



REQUEST FOR PROPOSAL (RFP)

**TOBACCO PRESS REPRODUCTION
AT THE
WATERFRONT WAREHOUSE
4 PINKNEY STREET, ANNAPOLIS MD**

**HISTORIC ANNAPOLIS, INC.
18 PINKNEY STREET
ANNAPOLIS, MD 21401**

**DATE POSTED: SEPTEMBER 23, 2026
PROPOSALS DUE: OCTOBER 22, 2026**

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Historic Annapolis, Inc. is the leading nonprofit preservation and history organization in Annapolis, MD. HA's mission is to Preserve and Protect the historic places, objects, and stories of Maryland's capital city, and provide engaging experiences that Connect people to the area's diverse heritage. HA oversees 12 historic properties on behalf of the State of Maryland, one of which is the William Paca House and Garden. This National Historic Landmark is operated as a historic house museum and public garden.

1. Invitation to Propose / Project Overview

Historic Annapolis, Inc, (HA) invites qualified contractors, fabricators, exhibit specialists, historic preservation professionals, or teams to provide the labor, materials, equipment, fabrication, transportation, and installation necessary to remove an existing deteriorated tobacco press, construct an historically appropriate replica of an 18th-century screw tobacco press, and install the reproduction piece on site at the Waterfront Warehouse.

The completed installation will serve as an outdoor interpretive exhibit in the yard next to the Waterfront Warehouse in Annapolis, Maryland. The exhibit is intended to interpret the historical importance of tobacco processing, storage, and commerce in Annapolis and the Chesapeake region while providing a durable and visually appropriate outdoor feature.

1.1 Procurement Schedule

- RFP issued: September 23, 2026
- Questions due: October 8, 2026
- Proposals due: October 22, 2026
- Site visit optional by appointment
- Desired timeframe for work commencement and completion: May 2027 – April 2028

1.2 Project Contact

Project Contact: Dana Connett, Interpretation & Community Programs Manager, dana.connett@annapolis.org

All questions and communications and requests for site visits concerning this RFP shall be directed only to the designated project contact.

2. Scope of Work

The selected contractor shall provide all services necessary for a complete and functional installation, including, but not necessarily limited to, the following:

Removal of Existing Tobacco Press

- Carefully dismantle, demolish, and remove the existing dilapidated tobacco press.
- Remove associated deteriorated structural components, hardware, and debris.

Design, Build and Install Reproduction Historic 18th Century Tobacco Press

Fabricate and install a replica representing an 18th-century screw tobacco press appropriate to the historical context of Annapolis and the Chesapeake tobacco trade.

The replica should:

- Reflect historically appropriate proportions, construction methods, and visual characteristics.
- Be based on available historical documentation, period examples, archaeological evidence, museum collections, or other credible sources.
- Incorporate a large vertical screw mechanism and structural components characteristic of an 18th-century tobacco press.
- Use rustic-finished, decay-resistant materials suitable for long-term outdoor exposure.
- Be structurally sound and designed to withstand normal outdoor environmental conditions.
- Be constructed so that visitors can safely view and understand the operation and components of the press.
- Include historically appropriate metal hardware and fittings where practical.
- The contractor shall identify proposed materials, finishes, joinery, hardware, and construction methods in the proposal.

Design, Build, and Install Protective Roof

Provide and install a durable roof shelter directly over the tobacco press to protect the exhibit from rain, snow, ultraviolet exposure, and other environmental conditions.

The roof should:

- Be visually compatible with the historic character of the Waterfront Warehouse setting.
- Use durable, decay-resistant structural materials.
- Provide adequate roof overhang and drainage to protect the press.

Site Preparation and Installation

The contractor shall evaluate the existing site and provide all necessary work associated with installation, including:

- Verification of dimensions and site conditions.
- Preparation of the installation area.
- Required footings, anchoring, or other structural support systems.
- Delivery and placement of fabricated components.
- Assembly and installation of the tobacco press and shelter.
- Leveling, alignment, and stabilization.
- Restoration of disturbed areas.
- Removal of construction debris and final site cleanup.

Any proposed foundation or anchoring system shall be described in the proposal.

2.1 Historic Interpretation and Authenticity

The selected contractor shall demonstrate an understanding of historic tobacco presses and provide sufficient documentation to establish the basis for the proposed replica.

The proposal should include:

- Historical references or sources consulted.
- Images, drawings, or examples of comparable historic presses, if available.
- Proposed dimensions and overall configuration.
- Description of the screw and press mechanism.
- Proposed materials and finishes.

