



**OLMSTED IN CONNECTICUT LANDSCAPE DOCUMENTATION PROJECT**  
**REQUEST FOR PROPOSALS**  
April 1, 2021

Preservation Connecticut is seeking proposals for consulting services to develop a statewide historical context and survey of Olmsted firm work in Connecticut. The project is funded by grant funds from the Community Investment Act of the State of Connecticut, as administered by the Department of Economic and Community Development, State Historic Preservation Office (SHPO). Work must be done in accordance with SHPO standards and meet the Secretary of the Interior's Standards for Historical Documentation. The work must be prepared by a consultant or team that meets the federal qualifications standards for a Historical Landscape Architect as defined in the proposed update to the standards in 36 CFR Part 61 posted in the Federal Register on June 20, 1997 (attached).

Sealed proposals must be received by **Thursday, April 29 at 4:00 p.m.** Preservation Connecticut 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 Preservation Connecticut will be served. Preservation Connecticut is an Affirmative Action-Equal Opportunity Employer. Women and Minorities are encouraged to submit a proposal.

**PROJECT DESCRIPTION**

Preservation Connecticut (PCT) is partnering with the State Historic Preservation Office (SHPO) to document landscapes designed by Frederick Law Olmsted, Sr., and the Olmsted firm to coincide with the National Association of Olmsted Parks' (NAOP) Olmsted 200 initiative. Olmsted 200 is a year-long nationally coordinated celebration named for the 200<sup>th</sup> anniversary of Frederick Law Olmsted Sr.'s birth, which will run from April 2021 through April 2022. NAOP envisions Olmsted 200 as a platform for engagement on a wide range of topics inspired by the ideals of Olmsted Sr. and the firm. Themes such as land conservation, access to open space, minority designers, social equity, recreation, landscape management, and education will be explored. NAOP hopes to enhance awareness and generate participation in these topics by encouraging local, state, and national groups to generate their own related projects and events.

Connecticut played an influential role in the life of Frederick Law Olmsted, Sr. (1822 – 1903) and the landscape design firm that he established, which operated for more than a century (1857 – 1979). Connecticut was the place of Frederick Law Olmsted Sr.'s birth, early inspiration, education, societal network, and burial; the state accounts for nearly 300 of the Olmsted firm's commissions. Yet despite the state's importance to the Olmsted legacy, scholarship about the Olmsted firm that is focused specifically on Connecticut is extremely limited.

The focus of Preservation Connecticut's and SHPO's joint project is to develop a statewide historical context and survey of Olmsted firm work in Connecticut. This project can be used as a foundation for other Olmsted 200 events and will assist the SHPO in establishing a regular program of historic landscape survey. Permanent staff at Preservation Connecticut and SHPO will manage the project, with input from a volunteer advisory group. Preservation Connecticut will contribute expertise to the project and complete outreach to property owners. A consultant selected through this RFP process will be responsible for conducting research, writing a context report, and completing survey forms for select properties as access permits.

## **SCOPE OF WORK**

This project requires a qualified Historical Landscape Architect or Landscape Historian as the primary consultant. It is expected that personnel meeting this requirement will prepare the historical context and conduct fieldwork and research. The project will be completed in accordance with the Secretary of the Interior Standards for historical documentation and in coordination with Preservation Connecticut and SHPO.

### ***Statewide Context/Survey Report***

The primary deliverable for the project is a statewide historical context for the Olmsted firm that directly addresses the state's contributions to Frederick Law Olmsted, Sr., the Olmsted firm, and the development of landscape architecture. Focus on Connecticut is crucial to this project; a general summary and analysis of the life and work of Olmsted Sr. and the firm is not contemplated. The context/survey report will include data tables of all Olmsted firm projects in the state, as well as places associated with Olmsted or other members of the firm. Information about projects will include the current condition of the landscape (intact, altered, or lost) and list the names of specific designers, horticulturalists or others involved in completing the design. Consideration will be given to potential historical themes within the Olmsted firm's legacy as they apply in Connecticut, including training in landscape design and care; minority and female designers; development of late-nineteenth and twentieth-century philosophies on nature, conservation, recreation, public health, and access to such recreational and park facilities. Any recurring themes or patterns specific to Connecticut will be discussed. The context will lay the groundwork for a National Register of Historic Places Multiple Property Documentation Form to be completed in the future (not as part of this project) and include recommendations for National Register listings.

