

Request for Proposals (RFP) For
UPDATING THE NATIONAL REGISTER LISTING
"THOMAS DARLING HOUSE AND TAVERN"

RFP Name: Darling House National Register Update, Woodbridge CT

Issued By:

AMITY AND WOODBRIDGE HISTORICAL SOCIETY, INC.

The Request For Proposal is available in electronic format from
the AMITY AND WOODBRIDGE HISTORICAL SOCIETY Official Contact:

Name: Mary A. Dean

Address: 8 Mulberry Rd.

Phone: 203-980-3734

Fax: N/A

E-Mail: info@woodbridgehistory.org) cc maryalice.dean@gmail.com

RESPONSES MUST BE RECEIVED NO LATER THAN
September 8, 2022
12:00 midnight

The Amity and Woodbridge Historical Society is an Equal Opportunity/Affirmative Action
Employer.

The Amity and Woodbridge Historical Society reserves the right to reject any and all
submissions or cancel this procurement at any time if deemed in the best interest of
the Amity and Woodbridge Historical Society.

A. INTRODUCTION

1. RFP Name and Number.

Darling House National Register Update, Woodbridge CT

2. RFP Summary.

Seeking proposals from a CFR-qualified professional to rewrite the National Register nomination form for the “Thomas Darling House and Tavern” to correct inconsistencies and errors and broaden the scope of enquiry and reporting to include not just the house itself but also the other farm buildings and their landscape. We also seek to include recognition of the role and importance of other site residents and workers, including women, children, and enslaved people.

3. RFP Purpose.

The purpose of the current RFP is to solicit the services of a CFR-qualified professional with experience in relevant subjects—18th and 19th century Connecticut architecture and agriculture, archaeology and landscape, and historical documentation, including the study of colonial Connecticut buildings. The application of this wider focus will expand our knowledge of the site sufficient to justify its relisting as a National Register historic district, which will support our preservation goals. It will also serve to assist as we expand our programming with new subjects and information.

B. INSTRUCTIONS

1. Official Contact.

The Amity and Woodbridge Historical Society has designated the individual below as the Official Contact for purposes of this RFP. The Official Contact is the **only authorized contact** for this procurement and, as such, handles all related communications on behalf of the Amity and Woodbridge Historical Society.

Name: Mary A. Dean
Address: 8 Mulberry Rd.
Phone: 203-980-3734
E-Mail: info@woodbridgehistory.org cc. maryalice.dean@gmail.com

Please ensure that e-mail screening software (if used) recognizes and accepts e-mails from the Official Contact.

The RFP, amendments to the RFP, and other information associated with this procurement are available in electronic format from the Official Contact.

2. Procurement Schedule.

See below. Dates after the due date for proposals (“Proposals Due”) are non-binding target dates only (*). The Amity and Woodbridge Historical Society may amend the schedule as needed.

- RFP Released: August 11, 2022
- RFP Conference: August 18, 2022
- Deadline for Questions: August 25, 2022
- Answers Released by: September 1, 2022
- Proposals Due: September 8, 2022
- (*) Proposer Selection: September 19, 2022
- (*) Start of Contract Negotiations: September 22, 2022
- (*) Start of Contract: September 29, 2022

3. Contract Awards.

The award of any contract pursuant to this RFP is dependent upon the availability of funding to the Amity and Woodbridge Historical Society. The Amity and Woodbridge Historical Society anticipates the following:

- Total Funding Available: \$14,000
- Number of Awards: 1
- Contract Cost: Confidential
- Contract Term: 12 months from the start of the contract
- Funding Source: Connecticut's Community Investment Act

4. Eligibility.

To qualify for a contract award, a proposer must have the following qualifications:

- Qualifying bidders must meet or exceed minimum qualifications under the Secretary of the Interior's Historic Preservation Professional Qualification Standards as expanded and revised in 1997 (62 FR 33708, June 20) for the fields of-History and/or Architectural History, with a preference for someone with experience updating nominations (not required)
- Qualifying bidders must demonstrate specific work experience in completing similar projects

