



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

**REQUEST FOR PROPOSAL  
PHASE I/II ARCHEOLOGICAL INVESTIGATIONS  
OF 69-71 Prince George Street, Annapolis, MD  
[www.nshof.org](http://www.nshof.org)**

**May 10, 2017**

**INTRODUCTION**

The National Sailing Hall of Fame (NSHOF) is seeking proposals from offerors to complete Phase I/II archeological investigations, including archival background research and field investigations, of 69 Prince George Street in Annapolis, Maryland. NSHOF is a tenant in this building and parcel which are owned by the State of Maryland's Department of Natural Resources (DNR). NSHOF is undertaking planning studies for the development of the property.

Since the project will occur on state-owned property, DNR and NSHOF consulted with the Maryland Historical Trust (Trust), to consider the effects of the project on historic and archeological properties (pursuant to the Maryland Historical Trust Act of 1985 as amended, State Finance and Procurement Article §§ 5A-325 and 5A-326 of the Annotated Code of Maryland). DNR, NSHOF and the Trust executed a Programmatic Agreement (PA) in 2009 that stipulates how the parties will take into account the project's effects and establishes a process for ensuring the appropriate stewardship of historic and archeological resources within the parcel for the duration of the lease. Stipulation VII.A of the PA specifies the following requirement for the treatment of archeological resources as part of project planning efforts:

- A. **Identification and Evaluation:** Prior to any ground disturbance or construction activities within the Lease Area, NSHOF shall: 1) complete a combined Phase I/II archeological investigation of the Lease Area to identify any resources that may be impacted by the use or development of the Lease Area and to evaluate the eligibility of identified sites for listing in the National Register of Historic Places; and 2) provide a copy of the resulting draft identification and evaluation report to the Trust and the HPC [Annapolis Historic Preservation Commission] for review and comment, and shall take those comments into consideration in completion of a final report which shall be submitted to the Trust and the HPC.

The purpose of the study is to identify if the project area contains archeological resources eligible for the National Register of Historic Places that may be impacted by the project and determine the need for further archeological investigations, in fulfillment of Stipulation VII.A of the PA.

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](mailto: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 engaging sailing's next generation by sharing the benefits, excitement and beauty of sailing. To learn more about NSHOF visit: [www.nshof.org](http://www.nshof.org)

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>

### **PRELIMINARY ASSESSMENT OF THE STUDY AREA**

The project area encompasses approximately 4,080 square ft. and includes the parcel at 69 Prince George St. containing the extant Burtis House and yard, walkways, and the adjacent vacant gravel lot at 71 Prince George St. The Burtis House is recorded in the Trust's Maryland Inventory of Historic Properties as AA-1152 and is a contributing resource to the Annapolis National Register Historic District. The property is also located within the Colonial Annapolis Historic District (AA-137), a designated National Historic Landmark. To date there has been no previous archeological investigation of the property. Based on an examination of available historic maps and on the results of previous archeological survey work that has been conducted in the vicinity, the Trust determined that the project area has a moderate to high potential for the presence of significant archeological resources representing the area's occupation and use from the 19<sup>th</sup> - 20<sup>th</sup> centuries and reflecting its maritime history.

### **SCOPE OF SERVICES**

The successful offeror shall conduct Phase I/II archeological investigations of the project areas. All phases of the study shall comply with the measures listed in Performance Standards. The services to be provided include the following tasks:

1. an archival study, with disturbance assessment, of the project area to determine its archeological potential;
2. field investigations through a combination of manual and mechanical excavation of

shovel test pits, units, and mechanized testing to assess the current soil stratigraphy and prior disturbances, identify any surviving archeological resources, and determine their eligibility for the National Register of Historic Places with associated laboratory processing and analyses of any recovered materials; and

3. preparation of a detailed draft and final report documenting the goals, methods, results and recommendations of the Phase I/II archeological investigations.

Archival Study and Disturbance Assessment: The goals of the archival study and disturbance assessment are to evaluate and predict the locations of prehistoric and historic archeological properties within the project area through the examination of relevant archival documents, maps, and other sources. To achieve these goals, the background study must fulfill the following objectives:

- establish the land use and settlement patterns for the project area throughout prehistory and history including the area's developmental growth, the range of social and economic activities that have occurred in the area, and the social and ethnic groups associated with those activities;
- identify the types, locations, and distributions of predicted archeological resources within the study area, including prehistoric site locations, and identify the groups and activities associated with those predicted properties;
- define the relevant historic contexts for the study area;
- determine the potential integrity of predicted archeological properties through a disturbance assessment of the study area, based on current ground conditions and prior construction activities which may have impacted or buried the various types of predicted archeological resources in the study area;
- develop research questions that will assist in assigning significance to predicted property types once they are identified;
- evaluate the significance of predicted archeological properties within the project area, significance must be evaluated using appropriate criteria of evaluation and by placing the properties within their appropriate historic context; and
- develop a well-defined sampling plan/research design for the field investigations.