The contractor should have substantial experience completing cultural resources surveys and reasonable graphics capacity. Responsibilities of the successful contractor include authoring the context/survey report and conducting any research and fieldwork necessary to inform the report. The context is not envisioned as a summary of well-known overviews of the Olmsted firm; it should include an analysis of Olmsted firm work present in Connecticut and highlight specifically how the state fits into the firm's legacy.

Along with the volunteer advisory group, Preservation Connecticut, and SHPO, the consultant will contribute to the identification of research sources. Some primary source materials are available online and through national archives (digitization is in process). These sources include

the [Olmsted Research Guide Online](#) (ORGO); Olmsted Archives at Fairsted (paper archives and a portion of the photographs/plans on [Flickr](#)); the Library of Congress [Olmsted Papers and Records](#) and [Prints and Photographs Collection](#); and NAOP's OlmstedOnline, which contains links to documents maintained by the aforementioned archives. Visits to Fairsted to study non-digital materials may be necessary. Primary source materials that may not be housed in these archives, such as personal letters to clients and photographs, may be available from local organizations or property owners. Preservation Connecticut and SHPO outreach to local contacts and messaging through newsletters and social media may help uncover these materials if they exist.

It is expected that the historical context will include an abstract, fieldwork and research methodology, history of the Olmsted firm's associations with Connecticut specifically, tables of all properties associated with the Olmsted firm, survey results, and National Register recommendations. The context should not be an overview of national monographs about Olmsted Sr. or his firm; it should focus on how Connecticut fits into the Olmsted legacy, describe the collection of Olmsted work in the state, including all designers and landscapers involved in completing commissions, and explore whether other interests that Olmsted promoted are evident in these projects. All resources identified as associated with the Olmsted firm should be shown on an overview map generated with a layer of geospatial point data. Although survey forms will not be completed for the entire list of properties associated with the Olmsted firm in Connecticut, it is expected that all properties will be reflected in data tables and included in analyses. The table of all resources associated with the Olmsted firm should be consolidated in a GIS-compatible database. The overview map should include a center point for each property represented in the table.

### ***Survey***

The number of Olmsted firm landscape design commissions in Connecticut is known (298). The National Park Service and NAOP have compiled this list in various formats, including through their publication *The Master List of Design Projects of the Olmsted Firm, 1857-1979*. Many of the design drawings for these commissions are accessible online or are archived at Fairsted. However, in many cases, the as-built and current condition of these landscapes is not known. NAOP volunteers have completed some limited analysis of alterations to Connecticut Olmsted landscapes through a comparison of original drawings and aerial images. The survey portion of this project will involve in-person fieldwork and additional digital analysis to establish a more complete record of what historic Olmsted landscapes remain in Connecticut and to what extent they remain intact. The tabulation of Olmsted landscapes, which will be incorporated into the context/survey report, will include recognition of which properties have been identified in other surveys or documented through historic designations.

The contractor will be responsible for completing approximately 150 reconnaissance-level survey forms as access allows. Based on the *Master List*, 130 Olmsted firm commissions were for private homes and estates. While some of these residential properties, such as Waveny Park in New Canaan, have been transferred to public ownership, it is anticipated that many remain private, and permission to access them is not guaranteed. In cases where access is not possible, the contractor will use digital analysis and information from local historians when possible to identify whether Olmsted landscapes remain intact. Priority for survey will be based on larger or

more significant commissions first, which can be identified through a review of the type and number of drawings prepared. Properties that are already well-documented through other means may not require a new survey form. It is expected that in-person fieldwork and photography will be completed for all professionally surveyed properties. Please note that budgeting for fieldwork of these resources is different than neighborhood surveys. These are large properties, located all across the state.

