

# Request for Proposals

## Brandy Station Battlefield

*Cultural Landscape Report Part I with supporting Historic Structures Report and  
Ground Penetrating Radar Archaeological Investigation  
Thursday, November 9, 2023 (Revised November 30, 2023)*

ABPP Grant No. P22AP02436-01

The American Battlefield Trust seeks qualified consultants to support resource investigation of the Brandy Station battlefield's cultural landscape, historic structures, and identified archaeological sites.

### I. Project Introduction

Made possible by a grant from the National Park Service's American Battlefield Protection Program (ABPP) the American Battlefield Trust (Trust) seeks assistance to produce a comprehensive Part I Cultural Landscape Report for 1,025 acres of core battlefield land owned by the Trust, with supporting Historic Structures Report (of the Historic Wiltshire House and ancillary structures) and Ground Penetrating Radar of selected potential archaeological sites.

Please submit mandatory

Statement of Intent to Submit by:

**Thursday November 30th, 2023 - extended to December 7th, 2023**  
5:00 pm – Eastern Standard Time

Please submit questions on or before:

**Thursday December 7th, 2023**  
5:00 pm – Eastern Standard Time

Submit "Statements of Intent to Submit"  
and all "Questions" concerning this  
Request for Proposals (RFP) to managing  
project consultant, **Glenn Stach, RLA**  
[gstach@stachpllc.com](mailto:gstach@stachpllc.com)

Proposals are due by:

**Thursday December 21st, 2023**  
5:00 pm – Eastern Standard Time

Please submit proposals to:

**Christina Gomez**  
Grants Manager  
American Battlefield Trust  
[cgomez@battlefields.org](mailto:cgomez@battlefields.org)

Consultant Performance Period:

January 2024 – November 1, 2024

## II. About the American Battlefield Trust

The American Battlefield Trust preserves America's hallowed battlegrounds and educates the public about what happened there and why it matters. The purpose of the American Battlefield Trust is to inspire appreciation of America, its history, and its promise of liberty through an understanding of the wars fought on its soil, and of the sacrifices of earlier generations of Americans.

Since the early 1990s the American Battlefield Trust and its parent and partnering organizations have been assembling more than 1,025 acres of core battlefield lands associated with the historic June 9, 1863, Battle of Brandy Station in Culpeper Virginia. The selected Consultant will provide the Trust with a comprehensive cultural resource analysis of the cultural landscape and the historic Wiltshire House and ancillary structures to inform future stewardship and treatment efforts.

These lands comprising the Project Area are planned for inclusion as a part of the **Future State Park at Culpeper Battlefields**. As such the Commonwealth of Virginia will be a valued stakeholder in the design, review, and integration of findings and recommendations informing future planning, stewardship and management of these resources in concert with the American Battlefield Trust.

## III. Description of Work

The selected Consultant(Contractor), working in coordination with the American Battlefield Trust (Client), with oversight provided by the NPS ABPP, the Brandy Station Foundation, the Virginia Department of Historic Resources (DHR), and the Virginia Department of Conservation & Recreation – Cultural Resource Division (DCR) will envision and plan for the development of a comprehensive Cultural Landscape Report Part I with supporting documentation.

Work shall be conducted exclusively within the boundaries of lands owned by the American Battlefield Trust and the Brandy Station Foundation, lying within the congressionally established boundaries of the Brandy Station battlefield. The **"Project Area"** shall specifically be comprised of nine tracts (Elkwood Downs, Button, Bly, Whitney Pound, Estate of Louis Pound, Troilo, Mitchell, Golden Oaks, and Komrowski), totaling approximately 1,025 acres and identified in the RFP exhibits as "Project Area Map."

**Project Timeline** for providing services outline within this RFP shall be negotiable but shall be completed with final deliverables provided no later than November 2024.

**Project Budget** for consultation is in excess of \$250,000.00; no specific budget will be shared during the bidding period. The most qualified and responsive successful bidder will be selected based on criteria established in this RFP.

The selected consultant team shall be capable of delivering the work scope as outlined in the following tasks:

**Task I –Strategic Kickoff** – Facilitate a half-day virtual Kick-Off Meeting within 14 days of notice of award, with Client representatives, representatives from the Virginia Department of Historic Resources, and the Virginia Department of Conservation & Recreation, and relevant Stakeholders. The focus of the kickoff will be to confirm schedule, assign and coordinate tasks, and reviews.

