

## **NOTICE TO INTERESTED PARTIES**

Baltimore Heritage is seeking a consultant to provide services as outlined in the attached Request for Proposals. Any Offerors who meet the professional requirements and experience and are interested in submitting a proposal to provide such services must submit a proposal to the address listed below **no later than 5:00 pm on Friday August 21, 2020**. Any proposals received after that date will be returned unopened to the Offeror.

### Issuing Organization:

Baltimore Heritage, Inc.  
11 ½ West Chase Street  
Baltimore, MD 21201

Questions relating to this RFP should be directed to Baltimore Heritage Executive Director Mr. Johns W. Hopkins: [hopkins@baltimoreheritage.org](mailto:hopkins@baltimoreheritage.org) / 410-332-9992

**Baltimore Heritage, Inc.**

**REQUEST FOR PROPOSALS**

July 27, 2020

**Heritage Survey  
African American Heritage Sites within the  
Old West Baltimore National Register Historic District**

**PART I - PURPOSE**

The purpose of this RFP is to obtain a qualified consultant to (i) develop a spreadsheet of significant African American heritage sites within the Old West Baltimore National Register Historic District; (ii) conduct an intensive-level survey of approximately five (5) of the identified sites in the district, resulting in the production of new or expanded Maryland Inventory of Historic Properties forms (collectively, "MIHP forms"); and (iii) prepare a final survey report for the project (the "Survey Report"). The consultant will coordinate the project with Baltimore Heritage and the Maryland Historical Trust (MHT). All work will be performed in compliance with the standards of MHT and the National Park Service (NPS). **Work is to be completed no later than June 1, 2021.**

**PART II - PROFESSIONAL REQUIREMENTS AND EXPERIENCE**

- A. Respondents must demonstrate expertise in the areas of Maryland history, African American history, architectural history, and nineteenth and twentieth-century resources. They must have experience in the documentation and assessment of historic and cultural resources. The respondent must also have experience coordinating and conducting such a complex field survey.
- B. Respondents should clearly state their experience in these areas and cite current and previous projects.

**PART III - SCOPE OF SERVICES**

**PROJECT BACKGROUND**

Baltimore Heritage is a nonprofit organization in Baltimore involved in ongoing research and programming around African American heritage sites in Baltimore City. The organization is currently seeking a Historic Sites Surveyor/Architectural Historian to survey and document historic structures associated with African American heritage located in the Old West Baltimore National Register Historic District.

## SCOPE OF SERVICES

Develop a spreadsheet of significant African American heritage sites within the Old West Baltimore National Register Historic District (“Heritage Sites Spreadsheet”). Consultant will coordinate the selection of the sites for further documentation with MIHP forms with the MHT Project Monitor.

Provide approximately five (5) MIHP or Addenda forms prepared at the intensive level of survey documentation, in accordance with the *Standards and Guidelines for Architectural and Historical Investigations in Maryland* (2019). All new MIHP forms will include as supporting documentation: a capsule summary, continuation sheets, chain of title, current photographs, and two copies of a USGS map showing the location of the property—one at 1:12,000 scale and one at 1:24,000 scale. Any addenda forms must also include current photographs.

Prepare a brief Final Survey Report that contains the following:

- a. Discussion of survey methodology utilized;
- b. Discussion of survey area;
- c. Final Heritage Sites Spreadsheet;
- d. List of resources individually eligible for the National Register of Historic Places;
- e. Location of final products;
- f. Recommendations for additional work; and
- g. Evaluation of effectiveness of Project.

Attend project meetings with Baltimore Heritage and MHT staff as necessary.

## MINIMUM QUALIFICATIONS

**Education and Experience:** The successful candidate must have a Master’s Degree in Historic Preservation, Architectural History or related field; or, a Bachelor’s degree in these fields and two years of experience directly related to architectural surveys and research of historic resources. Experience must have been full-time, or its equivalent, in order to be considered as qualifying. The Consultant shall be appropriately qualified in conformance with the Secretary of the Interior’s Professional Qualification Standards in History, Architectural History, Architecture, or Historic Architecture (36 CFR Part 61).

Demonstrated ability to conduct and oversee architectural field surveys and scholarly research is preferred. Experience with survey and research of African American heritage resources is desirable. Demonstrated writing and research skills, and strong interpersonal abilities, are necessary.

This project is to be conducted in consultation with the Administrator of Research and Survey of MHT. All work will be undertaken utilizing the *Secretary of the Interior’s Standards and Guidelines for Archeology and Historic Preservation* and the *Standards and Guidelines for Architectural and Historical Investigations in Maryland* (2019). Such standards and guidelines will be incorporated into the field investigation and preparation of the final survey report. All

digital products will utilize the *Standards for Submission of Digital Images to the Maryland Inventory of Historic Properties*.

#### **PART IV - PROPOSAL FORMAT**

All proposals shall be prepared in a straightforward and concise manner, delineating the Offeror's capabilities to satisfy the requirements of this RFP and, specifically, the requirements for each task in Part III, Scope of Services.

Proposals must be submitted by email to Baltimore Heritage director Johns W. Hopkins at [hopkins@baltimoreheritage.org](mailto:hopkins@baltimoreheritage.org).

Proposals must be submitted in Microsoft Word / Microsoft Excel format, or PDF format.

Proposals must be received by Baltimore Heritage no later than **5:00 PM on Friday August 21, 2020**.

The individual proposals shall contain the following information:

1. Resumes for principal consultant and any specific team members who will be assigned to this project, to include titles and assigned project tasks.
2. A list of comparable projects completed or implemented.
3. A list of two client references (names, addresses and email addresses) for whom Offeror has carried out comparable work. The contract monitor will contact all client references.
4. An outline of the proposed work program based on the Scope of Services, including a schedule for the project and the division of responsibility among members of the team. Work program shall outline how Offeror intends to perform the work.
5. Cost of services.
6. Signature of individual authorized to respond to this RFP

#### **PART V - EVALUATION CRITERIA**

Proposals will be evaluated based on the following criteria in descending order of importance.

- A. Compliance with Professional Requirements and Qualifications
- B. Expertise as Demonstrated on Comparable Projects (Interviews will be required.)
- C. Proposed Work Program
- D. References
- E. Cost of Services

Baltimore Heritage African American Heritage Research RFP  
EVALUATION SUMMARY  
Scoring Sheet  
2020

Applicant Name: \_\_\_\_\_

TECHNICAL EVALUATION ITEMS (with maximum score for each item)

- |  |           |       |
|--|-----------|-------|
| 1. Compliance with professional requirements, qualifications, and experience | 30 points | _____ |
| 2. Expertise as Demonstrated on Comparable Projects                          | 30 points | _____ |
| 3. Proposed Work program   | 10 points | _____ |
| 4. References  | 5 points  | _____ |
| 5. Cost of Services  | 25 points | _____ |

TOTAL SCORE \_\_\_\_\_