SHPO will provide a landscape inventory form (PDF) to the contractor. This new form is designed for use in future landscape survey applications and for a variety of landscapes but can be improved upon in coordination with SHPO and Preservation Connecticut, if needed. Outreach to property owners for permission to access and survey property will be conducted by Preservation Connecticut. SHPO and Preservation Connecticut will provide a *draft* database of Olmsted properties with references to drawing numbers and some cross-checking with landscape surveys such as the Municipal Parks survey. Additional cross-checking of data with designation and survey files maintained by SHPO may be necessary. A brief landscape survey field guide will be developed by SHPO and project advisors to accompany the survey form.

The contractor will help identify whether any information can be linked to NAOP's [OlmstedOnline](#) and CTASLA's Olmsted Trail websites. Preservation Connecticut and SHPO will work with NAOP and CTASLA to share this information. This may include archival images (drawings, postcards, photographs not in known repositories), the survey forms, or current photographs. Survey forms will be integrated into the statewide geospatial database that SHPO is developing, which is planned for completion in 2022. The context and survey forms will be accessible to the public online through SHPO's website as well as through Preservation Connecticut's website.

The following data is compiled from NAOP's and NPS's *The Master List of Design Projects of the Olmsted Firm 1857-1979*.

*Olmsted Firm Master List for Connecticut, 1857-1979, by type*

- Parks, Parkways, Rec Areas, Scenic Reservations: **48**
- City & Regional Planning & Improvement Projects: **6**
- Subdivisions & Suburban Communities: **21**
- Colleges & School Campuses: **20**
- Grounds of Residential Institutions: **11**
- Grounds of Public Buildings: **6**
- Private Estates & Homesteads: **130**
- Cemeteries, Burial Lots, Memorials & Monuments: **24**
- Grounds of Commercial and Industrial Buildings: **15**
- Country Clubs, Resorts, Hotels and Clubs: **6**
- Grounds of Churches: **8**
- Arboreta and Gardens: **1**
- Miscellaneous Projects: **2**

**Total Olmsted commissions in Connecticut: 298**

Concentrations of Olmsted landscapes are located in Bridgeport, Hartford, New Haven, Torrington/Litchfield, Waterbury/Watertown, New London, and Greenwich (private estates).

## **DELIVERABLES**

### ***Meetings and Coordination***

The consultant will be expected to attend a kick-off meeting, held digitally, in May 2021 and provide progress updates to Preservation Connecticut and SHPO on a regular basis. The consultant will prepare one presentation about the project, to be given in spring or summer, 2022.

### ***Survey***

The qualified historical landscape architect will visit select Olmsted resources in person to record notes and photographs for the purposes of completing landscape inventory forms. Preservation Connecticut and SHPO will arrange access to properties, as permissions are acquired or, in the case of public property, stewards are notified. Olmsted resources are located throughout the state, but attempts will be made to schedule fieldwork with consideration of geographic proximity.

The consultant will complete up to 150 reconnaissance-level survey forms, on a form (PDF) provided by SHPO. A lesser number of survey forms may be acceptable if access is not granted to properties or survey is determined unnecessary due to destruction or other documentation of the resource.

The consultant will provide two archival-quality hard copies of the survey forms and one print-ready digital version. Digital files will meet requirements provided by SHPO and include Lat/Long coordinates.

### ***Report***

The qualified historical landscape architect will be a primary author of the historical context. Other cultural resources staff may contribute to the document. The report should include an abstract, methodology, historical context, data tables, maps, and National Register recommendations. The report shall be a professional product with scholarly, original research and adequate citations.

