

Martin O'Malley, Governor  
Anthony G. Brown, Lt. Governor

John R. Griffin, Secretary  
Eric Schwaab, Deputy Secretary



## Request for Proposals for the Curatorship of:



### **The Doncaster House** Doncaster State Forest Indian Head, Charles County, Maryland

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Maryland Department of Natural Resources  
Resident-Curatorship Program  
John-Bruce C. Alexander, Manager of Curatorships & Cultural Resources  
February 2009

## PURPOSE

The Maryland Department of Natural Resources (DNR) Resident-Curatorship Program secures private funding and labor for the restoration and maintenance of historic properties owned by DNR. Curators, who can be individuals or organizations, pledge to restore the historic property according to historic preservation standards and at no cost to the state, and agree to maintain it in good condition in exchange for a lifetime lease for \$1 per year. The program generally requires curatorship proposals to represent at least \$200,000 worth of improvements to the property, which must be completed within five to seven years. Certain properties may require a lesser or a greater investment. In addition, the curatorship is subject to regular inspection by state officials, and resident-curators must open the property to the public three to five times each year.

Resident curatorships provide a method for ensuring the long-term preservation of historic buildings at no cost to the State of Maryland. The Department of Natural Resources pioneered this program in 1982, and currently has about 43 curatorships in operation. Our well-developed procedures provide a model for initiating similar programs in other states. To date, curators have contributed over \$8 million worth of improvements to these publicly-owned historic structures.



Mark Odell

Quarry Master's House before and after.

## PREPARING PROPOSALS

**The proposal takes the form of a comprehensive document, which includes the following:**

**Cover Letter:** Your cover letter should be used to describe your general plans for the property, your experience, and why you are interested in the Resident-Curatorship program. Please also describe how your proposed plan benefits the public, and how it fits into the mission of the Department of Natural Resources.

**Resume(s):** Curator(s) must provide a standard resume(s), highlighting any particular experience or qualifications they may have in the field of historic preservation. Insert a resume for each prospective curator. Of particular interest is any past experience or other special qualifications each curator may have in the field of historic preservation. Information about, and photographs of, previous projects may be included here. You may also submit information about the experience and qualifications of any consultants, contractors, suppliers, or workers you plan to use.

**Financial Disclosure Statement:** Curator(s) may provide standard forms (available from any bank or lending institution) on which they list all assets and liabilities. You should also indicate how you plan on financing your proposed restoration of the property. The purpose of this requirement is for you to demonstrate your financial capability to undertake the restoration work. You may submit any corroborating evidence or other information you wish. The submission of a current credit report at a later date may also be required.

**The Schedule of Restoration:** The single most important document gives a task-by-task breakdown, with cost estimates, of each phase of the proposed restoration, showing which tasks are to be accomplished in each year (up to seven years) of the project. Insert a detailed and itemized work and cost write-up for the restoration you propose at the curatorship property. Your schedule should not exceed seven years, and your cost estimate should not be less than \$200,000. You should show what specific tasks you propose to complete in each year of the schedule and a cost estimate for each task. Your cost estimate should show amounts for contract labor (labor for which you pay), materials, and (if applicable) estimated value of labor you propose to provide yourself ("sweat equity"). Show yearly totals in each column and for each line, and you should provide an estimate for the total value of the restoration work.

There is no set format for the Schedule of Restoration, as applicants should develop their own thorough and logical schedule. You may supplement with anything you feel appropriate. In the event you propose to change the floor plan, or construct an addition, floor plans and elevations are required. We take a close look at what you propose to do to the historic property, and are especially interested in high quality work that preserves as much historic fabric as possible with the least modern intrusion. Of course, modern kitchens, bathrooms, heating and air conditioning and so forth are permitted. Additions and alterations to surviving historic fabric are strongly discouraged, and all work must conform to the Secretary of the Interior's Standards for Rehabilitation.

## WHAT ARE HISTORIC PRESERVATION STANDARDS? **The Secretary of the Interior's Standards for Rehabilitation**

The restoration, rehabilitation, and on-going maintenance of Grove Farm and other curatorships must adhere to historic preservation standards. DNR relies on The Secretary of the Interior's Standards for Rehabilitation, which is the most widely accepted standard in the field. See: <http://www.nps.gov/history/hps/TPS/tax/rhb/stand.htm>

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The Standards (U.S. Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

## SUBMITTING PROPOSALS

Submit completed proposals to:

John-Bruce C. Alexander  
Manager of Curatorships & Cultural Resources  
Land Acquisition and Planning Unit  
Maryland Department of Natural Resources  
Tawes State Office Building, E-4  
580 Taylor Ave.  
Annapolis, MD 21401  
410-260-8457  
[balexander@dnr.state.md.us](mailto:balexander@dnr.state.md.us)

[www.dnr.state.md.us/land/racs](http://www.dnr.state.md.us/land/racs)

Proposals must be received by 5:00 p.m., on Friday, May 8, 2009.  
Proposals submitted electronically are strongly preferred. Faxed proposals will not be accepted.