The archival study shall involve background research, informant interviews, a disturbance assessment, analyses, and report preparation to fulfill the desired goals and objectives. Archival research should include an examination of the archeological work conducted in the vicinity of the project area. Research efforts should focus on examination of appropriate sources, which may include:

- Maryland Inventory of Historic Properties;
- National Register of Historic Places;
- Maryland Archeological Synthesis Project;
- reports on previous archeological and historic research;
- project planning materials;
- environmental data for the study area;

- aerial and historic photographs;
- historic maps, plats, and atlases;
- archival sources (land records, city directories, census data, court records, will and probate records, insurance maps and records, etc.);
- municipal records (utility records, building and demolition permits, health department records, soil borings, etc.);
- local and regional histories;
- interviews with informants knowledgeable about the prior history, archeology, and disturbance of the project area vicinity; and
- other materials, at the contractor's discretion.

Field Investigations: As part of the archival study, the consultant will conduct field investigations to identify and evaluate the National Register eligibility of archeological resources within the project area. Field investigations should be excavated by manual and mechanical means, where appropriate, and judgmentally placed based on the background research results to assess the current soil stratigraphy and prior disturbances, identify archeological resources and evaluate their eligibility for the National Register. The testing effort shall include associated laboratory processing and analyses of recovered materials, if any. All components of the investigations shall be performed and thoroughly recorded in accordance with the Performance Standards section. The level of field investigations must fulfill the following objectives:

- locate and identify potentially significant archeological properties within the study area, predicted to exist by the archival study;
- assess sub-surface conditions in the study area, including soil stratigraphy, the degree of integrity and depth of any cultural deposits identified;
- place identified resources within their appropriate historic contexts;
- conclusively determine the National Register eligibility of identified properties, using the National Register criteria of evaluation (36 CFR 60.4);
- evaluate the project's impacts on significant properties and determine the need for further work;
- if further work is recommended, prepare a detailed data recovery plan for the investigations.

Terrestrial Archeology Permit: Since the project area encompasses state-owned property, NSHOF is required to obtain a permit from the Trust for the field investigations, pursuant to State Finance and Procurement Article §5A-342 of the Annotated Code of Maryland. The contractor shall complete the permit form, attach a copy of their proposed sampling plan, work with NSHOF to obtain DNR's signature on the permit application, and submit it to the Trust for approval. The Trust's website provides further information regarding the permit process and copies of the application form: [http://mht.maryland.gov/archeology\\_permits.shtml](http://mht.maryland.gov/archeology_permits.shtml).

Curation: All recovered material remains and associated records (field and research notes, maps, drawing, photographs, etc.) generated by this project shall be processed and prepared for curation in accordance with the Performance Standards section and delivered to NSHOF and to

the Trust's Maryland Archeological Conservation Laboratory for permanent curation. The contractor's budget should include appropriate provisions to cover the box fees for curation.

Reporting: The contractor shall prepare a detailed technical report describing and documenting the goals, methods, results, interpretations, and recommendations of the archival background research and Phase I/II archeological investigations. The report shall be prepared in accordance with the Performance Standards section. The report must include:

- statement of methodology and resources used;
- detailed description of any identified archeological sites;
- definitive evaluation of any identified site's eligibility for the National Register of Historic Places, with supporting justification, based on the background research and field results;
- defensible recommendations on the need for further Phase III investigations and a proposed research for any additional work, if warranted (only National Register eligible archeological properties that may be impacted by the project would be targeted for further investigation).

The contractor shall submit 5 copies of the draft report to NSHOF for review. NSHOF shall provide copies of the draft report to the Trust and Annapolis HPC for review and comment, as specified in the PA. The draft report shall meet all the requirements for content of the final report. The contractor will incorporate suggested revisions into the final report. The contractor will provide 2 copies of the final report to NSHOF, 2 copies to the Trust and 1 copy to the Annapolis HPC. In addition, the contractor will provide an electronic copy of the final report in the form of a PDF file generated directly from the original Word document.