During the meeting the following considerations will be confirmed and clarified based on

- Refinement of resources for investigation based on fee proposal and scope;
- primary repository information made available by the Client and stakeholders;

November 9, 2023

- clarification on historical contexts to be investigated, and;
- locations for ground penetrating radar (GPR) investigation (adhering to acreage limitations established by this RFP)

**Deliverables:**

- *1a. Meeting Agenda, and Meeting Summary,*
- *1b. Comprehensive Project Schedule (Spreadsheet format)*
- *1c. Research Agenda detailing resources and repositories for review (for stakeholder confirmation of resources to be made available for review)*

**Task II. Cultural Landscape Report - Part I:** The consultant shall undertake all work necessary to deliver a comprehensive assessment of the cultural landscape for all lands encompassing the Project Area. The resulting report shall include historical and existing-conditions narratives, illustrated maps, illustrations, and photographs for the landscape's various periods of historical significance.

While the development of the CLR should assess the overall origins and evolutions of the landscape from pre-contact to the present day, specific eras and histories for consideration in establishing landscape context and history shall include but not be limited to:

- Landscape Origins and First Peoples
- Colonial and Revolutionary Era
- Antebellum Virginia and Lives of Enslaved People
- **June 9, 1863, Battle of Brandy Station – Primary Period of Significance\*\***
- Winter Encampment by Federal Forces of 1863-1864
- Post-War Reconstruction and Resettlement

\*\*Bidders should consider in their proposed budgets and timelines that the Trust and its partners retain substantive archival research for the battle period, and the 1863-1864 winter encampment period – including historic photographs, maps, and contemporary accounts – that will each be shared with the Consultant.

Following the Kickoff Meeting, the Consultant shall proceed with the research, investigation, and analysis necessary to produce the Cultural Landscape Report including but not limited to the following tasks:

- Field Investigation and Documentation of Existing Conditions
- Archival Research
- Historical narrative for each identified historic period illustrated through annotation of historic maps, sketches or drawings of period landscape character-defining features (CDFs) including but not limited to:\*\*\*
  - Topography
  - Hydrology
  - Circulation
  - Views
  - Vegetation
  - Spatial Character
  - Structures
  - Small-Scale Features
- Narrative overview and Mapping of period Military Terrain (KOCOA) features including:\*\*\*
  - Key Terrain
  - Observation Points

- Cover & Concealment
- Obstacles
- Avenues of Approach and Retreat
- Integration of findings of the Ground Penetrating Radar analysis, and Historic Structures Report
- Integrity Assessment narrative and analysis plan comparing the degree of continuity and change between the June 1863 landscape and the present day.

\*\*\* While it is anticipated that the consultant will annotate historic maps to highlight character-defining features of periods of significance lying outside of the battle period, the consultant shall produce detailed scaled period plans exclusively for the 1863 period of significance illustrating landscape character-defining features and KOCOAs analysis.

The completed report will assimilate these findings into a comprehensive report, incorporating the findings of the tasks presented below.

***Deliverables:***

- *2a. Illustrated Existing Conditions and Historical Narratives, and Integrity Assessment Narratives*
- *2b. Annotated Historic Plans, Images, and Sketches*
- *2c. Detailed Existing Conditions Plans (In AutoCAD or Arc GIS) at 24x36 scale and 11x17 scale*
- *2d. Detailed Period Plan delineating CDFs present in June of 1863 at 24x36 scale and 11x17 scale*
- *2e. Detailed Period Plan delineating KOCOA features from June of 1863 at 24x36 scale and 11x17 scale*
- *2f. Detailed Landscape Integrity Analysis Plan identifying 1863 Features extant today at 24x36 scale and 11x17 scale*

**Task III– Historic Structures Report:**

The Consultant shall, in consultation with the Client, conduct the field research and archival research necessary to develop the basis for a Historic Structures Report for the Wiltshire House and its ancillary structures.

Acquired in the mid 1990s and since stabilized by the American Battlefield Trust in 2006, the Wiltshire House, a circa 1820s structure stands today as a witness structure pre-dating the battle period still in existence today. Historically the structure served as the home of John Wiltshire, overseer of the vast Elkwood Plantation, established by Richard Hoope Cunningham. The Overseer’s residence consisted of the main house and several ancillary farm structures in the immediate curtilage and domestic environs of the house. These ancillary structures exist in various states of disrepair today, not having received stabilization methods prescribed and implemented for the house in 2006. Farther afield but within the vicinity of the house were additional outbuildings. Purportedly structures housing the enslaved and a cemetery were located nearby and should be confirmed through this study.