**DNR reserves the right to reject any and all proposals or withdraw this RFP at any time.**

# Resident-Curatorship Program

## FREQUENTLY ASKED QUESTIONS

### **Why does DNR have this program?**

The short answer is simply that DNR owns far more historically significant buildings than it can maintain. As the largest landowner in Maryland (over 400,000 acres), DNR finds itself the steward of hundreds of structures deemed historically significant. While many are in good condition and serve public uses, others are in poor condition and require significant resources.

### **Who benefits from Resident-Curatorships?**

Curators, DNR, and the public all benefit from resident-curatorships. After the restoration, curators are able to reside in a historic house for their lifetimes. These homes are located on State parkland or natural resource areas, and are protected from future development.

Clearly the public benefits from the program as well. The historic structures are restored and maintained at no cost to the State. From a broader perspective, elements of Maryland's historical and architectural heritage are preserved for the benefit of residents and visitors alike at no cost to DNR.

Over 40 historic properties have either been fully restored or are under restoration in this successful program. DNR and the curators work well together to ensure the preservation of these historic buildings. Our curators find that the benefits of spending a lifetime living in a historic house in a state park far out way the costs associated with restoration and maintenance.

### **How often are Resident-Curatorship offerings made?**

While the frequency of offerings is unpredictable, generally, there is one offering each year.

### **Can a Curatorship property be used for a non-profit purposes?**

Perhaps. DNR will entertain proposals for leases from non-profit entities that desire to utilize the historic buildings, provided the use does not conflict with the mission of DNR. There are several such leases in effect.

### **What does DNR look for in a curator?**

DNR seeks to find people who are committed to historic preservation, who want to live in a historic house on state parkland, and have the skills, knowledge, interest, and financial means to restore a piece of Maryland's history.

### **How do you apply?**

Interested parties must submit a cover letter and detailed proposal to the Manager of Curatorships and Cultural Resources. Specific information on the proposal can be found under the "Preparing Proposals" section.

**How long does the application process take?**

The initial review of proposals by a committee can take three months. After a winning proposal is selected, the process from proposal to final approval by the Maryland Board of Public Works can take one year.

**Can I move right in?**

No. Curators cannot take up residency until the proposal and lease has been approved by the Maryland Board of Public Works. In addition, the property must pass lead paint testing, which may require the complete repainting of the interior and exterior of the house at the expense of the curator. DNR may require inspections, such as electrical, plumbing, and septic before tenancy is permitted.

**How long do I have to complete the restoration? How much does it cost?**

The cost varies according to the size and restoration needs of the house. However, DNR expects a curator to spend not less than \$200,000 over the 7 year restoration period. Some of the cost can be in the form of your own "sweat equity". On-going maintenance expenses after the restoration would be a separate expense. Some properties will require a significantly greater investment.

**Do I have to pay rent or property taxes? Who pays for the utilities?**

Curators are responsible for all utilities and fees, but do not pay rent to DNR. Property taxes are determined by the county and, if assessed, are the responsibility of curators.

**The old wood siding and wood windows are too expensive to paint. Can I replace them with vinyl or install new windows?**

No. Curators must adhere to historic preservation standards. Whenever possible, the original materials must be restored. Installing vinyl siding or replacing the windows is generally not permitted.

**What if I want to replace the porch or build a garage?**

Curators must receive permission prior to any making any material changes to the building or land. Proposals are reviewed for a variety of factors, including its aesthetic qualities and its impact on the historic resource. An environmental assessment and a determination of its impact on the park and the natural resources are also considered. In addition, some restoration or rehabilitation work will require the prior approval of the Maryland Historical Trust.

**A storm hits and several trees are down and blocking my driveway. Will the State remove them?**

No. Curators are responsible for maintenance of the house, outbuildings, and the land on the curatorship. If trees come down, or the driveway needs resurfacing, curators are financially responsible.

**The roof is leaking. Who pays for its replacement?**

Curators pay for all restoration and ongoing maintenance costs for the house, outbuildings, and grounds.

**Can I get a home improvement loan to help restore the house?**

Unlikely. Since curators don't own the house, they may not qualify for such loans.

**I've been transferred out of state. Can I sublet the house?**

Subletting is not permitted under the lease agreement. In this circumstance, the curator should resign his/her curatorship. If a curator resigns, the property reverts back to the management of DNR.

**I spent a lot of money installing a new kitchen. Who owns the sink?**

All permanent fixtures and improvements; the kitchen sink, dishwasher, stove, furnace, etc. become the property of the State of Maryland once they are installed in the curatorship premises.