The consultant will provide two archival-quality hard copies of the report and one PDF. The PDF shall be compatible with SHPO's resolution standards and be saved to preserve Optical Character Recognition (OCR). The DECD's logo and funding acknowledgement statement shall be prominently displayed on the report's cover. Preservation Connecticut's and SHPO's logos should also be displayed on the report's cover.

Scans of research material collected for the project will be provided to Preservation Connecticut and SHPO at the end of the project.

### ***Geospatial Data***

The consultant will provide the final GIS-compatible database of all properties in Connecticut associated with the Olmsted firm, used to generate the report table(s). A GIS-compatible layer of centroid point data, used to generate the report overview map, will also be provided.

**PROJECT TIMELINE (Dates shown are latest, but work may be accomplished earlier)**

The project shall begin on May 17, 2021, and shall be completed no later than August 31, 2022. It may be possible to modify specific dates to suit bidders' or Preservation Connecticut's schedules.

April 29, 2021	RFP response deadline
May 11-13, 2021	Interviews and subsequent selection of consultant for project.
May 17, 2021	Contract award and Notice to Proceed
May 2021	Project Kick-off Meeting
June 2021	Begin Research for Historical Context (6 months)
Summer 2021	Begin Field Survey (9 months or as access allows)
December 2021	Begin Historical Context (6 months)
April 22, 2022	Submittal of Draft Report and Survey Forms
June 24, 2022	Submittal of Final Report and Survey Forms
Summer 2022	Project Closeout

**PROJECT REQUIREMENTS**

- The historical context and survey must meet the Secretary of the Interior's Standards for Historical Documentation and be prepared by a 36 CFR Part 61 qualified Historical Landscape Architect as defined above.
- Any and all copyright rights or other proprietary interests in the report will be held by the State of Connecticut, DECD and SHPO. The proposer 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 proposer thereby irrevocably transfers to the State all its copyright and proprietary interests.
- The cost of the project is Not to Exceed \$150,000, inclusive of all direct and indirect cost. Preservation Connecticut and SHPO have estimated costs for the historical context at \$65,000 and the survey at \$85,000 for a total project cost of \$150,000.

## **REQUEST FOR PROPOSALS CONDITIONS**

- All proposals in response to this RFP are to be the sole property of Preservation Connecticut. 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 RFP is to be the sole property of Preservation Connecticut and the State Historic Preservation Office.
- Timing and sequence of events resulting from this RFP will ultimately be determined by Preservation Connecticut.
- The Proposer agrees that the proposal will remain valid for a period of 180 days after the deadline for submission and may be extended beyond that time by mutual agreement.
- Preservation Connecticut may amend or cancel this RFP, prior to the due date and time, if it deems it to be necessary, appropriate, or otherwise in the best interest of Preservation Connecticut. 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 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 Preservation Connecticut in consultation with SHPO in advance of their exclusion or inclusion, except for personnel who have terminated employment. Replacements for personnel who have terminated employment are subject to approval by Preservation Connecticut. At its discretion, Preservation Connecticut 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 Preservation Connecticut regardless of whether they were previously approved by Preservation Connecticut.
- 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 Preservation Connecticut at the Proposer's sole cost and expense.
- In some cases, Proposers may be asked to give demonstrations, interviews, presentations, or further explanation to the RFP's Screening Committee.
- 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 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 Preservation Connecticut or the SHPO participated directly in the Proposer's proposal preparation.

- The contract will represent the entire agreement between the Proposer and Preservation Connecticut and will supersede all prior negotiations, representations, or agreements, alleged, or made, between the parties. Preservation Connecticut 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 Preservation Connecticut. The contract may be amended only by means of a written instrument signed by Preservation Connecticut and the Proposer.
- Rights Reserved to Preservation Connecticut. Preservation Connecticut 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 Preservation Connecticut contract, or if the proposal limits or modifies any of the terms and conditions and/or specifications of the RFP. Preservation Connecticut also reserves the right to waive technical defect, irregularities, and omissions if, in its judgment, the best interest of the Preservation Connecticut will be served.
- Preservation Connecticut 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 Proposer and subsequently awarding the contract to another Proposer. Such action on the part of Preservation Connecticut shall not constitute a breach of contract on the part of the Preservation Connecticut since the contract with the initial Proposer is deemed to be void *ab initio* and of no effect as if no contract ever existed between Preservation Connecticut and the Proposer.

