

# REQUEST FOR PROPOSALS

## HISTORIC STRUCTURES & CULTURAL LANDSCAPE REPORT

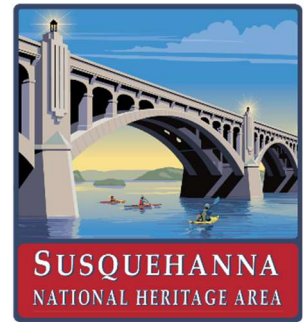
**Issued by:** Susquehanna National Heritage Area  
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**Issue Date:** 07/15/2025

**Virtual Office Hours/Pre-Bid Meeting Date/Time (contact for Teams link):** 7/24/2025 at 10:00am

**Site Visit Date/Time:** 8/7/2025 at 10:00am at 202 Cool Springs Road, Wrightsville, PA 17368

**Proposal Due Date (by 11:59pm):** 8/29/2025



### INTRODUCTION/CLIENT INFORMATION

Susquehanna National Heritage Area (SNHA) is a non-profit organization that connects the people and communities of Lancaster and York Counties to one another and to the nation through stories about this nationally important place. The National Heritage Area welcomes visitors, cultivates partnerships, and nurtures a strong regional identity. The two-county region is both state and federally recognized for its contributions to state and national history. SNHA completed a National Heritage Area Management Plan in 2023 that outlines the goals and actions SNHA will use to administer the Heritage Area over the next decade.

### PROJECT HISTORY

The Mifflin House (sometimes known as “Hybla”), built for Jonathan and Susanna Wright Mifflin circa 1800, stands at 202 Cool Springs Road, in Hellam Township, Pennsylvania. The house is a two and a half story, four-bay, stone farmhouse with a two-story, two-bay, brick summer kitchen wing on its west elevation. Between 1810 and 1846, the Mifflins sheltered freedom seekers in the home, making it a key stop on the Underground Railroad in south central Pennsylvania. On June 28<sup>th</sup>, 1863, the property and home saw fighting during the Battle of Wrightsville. Federal entrenchments crossed the property south of the house, and Confederate artillery may have been positioned on the ridge immediately in front of the structure. The house was occupied as a private residence until 2017.

In late 2023, SNHA purchased the 87-acre Mifflin Farm, straddling Wrightsville and Hellam Township, Pennsylvania, saving the property from demolition from commercial development. Over the next decade, SNHA’s plans will transform the property into the Susquehanna Discovery Center & Heritage Park, a visitor destination celebrating the unique stories and experiences of America’s 55<sup>th</sup> National Heritage Area. SNHA recently completed a Master Plan & Interpretive Framework process, guided by Mahan Rykiel Associates of Baltimore, Maryland. The plan recommends a Discovery Center & River Art Museum in the historic barns with new additions; an Underground Railroad Learning Center in the historic house; four miles of walking trails on the landscape; and the development of a park on an adjoining parcel on the Susquehanna River.

In February 2025, the Mifflin House received a Determination of Eligibility for the National Register of Historic Places with National Significance, from the Pennsylvania State Historic Preservation Office. Currently, a historic preservation consultant, Becky Zeller of Zeller Preservation, is working on the nomination to the National Park Service. In May 2025, the house was listed on the National Park Service’s Underground Railroad Network to Freedom.

### PROJECT DESCRIPTION & SCOPE OF WORK

As part of Phase II of this project (2025-2028), SNHA plans to rehabilitate the Mifflin House, opening it to the public as an Underground Railroad Learning Center, and developing an initial trails system on the property to interpret the 1863 Civil War Battle of Wrightsville.

SNHA is seeking a consulting firm to produce a Historic Structures & Cultural Landscape Report for a +/- 42-acre tract (see attached map) and two historic structures, the Mifflin House and the original bank barn foundation, on the Mifflin

Farm. The goals of this comprehensive report are to document historical and existing conditions, establish period(s) of significance, and provide recommendations for adaptive reuse and interpretation.

This project will consist of three broad categories—**research** of historic and current landscape of the +/- 42-acre tract; **analysis** of findings; and **recommendations** for treatment to transform the tract and historic structures into a visitor destination.

- **Research**

- Review previously compiled archival and secondary research. Conduct additional research to understand activity on the property from pre-history to present.
- Conduct an existing conditions & integrity assessment on the landscape to determine the degree of continuity.
- Complete an existing architectural, structural, and features/finishes assessment of the two historic structures.
- Develop as-built drawings for the historic barn foundation (Mifflin House already has elevations and floor plan drawings).

