



**ANCIENT  
BURYING  
GROUND**  
ASSOCIATION

*"Preserving A History  
Carved In Stone"*

**Request for Proposals (RFP) for the  
ANCIENT BURYING GROUND, HARTFORD, CONNECTICUT  
HISTORIC LANDSCAPE PRESERVATION PLAN**

**Issued By:**

**Ancient Burying Ground Association, Inc**

The Request for Proposal is available in electronic format from  
Ancient Burying Ground Association, Inc.

**Official Contact: Ty Tryon, President**

**Name:** Ty Tryon  
**Address:** P.O.Box 347, Hartford, CT 06141-0347  
**Phone:** 860-550-2776  
**E-Mail:** alt1953@gmail.com

**RESPONSES MUST BE RECEIVED NO LATER THAN**

**DATE: OCTOBER 21, 2022**

**TIME: 5:00pm**

The ANCIENT BURYING GROUND ASSOCIATION, INC. is an Equal Opportunity/Affirmative Action Employer.

The ANCIENT BURYING GROUND ASSOCIATION, INC. reserves the right to reject any and all submissions or cancel this procurement at any time if deemed in the best interest of the Ancient Burying Ground Association, Inc.

## A. INTRODUCTION

### 1. RFP Name

Ancient Burying Ground, Hartford, Historic Landscape Preservation Plan

### 2. RFP Summary

The Ancient Burying Ground Association, Inc, (ABGA) seeks to hire a qualified historic landscape architect who meets the federal qualification requirements of the National Park Service ([https://www.nps.gov/parkhistory/online\\_books/nps28/28appene.htm](https://www.nps.gov/parkhistory/online_books/nps28/28appene.htm)) to prepare a historic landscape preservation plan report for the Ancient Burying Ground, Main Street, Hartford, Connecticut.

The plan will be done in accordance with the National Park Service guidelines for historic cultural landscapes (<https://www.nps.gov/tps/standards/four-treatments/landscape-guidelines/index.htm>)

### 3. RFP Purpose

The purpose of the current RFP is to solicit the services of a qualified historic landscape architect.

The Ancient Burying Ground (ABG) is an extraordinary outdoor museum of early carver's art and religious, political, economic and social history. The Ancient Burying Ground Association works in a public/private partnership with the City of Hartford, the site's owner, to maintain and restore the site and provide educational experiences for the public. The ABG is located in the heart of downtown Hartford within blocks of many of the region's top heritage attractions such as the Old State House and the Wadsworth Atheneum.

The proposed **Historic Landscape Preservation Plan** will serve as a preservation, rehabilitation, and management tool to be used by the ABGA and the City of Hartford, Parks Department to better care for and be responsible stewards of the ABG.

The plan will evaluate the ABG to provide the necessary information for responsibly dealing with existing issues and concerns about the burying ground, plan for its future maintenance and management, guide implementation of the plan's recommendations, and act as a reference source. Specific problems such as drainage and walking path hardscaping will be examined.

## **B. INSTRUCTIONS**

### **1. Official Contact**

The Ancient Burying Ground Association, Inc. 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 Ancient Burying Ground Association.

**Name:** Ty Tryon, President  
**Address:** P.O.Box 347, Hartford, CT 06141-0347  
**Phone:** 860-550-2776  
**E-Mail:** alt1953@gmail.com

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

The RFP is 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 ABGA may amend the schedule as needed

- RFP Released: September 23, 2022
- Proposals Due: Oct. 21, 2022 by 5:00pm
- Proposer Selection: Nov. 1, 2022
- Start of Contract: Nov. 10, 2022

### **3. Contract Awards.**

The award of any contract pursuant to this RFP is dependent upon the availability of funding to the Ancient Burying Ground Association, Inc.. The ABGA anticipates the following:

- Total Funding Available: \$20,000
- Number of Awards: 1
- Contract Cost: Not to exceed \$20,000
- Contract Term: 6 months from the start of the contract
- Funding Source: Connecticut's Community Investment Act, CT State Historic Preservation Office, Dept. of Economic and Community Development, State of Connecticut

#### **4. Minimum Qualifications of Proposers.**

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

- Qualifying bidders must meet minimum 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 field of Historic Landscape Architecture. [https://www.nps.gov/parkhistory/online\\_books/nps28/28appene.htm](https://www.nps.gov/parkhistory/online_books/nps28/28appene.htm)
- Qualifying bidders must demonstrate specific work experience in completing similar projects and submit samples of work.

#### **5. Proposal Due Date and Time.**

The Official Contact is the **only authorized recipient** of proposals submitted in response to this RFP. 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.

**An acceptable submission must include the following:**

- One (1) conforming electronic copy of the original proposal.

The proposal must be complete and ready for evaluation by the Evaluation Committee. The proposal should be emailed to the Official Contact, Ty Tryon at [alt1953@gmail.com](mailto:alt1953@gmail.com). Mailed or hand delivered proposals will not be accepted. The electronic copy of the proposal must be emailed to the official contact for this procurement before the deadline. The subject line of the email must read: Ancient Burying Ground, Hartford, Historic Landscape Preservation Plan. Any required forms and appendices may be scanned and submitted as PDFs at the end of the main proposal document. Respondents should work to ensure there are not additional IT limitations from the provider side. The official contact will send a reply email to confirm receipt of any submissions.

#### **6. Multiple Proposals.**

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

#### **7. Service Expectations**

The Consultant will:

- Consult with the ABGA 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 including a summary description.
  - An action list regarding landscape features and materials and current or future failure of those materials.
  - Prioritized list of recommendations for the appropriate treatment of deteriorated historic elements excluding gravestones. 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

The historic landscape preservation plan shall be prepared by a 36 CFR Part 61 Qualified Historic Landscape 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), State of Connecticut.

## **8. Staffing Expectations**

Qualifying bidders must meet minimum 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 field of Historic Landscape Architecture. Qualifying bidders must have similar/related background and experience in historic and cultural landscapes.

- Bidders are required produce examples of similar work experience.
- Preference will be given to bidders who have extensive experience utilizing the Secretary of the Interior Standards for the Treatment of Historic Properties

## **9. Data and Technology Expectations**

Use of industry standard software to allow for easy data sharing

## **10. 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.

### **Insurance Requirements**

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

## **11. 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 funding allotted for the services outlined in this RFP is \$20,000.

## C. CONTRACT MANAGEMENT/DATA REPORTING

Contract executed	November 10, 2022
Draft report submitted to ABGA for review	March 1, 2023
Final report submitted to ABGA to complete project	May 1, 2023

## 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:
- 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*

- Relevant Project Experience. A copy of a condition assessment 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 ABGA 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 ABGA to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP.

### **2. Evaluation Review Committee**

The ABGA 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 ABGA 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.

## 3. Staffing Plan & Subcontractors

Staffing, including subcontractors, should meet the desired qualifications and provide expertise in all necessary categories of work.

## 4. Work Plan

A realistic/ efficient work plan, which falls within the budget and provides a competitive timeline, fully outlining all expected deliverables.

## 5. 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.

## 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 ABGA. Such negotiations may, but will not automatically, result in a contract. All unsuccessful proposers will be notified by email or U.S. mail, at the ABGA's discretion, about the outcome of the evaluation and proposer selection process.

## 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 ABGA is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The ABGA 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 ABGA 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 ABGA. The ABGA 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 ABGA. At its sole discretion, the ABGA 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 ABGA 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 ABGA and will supersede all prior



negotiations, representations or agreements, alleged or made, between the parties. The ABGA 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 ABGA.

## **G. RIGHTS RESERVED TO THE ABGA**

*By submitting a proposal in response to this RFP, a proposer implicitly accepts that the following rights are reserved to the ABGA:*

- 1. Timing Sequence** The timing and sequence of events associated with this RFP shall ultimately be determined by the ABGA.
- 2. Amending or Canceling RFP** The ABGA reserves the right to amend or cancel this RFP on any date and at any time, if the ABGA deems it to be necessary, appropriate, or otherwise in the best interests of the ABGA.
- 3. No Acceptable Proposals** In the event that no acceptable proposals are submitted in response to this RFP, the ABGA may reopen the procurement process, if it is determined to be in the best interests of the ABGA.
- 4. Award and Rejection of Proposals** The ABGA 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 ABGA may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the ABGA will be served. The ABGA reserves the right to reject the proposal of any proposer who submits a proposal after the submission date and time.
- 5. Sole Property of the ABGA** All proposals submitted in response to this RFP are to be the sole property of the ABGA. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the ABGA 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 ABGA and the SHPO without recourse.
- 6. Contract Negotiation** The ABGA reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The ABGA further reserves the right to contract with one or more proposer for such services.
- 7. Clerical Errors in Award** The ABGA 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 ABGA shall not constitute a breach of contract on the part of the ABGA 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 ABGA 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. If a vehicle is not used in the execution of the contract then automobile coverage is not required.
- (B) Additional Insurance Provisions
- The ABGA 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 ABGA 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 in (A) above, each insurance policy shall not be suspended, voided, cancelled or reduced except after thirty (30) days prior written notice by certified mail has been given to the ABGA, 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.