Note: See supporting photographs of the Wiltshire House and environs included in this RFP.

This historic structures report shall identify the origins and evolution of the structure and its immediate environs, curtilage, and ancillary and associated buildings. The work envisioned shall including but not be limited to the following:

- Establish periods of significance for the structure, as determined by research but to minimally include significance as it relates the battle period; provide illustrated historical narrative for each period with supporting plan diagrams of

- Assess existing conditions of house and extant ancillary structures
- Analyze integrity comparing existing conditions with identified period(s) of significance
- Select the preferred treatment approach to rehabilitate and/or restore the structure to day-of-battle conditions and (if necessary) justify any treatment alternatives, with consideration of other identified periods of significance and integrity (if any) and requirements for a publicly accessible structure and structures (ex. Codes and uniform accessibility standards)
- Prepare outline of recommended work in accordance with SOI standards and guidelines, and include preliminary budget estimates for each work item

***Deliverable:***

- *3a. Illustrated Existing Conditions and Historical Narratives, and Integrity Assessment Narratives, Treatment Considerations, and Recommended Treatment Efforts*
- *3b. Annotated Plan Diagrams, Images, and Sketches*
- *3c. Scaled Existing Conditions Plan Diagrams of each structure and the curtilage of the farm and domestic landscape (In AutoCAD or Arc GIS) at 24x36 scale and 11x17 scale*
- *3d. Detailed Period Plan delineating contributing features present in June of 1863 at 24x36 scale and 11x17 scale*
- *3f. Detailed Landscape Integrity Analysis Plan identifying 1863 Features extant today at 24x36 scale and 11x17 scale*
- *Final Report incorporating all aforementioned deliverables shall be organized and appended to the CLR.*

**Task IV – Ground Penetrating Radar Analysis:**

The consultant shall *conduct undertake a Ground Penetrating Radar (GPR) field survey a) in the vicinity of the extant Wiltshire House curtilage, b) near the ruins of the historic “Elkwood” Cunningham House site, and other locations identified by the landowner during the Strategic Kick Off (Task 1). The overall acreage for survey shall not exceed one (1) acre of combined survey area. Design documents submitted in advance of the survey should detail the proposed methods, process (including collection/curation procedures) and timeline for field work and provide the Client and stakeholders with the opportunity to review and approve; obtain any necessary state and/or local permits to conduct field work; coordinate with NPS to submit research plan to Federally recognized tribes for review and comment. Any correspondence from the SHPO and THPOs relating to the research design shall be submitted to the NPS. No activities with the potential to affect historic properties, including ground disturbance. No Ground Disturbance is anticipated or permitted under this ABPP grant project.*

***Deliverables:***

- *4a. Research Design Submittal detailing the means, methods, and proposed timeline for investigation*
- *4b. Draft report of findings*
- *4c. Final report of findings included as an Appendices to the CLR Task 2*

**Task V – Reviewing Meetings & Document Submissions**

At the outset of the project the consultant shall coordinate with the Client, a schedule for review meetings and draft document submissions meeting the following standards and frequencies:

- Client Coordination Meetings (Virtual/In-Person) held no less than once quarterly
- Up to two Stakeholder\* Review Meetings (Virtual/In-Person)
- At least one public meeting presenting the interim or draft findings
- General Timeframes for Conducting Field Research/ Site Access Permissions

- 60% Drafts Report submittal (allow 30-day review)
- 90% Draft Support submittal (allow 30-day review)
- Final Submittal of all materials

*\*Project Stakeholders shall be identified by the Client during the project kickoff meeting, and may encompass additional stakeholders based on findings identified during research, including descendants of inhabitants.*

---

## **IV. Proposals / Response Submissions**

The tasks undertaken, deliverables submitted, and resources assigned by the successful bidder shall meet or exceed the following expectations or requirements:

### **Responding to the RFP**

Submissions should not be overly complex or nor longer than ten (10) single-sided pages in length for scope response. Additional pages or stand-alone credentials PDFs with program examples may be added but may not exceed an additional ten (10) single-sided pages. Only electronic submissions in pdf format will be accepted.