5. Inquiry Procedures.

All questions regarding this RFP or the Amity and Woodbridge Historical Society's procurement process must be directed, in writing, electronically (e-mail), to the Official Contact before the deadline specified in the Procurement Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally – neither in person nor over the telephone. All questions received before the deadline(s) will be answered. Questions deemed unrelated to the RFP or the procurement process will not be answered. At its discretion, the Amity and Woodbridge Historical Society may or may not respond to questions received after the deadline. The Amity and Woodbridge Historical Society reserves the right to answer questions only from those who have attended the RFP Conference. The Amity and Woodbridge Historical Society may combine similar questions and give only one answer. All questions and answers will be compiled into a written amendment to this RFP. If any answer to any question constitutes a material change to the RFP, the question and answer will be placed at the beginning of the amendment and duly noted as such.

The Amity and Woodbridge Historical Society will release the answers to questions on the date(s) established in the Procurement Schedule to those who attended the RFP conference.

6. RFP Conference.

A mandatory pre-bid conference will be held from 10 a.m. to 1 p.m. on Thursday, August 18, 2022, at the Darling House Museum in an open house style, for bidders to review current conditions of the structure identified in the project. Society representatives will not answer questions related to the project on site. Any questions resulting from the open house visit can be submitted to the Official Contact in accordance with the Inquiry Procedures described above.

7. Proposal Submission Requirements, Due Date and Time.

The Official Contact is the **only authorized recipient** of proposals submitted in response to this RFP. The proposal should be emailed to the Official Contact at info@woodbridgehistory.org cc maryalice.dean@gmail.com. Mailed or hand-delivered proposals will not be accepted. The subject line of the email must read: Darling House National Register Update, Woodbridge CT.

An acceptable submission must include One (1) conforming electronic copy of the original proposal, complete and ready for evaluation by the Evaluation Committee. Any required forms and appendices may be scanned and submitted as PDFs at the end of the main proposal document. Please ensure the entire email submission is less than 15MB as this reflects the Amity and Woodbridge Historical Society's server limitations. Respondents should work to ensure there are not additional IT limitations from the provider side.

Proposals must be received by the Official Contact on or before the due date and time.

Proposals received after the due date and time will be ineligible and will not be evaluated. It is the responsibility of the bidder to confirm receipt of the proposal. The Amity and Woodbridge Historical Society will send email correspondence alerting late respondents of ineligibility.

8. Multiple Proposals.

The submission of multiple proposals is not an option for this procurement.

C. PURPOSE OF RFP AND SCOPE OF SERVICES

1. The Amity and Woodbridge Historical Society Overview.

The Amity and Woodbridge Historical Society is an 85-year-old all-volunteer organization with headquarters at the Darling Family house museum at 1907 Litchfield Turnpike in Woodbridge, Connecticut, which it occupies and manages under a long-term lease from the Town of Woodbridge. The house, built in 1772 by former New Haven businessman Thomas Darling, contains the Society's collections, primarily objects (furniture, artwork, ceramics, textiles) gathered there by Thomas Darling and his descendants between 1773 and 1973. Some of the archives are also housed on site.

The mission of the Society is to make history accessible to everyone in ways that create connection, advance knowledge, and inspire curiosity about the people, places, and events that have shaped our town. We do this by preserving the buildings, artifacts, and voices of Woodbridge and by sharing history in engaging ways.

2. Service Overview.

The purpose of the project is to rewrite the 1979 National Register Listing for “The Thomas Darling Inn and Tavern” in order to incorporate more recent research into its history, description and significance and to expand its scope to qualify as a National Register District.

a. Introduction

The Darling family property is a remarkably well-preserved 18th century country estate which, unlike many house museums, is still surrounded by a significant number of outbuildings and much of its original farmland. Its builder, Thomas Darling, was a prominent citizen of New Haven who maintained relationships with important colonial figures like Benjamin Franklin and Roger Sherman, anchoring his story in history. His wife, Abigail Noyes, was also from a very prominent New Haven family. As an exceptional example of 18th century architecture, it was noted in early studies of the subject. The house itself was studied in 1933 by Henry S. Kelly for the Colonial Dames of America, and it appeared (as the “Darling Tavern”) in their volume, *Old Inns of Connecticut* by Marian Terry (1937).

