

**TOWN OF ENFIELD, CONNECTICUT
DEPARTMENT OF DEVELOPMENT SERVICES**

REQUEST FOR QUALIFICATIONS/REQUEST FOR PROPOSALS

ENFIELD HISTORIC CONSULTING SERVICES

July 10, 2019

The Town of Enfield is seeking proposals for consultant services for the survey of historic properties in the Town of Enfield as well as preparing two nomination applications of two town owned properties on the State and National Register of Historic Places. Work must be done in accordance with SHPO standards. Consultants must meet the professional qualification standards for architectural historian of the National Park Service, Professional Minimum Qualification Standards 36 CFR 61.

Sealed proposals for the project named above will be received at the office of the Director of Finance until 11:00 am, Wednesday, August 7, 2019. Thereafter, proposals will be opened in public and read aloud. Proposals must be submitted in a sealed envelope marked “RFP 2019 – Town of Enfield Historic Consulting Services”

Specifications and RFQ/RFP documents will be available from the Deputy Director of Economic & Community Development, Nelson Tereso, Enfield Town Hall, 820 Enfield Street, Enfield, CT 06082, telephone number (860) 253-6391 or the Town’s website, www.enfield-ct.gov. Any questions regarding this RFQ/RFP shall be emailed to ntereso@enfield.org by Thursday, July 18, 2019 at 5:00 p.m. Any questions and answers will be posted to the Town website on Tuesday, July 23, 2019.

The Town of Enfield reserves the right to accept or reject, any, all, or any part of proposals, to waive formalities or informalities, and to make an award that is deemed to be in the best interests of the Town of Enfield.

Affirmative Action-Equal Opportunity Employer. Women and Minorities are encouraged to submit a proposal. This project received state funds from the Department of Economic and Community Development, State Historic Preservation Office. Regulations of the State of Connecticut prohibit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability. The Proposer agrees not to discriminate against any employee or applicant for employment in the performance of this proposal’s work with respect to hire, tenure, terms, conditions, or privileges of employment due to race, sex, age, religion, national origin, or other condition proscribed by State or Federal law.

John A. Wilcox
Director of Finance
EOE/AA

TOWN OF ENFIELD, CONNECTICUT

REQUEST FOR QUALIFICATIONS/ REQUEST FOR PROPOSALS

STANDARD INSTRUCTIONS

ENFIELD HISTORIC CONSULTING SERVICES

1. INTRODUCTION

The Town of Enfield Development Services Department is seeking an interested and qualified architectural historian consultant to conduct a survey and complete inventory forms and photographs for approximately 200 historic structures and/or sites in the Town of Enfield as well as prepare two (2) nomination applications of two (2) Town-owned properties on the State and National Register of Historic Places.

2. KEY EVENT DATES

Advertisement of RFQ&P	Wednesday, July 10, 2019
Questions Due By	5:00 p.m. on Thursday, July 18, 2019
Q & A Posted to Town’s Website	Tuesday July 23, 2019
Public Opening of Responses	11:00am Wednesday, August 7, 2019
Contract Awarded (Not Definite)	September 20, 2019

3. OBTAINING RFQ/RFP DOCUMENTS

Specifications and RFQ/RFP documents may be obtained from the Deputy Director of Economic & Community Development, Nelson Tereso, Enfield Town Hall, 820 Enfield Street, Enfield, CT 06082, telephone number (860) 253-6391 or the Town’s website, www.enfield-ct.gov. Any questions regarding this RFQ/RFP shall be emailed to ntereso@enfield.org by July 18, 2019 at 5:00 p.m.

4. RFQ/RFP RESPONSE SUBMISSION INSTRUCTIONS

- A. One (1) original and two (2) copies of all responses must be submitted in a sealed envelope clearly marked “RFP 2019 – Town of Enfield Historic Consulting Services”. If forwarded by mail or courier, the sealed envelope must be addressed to “Director of Finance, Town of Enfield, 820 Enfield Street, Enfield Connecticut 06082”. Responses must be at the office of the Director of Finance by the time of the Public Opening of Responses date noticed in in Section 2 titled Key Event Dates. Postmarks are NOT an acceptable waiver of this policy. Corrections and/or modifications received after the first response is publicly opened will NOT be accepted. Proposals transmitted by Fax or Email will not be accepted or reviewed.
- B. Ditto marks or words such as “SAME” on the Response Form are NOT considered writing and must not be used.
- C. All information must be submitted in ink or typewritten. Mistakes may be crossed out and corrections inserted. Corrections must be initialed by the person signing the response.
- D. Responses are considered valid for ninety (90) days after response(s) are opened. Agencies submitting responses may not withdraw, cancel or modify their response

- for a period of ninety (90) days after response(s) are opened.
- E. Responses must be signed by an authorized person representing the legal entity of the agency submitting the response.
 - F. The inability to meet any specified requirement(s) must be stated in writing and attached to the Response Form, or written on the Response Form.
5. PRESUMPTION OF FIRM BEING FULLY INFORMED
At the time the first response is opened, each Consultant is presumed to have read and be thoroughly familiar with all RFQ/RFP and contract documents herein. Failure or omission of the consultant to receive or examine any information shall in no way relieve any consultant from obligations with respect to their response.
6. MODIFICATIONS AND ADDENDA
The Town may, before or after proposal opening and in its sole discretion, clarify, modify, amend or terminate this RFQ/RFP if the Town determines it is in the Town's best interest. Any such action shall be effected by a posting on the Town's website, <http://www.enfield-ct.gov>. Each agency is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFQ&P as modified by the addenda.
7. INTERPRETATION OF ACCEPTABLE WORK
The specifications, proposal and contract documents are to be interpreted as meaning those acceptable to the Town of Enfield. Any substantive changes or interpretations will be issued by the Town in writing as an addendum.
8. TAX EXEMPTIONS
The Town of Enfield is exempt from Federal Excise taxes and Connecticut Sales and Use taxes. Firms shall avail themselves of these exemptions.
9. INSURANCE
The firm awarded work under this RFQ/RFP must provide a current Certificate of Insurance to the Director of Finance PRIOR to commencement of work, with the following requirements:
- A. General liability coverage limits for bodily injury, property damage, and personal injury, \$1,000,000 per occurrence/\$2,000,000 general aggregate.
 - B. Auto liability limits for property damage and bodily injury caused by the operation of motor vehicles, \$1,000,000 per occurrence.
 - C. Professional Liability (aka Errors & Omissions) policy with a minimum \$1,000,000 per occurrence and \$1,000,000 aggregate.
 - D. Umbrella or Excess Liability policy with a minimum \$1,000,000 per occurrence and \$1,000,000 aggregate, when required by the Town of Enfield.
 - E. Worker's Compensation, as required by Connecticut State statute.
 - F. The "Town of Enfield" is to appear as an additional insured on all Certificates of Insurance for general liability and auto liability coverage.
 - G. All insurance is to be provided by carriers authorized to issue such insurance in the State of Connecticut, and rated at least A-/VIII by A.M. Best. Exceptions are subject to the sole discretion of the Town of Enfield.

H. All insurance may not be canceled or modified without thirty (30) days written notice by registered U.S. Mail to "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, Connecticut 06082".

10. INDEMNIFICATION AND HOLD HARMLESS

The Firm shall hold harmless, defend and indemnify the Town of Enfield ("the Town") and the State of Connecticut from all loss, liability, damage, penalty, expense or fee, including attorney's fees, or other costs or obligations which result from or arise out of the performance or breach of obligations of the Firm, any employee, agent or personnel, including without limitation, claims brought against the Town by third parties, employees of the Town, or employees of the Firm. The indemnification provisions shall survive the termination of the Contract.

11. FAIR EMPLOYMENT PRACTICES

The consultant agrees not to discriminate against any employee or applicant for employment in the performance of this proposal's work with respect to hire, tenure, terms, conditions, or privileges of employment due to race, sex, age, religion, national origin, or other condition proscribed by State or Federal law.

12. STANDARD FORM OF CONTRACTUAL AGREEMENT

The Town of Enfield intends to enter into a contract with the successful firm. The contract will include and incorporate the provisions of this Request for Qualifications/ Request for Proposals, including the Standard Instructions and the Scope of Work and Qualifications, and Response Form submitted by the successful firm. In the event of any conflict between the Request for Qualifications/ Request for Proposals and the successful consultant's proposal, the Request for Qualifications/ Request for Proposals shall prevail.

13. TERM OF CONTRACT

The term of this contract shall commence on date of award and shall expire on December 31, 2020.

14. AWARDING THE CONTRACT

The Town of Enfield reserves the right to accept or reject, any, all, or any part of responses, to waive formalities or informalities, and to make an award that is deemed to be in the best interests of the Town.

It is the Town's policy to not award to those who owe Town of Enfield prior year(s) property taxes.

The "Contract Awarded" date in section 2. entitled Key Event Dates is the date the contract is anticipated to be awarded. It is not a date certain.

The lowest priced proposal is NOT the sole determining factor when awarding this proposal. The Development Services Department expects to enter into a contract with one (1) consultant.

15. NON-APPROPRIATION

The Town's fiscal year commences on July 1st and ends on the next following June 30th. The contract for these services will be subject to the appropriation and disbursement of funds by the Town sufficient for the contract for these services for each fiscal year in which the Contract is in effect. The Town shall have the right to terminate the Contract in whole or in part without penalty to the Town in the event that sufficient funds to provide for Town payment(s) under the Contract are not appropriated, not authorized, or not made available or such funding has been reduced. In the event that the Contract is subject, in whole or in part, to the appropriation and disbursement of Federal and/or State funds and such funds are not appropriated or are not disbursed to the Town, the Town shall have the right to terminate the Contract in whole or in part without penalty to the Town.

END OF STANDARD INSTRUCTIONS

TOWN OF ENFIELD, CONNECTICUT

SCOPE OF WORK & QUALIFICATIONS

ENFIELD HISTORIC CONSULTING SERVICES

SELECTION CRITERIA

The selection for award will be based on the most responsible and qualified proposer. Responsibility will be evaluated based on the candidate's previous experience, qualifications, references, and the ability to competently complete the work within the allotted budget and period of time. The lowest priced proposal is NOT the sole determining factor when awarding this proposal.

DESCRIPTION OF PROJECT

The purpose of the project is to identify and inventory historic structures on a town basis. Historic buildings to be surveyed are those located in the Town of Enfield, excluding the properties already surveyed. The project requires an architectural historian (consultant). It is anticipated that the consultant will produce a list of recommended properties, structures, sites that will be reviewed and approved by the Town of Enfield in order to fulfill the inventory survey and produce the survey report. The survey of historic properties project is being funded by grant funds from the Community Investment Act of the State of Connecticut as administered by the SHPO.

The Town of Enfield is also looking to prepare both State and National Register of Historic Places nomination applications for 100 High Street and 33 North River Street respectively. The Town currently owns the property located at 33 North River Street and is recommending its nomination on the National Register of Historic Places in order to ultimately rehabilitate and preserve this structure as part of the overall plan to develop this area for transit-oriented development. The Town of Enfield also currently owns 100 High Street which is a former church structure that has been used over the years as Town office and community space. Based on the Town's review and SHPO's consultation, it was determined that this structure is eligible to be listed on the State Register of Historic Places. This work is being funded by the Historic Preservation Fund of the US Department of Interior, National Park Service. The Town of Enfield has applied for this funding and is still awaiting its grant award.

The consultant will be expected to attend a kick-off meeting and three (3) interim meetings with representatives of the Town of Enfield. Once the survey is completed, the consultant will give a public presentation on the project and survey. The consultant is expected to coordinate efforts with the project coordinator, Nelson Tereso, Deputy Director of Economic & Community Development. The consultant may also need to do a site file review at the State Historic Preservation Office in Hartford, CT.

SCOPE OF WORK

The consultant shall conduct a survey and complete inventory forms and photographs for approximately 200 historic structures and or sites in the Town of Enfield.

