

**TOWN OF BLADENSBURG  
(in Partnership with The Aman Trust)**

**REQUEST FOR BID  
Bostwick House West Façade Stabilization and  
Rehabilitation Project**



**Issued by:**

**TOWN OF BLADENSBURG  
4229 Edmonston Road  
Bladensburg, Maryland 20710**

**Tel: 301-927-7048**

**RFB -09 - 2024**

**Issue Date: May 15, 2024  
Proposal Due Date: June 17, 2024**

**Advertisement**

**TOWN OF BLADENSBURG**

BOSTWICK HOUSE WEST FAÇADE STABILIZATION AND REHABILITATION

BOSTWICK HOUSE  
3901 48TH St, BLADENSBURG, MARYLAND 20710

ISSUE DATE: MAY 15, 2024

DUE DATE AND TIME: JUNE 17, 2024.

The Town of Bladensburg and Aman requests bid proposals from qualified firms to provide Bostwick House Façade and stabilization items, as more fully described in these Request for Proposal ("RFP") documents.

The project is funded through a grant from the State of Maryland State Bond Bill Program. All work must comply with the Interior Secretary's Standards and all State and local regulations, including EEO. A 5% Bid Bond and 100% Performance and Payment Bonds are required.

Proposals must be emailed before **June 17, 2024**, to Cawood Architecture, care of William Cawood at [william@cawoodarch.com](mailto:william@cawoodarch.com). For a proposal packet, contact William Cawood at [william@cawoodarch.com](mailto:william@cawoodarch.com) or (240)876-9172 or check the Town's website at [www.bladensburgmd.gov](http://www.bladensburgmd.gov) for more information.

Contract awarded to lowest proposal from a qualified firm conforming to the project schedule. The Pre-proposal on-site inspection will be conducted **May 30, 2024**, from **11 am to 2 pm**.

The Town of Bladensburg is an Equal Opportunity Employer. Unlawful discrimination based on race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation or other unlawful basis is expressly prohibited is expressly prohibited.

The Town reserves the right to reject any and all bids based on the best interest of the Town. For questions, please also contact the Town of Bladensburg @ [clerk@bladensburgmd.gov](mailto:clerk@bladensburgmd.gov) or William Cawood at [william@cawoodarch.com](mailto:william@cawoodarch.com) or (240)876-9172.

## Contractor / Builder Request for Proposals

### BOSTWICK HOUSE WEST FAÇADE STABILIZATION AND REHABILITATION

BOSTWICK HOUSE  
3901 48<sup>TH</sup> St, BLADENSBURG, MARYLAND 20710

ISSUE DATE: MAY 15, 2024

DUE DATE AND TIME: JUNE 17, 2024

The Aman Trust and the Town of Bladensburg invites interested and qualified firms to submit proposals for contracting services associated with the rehabilitation of the west façade of the Bostwick house located at 3901 48th St, Bladensburg, Maryland 20710.

Proposals must be sent by email with a read receipt no later than June 17, 2024.

Commented [BF1]: Please select one of these methods. You can also request that the proposals be sent by email and or by mail, too.

#### INTRODUCTION/ BACKGROUND

Bostwick was constructed in 1746 by Christopher Lowndes, a prominent citizen of colonial Bladensburg, and is one of the few surviving pre-revolutionary structures in the town. Later, it was the home of Benjamin Stoddert, who served as Secretary of War and Secretary of the Navy. In 1997, the house and its property were acquired by the Town of Bladensburg and entered into a historic easement with the Maryland Historical Trust and the MNCPPC Historic Preservation Commission (HPC) to protect the property. More recently, the building was a study site for the University of Maryland's Graduate Program in Historic Preservation, a site for environmental programs for the Anacostia Watershed Society, as well as a museum and event site for the Town. The Aman Memorial Trust, formed in 1984 to promote the preservation of historic structures in Bladensburg, will be administering the buttress restoration and reconstruction. The project will be executed with the involvement and oversight of the State Historic Preservation Office (the Maryland Historical Trust, "MHT").

The Maryland Historical Trust and MNCPPC HPC hold a perpetual preservation easement on the property, which restricts alterations to all structures and archeology on the site.

#### SCOPE OF SERVICES

Project work includes rehabilitating and stabilizing the West (front) façade of the structure. The scope will consist of:

- 16 Windows-paint scraping, removal of rotted/damaged wood, replacement of broken glazing, restoration/replacement of damaged wood, and repainting.

