

TOWN OF CLINTON, CONNECTICUT

REQUEST FOR PROPOSALS #2022-03

ARCHITECTURAL HISTORIAN SERVICES

PURPOSE:

The Town of Clinton is seeking proposals from qualified firms and/or individuals wishing to provide professional consulting architectural historian or historian services to research, identify and evaluate the Commerce Street and Leffingwell Road area for nomination as a National Register Historic District. The Town expects the consultant to prepare a report documenting their research to prove that the properties in the proposed district are worthy of recognition and designation as a National Register Historic District.

BACKGROUND:

The Town wants to expand upon the two existing National Register Historic Districts located in Clinton by linking the Commerce Street and Leffingwell Road area given its connectivity and proximity to Clinton's downtown and the walkability of the two existing National Register Historic Districts as well as the locally designated Liberty Green District. Commerce Street has twenty-four properties that were built in the 1800s. Leffingwell Road is comprised mostly of 1920s homes which could have originally been built from mail order catalogue kits, such as those of Sears & Roebuck or locally through and the Clinton Lumber & Coal Company.

The area is known to be important to Clinton's historical development with Commerce Street (originally named Wharf Lane) laid out in 1814 to facilitate access to the shipyards. It starts at the Boston Post Road and runs southward, ending at Clinton Harbor and Lobster Landing, with a number of marinas situated in between. During Clinton's early history as the Homonoscitt Plantation, the southern end of current-day Commerce Street was the general location where Native Americans lived in proximity to the original land grant settlers.

The area to be evaluated for possible National Register Historic District designation includes approximately seventy (70) properties.

This project received funding from the Historic Preservation Fund of the US Department of the Interior, National Park Service as administered by the Department of Economic and Community Development State Historic Preservation Office.

SCOPE OF WORK:

1. Complete a review of all properties in the proposed National Register Historic District to document their historical value as assets in a National Register Historic District. Hold meetings, either in-person or virtual, with local stakeholders to discuss the project and available resources.
2. The Town expects to receive a written report that will document the properties located in the proposed district and a determination that the assets are worthy of the creation of a National Register Historic District. The report should reflect extensive research and serve as documentation to support an application for district designation. The report shall be delivered in hard copy and electronic form to the Town. It is the Town's intention to use the report and duplicate it as necessary. As a result, the Town should have full rights to duplicate and publish the report in print and electronic versions.
3. At least one in-person public engagement forum shall be part of the project to increase public awareness of the project and educate property owners of the potential benefits of National Register Historic District designation.
4. State of Connecticut requires the successful Respondent to meet with the Department of Economic and Community Development's "National Register Coordinator" prior to commencing the project. All work items shown below shall be coordinated with the National Register Coordinator. The following items shall be submitted to the Department for review and comment:
 - The number of copies the draft National Register of Historic Places Nomination (the Nomination) in the format requested by NR Coordinator for State Review Board review and comment.
 - Two archival copies of the final Nomination, executed to the standards of the National Park Service and the Connecticut State Historic Preservation Office plus two electronic copies of the Nomination.
 - All recommendations of the Department AND State Historic Preservation Review Board shall be incorporated into the Nomination.
 - The Department shall utilize the Nomination for public education purposes including but not limited to print or electronic formats.

MINIMUM QUALIFICATIONS:

The Respondent shall meet or exceed the Secretary of the Interior’s professional qualifications as a historian, architectural historian, architect, engineer as applicable.

Prior experience successfully completing work in the State of Connecticut and collaborating with the Department of Economic and Community Development in similar projects preferred.

PROPOSAL FORMAT:

In order to facilitate the analysis of responses to this RFP, Respondents are required to prepare their proposals in accordance with the instructions outlined in this section. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the Respondent’s capabilities to satisfy the requirements of the RFP. The proposal should be organized into the following major sections:

1. Submittal Letter. Respondents shall submit a cover letter addressed to Karl Kilduff, Town Manager, signed by an authorized principal or agent of the Respondent which provides an overview of the Respondent’s offer, as well as the name, title, and telephone number of the person to whom the Town may direct questions concerning the proposal. The letter shall include a statement by the Respondent accepting all terms and conditions contained in this RFP, signed by an officer or other individual with authority to negotiate and contractually bind the firm.