Individually listed on the National Register of Historic Places in 1979, buildings on the site are also listed on the State Register and in the State Historic Resource Inventory. Like the house itself, all the barns and outbuildings are largely in their original conditions and little changed since the original NR Listing. The property was owned by Darling family descendants for over 200 years and was farmed for much of that time. In 1973 the property, ca. 150 acres, including all the buildings, was sold to the town of Woodbridge using HUD and state funds for open space, and the Amity and Woodbridge Historical Society was given responsibility for the preservation and use of the buildings to create a living history museum.

b. Project Scope

The new listing will expand upon the original, correcting and enlarging it on the basis of information that has more recently come to light.

Buildings: The site is remarkable not just for the importance of the house itself, but for the evidence it provides about agricultural buildings and practices in 18th and 19th century Connecticut. The original National Register listing mentions the outbuildings but does not describe them in detail, and we have new observations since the NR listing done in 1979, most recently from an engineering survey of the barns and a biography of Thomas Darling based on the archival record (Andrew German, *Thomas Darling, a Man of Integrity and Uprightness*, 1988), which includes information about the building process. For example, the archives supplied the name of the builder (from West Hartford) and that of a free black man who supplied timber.

In addition to the Darling House (1772, with a 19th century porch, newer siding and rebuilt west chimney but few other major changes), other buildings on the site include:

The cow barn or “house”, an English-style 3 bay barn with a salt box roof, is a dominant feature of the Historic Site and a landmark on the Litchfield Turnpike (aka The Thomas Darling Turnpike). This is the earliest barn form that existed in New England and archival documents suggest that it predates the house itself; however, technical examination suggests that the current barn is early 19th century. The engineering survey suggests a shed addition was added to the original salt box northern side of the barn and other smaller

expansions were made soon after. There is also an open carriage shed ell attached at right angles to the southwest. The cow barn, including the open ell, will soon be preserved (stabilized, repaired, and painted) thanks to a generous HRF grant from the state, with matching funds provided by the Town of Woodbridge, building owner.

The horse barn, mentioned in the current NR listing but with an inaccurate date, was likely built a little later than the cow barn but still in the early part of the 19th century. Below the loft, the first floor consists of an open carriage shed to the south and the horse barn itself to the north. 50 years ago this was made into an display area for agricultural and other farm implements such as tools for cutting and carrying ice. We hope to revitalize the display for an agricultural museum.

The horse barn is now a “connected barn” as it connects to another storage barn which connects to a former storage area and a summer kitchen and then to the main house itself. The middle barn has been heavily rebuilt. The caretaker cottage, the wing that was formerly storage and summer kitchen, was almost totally rebuilt in the 1970s to serve as housing for the caretakers, and dormers were added.

The “ice house” barn is simply mentioned in the 1979 listing. Additional information would be needed to better understand when it was built and how it was used: the north bay gives evidence of having been insulated (hence the moniker), but imperfectly.

Smaller outbuildings behind the house include a four-hole outhouse, pig house and chicken coop, small 19th century structures that were crucial components of working farms. The pig house has recently been repaired and a later door overhang removed.

The cow and horse barns are listed and illustrated in the 2020 *Historic Barns of Connecticut: the Barns Survey*, which also describes the Ice House structure.

Other subjects to be included: landscape and social history: The Preservation Council also recognized the desirability of expanding the Register listing to include additional subjects, specifically landscape and the lives of the site’s workers.