- 2 Doors-paint scraping, removal of rotted/damaged wood, replacement of broken glazing, restoration/replacement of damaged wood, and repainting.
- 5 Dormers- paint scraping, removal of rotted/damaged wood, restoration/replacement of damaged wood, and repainting. Replacement of missing or damaged flashing.
- Eaves, Fascia, Cornices, and Dentil trim/woodwork: Paint scraping, removal of rotted/damaged wood, restoration/replacement of damaged wood, and repainting for exterior trim at West (front) façade. Replacement of missing or damaged flashing.
- Masonry: Replacement of missing or damaged brickwork and repointing of West façade brickwork, to include front porch stair piers, porch piers, and kitchen buttress wall. Replace missing or damaged flashing.
- Kitchen Chimney: Replacement of missing or damaged brickwork and repointing of chimney brickwork, to include end wall of kitchen wing. New mortar crown with flashing under, and new terracotta flue. New metal rain cap to match existing metal cap.

For additional project details, refer to Easement Request Application documents dated 3/12/2024.

#### **Woodwork, Windows, Doors**

The existing wood trim, windows, and doors must be salvaged to the greatest extent possible for use in the reconstruction. Full stripping of the woodwork is not permitted, and woodwork should be scraped back as required to remove loose or damaged paint. Contractor to identify sub-contractor responsible for providing and repairing/restoring the woodwork for the project during the bid process. They should be experienced in the analysis, fabrication, and repair of historic woodwork, and with a minimum of 5 years field experience. Contractor to protect existing woodwork and trim during the project.

- Existing glazing in windows and doors to be retained, with new glazing for missing or damaged pieces to be fabricated from historical restoration glazing. Provide sample for Architect/MHT review. Two windows and one door are currently damaged and will need replacement woodwork and glazing.
- Existing caulking and glazing putty to be removed down to bare wood and replaced where deteriorated or failed due to age. Replace with similar materials.
- Fabrication of replacement woodwork to match existing, and should be limited to items that are damaged or rotted beyond salvaging or patching with dutchmen or epoxy resin.

#### **Brick**

The existing bricks must be salvaged to the greatest extent possible for use in the reconstruction. Any new replacement bricks must match the historic bricks in-kind, matching the size, texture, finish, color, and scale. Photographs of the proposed new brick

against the existing masonry must be submitted for comparison for review and approval by the project Architect and MHT prior to any replacement.

Contractor to identify sub-contractor responsible for providing and installing brick for the project during the bid process. The masonry installer should be experienced in the analysis, fabrication, and installation of historic brickwork, and with a minimum of 5 years field experience. Reinstall existing clay brick units as shown on the drawings. Existing brick has been separated and stored onsite for inspection during bid, and installation during the project. Contractor to verify that amount of brick onsite is sufficient for proposed scope of work, and to notify architect in writing if additional brick is required to complete the work. Additional brick required for the project to be reclaimed historic clay brick of similar dimensions, texture, and color, with preference given to local brick. It is intended that the original brick from the building will be used as face/finish brick and that additional non-historic brick to be used as backup units. Reproduction brick will be considered on a case-by-case basis and will be used in less visible areas first. Contractor to protect salvaged brick units during the project. Construct 2 separate mockups of proposed brickwork for Architect's and MHT and MNCPPC HPC review at least 10 working days prior to the commencement of brick installation. Samples of existing historic brick are available for analysis and matching. Brickwork shall be protected during installation from extremes of temperature and humidity, in accordance with accepted masonry practices-see BIA technical notes #1, latest addition.

#### **Mortar**

Contractor to identify sub-contractor responsible for providing and installing mortar for the project during the bid process. The masonry installer should be experienced in the analysis, fabrication, and installation of historic mortar, and with a minimum of 5 years field experience. Provide and install lime-based mortar, suitable for use with historic clay brick, as shown on the drawings. ASTM C270 and U.S. Dept. of Interior Preservation Brief #2 Historic Masonry Buildings are to be used as reference for this project. Repointing mortar must match the existing historic mortar in size, design, color, texture, composition, vapor permeability, strength, joint width, joint profile, and other visual qualities of the remaining buttress. New mortar shall be lime based (Portland cement mixtures are not acceptable). Natural sand of comparable color and texture to historic brick to be used. Samples of existing historic mortar are available for analysis and matching. Provide actual sample for Architect's and MHT and MNCPPC HPC review and approval before work begins. Mortar shall be protected during installation from extremes of temperature and humidity, in accordance with accepted masonry practices. Tenting and supplemental heating/cooling may be required for installation and should be included in bid.

