

PART I - PURPOSE

The purpose of this RFP is to obtain a qualified consultant to conduct an intensive-level survey of three (3) sites, resulting in the production of new or expanded Maryland Inventory of Historic Properties forms (collectively, Maryland Inventory forms). The consultant will coordinate the project with City of Frostburg Community Development Department. Work is to be completed no later than November 30, 2026.

PART II - PROFESSIONAL REQUIREMENTS AND EXPERIENCE

- A. Respondents must demonstrate expertise in the areas of Maryland history; architectural history; and eighteenth, 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 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

A 2022 Regional Housing Study by the I-68 Alliance indicated that Frostburg experiences an “Above Average” demand for housing. According to major employers in the region, the area’s housing market lacks a variety of housing types, and existing stock is in need of significant repairs.

Revitalizing the blighted neighborhood on North Water Street involves acquiring and demolishing derelict structures, conducting feasibility and site planning studies, improving infrastructure, and performing essential sitework to pave the way for future townhome development. The City has already acquired 3 of the 5 parcels on North Water Street and is in the process of purchasing a fourth. Additionally, the owner of the fifth parcel has expressed keen interest in selling to the City.

SCOPE OF SERVICES

Provide **approximately three (3) Maryland Inventory 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 forms will include as supporting documentation:

- a. digital images in both TIFF and jpeg formats;
- b. chain of title; and
- c. 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.

DELIVERABLES

Electronic drafts of the Maryland Inventory forms for review and comment.

One (1) final hard copy and one (1) final digital copy of each form in Microsoft Word (.docx) format.

PART IV - 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. Demonstrated writing and research skills, and strong interpersonal abilities, are necessary.

This project is to be conducted in consultation with City of Frostburg Community Development Department. 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 Maryland Inventory forms. All digital products will utilize the *Standards for Submission of Digital Images to the Maryland Inventory of Historic Properties*.

PART V - 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 enclosed in a sealed envelope addressed to the City of Frostburg and clearly marked "CITY OF FROSTBUG – MHIT REVIEW" on the outside. Proposal may be mailed or hand delivered to:

Attn: Jon Miller
City of Frostburg
P.O. Box 440
37 S Broadway

Frostburg, MD 21532

Proposals must be received no later than **10:00 AM on Tuesday, September 8, 2026** at which time proposals will be publicly opened and read.

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 telephone numbers) for whom Offeror has carried out comparable work.
4. An outline of the proposed work program based on the Scope of Services, including a **schedule for the project/timeframe for completion** 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 VI - 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
- C. Proposed Work Program
- D. References
- E. Time Frame for Completion
- F. Cost of Services

