
Aman Memorial Trust



REQUEST FOR PROPOSAL

Architectural and Engineering Services for Bostwick House Community Events Center
3901 48th Street
Bladensburg, Maryland 20710

INTRODUCTION

The Aman Memorial Trust (Aman) is working with the Town of Bladensburg, MD (Town) to explore the adaptive re-use of the Bostwick House, a historic structure, to be a Community Events Center for the Town of Bladensburg and surrounding region.

Aman is a non-profit organization founded in 1984 that, including its board members, has been responsible for the adaptive re-use of three of the four historic properties in Bladensburg including the George Washington House (office space for AWS), Magruder House (office space), and Market Master House (private residence) - and completion of the War of 1812 Bladensburg Monument in August 2014. Bostwick House is the fourth historic property in Bladensburg.

The project will be managed by the Aman Trust Board Members John Sower and Samuel J. Parker, Jr. (Project Manager)

The 270 year-old Bostwick House (built in 1746) is on the National Register of Historic Places, and in 1997 it was purchased by the Town of Bladensburg which has raised funds to preserve and stabilize the structure. The site has approximately 7.7 acres and the house has approximately 4,500 sq ft on two floors with an unfinished attic and basement, and the property includes a single story approximately 400 sq ft Resident Curator residence, 350 sq ft garage, 1,750 sq ft barn, and other out-buildings. The AWS uses the property for its environmental programs. The University of MD uses the property for its education programs and has sponsored several studies about Bostwick that are included on the website cited below.

EXECUTIVE SUMMARY

Aman and the Town are discussing a memorandum of understanding (MOU) wherein Aman is to explore the feasibility and stimulate funding of adaptive re-use of the Bostwick House to a Community Events Center with facilities to promote local events and local heritage tourism. The intention for the property is to be used to host business, community, and organizational meetings in the historic Main House, tented receptions/weddings on the historic terraces, and provide offices and/or storage on the property, as well as stabilize and preserve a significant historic resource.

Aman is seeking proposals from architect/engineer firms to prepare documents to support the adaptive reuse of the Bostwick House and property. The proposals can be from architect firms with either staff or sub-contract engineers. It is expected that an estimator and structural, mechanical and/or other engineers may be warranted.

The Aman Board expects to select firms in Winter of 2023, and to start Survey Reports and Schematic Designs for the project in the Spring of 2024. RFPs for preparation of contract documents and contract administration will be prepared at a later time pending the results of funding.

SCOPE OF WORK

- 1) Review existing documentation regarding the property:
 - a. Review measured drawings and documents provided by the Trust.
 - b. Information provided by the website <http://bostwickhouse.weebly.com>:
 - Historic Structure Report by Katherine Manicke - 2007,
 - Structural Assessment & Recommendations by Robert Silman Associates -2004 (includes measured drawings), a
 - Mortar Analysis and Paint Removal Field Testing by John Milner Associates - 2007.
 - Bostwick Adaptive Re-use Stakeholder Visioning Project - 2021
- 2) Conduct field surveys to prepare an Exterior and Interior Existing Conditions Survey Report containing the following components:
 - a. Code compliance requirements.
 - b. Access and Accessibility regarding a historic structure.
 - c. Structural components including foundations, floors, chimneys, porch, roofs, and walls.
 - d. Mechanical, electrical, and plumbing systems. Include bathroom and kitchen fixtures and equipment.
 - e. Interior and exterior finishes including roofing, plaster, siding, doors, and windows.
 - f. Fencing, driveways, parking, and out-buildings. (Re-use or renovation of out-buildings is not included in the main contract proposal)

The Conditions Survey should be in the following format:

- Measured architectural drawings to include Basement, First Floor, Second Floor and Attic/Roof plans, and Exterior elevations for the Main house and adjoining kitchen structure. Outbuildings measured drawings to include floor plans only. All drawings should be at a minimum scale of 1/4" per foot and provided in PDF and DWG format.
 - A written survey narrative of each structure based on the components above, with specific examples by room/space of conditions requiring review. A specific photograph or location is requested for each item of concern.
- 3) Prepare Schematic Designs for the property as a Community Events Center as outlined in the provided Preliminary Business Plan:
 - a. Architectural, engineering, and code analysis of the Bostwick Property for the proposed adaptive reuse as an events center, with the Main House first floor spaces to provide smaller events spaces with a maximum occupancy of 50 or less persons. A catering kitchen would be provided, and space for a single ADA accessible bathroom would be planned for the first floor, with accessible path

as required from parking spaces. The Main House second floor spaces would be stabilized and would house exhibit space for the house detailing history of the area and the former occupants, with space for one part time staff member, with review of ADA options for historic buildings. The attached Resident Curator house would be stabilized and utilized for artifact and document storage that requires conditioned space. Parking would be provided to support events that would be at maximum occupancy. The existing outbuildings would be reviewed for condition and options for adaptive reuse explored, but schematic drawings/designs do not need to be included in the deliverable package for the outbuildings.