Landscape. One of the salient characteristics of this site, as opposed to that of most house museums, is that its original landscape context is so well preserved. The vista of West Rock and the West River to its east, the tributary and hills that define the valley to its west, and the flatlands between, makes it easy to understand why this area was early settled and was, into the 20th century, a major supplier of dairy products and other comestibles for nearby New Haven.

We currently have few specifics about the Darlings’ use of this landscape for farming, but there is one other important feature of the valley that is directly relevant to them and about which there are many records in the archive: the Straits Turnpike, which ran through the valley and the middle of the Darling farm. Thomas Darling II was one of the founders, stakeholders and proprietors of this road, which ran from New Haven to Litchfield and operated for about 25 years at the beginning of the 19th century.

Social history: Darling lives, including resident women and servants.

Again, the archives supply information in the form of letters and other documents, some published in the Thomas Darling biography. These include the work of Justice of the Peace and business enterprises including the Litchfield Turnpike. They also permit more

understanding of the lives of the women. Our textile and other collections and surviving inventories may also shed some useful light on this subject.

Darling and his wife were both owners of enslaved people, and this information can be expanded in the new listing, at least to the extent of chronicling their names and gradual liberation by Mr. or Mrs. Darling. No physical or documentary evidence of their daily lives is known, but it may be possible to draw analogies from other sites to make reasonable inferences.

c. Project Goals

Outcome goals for this project include providing a corrected and expanded report about this important site and its history that will serve as a solid foundation for the historical society's future publications and programming. We also anticipate that recognition of the importance of the agricultural context of the house will make those with interest in Connecticut's historic farms and farm buildings aware of the resource and encourage them to visit.

Woodbridge also boasts another National Register-listed agricultural site/district with well-preserved barn, the Henry W. Chatfield Farmstead (dba Bladen Valley Farm), and a State Register-listed agricultural site/district, the Massaro Farm. Collaboration between sites on matters of mutual concern including barn preservation may result.

Finally, if we can establish a National Register District on Litchfield Turnpike that includes not only the Darling site itself but also other historic resources in the immediate vicinity (at least the adjacent NR-listed James Darling House and perhaps the nearby Clark Tavern, also featured in *Old Inns of Connecticut*), this may encourage further expansion to include all the buildings recommended by Jan Cunningham for a Litchfield Turnpike National Register District. (See *Historic Woodbridge: An Historic and Architectural Resource Survey*, (1995) p.32.)

3. Scope of Service Description

The Amity and Woodbridge Historical Society seeks to hire an appropriately experienced and qualified historian, historical architect or firm for the purpose of updating the National Registration nomination form for the "Thomas Darling House and Tavern" to correct its errors and broaden the scope of enquiry and reporting to include not just the house itself but also the other farm buildings and their landscape. We also seek to include recognition of the role and importance of other site residents and workers, including women, children, and enslaved people.

a. Service Expectations.

The Consultant will:

- Consult with the Amity and Woodbridge Historical Society's representatives regarding the needs and goals of the project.
- Produce a report that includes the following:
 1. Information sufficient to meet the requirements of the National Register of Historic Places as articulated in the National Register Bulletin, *How to Apply the National Register Criteria for Evaluation*.

2. Consideration of all relevant information applicable to the site during the period of its occupancy and use by the family. This would include
 - Adding outbuildings and landscape to Section 7,
 - Expanding and defining the period of significance,
 - Writing new significance narrative for agriculture and other themes like Social History,
 - Updating architectural significance as needed.
3. Location and site maps drawn to current NR standards.
4. Additional photos with photo key.
5. A full bibliography of primary and secondary sources of information.

Additional Project-Required Results:

- The consultant shall meet with the Department'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.
- If any changes or amendments are required by the National Park Service, these must be completed within six months from the date of notification.
- The Department shall utilize the Nomination for public education purposes including but not limited to print or electronic formats.

b. Staffing Expectations.

- Qualifying bidders must meet or exceed professional qualifications under the Secretary of the Interior's Historic Preservation Professional Qualification Standards as expanded and revised in 1997 (62 FR 33708, June 20) for the fields of History and/or Architectural History. Bidders are required to produce examples of similar work experience.
- Experience updating nominations is preferred but not required.

c. Data and Technology Expectations.

- Use of industry-standard software to allow for easy data sharing.

d. Financial Expectations.

- **Payment to the Contractor will be made based upon standard invoice procedures.**

The accepted bidder should anticipate providing an outline of payment requests as they relate to percentage of work completed or other project milestones.

- **Insurance Requirements**

Proposer shall maintain all required insurance in amounts, form, substance and quality acceptable to the State, as described more fully in the Appendix attached hereto and made a part hereof. A certificate evidencing such insurance shall be delivered to the Official Contact.

e. Budget Expectations

- The budget for this project is funded by the Connecticut Community Investment Account, as administered by the Department of Economic and Community Development, State Historic Preservation Office (SHPO).
- 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. The evaluation of the cost proposal will be based on the realism and completeness of the information provided in the response.
- A not-to-exceed maximum budget that includes all direct and indirect costs for each task (e.g. transportation) shall be submitted. The labor categories, rates, and estimated hours should indicate which hours are to be completed by the prime contractor and/or subcontractors.
- The funding allotted for the services outlined in this RFP is \$14,000. The Amity and Woodbridge Historical Society has estimated that the cost of this contract should not exceed the funding allotted, inclusive of all direct and indirect costs.
- Stability of Proposed Prices: Any price offerings from proposers must be valid for a period of one year from the due date of the proposals.

f. The Role of the Amity and Woodbridge Historical Society.

- The Amity and Woodbridge Historical Society will provide access to other requested records, upon availability, including existing drawings and previous inspections.

D. PROPOSAL SUBMISSION CONTENTS

1. Cover Sheet.

The Cover Sheet is Page 1 of the proposal.

The proposer must develop a Cover Sheet that includes the information below. *Legal Name* is defined as the name of the provider or vendor submitting the proposal. *Contact Person* is defined as the individual who can provide additional information about the proposal or who has immediate responsibility for the proposal. *Authorized Official* is defined as the individual empowered to submit a binding offer on behalf of the proposer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto.

- RFP Name or Number:
- Legal Name:
- Street Address:
- Town/City/State/Zip:
- Contact Person:

- Title:
- Phone Number:
- E-Mail Address:
- Authorized Official:
- Title:
- Signature:

2. Contents of Proposal.

a. Executive Summary

Proposals must include a high-level summary of the main proposal and cost proposal. The summary must also include the organization's eligibility and qualifications to respond to this RFP and a brief overview of why the Respondent should be selected for the activities highlighted in the scope of services.

b. Main Proposal

To Submit a Responsive Proposal: The proposal must include but is not limited to:

- Firm Qualifications
- Team Member Credentials, including resumes
- Project Understanding/Methodology/Scope

Should include:

1. *Start Date*
2. *Timetable / Schedule*
3. *Tasks, Deliverables*
4. *Methodologies*
5. *Measurable Objectives*

The proposer should plan to have at least one in-person meeting to get the project started and at least three additional meetings with the Amity and Woodbridge Historical Society that can be either in-person or remote. Regular updates and communications regarding the tasks below are an expectation of the contract.

- Relevant Project Experience. A copy of a National Register nomination successfully completed by firm is preferred and can be sent separately by email to Official Contact.
- References
- Fee Proposal
- Certificate of Insurance

c. Validity of Proposal.

The proposer certifies that the proposal represents a valid and binding offer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto. The proposal shall remain valid for a period of 180 days after the submission due date and may be extended beyond that time by mutual agreement. At its sole discretion, the Amity and Woodbridge Historical Society may include the proposal, by reference or otherwise, into any contract with the successful proposer.

E. EVALUATION OF PROPOSALS

1. Evaluation Process.

It is the intent of the Amity and Woodbridge Historical Society to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP.

