



Delaware Division of Historical and Cultural Affairs  
State Historic Preservation Office  
21 The Green  
Dover, DE 19901

## INVITATION FOR PROPOSAL

### JOB DESCRIPTION: CONSULTANT SERVICES FOR AVERY'S REST ARCHIVAL RESEARCH and HISTORICAL SYNTHESIS

**Request Issued:** January 13, 2020

**Proposals Due:** 4:00 pm, February 11, 2020

**Contacts:** Gwen Davis, Deputy State Historic Preservation Officer  
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**Project Description:** The Delaware Division of Historical and Cultural Affairs (HCA) is seeking consulting services to conduct historic research of the Avery's Rest Site. The goal is to address specific research questions using primary and secondary sources, and to produce a comprehensive report for use by HCA and others. The final report must meet the [Secretary of the Interior's Standards and Guidelines for Historical Documentation](#), as applicable.

**Background:** The Avery's Rest site (S00717; 7S-G-57) is located on the north side of Rehoboth Bay in Sussex County, Delaware (see attached map). The site, which was listed in the National Register of Historic Places in 1977, contains archaeological evidence of 17<sup>th</sup> century and early 18<sup>th</sup> century colonial occupation. The first documented occupation was by John and Sarah Avery and children in 1674. In 2005 it was learned that the site was threatened by the construction of a residential sub-division.

Beginning in the fall of 2006 and continuing through 2015, the Archaeological Society of Delaware, Inc., and others, conducted extensive excavations to recover information before modern development destroyed significant portions of the site. During excavation, three structures, three wells, a fenced garden, a second fence line, and other features were recorded and excavated. Two of the wells and one of the structures appear to be associated with the occupation of John and Sarah Avery (1674-1682) and their youngest daughter, Jemima and her husband John Morgan (1698-1715). However, two structures, one well and the fenced garden compound appear to pre-date the Avery occupation. Additionally, there is archaeological evidence of a mid-18<sup>th</sup> century occupation approximately five hundred feet north of the core of the Avery's Rest site.

Eleven, unmarked human burials were encountered during the fieldwork. In consultation with the Division of Historical and Cultural Affairs, the landowner, and likely next of kin, the Archaeological Society of Delaware, with assistance from the Smithsonian Institution, removed and re-located the burials to the Smithsonian for curation and analysis. The burial population consisted of eight individuals of European ancestry and three individuals of African ancestry.

**Research Needs:** There is a critical need to situate all that has been recovered from Avery's Rest in a comprehensive historical framework. Much of the interpretation of the site to date has relied on secondary sources. While some primary research has been assembled, the research is housed in several places and is incomplete. There has been little opportunity to assemble information already collected to identify gaps in the research. Consequently, to provide a broader context in which to interpret the Avery's Rest site findings, a focused effort is needed to synthesize occupation family histories and site occupation history based on genealogy and land records focusing on the piece of land that became the Avery's Rest site. The temporal scope of the research should begin with the Dutch settlement in the general area in the second quarter of the 17<sup>th</sup> century through approximately the third quarter of the 18<sup>th</sup> century.

An additional research need relates to artifacts associated with one of the burials recovered from the site. Burial #9, an individual of African descent, was apparently buried wearing breeches. Two copper alloy buttons (pictured below) were recovered in the pelvic area of the burial. The buttons are circular, without decoration with spun back attachment on the reverse side. Some secondary sources suggest that this style of button was not manufactured until the 2<sup>nd</sup> quarter of the 18<sup>th</sup> century or later. However, archaeological evidence from the site suggests that the burials pre-date the 1690's and post-date the 1660's. Further research is needed to identify the dates of manufacture of this type of button.



### Scope of Services:

The scope of services is to produce an historical synthesis of the Avery's Rest site. The scope requires assembling all existing primary research on Avery family genealogy and conduct additional primary research on family history and land records in Delaware and relevant regional archives. The genealogical tree of the Avery's family, with persons residing at the site additionally noted, should be included in the report. The Division will provide access to relevant research in its repository as well as primary research assembled by the Smithsonian Institution and The Archaeological Society of Delaware, Inc.

The selected consultant shall focus on the following research questions:

- 1) Who occupied the land on which the Avery's Rest site is located?
- 2) What are the dates of occupation of the Avery's Rest site, based on primary documentary records?
- 3) What are the land divisions during the occupation of the Avery's Rest site, when did they occur and for what reason? Illustrate with appropriate period land surveys and maps.
- 4) What is the family history of the occupants of the land that is the Avery's Rest site? This should include a comprehensive genealogy of the persons of residence, including birth/death dates, residence and burial locations (if known), as well as all genealogical descendants for persons living during the dates of the site's determined occupation.

