

New Milford Trust for Historic Preservation  
Historic Resource Conditions Assessment Report  
REQUEST FOR PROPOSALS  
Monday, June 28, 2021

The New Milford Trust for Historic Preservation is seeking proposals for architectural services to develop a Conditions Assessment Report for the Nathaniel Taylor/ Charles Barlow House. The project is funded by grant funds from the Community Investment Account 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 the Treatment of Historic Properties and be prepared by a consultant team that meets the federal qualifications standards under 36 CFR Part 61 for Historical Architect

*There will be a mandatory pre-bid meeting on Wednesday July 21<sup>st</sup> at 1:00 PM in the Nathaniel Taylor/Charles Barlow House 34 Main Street, New Milford, CT. The meeting will include a walkthrough of the Nathaniel Taylor/Charles Barlow House. All questions pertaining to this Invitation to Bid must be submitted via email to Robert Burkhart at [redjeep@charter.net](mailto:redjeep@charter.net) no later than July 23, 2021 by 4:00 p.m. The last addenda will be distributed no later than July 30, 2021.*

Sealed proposals must be received by August 16, 2021 at 4:00 PM. The New Milford Trust for Historic Preservation 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 New Milford Trust for Historic Preservation will be served.

The request for proposal is available from:

Robert Burkhart  
New Milford Trust for Historic Preservation

11 Whittlesey Avenue  
New Milford, CT 06776  
(203) 501-7650 (cell) 860-354-9437 (home) [redjeep@charter.net](mailto:redjeep@charter.net)

Affirmative Action – Equal Opportunity Employer. Women and Minorities are encouraged to submit a proposal. This project received funding from the Department of Economic and Community Development with state funds from the Community Investment Act of the State of Connecticut.

Selection Criteria

The selection for award will be based on lowest responsible and 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. The proposer must be approved by the Department prior to award. The

Department and the New Milford Trust for Historic Preservation expect to select an architect and award a contract on or about August 30, 2021.

### Description of Project

The purpose of the project is to produce a report of the Nathaniel Taylor/Charles Barlow House's current existing conditions and produce a report to include all items addressed in the scope of work below. The project requires a qualified Historical Architect. The proposer is expected to coordinate efforts with the project coordinator, Robert Burkhart.

The proposal may also need to do a site file review at the State Historic Preservation Office in Hartford, CT.

### Scope of Work

The Consultant will:

-Consult with the New Milford Trust for Historic Preservation's representatives regarding the needs and goals of the project.

-Produce a report that includes the following:

- An assessment of the resource's current, existing conditions on a comprehensive basis (Interior and Exterior, Top to Bottom) including a summary description and evaluation of the building systems: electrical, plumbing, HVAC, fire protection, etc.
- An action list regarding building materials, current or future failure of those materials, code violations, and ADA accessibility
- Prioritized list of recommendations for the appropriate treatment of deteriorated historic elements. Recommendations must be consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties, consider the potential impact of recommended treatments, and avoid significantly altering the property's historic character and context.
- Cost estimates and/or a proposed budget in the report
- Record of any previous existing conditions recordation including site plans, "as built" floor plans and elevations, detail photographs or drawings of significant features, context photo-documentation, and existing conditions detail photo-documentation.

The conditions assessment will be prepared by a 36 CFR Part 61 Qualified Architect.

The project will be done in accordance with the Secretary of the Interior Standards for the treatment of historic properties and the procedures of the Department of Economic and Community Development (DECD), State Historic Preservation Office (SHPO). Methodology will follow guidelines of the Connecticut State Historic Preservation Office.

Existing Drawings: None

## Deliverables

The New Milford Trust for Historic preservation will require 5 copies of a final report.

The State Historic Preservation will receive one electronic copy of the report. The printed product must also acknowledge the State Historic Preservation Office.

## Project Timetable

The project shall begin on August 16, 2021 and is to be completed no later than December 31, 2021.

August 16, 2021– RFP response deadline

August 23, 2021 – Architectural firm interviews and subsequent selection of architectural firm for project, if needed.