- **Analysis**

- Produce period plans for up to three periods of significance for the property and historic structures (possibly defined as Underground Railroad, Battle of Wrightsville, Twentieth Century).

- **Recommendations**

- Recommend approach to conservation treatment, restoration, and use of the Mifflin House and original bank barn foundation, considering the Master Plan recommendations and SOI standards.
- Determine route(s) for a trails system to interpret the 1863 Battle of Wrightsville
- Develop a high-level stewardship and maintenance plan for landscape, considering the long term-impact of public access.
- Recommend potential opportunities for future archaeological studies to better understand landscape history.

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*. Activities must also be conducted in a manner that meets, as applicable, any federal, state, and local standards, ordinances, and guidelines.

The consultant will work with and be supported by SNHA's professional staff of public historians and planners. The consultant will also benefit from the participation of the Susquehanna Discovery Center Task Force, a 15-member advisory body of professionals and community members from York and Lancaster Counties.

## **GENERAL TERMS**

- SNHA reserves the right to reject any or all proposals and to select the proposal that it determines to be in the best interest of SNHA.
- The contract is subject to the approval of the Board of Directors and is effective only upon their approval.
- Proposers are bound by the deadline and location requirements for submittals in response to this RFP as stated above.
- Proposals will remain effective for SNHA review and approval for 60 days from the deadline for submitting proposals.
- If only one proposal is received by the SNHA, it may negotiate with the proposer or seek additional proposals on an informal or formal basis during the 60-day period when the proposals are effective.
- The proposer is encouraged to add to, modify, or clarify any scope of work items it deems appropriate to develop a high-quality plan at the lowest possible cost. All changes should be identified with an explanation. However, the scope of work proposed must accomplish the goals and work stated above.

## REQUIRED SUBMITTALS

Proposals should include the following components:

- **Letter of Transmittal**
  - A statement demonstrating your understanding of the work to be performed.
  - The firm's contact person and telephone number.
- **Company/Team Profile**
  - A statement of the firm's experience in conducting work of the nature sought by this RFP; advertising brochures may be included in support of this statement.
  - The location of the firm's office that will perform the work.
  - Resumes of individuals (consultants, employees) proposed to conduct the work and the specific duties of each in relation to the work.
  - A reference list of other clients of the firm with contact information.
  - Any other information relating to the capabilities and expertise of the firm in doing comparable work.
- **Methodology:** The proposal must include a detailed description of the methods and procedures the firm will use to perform the work. Inclusion of examples of similar work is encouraged.
- **Work Schedule:** The schedule must include time frames for each major element, and dates for completion of draft and final documents. **Note that the project must be completed by March 13, 2026.**
- **Cost:** For each major work element, the costs must be itemized showing:
  - For each person assigned to the work, the title/rank (organizational level) of the person in the organization, the hourly rate, and the number of hours to be worked.
  - The estimated reimbursable expenses to be claimed

The itemized costs must be totaled to produce a contract price. If awarded a contract, the proposer is bound by this price in performing the work. The contract price may not be exceeded unless the contract is amended to allow for additional costs. If awarded a contract, the firm may not change the staffing assigned to the project without approval by SNHA. However, approval will not be denied if the staff replacement is determined by SNHA to be of equal ability or experience to the predecessor. The method of billing must be stated. The preferred practice of SNHA is to pay upon completion of the work and receipt of the required report. However, SNHA will consider paying on a periodic basis as substantial portions of the work are completed.

## EVALUATION CRITERIA

- **Technical Expertise and Experience:** The following factors will be considered:
  - The firm's experience in performing similar work.
  - The expertise and professional level of the individuals assigned to conduct the work.
  - The clarity and completeness of the proposal and the firm's demonstrated understanding of the work to be performed.
- **Procedures and Methods:** The following factors will be considered:
  - The techniques for collecting and analyzing data.
  - The sequence and relationships of major steps.
  - The methods for managing the work to ensure timely and orderly completion.
- **Cost:** The following factors will be considered:
  - The number of hours of work to be performed.
  - The level of expertise of the individuals proposed to do the work.
  - Cost-effectiveness and value for money.
  - Within project budget of \$100,000.