- 5) Who were slaveholders at the Avery's Rest site and what was their period of occupation?
- 6) For the slaveholders, how many slaves were held and, if they died during the occupation, when did they die and where are they buried?
- 7) Who are the possible pre-Avery occupation residents of the site?
- 8) What are the dates of manufacture of the type of button found with Burial #9? Cite references.

The consultant may also propose additional research questions relevant to the main objective to determine who lived at the Avery's Rest site and when.

### **Contract Requirements:**

- Professional Qualifications: All work under this contract must be performed by or under the direct supervision of persons meeting the Secretary of the Interior's Professional Qualifications for History. The Standards are found at: [http://www.nps.gov/history/local-law/arch\\_stnds\\_9.htm](http://www.nps.gov/history/local-law/arch_stnds_9.htm). The project team must also include a member with demonstrated expertise in historic period material culture. The proposal must include resumes of the research team. Demonstrated experience in Delaware historical research or with similar such studies is preferred.
- Licensing: The firm must have a State of Delaware Business License and will be required to register as a State of Delaware vendor.
- Meetings/Coordination with HCA and the Archaeological Society of Delaware (ASD): The consultant's key personnel will meet with HCA staff and ASD representatives a minimum of three (3) times to discuss research progress and direction. One of the meetings will be a project kick-off meeting upon award of the contract. The second meeting may occur at the completion of archival research and the final meeting to review the draft report.
- Period of Performance: The consultant shall commence work within thirty (30) calendar days of being awarded the contract. The draft report must be submitted to the HCA for initial review within ninety (90) days of award. The final report must be submitted within thirty (30) calendar days of receipt of the HCA and ASD's comments.
- Budgeting, Invoices and Payment: This is a lump sum contract. The proposed budget should be developed as a Not-to-Exceed amount. Invoices may be submitted following the kick-off meeting; with submittal of the draft report; and with submittal of the final report. The payment process takes about thirty (30) days. Payment of funds will not exceed the contract award and final payment will not be made until the project is complete and all deliverables have been received.

### **Deliverables:**

- Progress report: The consultant will provide a brief progress report via email during the course of the research, within one (1) month of the draft report due date.
- Draft report: The product is an historical synthesis of the Avery's Rest site in a comprehensive, professional report drawn from both primary document research and secondary sources. The report will provide the historical context for future research reports and for public interpretation of the findings. The consultant will submit three (3) printed review copies as well as a digital copy of the draft report to the HCA. HCA will

share the report with ASD for its review and comment. The consultant will make any changes to the draft report required by the HCA.

- Final report: The final report must meet the [Secretary of the Interior's Standards and Guidelines for Historical Documentation](#), as applicable. Upon approval of the final report, the consultant will provide two (2) printed, bound copies and two (2) digital copies on CD to the HCA.

**Selection Criteria:** The selection of the consultant will be based upon the following factors:

- expertise, professional qualifications
- responsiveness and clarity of the proposal
- experience on similar projects; demonstrated experience in Delaware research is preferred.
- demonstrated ability to carry out the proposed work within the period of performance
- cost
- Minority Business Enterprise (MBE)/Woman Owned Business Enterprise (WBE)/Veteran Owned Small Business Enterprise (VSBE) certifications held by bidder

The contract will be awarded to the firm whose overall proposal is determined to be the most advantageous to the HCA for the purposes indicated in the Project Description. As funding is limited, the HCA reserves the right to make partial awards for selected consulting services.

**Proposal Requirements:** To be considered, all proposals must be submitted in writing and respond to the items outlined in this Job Description. A complete and responsive proposal will consist of the following:

- Transmittal letter which briefly summarizes the proposing firm's interest in providing the required professional services
- Narrative description of the project approach, including a list of the relevant primary research repositories that will be examined and a list of relevant secondary sources that will be included in the research. The proposal should outline how the work plan will result in a product that meets the Secretary of the Interior's Standards and Guidelines.
- List of the personnel of the project team (including any sub-consultants), their qualifications and roles
- Resumes of key personnel, including the Principle Investigator, highlighting relevant experience and indicating which staff and/or sub-consultants meet the Professional Qualifications in which field(s)
- Timetable or work sequence containing tasks related to the "Scope of Services"
- Cost breakdown by task, to include personnel costs and expenses, project hours, team member rates and other project related expenses (e.g. travel, lodging, supplies, equipment, duplicating services, etc.).

Any questions must be submitted to HCA by close of business Friday, January 24, 2020. Questions should be e-mailed to Gwen Davis at [gwen.davis@delaware.gov](mailto:gwen.davis@delaware.gov). HCA will issue a final Addendum addressing questions received by close of business Monday, February 3, 2020.

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**ATTACHMENT**

**Avery's Rest Site: General Location Map**