Access Considerations: NSHOF will coordinate access to the project area for the field investigations. The contractor should give careful consideration to the proposed placement of shovel tests, units, and any mechanized trenching to achieve project goals with the minimum amount of disturbance to public access. The contractor shall backfill all areas and restore the ground surfaces to their original condition following completion of the field testing.

Performance Standards: All phases of archival research and Phase I/II investigations (including professional qualifications, background research, fieldwork, laboratory processing and analyses, and reporting) shall be conducted with reference to and consistent with the principles and standards contained in the following documents:

- *Standards and Guidelines for Archeological Investigations in Maryland* (Shaffer and Cole 1994); and
- *Technical Update No. 1 of the Standards and Guidelines for Archeological Investigations in Maryland* (Maryland Historical Trust, revised 2005).

Deliverables: Deliverables for the archeological assessment shall include the following items:

1. Terrestrial Archeology Permit Application: The contractor shall complete a terrestrial archeology permit form and submit the completed permit application to the Trust for approval, prior to the initiation of any field investigations.
2. Draft report: The contractor shall write a detailed draft report documenting the archeological research (incorporating the archival study and field investigations) describing the methods and results of the archival study and testing and analyses.
3. Final report: The contractor shall prepare a final report incorporating the comments on the draft document provided by NSHOF, the Trust, and the HPC.
4. Collection: The contractor shall process and package the recovered material remains and associated records generated by the archeological research efforts for curation and deliver the collection to the Trust's Maryland Archeological Conservation Laboratory, with the appropriate box fee, for curation.

## **MINIMUM QUALIFICATIONS**

Professional Requirements: Offerors must have demonstrated experience in the successful completion of archeological investigations in urban settings in the Middle Atlantic region. Experience must include documentary and archival research; all phases of archeological identification, evaluation, and data recovery; and report completion for urban archeological research projects. Offerors must have the demonstrated ability to successfully fulfill project goals within defined project schedules and under the constraints of an urban environment.

Key Personnel: The offeror shall assign appropriate professional staff members to this contract. The names and titles of the individual(s) so designated must be set forth in the proposal. Replacement of any personnel shall be with personnel with substantially equal ability, qualifications and experience, and only with the advance written consent of the NSHOF. It is expected that the personnel assigned and participating will remain for the duration of the contract.

## **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 activity in the RFP. Offerors are requested to write their proposals so that their responses correspond to and are identified with the specific subsections of the RFP for each activity. Please include resumes for key personnel proposed. Proposals shall include a technical work plan for the investigations - with a time schedule for implementation, a discussion of firm experience, identification of personnel and resumes, and an itemized budget, as outlined below. Any individual proposal submitted in response to this RFP should not exceed ten (10) pages of text, single-spaced, excluding Exhibits, figures, resumes, and any examples of work.

The individual proposal shall contain the following information.

1. Technical Proposal

- a) Work plan and Schedule: The work plan shall include a statement of approach for the archival study and field testing, with thorough research, field, and laboratory methodologies. The plan shall provide the time schedule for completing all phases of the assessment (archival study, field testing, laboratory analyses, and report preparation). The plan shall identify the specific key individuals who will be assigned to the project.
- b) Prior Experience: The proposals shall describe the offeror's experience and firm capabilities, and discuss any other relevant experience.
- c) Key Personnel: The proposal must specify the division of responsibility envisioned among key personnel individuals and their availability to perform contract services during the term of the contract. The proposal must identify other personnel who would be available to perform the services described, if members of the specific team were unavailable.
- d) Resumes of all key personnel and the names, addresses and phone numbers of references must be attached.

2. Price Proposal

- a) Proposals shall include a cost breakdown for the archeological assessment by task (archival study/disturbance assessment, field testing, laboratory processing with curation box fee, and report preparation). The cost breakdown shall include total expenditures, itemized according to phases and/or tasks. Cost information shall present personnel rates and numbers of hours, plus direct expenses (supplies, equipment, specialized analyses fees, and incidental expenses).
- b) The price proposal shall indicate hourly rates for the type of personnel to be assigned for each of the types of services outlined in the Scope of Services.
- c) Hourly rates to be provided must be fully loaded.
- d) The price proposal shall indicate a total lump sum prices for completion of the Phase I/II archeological investigations.

3. References

Offerors shall provide the names, addresses, and telephone numbers of at least three (3) clients and of key personnel that may be contacted as references regarding the offeror's prior performance on similar urban archeological projects.

**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 Team
- Fee Proposal

**SUBMISSION AND AWARD SCHEDULE:**

- a) Respondents shall submit written questions if any via email to [lee.tawney@nshof.org](mailto: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.**