## Project Requirements

- The Conditions Assessment Report must meet the Secretary of the Interior's Standards for the Treatment of Historic Properties and be prepared by a 36 CFR Part 61 qualified Historical Architect.
- 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 of its copyright and proprietary interests.

## Request for Proposals Conditions

- All proposals in response to this RFP are to be the sole property of The New Milford Trust for Historic Preservation. 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 The New Milford Trust for Historic Preservation.
- Timing and sequence of events resulting from this RFP will ultimately be determined by The New Milford Trust for Historic Preservation.
- 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.
- The New Milford Trust for Historic Preservation 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 The New Milford Trust for Historic Preservation. 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 the 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 New Milford Trust for Historic Preservation 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 New Milford Trust for Historic Preservation and the Department. At its discretion, The New Milford Trust for Historic Preservation 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 New Milford Trust for Historic Preservation, regardless of whether they were previously approved by The New Milford Trust for Historic Preservation.
- 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 New Milford Trust for Historic Preservation 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 RFPs 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 The New Milford Trust for Historic Preservation participated directly in the Proposer's proposal presentation.
- The Proposer agrees to enter into a contract of mutually agreed upon terms with the New Milford Trust for Historic Preservation.
- The contract will represent the entire agreement between the Proposer and The New Milford Trust for Historic Preservation and will supersede all prior negotiations, representations, or agreements, alleged or made, between the parties. The New Milford Trust for Historic Preservation 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 New Milford Trust for Historic Preservation. The contract may be amended only by means of a written instrument signed by The New Milford Trust for Historic Preservation and the Proposer.
- Rights Reserved to The New Milford Trust for Historic Preservation. The New Milford Trust for Historic Preservation 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

New Milford Trust for Historic Preservation contract, or if the proposal limits or modifies any of the terms and conditions and/or specifications of the RFP. The New Milford Trust for Historic Preservation also reserves the right to waive technical defect, irregularities, and omissions if, in its judgment, the best interest of The New Milford Trust for Historic Preservation will be served.

- The New Milford Trust for Historic Preservation reserves the right to correct inaccurate awards resulting from 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 The New Milford Trust for Historic Preservation shall not constitute a breach of contract on the part of The New Milford Trust for Historic Preservation 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 The New Milford Trust for Historic Preservation and the Proposer.
- Proposer will provide evidence of the following insurance coverages as applicable:

1) Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. Coverage shall include Premises and Operation, Independent Contractors, Product and Completed Operations and Contractual Liability. If a general aggregate is used, the general aggregate limit shall apply separately to the Agreement or the general aggregate limit shall be twice the occurrence limit.

2) Workers' Compensation and Employer's Liability: Statutory coverage in compliance with compensation laws of the State of Connecticut. Coverage shall include Employer's Liability with a minimum limit of \$100,000 each accident, and \$500,000 Disease – Policy limit, \$100,000 each employee.

3) Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury. Coverage extends to owned, hired and non-owned automobiles. If the vendor/contractor does not own an automobile, but one is used in the execution of the contract, then only hired and non-owned coverage is required. If a vehicle is not used in the execution of the contract then automobile coverage is not required.

These coverages shall be maintained for the duration of the Project. Insurance will name Connecticut Landmarks as additionally insured on all certificates of insurance.

### Proposal Requirements

Proposal must contain the following items:

- Resume
- References – include three letters of reference from recent clients.
  - Provide the name, title, company address, phone number, and email address for each reference.
- Previous work sample-Condition Assessment

All responses to the RFP must conform to the instructions. Proposals must be submitted in a sealed envelope marked: “RFP Historic Resource Conditions Assessment Report 2021” and must be received by 5:00 PM on August 16, 2021.

Address Proposals To:

Robert Burkhart  
New Milford Trust for Historic Preservation  
11 Whittlesey Avenue  
New Milford, CT 06776  
(203) 501-7650 (cell)  
(860) 354-9437 (home)  
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