

# Restoration/Repair/Planning Request for Proposals

## HISTORIC STRUCTURE DESIGN PLANNING AND CONSTRUCTION SERVICES

GORDON-ROBERTS HOUSE  
218 WASHINGTON STREET  
CUMBERLAND, MARYLAND 21502  
301-777-8678  
[achs218wash@gmail.com](mailto:achs218wash@gmail.com)

ISSUE DATE: APRIL 1, 2026  
DUE DATE AND TIME: 4 PM, APRIL 13, 2026

The Allegany County Historical Society invites interested and qualified firms to submit a proposal for professional services to be rendered toward the restoration and stabilization of the 1867 Gordon Roberts House in Cumberland, MD.

**Proposals should be received in hard copy at 218 Washington Street, or emailed to [achs218wash@gmail.com](mailto:achs218wash@gmail.com) no later than 4 PM on April 13, 2026.**

### INTRODUCTION/ BACKGROUND

*The Gordon-Roberts House was built in 1867 by Josiah Hance Gordon, a prominent attorney in Cumberland, moved to the Cumberland area in 1842, when he began to study law at the firm of McKaig and McKaig. Admitted to the bar in October of 1844. he was elected Allegany County State's Attorney in 1851 and served until 1857 in that capacity. Mr. Gordon was elected in 1859 to the Maryland House of Delegates. During his term in the House, he was one of the legislators arrested at the special meeting held in Frederick on the question of Maryland's secession from the Union.*

*The second and last family to live in the house was the W. Milnor Roberts II family, who lived in the home for over sixty years. Mr. Roberts was an engineer involved in building railroads. He spent many years in Brazil, and upon returning to the Cumberland area, he started a foundry and machine business. Mr. Roberts was an accomplished violinist and had a workshop on the third floor of the house where he crafted violins. During the Roberts tenure, "the home was the scene of many brilliant and festive occasions."*

*The Allegany County Historical Society purchased the home from the Roberts' estate in 1954. The Second Empire style home is operated as a museum and society offices and is open to the public for tours and special events. Visitors are welcomed by tour guides who escort them along*

*three floors of the home, illustrating the lifestyle of an upper-middle-class family of the late 1800's and early 1900's.*

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 holds a perpetual preservation easement on the property, which restricts alterations to the exterior and interior of the structure.

## **SCOPE OF SERVICES**

*The report will identify exterior areas that are deteriorated and in need of repair and/or replacement, including two known deteriorated areas on a first-floor porch deck and a third-story eave, which will require construction drawings from the bidder suitable for city permitting and MHT Easement Committee review. The report will clearly define the condition of systems and materials, and how these systems and materials will need to be repaired/replaced/restored and include a bid to perform the needed work to MHT and City of Cumberland code standards*

*The successful offeror will design/specification and construction phase services for exterior porch and eave repairs, and specific areas of concern which are anticipated to be addressed with current funding.*

*The successful bidder will provide repair and planning services for specified repairs and improvements to 218 Washington Street, Cumberland, MD and assist the owners in the successful completion of local building permits and historic district Certificates of Appropriateness.*

*The service will be funded through a Historic Preservation Capital Grant from the Maryland Historical Trust (MHT), and all work must meet the Secretary of the Interior's Standards for Rehabilitation.*

*Please provide a cost proposal using the attached form and breakdown. The contract that results from this RFP will be a fixed-price contract.*

The contracted firm will be compensated upon submission and approval by MHT of detailed invoices outlining deliverables and work steps completed and reflecting prices as submitted with the financial proposal. Payment may be expected within 30-45 days or more of presentation of a satisfactory invoice and any supporting documentation to MHT.

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

*A recommended pre-proposal conference and site visit will be held at 2 PM on April 9, 2026, at 218 Washington Street, Cumberland, MD. Attendance at the site visit is highly recommended for firms wishing to submit a proposal. Proposals from firms not attending the pre-proposal conference are at risk of not correctly interpreting the Scope of Services involved.*

## **TIMETABLE**

*The bidder should expect to begin the project immediately upon notification of contract award, anticipated no later than May 1, 2026. It is anticipated that work should be substantially complete by July 1, 2026.*

## **QUALIFICATIONS**

- *The bidder must be licensed by the State of Maryland for MHIC Contractor's Liability at the time of execution of this document.*
- *The bidder must demonstrate experience in working with historic buildings. Please use the attached qualifications form.*
- *The bidder must demonstrate Maryland Insurance providing coverage in a principal amount of no less than \$1,000,000 for any willful or negligent act or omission by the Architect arising out of the performance of this Agreement. The bidder will provide the owner with a certificate indicating that such insurance is in effect. Such insurance will add the **Allegany County Historical Society** as additional insureds.*
- *The project will be partially funded through a grant from the Maryland Historical Trust (MHT), and the successful bidder will be required to carefully document and submit project expenses with each payment request. It may take 30-45 days or more to process requests for payment in order to allow for review and processing by MHT.*
- *The Property is protected by a preservation easement that restricts alterations to the exterior and interior of the building. The project will be executed with the involvement and oversight of the State Historic Preservation Office (the Maryland Historical Trust, "MHT"). All work must be designed and executed in accordance with the Secretary of the Interior's Standards for Rehabilitation.*