The project will be done in accordance with the Secretary of the Interior Standards and the procedures of the Department of Economic and Community Development (DECD), State Historic Preservation Office (SHPO). The survey shall be conducted by a consultant, as approved by the DECD, who meets the professional qualifications standards of the U.S. Department of the Interior, National Park Service, as stated in 36 CFR 61 Appendix A for architectural historian. The consultant must be experienced in project management, survey design and methodology, and will be knowledgeable about American history and architectural history. Methodology will follow guidelines found in *National Register Bulletin #24, Guidelines for Local Surveys: A Basis for Preservation Planning*.

HISTORIC SURVEY DELIVERABLES

The Town of Enfield will receive copies of all materials produced in connection with the Historic Resources Inventory. Each Town survey report shall include the following items arranged in the following order:

1. Title Page: Must include a funding acknowledgement statement citing the Connecticut Department of Economic and Community Development and include the Department's logo.
2. Author(s) Acknowledgements
3. Table of Contents
4. Introduction
5. Methodology
6. Historic and architectural overview of the survey area relating the history of the Town to the buildings surveyed. (20-25 pages)
7. Bibliography
8. Resources related to minority and women's history (one page)
9. Recommendations for National Register of Historic Places designation
10. Street index of all inventoried resources, arranged in alpha-numeric order by street address
11. High quality digital photographs of extant inventoried resources with photos clearly labeled
12. Connecticut State Inventory Forms for a minimum of 200 buildings and sites completed on Department of Economic and Community Development electronic inventory forms or approved substitute.
13. Map of area surveyed

The consultant shall provide two (2) unbound archival copies on acid-free paper and two (2) electronic copies. The consultant shall submit a final completion report summarizing the work accomplished during the grant period and fiscal documentation.

The Town of Enfield shall receive one (1) full, unbound archival copy of the final report, digital copy of the report and all digital images taken during the survey (1 Flash Drive).

One (1) unbound archival copy of the final report along with a digital/electronic copy will be submitted to the DECD, State Historic Preservation Office.

The consultant will also:

- Review the archival collections of federal, state and the local Enfield Historical Society for relevant material.
- Attend a kick-off meeting and three (3) interim meetings with the Enfield Street Historic District Commission (HDC) and staff.
- Confer with the local Town Planner and the Enfield Historical Society.
- Coordinate the project's progress and submission of completed materials with the project coordinator.
- Once the survey is completed, the consultant will give a public presentation on the project and survey.
- Provide hard paper copy and an electronic draft copy at no additional expense.

PROJECT TIMETABLE (Dates shown are latest, but work may be accomplished earlier).

The project shall begin on September 30, 2019 and is to be completed no later than August 31, 2020.

August 7, 2019 – RFP response deadline.

September 6, 2019 - Consultant interviews and subsequent selection of consultant for project.

September 20, 2019 – Initial kick-off meeting with consultant, Architectural Historian Mary Dunne from DECD, SHPO, and HDC. Review of existing forms and GIS Map indicating Historic Resources within Enfield.

October 18, 2019 – Town of Enfield meeting with consultant for presentation of list of buildings.

June 22, 2020 – Town of Enfield meeting and presentation of draft text for entire survey, including inventory forms. The Town of Enfield requests a draft in hard copy paper and electronic draft.

August 31, 2020 – Final submission of Historic Resources Inventory.

September 2020 – Public presentation.

September 2020 – Final project and reimbursement invoices submitted to DECD, State Historic Preservation Office, Local Government Grants Coordinator.

PROJECT REQUIREMENTS

- Consultant must meet the standards for architectural historian as specified in 36 CFR 61, Appendix A Minimum Professional Qualifications.

- Any and all copyright rights or other proprietary interests in the report will be held by the State of Connecticut, DECD, SHPO. The Consultant shall, whenever so requested by the State, sign (with proper notarization or other lawful acknowledgement of its signature) and deliver to the State a letter of agreement, in form and content satisfactory to the State, stating that the Contractor thereby irrevocably transfers to the State all of its copyright and other proprietary interests.
- Award: Interviews with prospective consultants will be scheduled September 6, 2019. The selection for award will be based on lowest responsible and qualified proposer. Responsibility will be evaluated based on the candidate's previous experience, qualifications of the bidder including quality of the proposal, references, quality of samples (previous work products), and previous experience, references, and the ability to competently complete the work within the allotted budget and period of time. A list of successfully completed surveys and State/National Register of Historic Places nomination applications within the past five years, in satisfaction with the State Historic Preservation Office (SHPO), is requested. The consultant must be approved by the SHPO prior to award. The Department and Town of Enfield expect to select a consultant and award a contract on or about September 20, 2019.