- Pointing: Joints to be cut back, approximately 2 times the depth of the mortar from the brick face, with matching joint striking (samples provided for approval)
- Remove previous parging as found on façade and repoint joints.

#### **Paint**

The existing paint should be evaluated for condition, and stable painted surfaces must be salvaged to the greatest extent possible. Full stripping of the woodwork is not permitted, and woodwork should be scraped back as required to remove loose or damaged paint. Contractor to identify sub-contractor responsible for painting during the bid process. They should be experienced in the analysis and repainting of historic structures, with a minimum of 5 years' field experience. Contractor to protect existing surfaces from paint and debris during the project and should assume lead safe precautions be utilized during the project, taking care to protect existing ground and landscaping from lead paint contamination.

- The removal of paint should be evaluated based on the Technical Preservation Brief no. 10, which classifies the severity of paint deterioration into Class I (least severe) to Class III (most severe).
- Only approved cleaners and strippers should be used. Any removal materials that are not on the approved list should be submitted for approval from MHT and the Architect at least 10 working days prior to use on the project.
- Only approved paint as noted in the Easement Request Application will be utilized, and requests for substitutions should follow the above procedure for approval.

The contractor is responsible for obtaining any permits required for the work.

All work must be executed in accordance with the Secretary of the Interior's *Standards for Rehabilitation*. The contractor must be familiar with these *Standards* and must be willing to work with The Aman Trust, the project Architect, William H. Cawood of Cawood Architecture, and MHT and MNCPPC HPC to resolve all unanticipated conditions.

Please provide cost proposal using the attached financial proposal form and breakdown. Provide unit prices for additional work using the attached form. The Contractor may submit their standard quote sheet but must ALSO submit the filled out and signed cost proposal and unit prices forms.

The contract that results from this RFP will be a fixed-price contract.

Bid, performance, and payment bonds will be required if the contract price exceeds \$100,000.00.

The project will be partially funded through a grant from Maryland State Bond funds, and the Contractor will be required to carefully document and submit project expenses with each request for payment. It may take 30-45 days or more to process requests for payment in order to allow for review and processing by the State Comptroller's Office.

**Commented [SP2]:** I thought this stabilization work was being fund by MD Bond funds not any MHT grant funds. The buttress reconstruction is funded by MHT

### **PRE-PROPOSAL CONFERENCE / SITE VISIT**

An optional pre-proposal conference and site visit will be held between 11 am and 2 pm on **May 30, 2024**, at the **Bostwick House, 3901 48th St, Bladensburg, Maryland 20710**. For more information, contact William H. Cawood, Cawood Architecture, 35 E. Main Street, Berryville, VA 22611 or email: [william@cawoodarch.com](mailto:william@cawoodarch.com)

### **TIMETABLE**

The contractor should expect to begin the project immediately upon notification of contract award anticipated no later than the third week of July 2024. It is anticipated that work should be substantially complete by September 30, 2024.

### **QUALIFICATIONS**

- The contractor and any relevant subcontractors must demonstrate experience working with existing buildings, particularly historic buildings, and historic brickwork.
- The contractor and any relevant subcontractors must demonstrate experience working with historic windows, doors, and woodwork.
- The contractor and any subcontractors must hold a current license, applicable to the nature of the work.
- Please provide qualifications and references for contractor and any subcontractors on the attached form.
- The contractor and any subcontractors must be Equal Opportunity Employers.
- Contractors and any subcontractors will be required to be insured.

Commented [BF3]: I realized this is repetitive text from above.

### **SELECTION CRITERIA**

The contractor will be selected by a committee of stakeholders, based on the following factors, in order of descending importance:

1. Qualifications and references.
2. Ability to complete the project within the time allotted.
3. Cost.

The contract will be awarded to the lowest proposal from a qualified firm which can complete the project within the time allotted. The Town reserves the right to waive irregularities and to reject proposals.

### **RFP PACKAGE**

The RFP package consists of:

1. This "Request for Proposals" document
2. "Contractor / Subcontractor Qualifications Statement" blank form
3. "Financial Proposal" blank form
4. "Conflict of Interest Affidavit and Disclosure" blank form
5. Easement Request Application documents dated 3/12/2024.

6. Mortar Analysis and Paint Removal Field Testing, John Milner Associates, November 2007
7. Town of Bladensburg BID Forms

Documents may be obtained electronically from the Architect. Please contact William H. Cawood, email: [william@cawoodarch.com](mailto:william@cawoodarch.com).

**PROPOSAL SUBMISSION**

Proposals must be sent by email with a read receipt (email preferred) no later than June 17, 2024.