Qualified consultant teams shall comply with the following: All work must comply with the Secretary of the Interior *Standards for the Treatment of Historic Properties and Guidelines for the Treatment of Cultural Landscapes, and Architectural and Archaeological Documentation Standards*. Activities should also be conducted in a manner that meets, as applicable, any federal, state, and local standards, ordinances, and guidelines. Work shall be conducted by contractors meeting the Secretary of Interior Professional Qualifications Standards, 36CFR Part 61.

Qualified proposals must include but are not limited to:

#### **Part A: Technical Proposal: (10-page limit)**

- A cover letter executed by an individual authorized to execute a contract with the American Battlefield Trust for these services and include direct phone, email, and address information for that individual.
- All the proposal elements identified as required in the Scope of Work section above.
- Three (3) references from clients for whom the firm has performed similar services, including current contact information.
- Any additional information the responding bidder (Contractor) deems pertinent to his or her proposal that might prove useful during the review process, including the location of the Contractor's primary office and any satellite offices.
- *Staff and Subconsultant Qualifications and Availability:* Bidders shall identify key personnel assigned responsibility to the project along with all other individuals (and their respective locations) supporting the work. Each project team member identified shall be listed within the proposal, including their title within the company, and their % availability to contribute to the work product. Please note, senior leadership or point of contact (POC) are expected to contribute at a high level and (if awarded the contract) shall not be substituted without the expressed approval of the Client.
- Cost breakdowns shall accompany each task, and bidders must include a statement confirming that their price proposal will remain valid for 120 days from the date of submission.
- If sub-Contractors are anticipated to complete the work their anticipated %workload of overall fee shall be clearly delineated.
- Conflict of Interest statement: You must disclose any conflicts of interest pertinent to this project. Such a conflict would exist if: (1) a bidder's ability to conduct impartial or objective work in fulfillment of this requirement is impaired or diminished; or (2) a bidder has an unfair competitive advantage in the procurement

November 9, 2023

**Part B: Supporting Material** (Up to 20 pages – Separate from the Technical Proposal)

- Responsive bidders may provide additional supporting material in a stand-alone document to include promotional summaries on past successful projects completed within the last five years
- No specified formatting required

**Questions During Bidding**

All interested bidders must submit an email stating their intent to submit a bid no later than 5pm on December 7, 2023. All questions regarding bidding shall be submitted electronically no later than **5pm on** December 7th, 2023. A single one-time response to questions will be distributed to all bidders **on or before noon** December 12<sup>th</sup>, 2023. No questions shall be answered individually. Questions concerning this Request for Proposals (RFP) should be directed via email to managing project consultant, Glenn Stach, RLA [gstach@stachpllc.com](mailto:gstach@stachpllc.com)

**Evaluation Criteria**

The following factors shall be considered by the Client in selecting the Contractor. Each factor below will be weighted by the Client to assess fit and alignment of the proposed task and the submitting firms:

1. Proven track record on similar projects of comparable scope and scale
2. Thoroughness of response
3. Qualifications of the Prime Consultant and Sub Consultant team
4. Stated Commitment and Ability to Complete the Work Within the stated timeframe
5. Positive reference recommendations

**Additional Consideration/ Criteria**

In addition to the criteria identified above, this Request for Proposals welcomes and considers favorably, the participation of minority-owned small businesses, veteran-owned and women-owned small businesses, HUBZone small businesses, and small disadvantaged businesses as prime Contractor, or included within the responding Contractor’s team.

The American Battlefield Trust is committed to creating a diverse environment and is proud to be an equal opportunity employer. The Trust values a diverse workplace and strongly encourages independent contractors who identify as or firms that are owned by women, BIPOC individuals, LGBTQ+ individuals, people with disabilities, and veterans to respond to this RFP. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, political beliefs, or veteran status.

**Schedule for Selection**

The schedule for consultant selection is expected to proceed as indicated below:

RFP Release	November 9 <sup>th</sup> , 2023
Statement of Intent to Submit (original)	November 30 <sup>th</sup> , 2023
Statement of Intent to Submit (extended)	December 7 <sup>th</sup> , 2023
Digital Proposal Submissions Due	December 21 <sup>st</sup> , 2023
Consultant Interviews (Virtual) Consultant Selection; Notice to Proceed	Week of January 15 <sup>th</sup> , 2024 on or before, January 22 <sup>nd</sup> , 2024

**End**