



Preserving America's Sailing Legacy ★ *Engaging Sailing's Next Generation*

Request for Proposal for a Historic Structure Report

**National Sailing Hall of Fame
69 Prince George Street
Annapolis, MD 21401**

November 4, 2016

The National Sailing Hall of Fame (NSHOF) is seeking a qualified firm to complete a Historic Structure Report (HSR) for 69 Prince George Street, Annapolis, MD. NSHOF is a tenant in this building which is owned by the State of Maryland's Department of Natural Resources.

QUESTIONS AND PROPOSALS MUST BE DELIVERED ELECTRONICALLY per the submission schedule outlined below to: Lee Tawney, Executive Director, National Sailing Hall of Fame: lee.tawney@nshof.org

Proposals shall include the specific contract form and any and all terms and conditions.

BACKGROUND:

The National Sailing Hall of Fame promotes sailing by preserving America's sailing legacy and engages the next generation by sharing the benefits, excitement and beauty of sailing. To learn more about NSHOF visit: www.nshof.org

NSHOF's lease with Maryland's Department of Natural Resources requires that a HSR be completed for submission to the Maryland Historic Trust. NSHOF is planning to build a museum, meeting space, gift shop and office space on this property.

Certain information about the existing building is included in a study commissioned by the Maryland Stadium Authority: <http://www.mdstad.com/completed-studies/national-sailing-hall-of-fame>

PROPOSAL REQUIREMENTS:

At a minimum, the HSR should include the following sections:

- Introduction
- Development History
- Architectural Significance
- Document Existing Conditions
- Locational Considerations (Critical Area, FEMA, etc.)
- Recommendations
- Conclusion

The selected firm must be a responsible historic preservation consultant or team of consultants with the necessary breadth of knowledge, experience, and resources to undertake and successfully complete the project. The consultant or consultant team should have professional expertise in completing historic structure reports and related studies. Structural and MEP engineering consultants may be needed to provide assessments, recommendations and cost estimates depending on future agreed upon uses.

Firms are requested to provide the following:

- Synopsis of the firm's background, history, and services provided (including areas of expertise), and provide a statement indicating the firm's understanding of the project's objectives, scope and requirements.
- Experience with similar type projects and work in the geographic region.
- Project Approach and Project Schedule. Please give a description of the proposed methodology, techniques, and procedures to be used. Include a time line that specifies the projected completion date for each project task, a projected delivery date for each of the project deliverables, and a projected final project completion date.
- Project Team and Qualifications Organizational Chart An organization chart and staffing plan with the name and role of each team member who will be assigned to perform work on this project, including any sub consultants. Include each person's role and the anticipated amount of time each will actually work on this project. Please include a resume for each person on the team with a detailed description of related project experience.
- Please list the client name, contact person, title of contact person, and telephone number of at least three clients for whom similar work has been performed in the past.
- NSHOF prefers for the work to be performed on a fixed price basis, and NSHOF will consider fee in its overall evaluation of the proposals. Please provide a not-

to-exceed cost for all services including all fees and expenses. Also, please provide a fee schedule for any supplemental charges that may be charged for additional unforeseen work tasks, if such services should be required via a future contract addendum, such as conducting additional presentations, additional research, etc.

Upon completion of the research, physical investigation, evaluation, and work recommendations, the HSR shall be compiled. The firm shall submit an outline of the HSR for NSHOF to review at the beginning of the HSR preparation. A draft report may also be submitted for review when the report is partially complete, especially if there are many new research findings, significant physical distress conditions to be addressed, or complicated choices to be made in determining the future of the existing structure.

Firms responding to the RFP shall supply a copyright release in order for NSHOF to make copies or publish any copyrighted materials submitted. Proposals must be limited to a maximum of twenty-five (25) pages, including any appendix or other documents.

SELECTION CRITERIA:

The NSHOF Building committee shall appoint an evaluation committee to review and evaluate the submitted proposals based on the following criteria:

- Adherence to Required Proposal Format
- Understanding of Project Goals
- Project Approach, Project Schedule and Proposed Methodologies
- Experience and Knowledge of the Consulting Team Member
- Fee Proposal

SUBMISSION AND AWARD SCHEDULE:

- a) Respondents shall submit written questions if any via email to lee.tawney@nshof.org within 10 business days from the date of this RFP.
- b) NSHOF's intent is to respond to questions issued within approximately 5 business days of the above question deadline.
- c) Proposals shall be due within 5 business days of (b) above
- d) Proposal selection notice shall be issued within approximately 10 business days of proposal submission deadline.

Thank you for your interest in doing business with the National Sailing Hall of Fame.