**Late submissions will not be considered.**

A complete proposal submission consists of the following:

1. A completed and signed "Financial Proposal" form (one copy).
2. A completed "Contractor / Subcontractor Qualifications Statement" with no more than five pages of project-related supporting materials attached (one copy).
3. Completed "Conflict of Interest Affidavit and Disclosure"
4. Consultant's estimate of start date and time frame for project (may be included in cover letter).
5. Copy of current license for contractor and any relevant subcontractors (one copy).
6. Copy of current insurance certificate for contractor and any relevant subcontractors (one copy).

Submit all proposal materials to the Architect: William H. Cawood, Cawood Architecture, email: [william@cawoodarch.com](mailto:william@cawoodarch.com) with a copy being sent to [clerk@bladensburgmd.gov](mailto:clerk@bladensburgmd.gov)



**FAILURE TO INCLUDE ALL REQUIRED INFORMATION WILL RENDER THE PROPOSAL  
NON-RESPONSIVE.**

**NOTICES**

Offerors should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification why such materials, upon request, should not be disclosed by the State under the Access to Public Records Act, State Government Article, Title 10, Subtitle 6, Annotated Code of Maryland.

MBE / WBE firms are encouraged to respond to this solicitation.

The Consultant and any Subconsultants must be Equal Opportunity Employers.

By submitting a response to this solicitation, a vendor shall be deemed to represent that it is not in arrears in the payment of any obligation due and owing the State of Maryland, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the contract if selected for contract award

**Right to Cancel**

The Town reserves the right to change any aspect of, terminate, or delay this RFP, the RFP process, and/or the program outlined within it at any time, and notice shall be given in a timely manner thereafter. The Town reserves the right to reject any or all proposals and to exercise its sole discretion to best serve the interests of the Town.

**Contract Award**

Following a staff and consultant recommendation, the Mayor and Council of the Town of Bladensburg will make an award at the earliest possible date after the date set for receipt of proposals.

The successful bidder shall be required to execute a contract in a form satisfactory to the Town, in substantially the same form as attached hereto, within 20 days of the award of the contract. The Town reserves the right to cancel the award of the contract at any time prior to execution of the contract without liability on the part of the Town.

If the successful bidder fails to execute the contract as required, the award may be annulled and the contract awarded to the second lowest responsible bidder, and such bidder shall

fulfill every stipulation embraced herein, as if he were the original party to whom the award was made, or the Town may reject all of the bids, as its interest may require.



## Contractor / Builder Financial Proposal Form

**REQUEST FOR PROPOSALS: BOSTWICK HOUSE WEST FAÇADE STABALIZATION AND REHABILITATION**

<b>FIRM / TEAM NAME:</b>	
<b>Description</b>	<b>Cost</b>
BOSTWICK HOUSE WEST FAÇADE STABALIZATION AND REHABILITATION	
TOTAL	

**ADDENDA: Please fill in and initial to acknowledge receipt of RFP Addenda, if applicable.**

<b>Addendum Number and Date</b>	<b>Initials</b>

We hereby submit our proposal to the ***Aman Trust and Town of Bladensburg*** for the ***BOSTWICK HOUSE WEST FAÇADE STABALIZATION AND REHABILITATION***.

1. I/We have received, read, and fully understand the drawings /specifications for the project, the Request for Proposals, and the Addenda.
2. I/We have examined the site, existing structures, access roads, existing utilities, and all existing conditions which affect the construction proposal.
3. I/We are able to provide all the materials, products, labor, equipment, supervision, managerial and professional services necessary for the project, and are able to construct the project as intended by the above-mentioned specifications.
4. I/We are able to complete this project within the stipulated calendar days and/or critical completion dates specified by the Owner.
5. I/We clearly understand that this Construction Proposal Form must be completed and submitted in its entirety to be considered a responsive proposal. Failure to completely fill in all blanks may be cause for rejection of this proposal.
6. I/We clearly understand that the proposal price will be firm for a time period of 60 calendar days from the proposal opening date.
7. The firm represents, and it is a condition precedent to acceptance of this proposal, that the firm has not been a party to any agreement to propose a fixed or uniform price.

**Proposal submitted by representative hereby designated as project contact:**

<b>NAME:</b>	
<b>TITLE &amp; FIRM NAME:</b>	
<b>ADDRESS:</b>	
<b>PHONE:</b>	
<b>E-MAIL:</b>	
<b>FEDERAL EIN #</b>	
<b>DATE:</b>	
<b>SIGNATURE:</b>	

## Contractor / Subcontractor Qualifications Statement

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter.

