



# PRESERVATION MARYLAND

SUBJECT: Q&A

RFP: BERLIN HOUSE ARCHITECTURAL AND ENGINEERING SERVICES

DATE ISSUED: MARCH 14, 2023

DATE OF RFP RELEASE: FEBRUARY 27, 2023

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## **Q&A**

**1. Is the \$60,000 NTE amount for A/E fees only?**

The NTE of \$60,000 applies to A/E fees only, specifically, the bulleted items listed in *Section 3. Services and Scope of Work*.

**2. Does Preservation Maryland expect a cost opinion on the construction amount(s) and resulting scheduling timeline in the RFP response?**

The budget and timeline included in the RFP response may reflect only the cost and time for providing such services as those listed in *Section 3. Services and Scope of Work*. Preservation Maryland does not expect a cost opinion on the construction amount at this time, and it is understood that any inclusion in the timeline of the construction period will be an estimate.

As a note: The construction scope detailed in *Section 2.2 Description* is also only an estimate and intended to help Responders gauge the anticipated extent of the overall project.

**3. Is Preservation Maryland providing access in advance of the RFP submittal deadline?**

Access to the interior will not be provided prior to the submittal deadline; however, the exterior and grounds may be accessed independently.

Additionally, Respondents may view photographs of the structure upon request by contacting Laura Houston at [LHouston@presmd.org](mailto:LHouston@presmd.org) and access a virtual tour via [Google Maps](#).



# PRESERVATION MARYLAND

## REQUEST FOR PROPOSALS

### Berlin House Architectural and Engineering Services

Preservation Maryland, a nonprofit organization headquartered in Baltimore, Maryland, is soliciting competitive proposals from qualified firms for architectural and engineering services for the adaptive reuse of the Berlin House, located at 9 S Maple Ave., Brunswick, MD 21716.

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.

Preservation Maryland requests that interested parties respond to the solicitation by **8:30 A.M. ET on Monday, March 27, 2023.**

#### 1. CLIENT

Preservation Maryland is Maryland’s oldest, largest and most effective preservation organization. The organization is dedicated to preserving Maryland’s historic buildings, neighborhoods, landscapes and archaeological sites through advocacy, outreach, funding, property redevelopment, and workforce development. Preservation Maryland also powers a statewide smart growth program, proactive and preemptive preservation projects, large-scale public history projects, and a robust education program. To learn more, visit [www.preservationmaryland.org](http://www.preservationmaryland.org)

#### 2. PROJECT OVERVIEW

##### 2.1 Background

Owned by the City of Brunswick, the Berlin House, formerly known as the Virginia Snoots House, is a contributing resource within the NRHP-listed Brunswick Historic District and the City of Brunswick Conservation District. Census records indicate a house has existed onsite since at least 1840, and it is believed this same house serves as the core of the structure standing today. This makes it one of the oldest structures in the city and one of only a handful of extent structures from when the town was known as Berlin. The property served as home to generations of families and individuals until 2005. It has since sat vacant and was identified through the State Section 106 process initiated in 2020 as a structure to be saved and rehabilitated for public use.

As a result, Preservation Maryland is partnering with the City of Brunswick to protect and adapt the historic house. Brunswick has an active Main Street with a focus on being a catalyst in transforming the downtown area into a lively place. In support of this mission, the City’s current plan for the Berlin House envisions adapting the structure into a community heritage venue that will serve as adjunct interpretive space for the Brunswick Heritage Museum, with its first floor used for programs and exhibits focused on early domestic life in Brunswick and its second floor used for artifact storage and office space.

##### 2.2 Description

Serving as project manager on behalf of the City, Preservation Maryland is seeking architectural and engineering services for the adaptive reuse of the historic Berlin House. Sited at 9 S Maple Ave., Brunswick, MD 21716, the property (parcel 0472, tax map 101A) comprises a two-story single-family home with an above grade living area of approximately 1,697 sq. ft. The NRHP listing also suggests the house may be of log construction.

The goal of this project is to stabilize and minimally adapt the historic house for public use, leaving the interior a blank canvas for museum installations and multi-purpose use. As funding allows, the anticipated construction scope of work may include: selective demolition of non-contributing porch additions, roof and gutter repair/replacement, siding restoration, porch restoration, basement repointing, first floor reframing and sill replacement, second floor sistering and replacement of center beam and post, roof framing repair, regrading of site, and updated MEP. Repair/replacement of historic logs may be added to the scope depending on presence and condition.

Objectives include:

- Seal envelope
- Stabilize structural system
- Restore exterior to period of significance
- Adapt interior first floor for exhibit space and second floor for storage/office space

### **3. SERVICES AND SCOPE OF WORK**

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

- Design services, including preparation of construction and bid documentation
- Engaging with City of Brunswick stakeholders for design input and feedback
- Construction administration
- Project inspection services including periodic progress reviews
- Review of contractor pay requests
- Review of contractor change order requests, as necessary

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

### **4. NOT TO EXCEED AMOUNT**

The limit of the contract sum will be \$60,000. This not-to-exceed amount (NTE) 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 unless authorized in advance and in writing by the Client's Authorized Official. Competitiveness of the budget will be considered as part of the proposal review process.

### **5. INSTRUCTIONS TO RESPONDENTS**

#### *5.1 Where to Deliver Proposal*

All proposals must be submitted as a single PDF attached to an email delivered to [LHouston@presmd.org](mailto:LHouston@presmd.org).

#### *5.2 Proposal Due Date*

Proposals are due by **8:30 A.M. ET on Monday, March 27, 2023**.

#### *5.3 Preparation of Proposal*

Respondents must submit the following:

- Qualifications
- Proposal

- Project budget
- 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.

#### 5.4 Subcontracts

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

#### 5.5 Minimum Qualifications

Respondents must demonstrate personnel assigned 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 forth by the Secretary of the Interior’s Standards and Guidelines; and have demonstrated experience in historic preservation.

#### 5.6 Inquiries

Every request for a written interpretation or correction must be received at least fourteen (14) days prior to the proposal due date in order to be considered. Requests may be submitted by e-mail to [Lhouston@presmd.org](mailto:Lhouston@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 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.

#### 5.7 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.

#### 5.8 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:

1	<b>Background and Qualifications</b> a) Demonstrated experience b) Special expertise of personnel, as applicable c) Ability to meet needs and perform work
2	<b>Project Management</b>

	a) Names and functions of personnel assigned b) Commitment to project completion within time and budget constraints
3	<b>Technical Merit</b> a) Knowledge of scope b) Completeness and clarity of proposal c) Adequately addresses project goal(s) and objective(s)

## 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
- Satisfactory evidence of insurance coverage, including but not limited to General Liability Insurance with minimum limits of no less than \$1,000,000.00 per claim, as required by certain funders and Preservation Maryland

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.