**I want to clear part of the woods. Do I need permission?**

Yes. Any excavation, land clearing, or removal of trees, shrubs, grass, etc. needs prior approval by DNR. Likewise, if you want to plant trees or shrubs, approval is required.

**Do I have to open the house to the public? Can people just walk right in at any time?**

We do require that all curatorship houses be open 3-5 times a year to the general public in consultation with DNR. Since curatorship houses are on state park land, occasionally people will incorrectly assume the house is open all the time. Curators are stewards of taxpayer resources and should be prepared for the inevitable hiker who walks around the house, not knowing that the area isn't generally open for public use.

**The curatorship is granted for life. Can I transfer it to my children?**

No. The Curatorship ceases at the death or resignation of the curators. It cannot be transferred.

**When I retire, can I sell the rights to live in the house to help pay for my retirement?**

No. Curators have no financial interest in the property. They are advised to take this into consideration when planning for retirement.

*While every effort is made to keep this fact sheet up-to-date, it is meant to be advisory only. Rules and regulations are subject to change.*

# DONCASTER HOUSE

## Doncaster State Forest

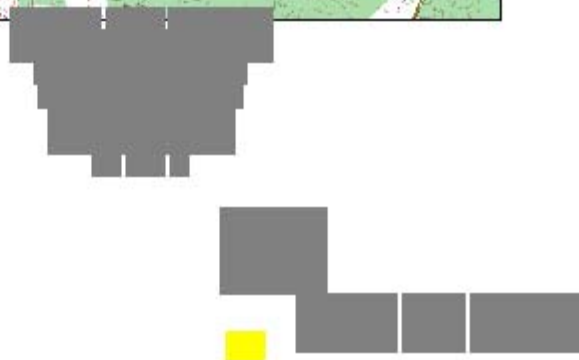
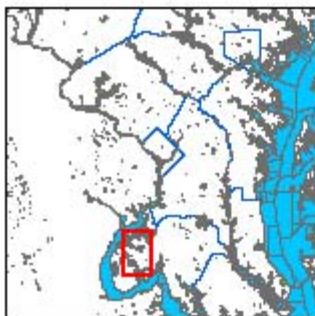
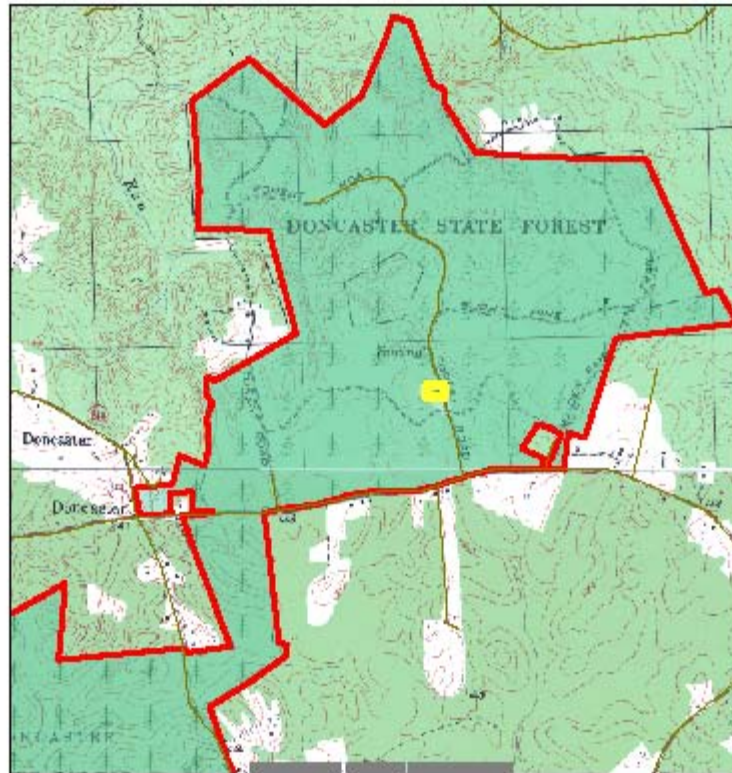
### Description of the Premises and Grounds

The Doncaster House was probably constructed in the early part of the 20th century as an office for a local logging company. The Civilian Conservation Corp may have utilized the building and the surrounding area during the 1930's and 40's. At some point, it was enlarged with a kitchen wing to make it suitable as a dwelling. The rather small and simple building lacks central heat, and will require substantial upgrades. A good use for the house may be as a weekend cabin.



# DONCASTER HOUSE

## Doncaster State Forest





[www.dnr.state.md.us](http://www.dnr.state.md.us)



For more information, contact:

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Land Acquisition and Planning  
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