

**City of Greenfield
Greenfield Historical Commission**

REQUEST FOR QUOTATIONS

RFQ 24-03

Update of Greenfield's Cultural and Architectural Resources Inventory

DATE AVAILABLE:

Monday, July 17, 2023 by 11:00 AM

SUBMISSIONS DUE:

Tuesday, August 15, 2023, 10:00 AM

Late Submissions Will Be Rejected

DELIVER COMPLETED SUBMISSIONS TO:

City of Greenfield
Office of Purchasing and Procurement
Attn: Laura Phelps- CPO
14 Court Square, Greenfield, MA 01301

For further information, please contact:
Laura Phelps-CPO, City of Greenfield,
at 413-772-1569
Laura.Phelps@Greenfield-MA.gov

**CITY OF GREENFIELD, OFFICE OF PURCHASING AND PROCUREMENT
14 COURT SQUARE, GREENFIELD, MA 01301**

REQUEST FOR QUOTATIONS

RFQ 24-03

Update of Greenfield's Cultural and Architectural Resources Inventory

The goal of this solicitation is to provide the best value of commodities and services to achieve the procurement goals of the City of Greenfield (City).

Costs that are not specifically identified in the vendor's response and accepted by the City as part of a Contract, will not be compensated under any contract awarded pursuant to the Request for Quotations. The City will not be responsible for any costs or expenses incurred by vendors responding to this Request for Quotations.

The City makes no guarantee that any Commodities or Services will be purchased as a result of this solicitation.

The purpose of this solicitation is the selection of a qualified historic preservation consultant to provide professional research and documentation services to complete a historic properties survey meeting current Massachusetts Historical Commission survey standards.

I. INTRODUCTION

The City of Greenfield (City) is seeking responses from qualified historic preservation consultants to undertake an intensive-level, community-wide survey of cultural and architectural resources in the City of Greenfield. This Request for Quotations stipulates the procedures and requirements to be used by the City in its selection for consulting services. The project will be divided into four phases, to be completed over a nine-month period:

- ❖ PHASE I – Identification of documentary materials available for the project and development of methodology;
- ❖ PHASE II – Identification of properties to be surveyed and production of sample inventory forms;
- ❖ PHASE III – Production of complete draft inventory forms for review by the Greenfield and Massachusetts Historical Commissions;
- ❖ PHASE IV – Production of final inventory forms, reports and maps.

The City will evaluate all timely responses to ensure that all required submittals have been included in responses and that all responses meet the City's Requirements. Responses that are deemed to be complete shall be presented to a selection committee consisting of Greenfield's Chief Procurement Officer, Director of the Department of Planning and Development, and members of the Greenfield Historical Commission to determine that they meet the City's requirements. Complete responses will also be reviewed by the Massachusetts Historical Commission (MHC) before an award can be made. Vendors must provide fee

amounts for each of these four tasks in their response. The City has established a budget not to exceed \$40,000.

All questions regarding this Request for Quotations must be sent in to Laura Phelps -CPO, 14 Court Square, Greenfield MA 01301 or via email: Laura.Phelps@Greenfield-MA.gov by **Monday July 31, 2023 by 10:00 AM**. Answers will be provided in the form of an addendum on the City's website: https://greenfield-ma.gov/departments/procurement/current_bid_opportunities.php on **Friday August 4, 2023 by 10:00 AM**.

II. PROJECT AREA

The project area will include the City of Greenfield, Massachusetts.

III. FUNDING SOURCE(S)

The Project is being funded in part by the City of Greenfield, and in part through a Massachusetts Historical Commission Survey and Planning Grant, with Federal funds from the National Park Service, U.S. Department of the Interior.

IV. PROJECT OBJECTIVES

See Attachment A for the complete Scope of Work.

The City of Greenfield and the Greenfield Historical Commission are seeking to undertake the first major update and expansion of the City's inventory of historic cultural and architectural resources since the City's communitywide survey undertaken in the mid-1980s. That project resulted in survey information on over 600 properties, and led to the National Register of Historic Places listings of the Main Street Historic District (1988) and the East Main – High Street Historic District (1989). Five other Greenfield properties were listed individually in the National Register in the 1980s (including the City's two buildings designed by Asher Benjamin), and three additional properties in 2005, 2011, and 2014. Some updates to the inventory were made by the Greenfield Historical Commission 2007-2015, but there has otherwise been little additional inventory documentation compiled over the last four decades. The objectives of this project include (1) expanding the coverage of the City's historic properties inventory to include categories of properties and neighborhoods of the City not presently well documented in the inventory, and (2) updating existing inventory documentation for priority properties and areas to current Massachusetts Historical Commission survey standards. The City of Greenfield adopted the Community Preservation Act in 2020, and an update of the inventory of historic properties and sites in Greenfield is identified as a priority goal of the City's 2022-2023 Community Preservation Plan prepared by the Greenfield Community Preservation Committee. Specific priority categories for this project include historic municipally-owned properties including schools, institutional properties, abandoned or otherwise threatened buildings, commercial and industrial properties with rehabilitation potential, mid-19th to early 20th century residential neighborhoods not presently included in the inventory, and mid-20th century properties generally, as these were not considered in the 1980s survey. The project will include an update of the existing documentation of "the Meadows", a historic agricultural area that is a city-designated Heritage Landscape, and a focus on properties in the "Green River Industrial Heritage Area" (River, Mead, Mill, and Deerfield streets).

V. SUBMISSION REQUIREMENTS

Please note: any vendor response that fails to include all of the information noted below – or does not meet the vendor requirements outlined in Section VI below - will be rejected as unresponsive.

Five (5) copies of the submission must be furnished to the Procurement Officer for review by the Selection Committee. The submission must include:

A. The identity of the individual, partnership or corporation applying for contract award, credentials of the personnel who would actually perform the work, as well as their managers, and the nature of the supervision. State the responsibilities of each of the project personnel. If the vendor intends to sub-contract the photography or any other work required in the scope of services, the sub-contractor must be identified. Sample work products are required for all personnel.

B. A vendor's qualifications statement, including professional qualifications and work experience attesting to vendor's capacity to perform the required work program. Resumes are required for all project personnel, detailing academic and professional work experience.

C. A detailed explanation of the vendor's approach to this project: methodology, acknowledgement that vendor understands the scope of work and completion deadlines, and the vendor's expectations of assistance and services from the City. A technical work plan and project timeline for accomplishing the tasks described in the scope of services must be provided.

D. A client reference list, with names, addresses, telephone numbers, and e-mail addresses (if available) especially for clients for whom the proposer has performed similar services within the past five (5) years.

E. Sample work products for all personnel.

F. Vendor may submit any other information deemed relevant to the project, and which the vendor believes will further demonstrate that vendor's response meets the City's requirements.

G. Price Quotation Form, Vendor Signature Form, Certificate of Non-Collusion, Statement of Tax Compliance and Certificate of Vote of Corporation, as applicable (see Attachments B, C, D, and E).

VI. VENDOR QUALIFICATIONS AND RESPONSE REQUIREMENTS

A. Project Experience. The vendor's response demonstrates experience in providing services related to the City's requirements as specified in the scope of work. The response must demonstrate successful completion of closely comparable projects (5 or more), prior experience with municipally, privately, or MHC-funded not-to-exceed or fixed-fee contracts, and must include projects completed in Massachusetts.

B. Sample Work Products. Project work samples must include MHC inventory forms completed within the last five years that meet current MHC standards and guidelines.

C. Qualifications of the Vendor. Vendors, including all key personnel must meet the following minimum criteria:

1. