



General
Services

**Resident Curator Program
Solicitation for Curatorship Proposals**

**Union Street Property
20 Union Street NW, Leesburg, VA 20176**

Submission Due Date: 4 p.m., January 24, 2022

Loudoun County Department of General Services (DGS) is soliciting proposals from interested parties to serve as a resident curator for the Union Street School property under the terms of the County's Resident Curator Program (RCP).

The RCP is intended to reduce the public costs associated with the care and preservation of historic properties by enabling groups or individuals to take over those responsibilities. In addition to caring for the day-to-day management of the property, the curators are generally responsible for the rehabilitation and continued maintenance of the property. Properties that are included in the RCP have been deemed historically significant and either meet the County's established criteria of eligibility for curation and/or also may meet the National Historic Register criteria. The Loudoun County RCP allows the county to address underutilized publicly owned historic properties by entering a long-term lease with qualified tenants.

A resident curator is a contractual agreement between Loudoun County and the curator, where the curator agrees to provide the service of rehabilitation (when prescribed), the day-to-day management and maintenance of the property, in exchange for the long-term occupation of the property. A curator can be a private citizen, a non-profit entity, or a for-profit entity. The proposed rehabilitation must meet the [Secretary of the Interior's Standards for the Treatment of Historic Properties](#), and the curator must provide "reasonable public access" to the property. The curator will be responsible for the furnishing, operation, and maintenance of the publicly accessible facility.

Curators will be determined through an open and competitive process based on several criteria, including a commitment to the management and maintenance of the historic property, a use that is compatible with the nature of the property, and the resources, skills, and financial capabilities necessary to carry out the proposed curatorship.

View the responsibilities of the County and the curator, terms for lease agreements, program information, scope, and parameters, and maintenance guidelines in these documents:

Document Links

- [Concept Plan July 2021](#)
- [Program Information, Scope and Parameters](#)
- [Maintenance Guidelines](#)

Union Street School Project

The school closed in 1958 after the opening of Douglass High School, the county's first high school for Black students, in Leesburg, and the opening of a consolidated elementary school in Leesburg that served the county's Black students. It is being nominated for inclusion in the Virginia Department of Historic Resources' Historic African American Sites.

For 60 years, the building served as a storage facility for Loudoun County Public Schools (LCPS) before it was declared surplus. LCPS transferred the property to the county in 2019, and in 2021, the Board of Supervisors created a project in the county's Capital Improvement Program (CIP) to rehabilitate the building. This CIP project includes building rehabilitations and additions, as well as the associated site improvements to convert the historic two-story building into a structure capable of supporting museum activities and functions. To account for these improvements, the associated line items and cost estimates have been removed from the Union Street Concept Plan.

While the rehabilitation component of this project will be funded by the CIP, the county is now seeking proposals from organizations and/or groups for the express purpose of operation, management, preservation, and maintenance of the facility.

Proposal Submission Process

The proposal submission process enables the County to identify and select a curator who:

- Demonstrates a commitment to the management, operation and maintenance of the historic property and its associated structures and surrounding landscape, in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- Proposes a use compatible with the historic nature of the resource, the general management plan for the property, and the mission of the Heritage Commission consistent with the County's Heritage Preservation Plan and Comprehensive Plan.
- Demonstrates the required resources and skills to ensure the long-term preservation of the property.
- Demonstrates a sensitivity and responsiveness to the public nature and public availability of access to the property.

Proposal Review and Extension Process

All proposal submissions shall be due 60 calendar days from the time the submission package is posted to DGS Resident Curator Program's web page.

If no proposals are submitted by the due date, the submission deadline may be extended in 30 calendar day increments.

Submission Review and Evaluation Team

DGS will convene an Evaluation Team composed of staff and members of existing County commissions, boards or authorities, whose expertise qualifies them to provide advice to the County Administrator or his designee. This Evaluation Team will review all proposals and make recommendations to the County Administrator or his designee

about which proposals to accept. The composition of the Evaluation Team will vary, depending on the characteristics of the property under consideration and the nature of the proposals received.

The Evaluation Team may be composed of the following participants, their successors, or designees:

- DGS Resident Curator Program Manager (Evaluation Team Lead)
- A representative from Loudoun County Commissioner of Revenue Office.
- A representative from Loudoun County Department of Planning & Zoning
- A historical architect or person with historic architectural knowledge
- A representative from relevant County board Historic District Review Committee (HDRC), and/or Heritage commission (HC).

In addition, the Evaluation Team may consult with subject matter experts, whose professional knowledge and expertise will enhance the selection process, as determined by the individual property's unique qualities and characteristics. Subject matter experts may include:

- DGS Site Project Manager, where applicable
- Loudoun County Historic Preservation Planner
- Loudoun County Archaeologist
- Office of the County Attorney
- Loudoun County Department of Finance & Budget
- Loudoun County Historic District Review Committee (HRDC) Board
- DGS Division of Public Works and Environmental Standards
- DGS Facilities Management & Maintenance Division
- Virginia Department of Historic Resources

Criteria for Evaluation

The following criteria will be used in evaluating all proposals:

1. Proposed Reuse

- Provides for long-term preservation of the property.
- Compatible with BOS-LC and DGS mission and general management plan for the property.
- Compatible with the surrounding neighborhoods.
- Compatible with the historic value of the property.
- Compatible with the preservation of the surrounding environment.

2. Scope and Nature of Public Benefit and Public Access Element

- Quality of projects / programs / services that offer a benefit to the property and its users.

3. Rehabilitation Plan (if applicable)

- Feasibility of rehabilitation plan goals and timetables.
- Compatibility of rehabilitation plan with concept plan.
- Proposed lease term consistent with proposed reuse and rehabilitation plan.
- Consideration of environmentally sustainable building technology and practices.

- Consideration of accessibility issues (if applicable).

4. Experience and Qualifications

- Experience and qualifications to undertake the operation, management, reuse, and maintenance of the property, as well as the ability to undertake, implement and manage the proposed rehabilitation (if applicable).
- Specialized skills in historic preservation projects.
- Examples of pertinent previous work.

5. Overall submittal Presentation and Organization

- Meets goals and guidelines of this Solicitation to Submit proposal in a clear and well- organized manner.

6. Public Response

- Public input on proposal(s)

Applicants are expected to review all requirements and instructions and furnish all information required by this submission. Failure to do so will be at the applicant's risk. The County and DGS reserve the right to waive formalities in any proposal, and may, if they determine that such action is in the best interests of the County, select a proposal which does not conform in all details with the requirements of this solicitation. Likewise, the County reserves the right to reject any and all proposals.

This solicitation does not commit the County to enter into any disposition of real property interest; or to pay any costs, including costs associated with any studies or designs, incurred by any party in the preparation and submission of a proposal.

A hard copy of the proposal submission forms can be obtained from the program manager upon request. Proposal submissions will not be returned and will be retained in the records of DGS subject to the Virginia Freedom of Information Act and the document retention policies of the Library of Virginia.

Inquiries and Contact Information

All inquiries concerning this solicitation submission process should be directed, in writing via email to Artie.Right@loudoun.gov

Or by mail:

Loudoun County Department of General Services
Projects & Planning Division
Attn: Artie Right, Resident Curator Program Manager
801 Sycolin Road, Leesburg, VA 20175

Any explanation desired by an applicant regarding the meaning or interpretation of this solicitation process must be submitted and received in writing no less than fourteen (14) business days prior to the submission due date to allow sufficient time for a reply to reach the applicant prior to the submission of their submission. Verbal explanations or instructions shall not be binding on DGS or the County.