

LEGAL NOTICE

Request for Proposal for Services

The Town of Windham Connecticut, is seeking proposals for consultant services for an historic survey of buildings. The project is underwritten by grant funds from the Community Investment Act program of the Connecticut Commission on Culture and Tourism, and must be performed in accordance with Commission standards. Consultants must meet the professional qualification standards for historian or architectural historian of the National Park Service, Professional Minimum Qualification Standards 36 CFR61.

Sealed proposals must be submitted to the Project Manager by 4:30 p.m. on June 10, 2009. The Town reserves the right to award in part, to reject any and all proposals in whole or in part, or waive technical defects, irregularities, and omissions if, in its judgment, the best interest of the Town will be served.

The request for proposal is available from:

James Finger, Town Planner
Town of Windham
979 Main St.
Willimantic, CT 06226

Telephone 860-465-3045

The Town of Windham is an Affirmative Action-Equal Opportunity Employer. Women and Minorities are encouraged to submit a proposal.

This project is funded through the Connecticut Commission on Culture and Tourism. 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, gender, and mental or physical disability.

PROPOSAL COVER SHEET

CONSULTANTS-PLEASE SUBMIT THE COVER SHEET WITH YOUR PROPOSAL

Name:

I am submitting a proposal for:

_____Town of Windham, Historic Survey

Issued: May 8, 2009

Proposals Due: 4:30pm, June 10, 2009

TOWN OF WINDHAM
979 Main St.
Willimantic, CT 06226
PROJECT
HISTORIC AND ARCHITECTURAL RESOURCE SURVEY
TOWN OF WINDHAM, CONNECTICUT

A. STATEMENT OF OBJECTIVES

The purpose of the project is to identify and inventory historic structures on a town basis. Historic buildings to be surveyed are those in Windham, excluding the properties surveyed in Phase I. Project requires a historian or architectural historian (consultant). It is anticipated that the consultant will complete the inventory and produce a survey report. Consultant must coordinate efforts with the Windham Town Planner.

B. PROJECT TIMETABLE

The project shall begin June 18, 2009 and is to be completed no later than January 25, 2010.

C. REQUIRED RESULTS

The consultant shall conduct a survey of at least 155 properties in the Town of Windham, in accordance with the Secretary of the Interior Standards and the procedures of the Connecticut Commission on Culture & Tourism. A consultant, as approved by the Commission, who meets the professional qualification standards of the U.S. Department of the Interior, National Park Service, Professional Minimum Qualification Standards 36 CFR61 for Historian or Architectural Historian, shall conduct the survey. The consultant must be experienced in project management, survey design and methodology, and coordination of volunteers, and be knowledgeable about American history and architectural history. Methodology will follow guidelines found in *National Register Bulletin #49, Guidelines for Local Surveys: A Basis for Preservation Planning*.

Each survey report shall include the following items arranged in the following order:

1. Title Page including a funding acknowledgement statement citing the Connecticut Commission on Culture & Tourism and including the Commission's logo.
2. Authors 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.
7. Bibliography
8. Resources related to Minority and Women's history.
9. Recommendations for National Register of Historic Places designation.
10. Street index of all inventoried resources arranged in alphanumeric order by street address.
11. Negative index.

12. Slide index.
13. Slides of at least 10% of the resources inventoried.
14. Connecticut State Inventory forms for a minimum of 155 buildings including original black and white photos of the inventoried resources.
15. Also three (3) non-protected copies of a long term stable digital media format acceptable to the program using at least two image formats (jpeg + PDF) shall be provided

The Town, and the State shall each receive one full, archival copy of the final report.

The consultant will also:

- Review the archival collections of federal, state and local historical agencies for relevant material.
- Confer with the municipal historian, local town planner, historic district, commission and other local historical agencies.
- Coordinate the project's progress and submission of completed materials with the Windham Historic District Commission and James Finger, Town Planner.