2. Table of Contents

3. Requested Information. In order to be considered each Respondent shall, at a minimum, submit the following information:
 - Brief background statement as to the Respondent’s particular capabilities, history, qualifications and other general introductory information on the Respondent.

 - Qualifications and resume of personnel assigned to the project.

 - Documentation to demonstrate that the Respondent meets the Secretary of the Interior’s Professional Qualification Standards as an Architectural Historian or Historian.

 - A detailed description of all areas of expertise and experience, including the types of services supplied to past and present clients.

 - A detailed description of how the Respondent proposes to provide services to the Town.

- List of municipalities in Connecticut for which the Respondent has provided similar services in the last five years. Please also include the type of service, name and contact information for these references.
 - Additional information or documentation that may be useful and applicable to this project.
4. Executive Summary. This part of the response to the RFP shall contain the body of the Respondent's proposal. It shall limit technical jargon as much as possible and shall be oriented toward technical and non-technical personnel.
 5. Non-collusion and Ethics Affidavit. Respondents shall complete the Appendix A.
 6. Fee Proposal Summary. Respondents shall summarize costs in the Attached Appendix B.

INSURANCE REQUIREMENTS:

Respondents shall agree to maintain in force at all times during which services are to be performed the following coverages and shall endorse the Town of Clinton as an Additional Insured on a primary and non-contributory basis. **These requirements shall be clearly stated in the remarks section on the Certificate of Insurance.** Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best's Rating of A-. In addition, all Carriers are subject to approval by the Town of Clinton.

		(Minimum Limits)
General	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000

A Waiver of Subrogation shall be provided

Auto Liability:	Combined Single Limit	\$1,000,000
	Each Accident	\$1,000,000
Umbrella: (Excess Liability)	Each Occurrence	\$2,000,000
	Aggregate	\$2,000,000
Workers' Compensation and Employers'	WC Statutory Limits	
	EL Each Accident	\$500,000
	EL Disease Each Employee	\$500,000
	EL Disease Policy Limit	\$500,000

Copy of Malpractice/Liability Insurance Certificate in a minimum amount of \$1,000,000.

Exclusions to the Policy: A statement of exclusions to all policies will be submitted prior to the award of contract

EVALUATION CRITERIA:

The Town of Clinton intends to use the following criteria to evaluate Respondent proposals:

- a) Depth and breadth of experience and expertise;
- b) Capability to perform services promptly and provide deliverables as described herein;
- c) Demonstrated ability to successfully manage and administer projects of this nature;
- d) Communication skills;
- e) Cost of services; and
- f) Other qualifications/ criteria as deemed appropriate by the Town.

SUBMITTAL INSTRUCTIONS:

Interested firms or individuals should submit one (1) original statement of qualifications with two (2) printed copies and one (1) electronic copy on or before 3:00 p.m. on **July 5, 2022** to:

Town of Clinton
Attn: Karl Kilduff, Town Manager
54 East Main Street
Clinton, CT 06413

Proposals will be opened and recorded at this time. No proposals submitted after this time will be accepted. Proposals should be labeled "Town of Clinton Architectural Historian Services." Faxed or electronically mailed (e-mailed) proposals will be deemed non-responsive and will not be accepted.

All inquiries shall be in writing and directed, to the individual noted above, no later than June 23, 2022. Inquires can be made via e-mail (kkilduff@clintonct.org). Any clarifications made in response to the questions of any one potential firm will be communicated in writing to all other known, potential firms.

An electronic copy of this request for proposals, along with any changes, will be posted on the Town web page (www.clintonct.org). The Town may issue Addenda to this RFP. When issued, addenda will be posted on the Town's website under the "Bid Opportunities" link located on the home page. It is the Respondent's responsibility to check for and address any Addenda to this RFP.

GENERAL INFORMATION:

1. The Town of Clinton provides equal opportunity in employment to qualified individuals, regardless of race, color, religion, age, sex, marital status, civil union status, national origin, ancestry, disability including pregnancy, veteran's status, sexual orientation, genetic information, gender identity or expression, or any other characteristic protected by applicable state or federal law.
2. The Town of Clinton reserves the right to accept or reject any and all proposals and reserves the right to waive technicalities where such action best serves the interest of the Town. The Town of Clinton reserves the right to withdraw its RFP at any time prior to final selection, in its sole discretion.
3. The Town of Clinton will be the sole and exclusive judge of quality and compliance with proposal specifications in any of the matters pertaining to this RFP. The Town reserves the right to award the contract in any manner it deems to be in the best interest of the Town of Clinton.
4. All responses provided should be as detailed as possible to provide the proposal evaluators with enough information to make a fair assessment of the proposer's qualifications and approach.
5. The Town will not be liable for any costs associated with the preparation or submittal of this RFP or subsequent presentations.
6. The Town of Clinton will review and evaluate all proposals that have been received by the submission deadline. Evaluation of the proposals will be based on the information provided in the Respondent's submission in accordance with the submission requirements of this RFP and any interviews, references, and additional information requested by the Town of Clinton.
7. In submitting the proposal, the Respondent agrees that the proposal will remain valid for a period of one hundred twenty (120) days after the closing date for submission, and may be extended beyond that time by mutual agreement. Fees quoted must be firm, for acceptance by the Town of Clinton, for a period of one hundred twenty (120) days.

8. A payment schedule will be developed after contract award and will be tied to the completion of specific project milestones.
9. No contract may be assigned or transferred without the consent of the Town of Clinton.
10. Each Respondent is responsible for having read and understood each document in this RFP and any addenda issued by the Town. A Respondent's failure to have reviewed all information that is part of or applicable to this RFP, including but not limited to any addenda posted on the Town's website, shall in no way relieve it from any aspect of its proposal or the obligations related thereto.

Each Respondent is deemed to be familiar with and is required to comply with all federal, state and local laws, regulations, ordinances, codes and orders that in any manner relate to this RFP or the provision of goods or performance of the work described herein.

By submitting a proposal, each Respondent represents that it has thoroughly examined and become familiar with the scope of work outlined described in this RFP, and the Respondent is capable of performing the work to achieve the Town's objectives.

11. A Respondent filing a proposal thereby certifies that no officer, agent or employee of the Town who has a pecuniary interest in this request for proposal neither has nor shall participate in the contract negotiations on the part of the Town, that the proposal is made in good faith without fraud, collusion or connection of any kind with any other Respondent of the same call for proposals, and that the Respondent is competing solely in its own behalf without connection with or obligation to, any undisclosed person or firm.

Respondents must fully disclose, in writing to the Town on or before the closing date of this RFP, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the Respondent were to become a contracting party pursuant to this RFP. The Town shall review any submissions by Respondents under this provision and may reject any Proposals where, in the sole opinion of the Town, the Respondent could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the Respondent were to become a contracting party pursuant to this RFP.

APPENDIX A

**REQUEST FOR PROPOSALS
ARCHITECTURAL HISTORIAN SERVICES**

NON COLLUSION AFFIDAVIT FORM

The undersigned proposer, having fully informed himself/herself/itself regarding the accuracy of the statements made herein, certifies that:

- (1) the proposal is genuine; it is not a collusive or sham proposal;
- (2) the proposer developed the proposal independently and submitted it without collusion with, and without any agreement, understanding, communication or planned common course of action with, any other person or entity designed to limit independent competition;
- (3) the proposer, its employees and agents have not communicated the contents of the proposal to any person not an employee or agent of the proposer and will not communicate the proposal to any such person prior to the official opening of the proposal; and
- (4) no elected or appointed official or other officer or employee of the Town of Clinton is directly or indirectly interested in the proposer’s proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

The undersigned proposer further certifies that this affidavit is executed for the purpose of inducing the Town of Clinton to consider its proposal and make an award in accordance therewith.

Legal Name of Proposer

(signature)
Proposer’s Representative, Duly Authorized

Name of Proposer’s Authorized Representative

Title of Proposer’s Authorized Representative

Date

Subscribed and sworn to before me this _____ day of _____, 202__.

Notary Public
My Commission Expires:

APPENDIX B

**REQUEST FOR PROPOSALS
ARCHITECTURAL HISTORIAN SERVICES**

FEE PROPOSAL SUMMARY

The cost proposal should represent an understanding of the requirements of this Request for Proposals and the ability to perform the described tasks in an efficient and effective manner. The cost proposal should be a not-to-exceed maximum budget that includes all direct and indirect costs. The Town of Clinton has estimated that the cost of this contract should not exceed \$20,000, inclusive of direct and indirect costs.

Lump sum fee for service, inclusive of all costs (travel, duplication, etc...) for a 1-year engagement

\$ _____