state, and local laws and acquire permits, where required.
- Comply with designated worktime schedules in coordination with SFM.
- Ensure safety at all times during pre-construction and construction activities, according to applicable safety standards, procedures, and laws.
- As applicable, contact Miss Utility, prior to work, as per Maryland law (2010 Maryland Underground Facilities Damage Prevention Law).
- If significant ground disturbance is required, SFM must be contacted before work begins.



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7. INSTRUCTIONS TO RESPONDENTS

7.1 Where to Deliver Proposal

All proposals must be submitted as a single PDF attached to an email delivered to Stephanie Kennedy at skennedy@presmd.org.

7.2 Proposal Due Date

Proposals are due by **4:30 PM ET on August 27th, 2026.**

7.3 Pre-Bid Meeting

Respondents may choose to attend a pre-bid meeting during a scheduled site visit at **11:00 A.M., Friday, August 7, 2026.** Please email **Stephanie Kennedy** at skennedy@presmd.org by **4:30 P.M., Wednesday, August 5, 2026,** to confirm attendance.

7.4 Preparation of Proposal

Respondents must submit the following:

Section 1 – General Information

- Cover Letter
- Company profile
- List and resumes of key personnel and proposed subcontractors

Section 2 - Foard Blacksmith Shop Restoration

- Proposal
- Project budget
- Project schedule
- Examples of similar projects (to reduce page count, Respondents may include hyperlinks to project examples, if available)

Section 3 - Display Barn Feasibility Study

- Proposal
- Project budget
- Project schedule
- Examples of similar projects (to reduce page count, Respondents may include hyperlinks to project examples, if available)

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, though not excessive, to ensure proper evaluation.

7.5 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.

7.6 Minimum Qualifications

Respondents must demonstrate personnel assigned are legally licensed as applicable under pertinent laws in the State of Maryland; meet one or more of the Professional Qualification Standards—or their equivalent—as set



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forth by the Secretary of the Interior's Standards and Guidelines; and have demonstrated experience in historic preservation.

7.7 Inquiries

Every request for a written interpretation or correction must be received at least ten (10) days prior to the proposal due date to be considered. Requests may be submitted by e-mail to Stephanie Kennedy at skennedy@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.

7.8 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.

7.9 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.

6.10 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.

8. EVALUATION AND AWARD PROCEDURES

8.1 Evaluation Procedure

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

1	Background and Qualifications a) Demonstrated experience b) Special expertise of personnel, as applicable c) Ability to meet needs and perform work
2	Project Management a) Names and functions of personnel assigned b) Commitment to project completion within time and budget constraints
3	Technical Merit a) Knowledge of scope



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| b) Completeness and clarity of proposal |
| c) Adequately addresses project goal(s) and objective(s) |

8.2 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 negotiate the scope, timeline, and/or fee schedule for the respective projects independently and to award the contract to the next available Respondent in the event agreeable terms cannot be met, the successful Respondent fails to enter into the contract, or the contract with said Respondent is terminated within 30 days of the effective date.

9. 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 contract provided by the successful Respondent.

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

- Project contract for review
- A completed Form W9
- Satisfactory evidence of insurance coverage as required by the State of Maryland, certain funders, and Preservation Maryland, including but not limited to:
 - 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
 - Automobile Liability coverage to include Owned, Non-Owned, and Hired Autos, with minimum combined single limits of no less than \$1,000,000.00 per claim
 - Professional Liability coverage, if applicable, with minimum limits of no less than \$1,000,000 per claim
 - Builders Risk Insurance, with minimum coverage for no less than the total value of the entire construction project on a replacement cost basis
- Name and email address of individual to whom a secured form can be sent to obtain necessary information for ACH payment

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



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Attachment A: Existing Building and Site Documentation

Existing documentation includes but is not limited to the following. Respondents may request access to the listed documentation by emailing Stephanie Kennedy at skennedy@presmd.org.

- I. Susquehanna State Park MIHP File #HA- 2036
- II. The Foard Blacksmith Shop MIHP File #HA-312
- III. The Land of Promise MIHP File #HA-576
- IV. The Foard Blacksmith Shop photos
- V. The Display Barn fire aftermath photos

Preliminary Site Access and Operations Questionnaire

- Contract signatory
 - Name: _____
 - Phone: _____
 - Email: _____
 - Address: _____
- Site access coordination needs:
 - Is access to the interior needed? How/where will the team enter the building?

 - Who is the vendor point of contact? Different than the onsite point of contact?

- Hours of access:
 - What daily hours will the vendor be on-site? _____
 - What days of the week? _____
 - How long is the project expected to take? _____
- Defining staging areas:
 - Is a staging area needed? ☐ Yes ☐ No
 - Where will it be located? _____
 - What is the anticipated SF? _____
 - Will it be enclosed? _____
- Vendor parking:
 - Is parking needed? ☐ Yes ☐ No
 - How many vehicles? _____
 - Where? _____
- Placement of signage:
 - What, if any, signage will be posted?

- Where?

- Temporary fencing (if applicable):

- Will there be a temporary construction fence? ☐ Yes ☐ No
- What are the specs and dimensions? _____
- Anticipated duration of placement? _____

- Limit of Disturbance:

- Is there expected disturbance? Area?

- Will vegetation be removed? What/where?

- Road/Traffic Impact:

- Does the work require blocking the road/redirecting traffic? ☐ Yes ☐ No
- Will it have any impact on surrounding roadways? ☐ Yes ☐ No



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Attachment C: Feasibility Study Stakeholders

Stakeholders anticipated to participate may include but not be limited to the following:

1. Steppingstone Farm Museum Board and volunteers
2. Department of Natural Resources
3. City of Havre de Grace
4. MHAA
5. Susquehanna Heritage Greenway
6. Harford County Government
7. Historical Society of Harford County