D. PROJECT SCHEDULE

Selection of consultant and notice to proceed	June 18, 2009
Submission of Street address list	June 29, 2009
Submission of overview text and sample forms	September 8, 2009
Submission of progress reports along with requests for partial payment as may be specified and agreed	TBD
Completion of project	January 25, 2010

E. PROJECT REQUIREMENTS

1. Consultant must meet the professional qualification standards of the U.S. Department of the Interior, National Park Service, Professional Minimum Qualification Standards 36 CFR61 for Historian or Architectural Historian.
2. All costs (travel, photocopying, etc.) shall be included in the fixed contract price
3. **Project Manager is James Finger, Town Planner.**

Telephone 860-465-3045

email: jfinger@windhamct.com

F. REQUEST FOR PROPOSALS CONDITIONS:

- All proposals in response to this RFP are to be the sole property of the Town of Windham. Bidders are urged not to include proprietary information in their proposals. All materials submitted are subject to the terms of State laws defining freedom of information, as well as any rules, regulations and interpretations of those laws.
- Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of the RFP is to be the sole property of the Town of Windham.
- The Town will ultimately determine the timing and sequence of events resulting from this RFP.
- The Bidder 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 may amend or cancel this RFP, prior to the due date and time, if necessary, appropriate or otherwise in the best interest of the Town. Failure to acknowledge receipt of amendments, in accordance with the instructions contained in the amendments, may result in disqualification of bidders proposal.
- The Bidder shall certify that the personnel identified in its response to this RFP will be the persons actually assigned to the project. With the exception of personnel who have terminated their employment, the Town of Windham must approve any additions, deletions or changes in personnel assigned to the project, including any replacements for personnel who have terminated. At its discretion, the Town may direct the removal and replacement of any of the Bidder's personnel who do not perform adequately on the project, regardless of whether they were previously approved by the Town.
- Any costs and expenses incurred by Bidders in preparing or submitting proposals are the sole responsibility of the Bidder.
- A Bidder must present evidence of experience, ability, service facilities, and financial condition necessary to meet the requirements set forth or implied in the proposal to the Town's satisfaction.
- Unless the Town requests clarification of proposals of which responses shall be at the Proposer's sole cost and expense, No changes are permitted.
- Bidders may be asked to provide demonstrations, interviews, presentations or further explanation to the RFP's Screening Committee.
- The Bidder assures and warrants that the proposal is not made in connection with any other Bidder and is in all respects fair and without collusion or fraud.
- The Bidder assures and warrants that the Bidder did not participate in any part of the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no agent, representative or employee of the Town participated directly in preparation of the Bidder's proposal.
- All responses to the RFP must conform to the instructions. Failure to include any required signatures, provide the required number of copies, to meet deadlines, answer all questions, follow the required format, or failure to

comply with any other requirements of this RFP may be considered appropriate cause for rejection of the response.

- The signed contract will represent the entire agreement between the Bidder and the Town
- The contract will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The Town shall assume no liability for payment of services under the terms of the contract until the successful Bidder is notified that the contract has been accepted and approved by the Town. The contract may be amended only by means of a written instrument signed by the Town and the Project Consultant.
- All Rights are reserved to the Town. The Town reserves the right to award in part, or to reject any and all proposals in whole or in part.
- If the Bidder is in default of any prior Town contract, or if the proposal limits or modifies any of the terms and conditions and/or specifications of the RFP, the Town reserves the right to terminate the contract.
- The Town also reserves the right to waive technical defect, irregularities and omissions if, in its judgment, the best interest of the Town will be served.
- The Town reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a Bidder and subsequently awarding the contract to another Bidder. Such action on the part of the Town shall not constitute a breach of contract on the part of the Town since the contract with the initial Bidder is deemed to be void *ab initio* and of no effect as if no contract ever existed between the Town and the Bidder.

G. PROPOSAL REQUIREMENTS

Proposals must be typed on white paper, and use a font size of not less than 12 points. All proposals must be submitted in sealed envelopes or packages addressed to James Finger, 979 Main St., Willimantic, CT, 06226. Proposals transmitted by Fax or Email will not be accepted or reviewed.

Proposal must contain the following items:

- Resume
- References-include three letters of reference from recent clients. Provide the name, title, company address, and phone number for each reference.
- Provide Writing sample
- Provide Written Affirmation that the Bidder has read and accepts the RFP's conditions, the Town's standard contract and conditions and the Town's contract compliance requirements in their entirety and without amendment. The Bidder must sign the statement.
- Signed State forms including (1) Affidavit Concerning Gifts and Campaign Contributions and (2) Notification to Bidders form