## **SELECTION CRITERIA**

*The selection of the architectural consultant will be based on the following factors, in order of descending importance:*

1. *Professional qualifications and experience.*
2. *Ability to complete the project within the time allotted.*
3. *Cost.*

*Professional qualifications, experience, and ability to complete the project within the time allotted (technical merit) will have greater weight than cost (financial merit). The contract will*

*be awarded to the firm whose proposal is determined to be the most advantageous to the Allegany County Historical Society.*

## **RFP PACKAGE**

*The RFP package consists of:*

- *This “Request for Proposals” document*
- *“Consultant / Subconsultant Qualifications Statement” blank form*
- *“Financial Proposal” blank form*
- *“Conflict of Interest Affidavit and Disclosure” blank form*

## **PROPOSAL SUBMISSION**

*Proposals must be postmarked or sent by a traceable delivery method no later than 4 PM on April 13, 2026.*

**Late submissions will not be considered.**

A complete proposal submission consists of the following:

- 1. A completed and signed “Financial Proposal” form*
- 2. A completed “Contractor / Subcontractor Qualifications Statement” with no more than 10 pages of project-related supporting materials attached.*
- 3. Resume(s) of key project personnel; no more than 12 pages total for all resumes together.*
- 4. Completed “Conflict of Interest Affidavit and Disclosure” (preferred with proposal submission but MUST be submitted prior to signing a contract).*
- 5. Copy of professional liability insurance certificate*
- 6. Copy of professional license or certification*
- 7. Consultant’s estimate of start date and time frame for project (may be included in cover letter).*
- 8. Identify specific MBEs who would participate in the project as principals or subcontractors.*

**Submit all proposal materials to: Suzanne Smith, Allegany County Historical Society, 218 Washington Street, Cumberland, MD 21502, or email to [achs218wash@gmail.com](mailto:achs218wash@gmail.com)**

**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.

# Restoration/Repair/Planning Financial Proposal Form

**REQUEST FOR PROPOSALS: Gordon-Roberts House**

<b>FIRM / TEAM NAME:</b>		
<b>Description</b>	<b>Cost</b>	
[If you desire the proposal to be broken down into individual line items, you should list and describe those line items here. Otherwise, ask for a lump sum proposal.]		
[Line Item Description]		
[Line Item Description]		
TOTAL		

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

Addendum Number and Date	Initials

**HOURLY / UNIT COSTS: Please provide hourly rates for team members.**

Name / Title / Role	Hourly Rate

**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>	

## Restoration/Repair/Planning Qualifications Form

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

**Project Identification: Gordon-Roberts House**

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	
	Is your firm certified MBE in the State of Maryland?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	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:	
	List four or more projects executed by your firm within the past three 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	
	When did you work on this project?	
	Client / Reference Name	
	Client / Reference Phone or Email	
	Web link if available	
b.	Project Name	
	Project Address	
	When did you work on this project?	
	Client / Reference Name	
	Client / Reference Phone or Email	
	Web link if available	
c.	Project Name	
	Project Address	
	When did you work on this project?	
	Client / Reference Name	
	Client / Reference Phone or Email	
	Web link if available	
d.	Project Name	
	Project Address	
	When did you work on this project?	
	Client / Reference Name	
	Client / Reference Phone or Email	
	Web link if available	
e.	Project Name	
	Project Address	
	When did you work on this project?	
	Client / Reference Name	
	Client / Reference Phone or Email	
	Web link if available	
<p>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 qualifications that will indicate the ability to perform work required on this project.</i></b></p>		

	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?	
<p>Please indicate which portions of the work you will subcontract and the names of the subcontractors. <b><i>Please attach brief resumes of each subcontractor firm, describing specific experience and qualifications that will indicate the ability to perform work required on this project.</i></b></p>			
	a.	Firm Name	
		Specialty / Trade	
		Address, City, State, Zip	
		Phone	
		Email	
		Website	

		Years in business	
		Involved in projects listed above?	
		MBE?	<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?	
		MBE?	<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?	
		MBE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	d.	Firm Name	
		Specialty / Trade	
		Address, City, State, Zip	
		Phone	
		Email	
		Website	
		Years in business	
		Involved in projects listed above?	
		MBE?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## **Restoration/Repair/Planning 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)