2. Evaluation Review Committee.

The Amity and Woodbridge Historical Society will designate a Review Committee to evaluate proposals submitted in response to this RFP. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed and considered. Proposals that fail to comply with all instructions will be rejected without further consideration. The Review Committee shall evaluate all proposals that meet the Minimum Submission Requirements and make recommendations for awards. The Department of Economic and Community Development State Historic Preservation Office (SHPO) will approve the selection. Attempts by any proposer (or representative of any proposer) to contact or influence any member of the Review Committee or the State Historic Preservation Office staff member may result in disqualification of the proposer.

3. Minimum Submission Requirements.

To be eligible for evaluation, proposals must (1) be received on or before the due date and time; (2) meet the Eligibility and Qualification requirements to respond to the procurement, and (3) be complete. Proposals that fail to satisfy these minimum submission requirements will not be reviewed further. The Amity and Woodbridge Historical Society will reject any proposal that deviates significantly from the requirements of this RFP.

4. Evaluation Criteria.

Proposals meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Review Committee will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals.

1. Organization Description and History
 - Meets the outlined qualifications and provides proof of previous completed projects of a similar scope and scale.
2. Scope of Services
 - A detailed understanding of the scope of services, particularly the requirements of the project.
4. Staffing Plan and Subcontractors
 - Staffing, including subcontractors, should meet the desired qualifications and provide expertise in all necessary categories of work.
5. Work Plan
 - A realistic / efficient work plan, which falls within the budget and provides a competitive timeline, fully outlining all expected deliverables.

6. Cost competitiveness and Budget Narrative

- A competitive, yet thorough budget, which incorporates the entire scope of services, and is realistic in regard to staffing and timing required.

Note: As part of its evaluation of the Staffing Plan, the Review Committee will review the proposer's demonstrated commitment to affirmative action.

5. Proposer Selection.

Upon completing its evaluation of proposals and approval by SHPO, any proposer selected will be so notified and awarded an opportunity to negotiate a contract with the Amity and Woodbridge Historical Society. Such negotiations may, but will not automatically, result in a contract. All unsuccessful proposers will be notified by e-mail or U.S. mail, at the Amity and Woodbridge Historical Society's discretion, about the outcome of the evaluation and proposer selection process.

During the period from your organization's receipt of this Request for Proposals until a contract is awarded, your organization shall not contact any member of the Amity and Woodbridge Historical Society or the State of Connecticut for additional information, except during the inquiry period and according to the manner described below.

F. TERMS AND CONDITIONS

By submitting a proposal in response to this RFP, a proposer implicitly agrees to comply with the following terms and conditions:

1. Equal Opportunity and Affirmative Action.

The Amity and Woodbridge Historical Society is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The State is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.

2. Preparation Expenses.

The Amity and Woodbridge Historical Society shall not assume any liability for expenses incurred by a proposer in preparing, submitting, or clarifying any proposal submitted in response to this RFP.

3. Proposed Costs.

All proposed costs must be fixed through the entire term of the contract.

4. Changes to Proposal.

No additions or changes to the original proposal will be allowed after submission.

5. Supplemental Information.

Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by the Amity and Woodbridge Historical Society. The Amity and Woodbridge Historical Society may ask a proposer to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a proposal. Any such

demonstration, interview, or oral presentation will be at a time selected and in a place provided by the Amity and Woodbridge Historical Society. At its sole discretion, the Amity and Woodbridge Historical Society may limit the number of proposers invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per proposer.

6. RFP Is Not An Offer.

Neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of the Amity and Woodbridge Historical Society or confer any rights on any proposer unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the proposer and the Amity and Woodbridge Historical Society and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The Amity and Woodbridge Historical Society shall assume no liability for costs incurred by the proposer or 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 Amity and Woodbridge Historical Society.