- b. The Board would also like to see an option for larger events, up to 100 persons, that could utilize indoor and outdoor spaces and provide adequate facilities for events of that size.
 - c. Schematic designs will consist of the following documents:
 1. Floor plans and elevations of main building and attached structures showing existing and proposed spaces. All drawings should be at a minimum scale of 1/8" per foot and provided in PDF and DWG format.
 2. Preliminary structural analysis to support schematic designs.
 3. Written narratives/scopes of work for mechanical, electrical, and plumbing systems can be provided.
 4. Site plans including proposed parking, walks, and landscaping.
 5. Presentation package including a color rendered site plan, color rendered floor plans, and (2) exterior perspectives. It is expected that these images will be used for fundraising and presentation to the state/town.
- 4) Prepare Estimated Cost Reports based on approved Schematic Designs
 - 5) Identify permit requirements and approval processes, including historic approvals.
 - 6) Formal Meetings with the Project Committee at the following stages:
 - a. Initial Discovery (after selection of the project team)
 - b. Conditions Survey
 - c. Schematic Designs at 50%/Preliminary Cost Estimate Review
 - d. Final Presentation/Estimated Cost Report Review
 - 7) Prepare a Final Report and Executive Summary summarizing the proposal and estimated cost.

PROPOSAL REQUIREMENTS AND SELECTION CRITERIA

- 1) Proposal Submission Requirements
Proposals submitted for this Project shall address all requested information above and be provided based on the outline as follows:
 1. A Cover Letter introducing the firm and proposal, including a short narrative of the work. Include any strengths and unique approaches to design or construction that the firm will bring to the project. Identify any issues that may require special consideration for the project.
 2. Company overview including resumes on the key personnel to be assigned to the project, to include engineering and cost estimating consultants.
 3. Relevant design and related company experience for similar projects, including 3-5 references with contact information (names, addresses, e-mail

addresses, and phone numbers of the owners/clients with summary descriptions of the projects and the firm's role). The Board may request a visit to visit one or more of the referenced projects.

4. A brief statement regarding the firm's understanding of the scope and deliverables. Include a proposed list of deliverables, and an example of a Existing Conditions Survey.
5. Proposed project fee and schedule, including the attached "Summary Proposal Cover Page".
6. Exclusions, exceptions, or qualifications to proposed scope of work, if any. Identify clearly and variance from the requirements of the RFP.

Any additional information that the firm wishes to include that is not specifically requested should be included in an appendix to the Proposal.

2) Selection Criteria

A Selection Committee will be established to review proposals, conduct interviews, and site visits, and vote on the proposals received by the closing date noted above and make recommendations to the Aman Trust Board of Directors for the contract award. Criteria to be considered by the Selection Committee include but are not limited to relevant historic preservation, experience with the Maryland Historical Trust, fee schedules, expertise and experience of proposed staff, recommendations of references, and commitment to community and project. The Aman Trust Board reserves the right to select a firm or firms that in its sole judgement, best meets the needs of the project.

The Selection Committee reserves the right to accept or reject any and all proposals, or any portion or combination thereof, to contract services with whomever and whatever manner the Aman Trust Board decides, to delay or abandon the project and RFP services entirely, to award on the basis of partial or total proposal, and to waive any informality or non-substantive irregularity, as the interests of the Aman Trust Board may require. The Aman Trust Board may modify, cancel or amend any provision or part of the RFP Document at any time prior to the Proposal due date.

The Aman Trust Board is not obligated to explain any deficiencies in the RFP (Request for Proposal), nor accept requests for justification from firms not selected. All proposal submission materials become the property of the Aman Trust Board.

PROPOSAL DUE DATE

Proposals are requested in digital narrative form (PDF) by 6:00 pm on December 4, 2023. Proposals should be emailed to sower1@erols.com. Confirmation of received proposals will be sent to responding firms by the next business day.

PROPOSAL CONTACT

All communications or questions regarding the project, including site visits to see the property, should be directed to:

John Sower
Board Member
Phone: 202-257-5871
Email: sower1@erols.com

End of Request for Proposal

Aman Memorial Trust



SUMMARY PROPOSAL COVER PAGE

Date: _____

To: Board of Directors Aman
Memorial Trust
c/o John Sower
4701 Sangamore Rd. Suite 100N
Bethesda, MD 20816
C: 202-257-5871
E: sower1@erols.com

We have read and understand the Request for Proposal for Survey and Schematic Design services for the Bostwick House in Bladensburg, MD.

We propose to complete the requested services per the attached price per task schedule and as summarized below:

	\$\$
Architectural	_____
Engineering	_____
Other	_____
Total bid price	_____

Company name

Address

Owner or authorized agent

Telephone # & e-mail address