REQUEST FOR QUALIFICATIONS/PROPOSALS CONDITIONS

- All proposals in response to this RFP/RFP are to be the sole property of the Town of Enfield. Proposers are encouraged not to include in their proposals any information that is proprietary. All materials associated with this procurement process are subject to the terms of State laws defining freedom of information and privacy and all rules, regulations and interpretations resulting from those laws.
- Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of the RFQ/RFP is to be the sole property of the Town of Enfield. Copyrights shall belong to the DECD.
- Timing and sequence of events resulting from this RFQ/RFP will ultimately be determined by the Town of Enfield.
- The Proposer agrees that the proposal will remain valid for a period of 90 days after the deadline for submission and may be extended beyond that time by mutual agreement.
- The Town of Enfield may amend or cancel this RFQ/RFP, prior to the due date and time, if it deems it to be necessary, appropriate or otherwise in the best interest of the Town of Enfield. Failure to acknowledge receipt of amendments, in accordance with the instructions contained in the amendments, may result in a proposal not being considered.
- The Proposer must certify that the personnel identified in its response to this RFQ/RFP will be the persons actually assigned to the project. Any additions, deletions or changes in personnel assigned to the project must be approved by the Town of Enfield in advance of their exclusion or inclusion, with the exception of personnel who have terminated employment. Replacements for personnel who have terminated employment are subject to approval by the Town of Enfield and the DECD. At its discretion, the Town of Enfield may require

removal and replacement of any of the Proposer's personnel who do not perform adequately on the project in the sole opinion of the Town of Enfield, regardless of whether they were previously approved by the Town of Enfield.

- Any costs and expenses incurred by Proposers in preparing or submitting proposals are the sole responsibility of the Proposer.
- A Proposer must be prepared to present evidence of experience, ability, service facilities, and financial condition necessary to satisfactorily meet the requirements set forth or implied in the proposal.
- No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, clarification of proposals may be required by the Town of Enfield at the Proposer's sole cost and expense.
- The Proposer represents and warrants that the proposal is not made in connection with any other Proposer and is in all respects fair and without collusion or fraud. The Proposer further represents and warrants that the Proposer did not participate in any part of the RFQ/RFP development process, had no knowledge of the specific contents of the RFQ/RFP prior to its issuance, and that no agent, representative or employee of the Town of Enfield participated directly in the Proposer's proposal preparation.
- The Proposer must accept the Town of Enfield standard contract language and conditions.
- The contract will represent the entire agreement between the Proposer and the Town of Enfield and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The Town of Enfield shall assume no liability for payment of services under the terms of the contract until the successful Proposer is notified that the contract has been accepted and approved by the Town of Enfield. The contract may be amended only by means of a written instrument signed by the Town of Enfield and the Proposer.
- The Town of Enfield reserves the right to award in part, to reject any and all proposals in whole or in part for misrepresentation or if the Proposer is in default of any prior Town of Enfield contract, or if the proposal limits or modifies any of the terms and conditions and/or specifications of the RFQ/RFP. The Town of Enfield also reserves the right to waive technical defect, irregularities and omissions if, in its judgment, the best interest of the Town of Enfield will be served.

Each Proposal must contain the following items:

- Resume(s)
- References-include three letters of reference from recent clients. Provide the name, title, company address, and phone number for each reference.
- Writing sample
- Written Affirmation that the Proposer has read and accepts the RFQ/RFP's conditions, the Town of Enfield standard contract and conditions and the Town of Enfield contract compliance requirements in their entirety and without amendment. The statement must be signed by the Proposer.