2.2 Materials and Durability

Because the exhibit will remain outdoors, durability and resistance to decay are critical project requirements.

Proposers should prioritize materials capable of providing a long service life with reasonable maintenance. Appropriate materials may include naturally decay-resistant or properly treated wood, durable exterior coatings, corrosion-resistant metal hardware, and other materials consistent with the historic appearance of the exhibit.

The finished replica should have a rustic, period-appropriate appearance, with finishes that allow the exhibit to visually integrate with the Waterfront Warehouse and surrounding historic setting.

Proposers shall identify anticipated maintenance requirements and expected service life of major materials.

2.3 Design Submittal

Before fabrication, the **selected** contractor shall submit drawings and/or other documentation for Owner review and approval.

Design Submittals should include, as appropriate:

- Overall site plan.
- Elevations of the tobacco press and roof shelter.
- Dimensions and construction details.
- Material specifications.
- Finish samples or descriptions.
- Hardware specifications.
- Foundation/anchoring details.
- Roofing and drainage details.
- Fabrication and installation approach.

No fabrication of major components shall begin until the Owner has approved the proposed design. **Please note this information is for planning purposes only; we are not seeking a full Design Submittal as part of this proposal.**

3. Proposal Schedule

Proposers shall provide a proposed project schedule showing anticipated durations for:

- Site investigation and field measurements.
- Historical research and design development.
- Owner review and approval.
- Material procurement.
- Fabrication.
- Existing press removal.
- Site preparation.
- Installation.
- Final inspection and cleanup.

4. Project Funding /Timeline

Funding for this project is contingent upon the award and receipt of grant funding. Issuance of this Request for Proposal does not constitute a guarantee that the project will proceed or that a contract will be awarded.

- Grant Award/Funding Confirmation: Prior to commencement of work.
- Notice to Proceed, if grant awarded: June 2027
- Project Start: June 2027, following written authorization to proceed.
- Fabrication and Site Work: June through Fall 2027, as appropriate.
- Project Completion: No later than March 2028.

5. Site Visit

A site visit may be scheduled prior to submission of proposals. Proposers are encouraged to inspect the existing tobacco press, surrounding yard, access conditions, adjacent structures, and proposed installation area before submitting a proposal.

6. Contractor Qualifications

Interested contractors shall demonstrate:

- Experience designing and fabricating large-scale museum, historic, or interpretive exhibits
- Experience creating historically accurate reproductions or reconstructions of historic objects, tools, or machinery
- Demonstrated expertise in woodworking, metalworking, mechanical fabrication, or related craftsmanship
- Ability to conduct and interpret historical and technical research to inform accurate design and fabrication
- Experience creating safe, durable exhibits for public display
- Ability to collaborate with museum staff and manage project timelines, budgets, fabrication, and installation

7. Proposal Requirements

1. **Letter of Interest** summarizing qualifications and approach
2. **Resume/CV** of key personnel
3. **Examples of Similar Work** (exhibits and/or designs)
4. **References** (optional, but encouraged)
5. **Proposed Materials and Dimensions** (include planned references for historic authenticity and basic maintenance needs of materials)
6. **Proposed Project Schedule**
7. **Estimated Budget Range** or fee structure

HA intends to select the proposal that represents the best overall value, considering qualifications, technical merit, preservation approach, experience, schedule, and cost.

HA reserves the right to conduct interviews, request clarifications, negotiate with one or more proposers, reject any or all proposals, and waive non-material irregularities.

8. Insurance Requirements

The selected consultant/contractor, and any approved subcontractors engaged to perform work under this contract, will be required to maintain appropriate insurance coverage for the scope of services and any work performed on Historic Annapolis property. Proof of insurance, including any required certificates of insurance, will be required prior to beginning work. Specific insurance requirements and coverage limits will be communicated to the selected consultant/contractor during the contracting process.

9. General RFP Conditions

- All proposals shall remain valid until notification of award is received, expected by June 2027.
- All costs associated with proposal preparation shall be borne by the proposer.
- Confidentiality and public-record requirements shall be governed by applicable law.
- The successful Contractor shall comply with all applicable labor, safety, licensing, environmental, accessibility, and historic preservation requirements.
- Subcontractors shall be identified and subject to HA's approval where required.
- No substitutions shall be made without written approval.
- Changes in scope shall be documented through HA's established change-order process.
- Contractor shall promptly report concealed conditions that materially affect the work.