G. RIGHTS RESERVED TO THE AMITY AND WOODBRIDGE HISTORICAL SOCIETY

By submitting a proposal in response to this RFP, a proposer implicitly accepts that the following rights are reserved to the Amity and Woodbridge Historical Society:

1. Timing Sequence.

The timing and sequence of events associated with this RFP shall ultimately be determined by the Amity and Woodbridge Historical Society.

2. Amending or Canceling RFP.

The Amity and Woodbridge Historical Society reserves the right to amend or cancel this RFP on any date and at any time, if the Amity and Woodbridge Historical Society deems it to be necessary, appropriate, or otherwise in the best interests of the State.

3. No Acceptable Proposals.

In the event that no acceptable proposals are submitted in response to this RFP, the Amity and Woodbridge Historical Society may reopen the procurement process, if it is determined to be in the best interests of the Amity and Woodbridge Historical Society.

4. Award and Rejection of Proposals.

The Amity and Woodbridge Historical Society reserves the right to award in part, to reject any and all proposals in whole or in part, for misrepresentation or if the proposal limits or modifies any of the terms, conditions, or specifications of this RFP. The Amity and Woodbridge Historical Society may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the Amity and Woodbridge Historical Society will be served. The Amity and Woodbridge Historical Society reserves the right to reject the proposal of any proposer who submits a proposal after the submission date and time.

If, for some reason, the Amity and Woodbridge Historical Society and the initial proposer fail to reach consensus on the issues relative to a contract, the Amity and Woodbridge Historical

Society may commence contract negotiations with other proposers. The Amity and Woodbridge Historical Society also may decide at any time to restart the RFP process.

5. Sole Property of the Amity and Woodbridge Historical Society.

All proposals submitted in response to this RFP are to be the sole property of the Amity and Woodbridge Historical Society. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the Amity and Woodbridge Historical Society unless stated otherwise in this RFP or subsequent contract. The right to publish, distribute, or disseminate any and all information or reports, or part thereof, shall accrue to the Amity and Woodbridge Historical Society and the SHPO without recourse.

6. Contract Negotiation.

The Amity and Woodbridge Historical Society reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The Amity and Woodbridge Historical Society further reserves the right to contract with one or more proposer for such services.

7. Clerical Errors in Award.

The Amity and Woodbridge Historical Society 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 the Amity and Woodbridge Historical Society shall not constitute a breach of contract on the part of the State 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 Amity and Woodbridge Historical Society and the proposer.

APPENDIX

INSURANCE REQUIREMENTS

Bidders shall procure and maintain for the duration of the approved Project the following types of insurance, in amounts no less than the stated limits, against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder;

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. Automobile coverage is not required if a vehicle is not used in the execution of the contract.

Additional Insurance Provisions

- The Amity and Woodbridge Historical Society, the Town of Woodbridge, and State of Connecticut Department of Economic and Community Development, its officials and employees shall be named as an Additional Insured on the Commercial General Liability policy. Additional Insured status is not required for items 2 through 3 above.
- Described insurance shall be primary coverage and the Bidder and Bidder's insurer shall have no right of subrogation recovery or subrogation against the Amity and Woodbridge Historical Society OR State of Connecticut.
- Bidder shall assume any and all deductibles in the described insurance policies.
- Without limiting the Bidder's obligation to procure and maintain insurance for the duration identified above, each insurance policy shall not be suspended, voided, cancelled or reduced except Amity and Woodbridge Historical Society, with the exception that a ten (10) day prior written notice by certified mail for non-payment of premium is acceptable.
- Each policy shall be issued by an Insurance Company licensed to do business by Connecticut Department of Insurance and having a Best Rating of A-, VII, or equivalent or as otherwise approved by DECD.



Key:

- | | |
|----------------------------------|-------------------------------|
| 1. Darling Family House | 6. Connecting or storage barn |
| 2. Caretaker cottage (ell) | 7. Privy |
| 3. "Ice House" | 8. Chicken or pig house |
| 4. Cow barn with ell | 9. Pig or chicken house |
| 5. Horse barn with carriage shed | |