**Project Identification: BOSTWICK HOUSE WEST FACADE STABILIZATION AND REHABILITATION**

Company Name	
Contact Name	
Contact Title	
Address, City, State, ZIP	
Phone / Fax	
Email	
Website	

1.	How many years has your organization been in business?	
2.	How many years under your present name?	
3.	What time periods under a previous business name? (List below)	
	Company Name	Dates
	Company Name	Dates
	Company Name	Dates
	Company Name	Dates
4.	Is your organization licensed to do business in the State of Maryland?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Do you have a professional license in the State of Maryland?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Type of license	License Number
	Expiration date	
8.	Is your firm certified MBE in the State of Maryland?	<input type="checkbox"/> Yes <input type="checkbox"/> No

9.	Have you in the previous five years, been denied a contract award on which you submitted the low bid/proposal in competitive bidding, or been refused pre-qualification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain:		
10.	List four or more projects executed by your firm within the past five years that were similar in nature and scope to this project, and were in compliance with the <a href="#">Secretary of the Interior's Standards</a> (if applicable). <b>Attach photographic documentation of these projects, or refer us to your website.</b> We may contact your references.	
a.	Project Name	
	Project Address	
	Years of Construction	
	Client / Reference Name	
	Client / Reference Phone or Email	
	Web link if available	
b.	Project Name	
	Project Address	
	Years of Construction	
	Client / Reference Name	
	Client / Reference Phone or Email	
	Web link if available	
c.	Project Name	
	Project Address	
	Years of Construction	
	Client / Reference Name	
	Client / Reference Phone or Email	
	Web link if available	
d.	Project Name	
	Project Address	
	Years of Construction	
	Client / Reference Name	
	Client / Reference Phone or Email	
	Web link if available	
e.	Project Name	
	Project Address	
	Years of Construction	

	Client / Reference Name	
	Client / Reference Phone or Email	
	Web link if available	
11.	Provide names of key personnel to be involved in this project. Indicate the projects listed above with which they were involved. <b><i>On attached sheets, give brief resumes of each person, describing specific experience and qualification that will indicate ability to perform work required on this project.</i></b>	
a.	Name	
	Specialty / Trade	
	Project Role	
	Years of experience	
	Years with this firm	
	Involved in projects listed above?	
b.	Name	
	Specialty / Trade	
	Project Role	
	Years of experience	
	Years with this firm	
	Involved in projects listed above?	
c.	Name	
	Specialty / Trade	
	Project Role	
	Years of experience	
	Years with this firm	
	Involved in projects listed above?	
d.	Name	
	Specialty / Trade	
	Project Role	
	Years of experience	
	Years with this firm	
	Involved in projects listed above?	



12.	Please indicate which portions of the work you will subcontract and the names of the subcontractors. <b>Please attach brief resumes of each subcontractor firm, describing specific experience and qualification that will indicate ability to perform work required on this project.</b>	
	a.	Firm Name
		Specialty / Trade
		Address, City, State, Zip
		Phone
		Email
		Website
		Years in business
		Involved in projects listed above?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
	b.	Firm Name
		Specialty / Trade
		Address, City, State, Zip
		Phone
		Email
		Website
		Years in business
		Involved in projects listed above?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
	c.	Firm Name
		Specialty / Trade
		Address, City, State, Zip
		Phone
		Email
		Website
		Years in business
		Involved in projects listed above?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
	d.	Firm Name

	Specialty / Trade	
	Address, City, State, Zip	
	Phone	
	Email	
	Website	
	Years in business	
	Are you involved in the projects listed above?	
	MBE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
The undersigned certifies the truth and correctness of all statements.		
	<b>Prepared by:</b>	
	<b>Title:</b>	
	<b>Signature:</b>	

**Contractor / Builder  
Conflict of Interest Affidavit and Disclosure Form**

A. "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

B. "Person" has the meaning stated in COMAR 21.01.02.01B(64) and includes a bidder, offeror, contractor, consultant, or subcontractor or subconsultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.

C. The bidder or offeror warrants that, except as disclosed in §D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.

D. The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain detail—attach additional sheets if necessary):

E. The bidder or offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the bidder or offeror shall immediately make a full disclosure in writing to the procurement officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the bidder or offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the contractor shall continue performance until notified by the procurement officer of any contrary action to be taken.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: \_\_\_\_\_

By: \_\_\_\_\_ (Authorized Representative and Affiant)