**TOWN OF ENFIELD, CONNECTICUT
REQUEST FOR PROPOSALS**

ENFIELD HISTORIC CONSULTING SERVICES

PROPOSAL FORM

TO: Town of Enfield, CT
Finance Department
820 Enfield Street
Enfield, Connecticut 06082

PROPOSAL FROM:

NAME: _____

STREET: _____

CITY: _____

FOR: **Enfield Historic Consulting Services**

The undersigned Proposer, in compliance with the Request for Qualifications/Proposals for the " **Enfield Historic Consulting Services** " in Enfield, Connecticut hereby proposes to furnish all labor, materials and supplies, and to conduct the project in accordance with the Contract Documents, within the time set forth therein. The Proposer will contract with the Town to perform all the work required by the Request for Qualifications/Proposals after notification of award of the contract and will take in full payment, therefore, the unit price or lump sum price applicable to each item of the work as stated in the following schedule.

The Proposer hereby acknowledges receipt of the Addenda listed below and further acknowledges that the provisions of each Addendum have been included in the preparation of this Request for Proposals:

Addendum No.	Dated	Addendum No.	Dated
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PROPOSAL FORM (CONTINUED)

A. Proposal Items (pricing should be written in words and numbers)

Item 1. Creation of a historical resource inventory report that will provide the Town with detailed records of historic buildings, sites, structures and/or objects. Conduct a survey and complete inventory forms and photographs for approximately 200 historic structures and or sites within the Town of Enfield for the Lump Sum Price of (in words).

_____)
_____ (\$ _____ . _____)

Item 2. Lump sum price for the application work associated with nominating 33 North River Street on the National Register of Historic Places (in words).

_____)
_____ (\$ _____ . _____)

Item 3. Lump Sum Price for the application work associated with nominating 100 High Street on the State Register of Historic Places. (in words).

_____)
_____ (\$ _____ . _____)

TOTAL PROPOSAL:

(in words) _____)
_____ (\$ _____ . _____)

TOWN OF ENFIELD, CONNECTICUT

RESPONSE FORM

ENFIELD HISTORIC CONSULTING SERVICES

[RESPONSE FORM REQUIRED RESPONSES]

Under penalty of perjury and other remedies available to the Town of Enfield, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded the contract it is agreed this forms a contractual obligation to provide services at fees specified in the proposal, subject to and in accordance with all instructions, proposal and contract documents, including any addenda, which are all made part of this RFQ/RFP.

Signature of Authorized Person

Date

Printed Name of Authorized Person

Company Title of Authorized Person

Name of Company

Address of Company

City, State, and Zip Code

E-mail Address

Telephone Number

Facsimile Number

END OF RESPONSE FORM

SAMPLE AGREEMENT

**AGREEMENT BY AND BETWEEN
THE TOWN OF ENFIELD AND _____**

ENFIELD HISTORIC CONSULTING SERVICES

This Agreement is made this _____ day of _____, 2019 by and between the Town of Enfield, a municipal corporation organized and existing under the laws of the State of Connecticut, with a principal office at 820 Enfield Street, Enfield, Connecticut 06082 (hereinafter referred to as the “Town”) and _____, a Connecticut (corporation/limited liability company/partnership) located at _____, _____, Connecticut 06___ (Vendor).

The Town and Vendor enter into this Agreement whereby the Vendor shall provide to the Town Historic Consulting Services.

The term of this Agreement shall commence on the date set forth above and shall continue for the period set forth in the Request for Qualifications and Proposals referenced below.

The terms and conditions of this Agreement are set forth in the following documents that are attached and made a part hereto and are incorporated by reference:

1. Request for Qualifications/ Request for Proposals entitled “Enfield Historic Consulting Services”; and
2. The Standard Instructions entitled “Enfield Historic Consulting Services”; and
3. Scope of Work and Qualifications entitled “Enfield Historic Consulting Services” and
4. Proposal Form entitled “Enfield Historic Consulting Services”.

The Town may terminate this Agreement for convenience.

This Agreement cannot be altered, modified, amended or revised except by an instrument in writing signed by the Town and Vendor.

This Agreement shall be governed by the law of the State of Connecticut.

Vendor Name

Town of Enfield

By: _____
[name]
[title]

By: _____
Christopher W. Bromson
Town Manager