## **INSTRUCTIONS TO PROPOSERS**

### ***Submittal Requirements***

The Proposal must be submitted as a single PDF file containing the following items:

- Project Narrative
  - The narrative should describe how the consultant proposes to meet the scope of work, produce the deliverables, and demonstrate qualifications.
  - The narrative should include a schedule of project milestones.
- Consultant Information
  - Name of firm or individual and primary contact information
  - Summary of qualifications, including resumes or key staff assigned to the contract, demonstrating CFR qualifications and capabilities relative to this project
  - Brief business history outlining length of time in business. Alternatively, individuals should provide a similar history outlining years or experience
  - Project summary for and writing sample from a project that closely matches the current RFP.



- Value
  - The cost proposal should represent an understanding of the requirements of this RFP and the ability to perform the described tasks in an efficient and effective manner.
  - A not-to-exceed budget that includes all direct and indirect costs for each task shall be submitted. The labor categories, rates, and estimated hours for each task should indicate which hours are to be completed by the prime contractor or staff and/or subcontractors. The budget for this project is not-to-exceed \$150,000 inclusive of all direct and indirect costs.
  
- References
  - Include three letters of reference from recent clients. Provide the name, title, company address, and phone number for each reference. References cannot be staff of the Connecticut SHPO or Preservation Connecticut.
  
- Affirmation of Conditions
  - Include written affirmation that the Proposer has read and accepts the RFP's conditions, Preservation Connecticut's standard contract and conditions and the Preservation Connecticut contract compliance requirements in their entirety and without amendment. The statement must be signed by the Proposer.

***Delivery***

Responses to the RFP should be sent by email, as a single PDF file, with the subject line: "RFP Olmsted in Connecticut Landscape Documentation Project 2021." The responses must be received by **Thursday, April 29, 2021, at 4:00p.m. Proposals received after this time will not be accepted. It is the responsibility of bidders to confirm receipt of proposals by the deadline.**

**Proposals should be sent to:**

**Christopher Wigren, Deputy Director  
 Preservation Connecticut  
 940 Whitney Avenue  
 Hamden, Connecticut 06517  
 Phone: 203.562.6312  
 Email: cwigren@preservationct.org**

***Inquiry Period***

Questions for the purpose of clarifying the RFP will be accepted by email and should be sent to cwigren@preservationct.org no later than Friday, April 23, 2021, at 4:00p.m.

***Selection Criteria***

Preservation Connecticut and SHPO will review and score all proposals. Preservation Connecticut reserves the right to develop a short list of candidates to interview prior to selection

and to request additional information. The following information, in addition to the requirements, terms, and conditions identified throughout this RFP, will be considered as part of the selection process and are listed in order of relative importance.

- Soundness of the proposal to meet the scope of work and produce deliverables
- Qualifications, including:
  - Experience in successfully researching and documenting historic landscapes, including identification of plant species
  - Experience conducting research in Connecticut and familiarity with Connecticut's natural and cultural landscape
  - Professional qualifications of all staff assigned to the project
  - Demonstrated ability to manage and administer projects of this nature
- Value

The selection for award will be based on lowest responsible and most qualified bidder. 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), previous experience and the ability to competently complete the work within the allotted budget and period of time. References will be reviewed, and interviews will be conducted prior to selection of the successful proposer. The proposer must be approved by the Department prior to award. The Department and Preservation Connecticut expect to select a consultant and award a contract on or about May 17, 2021.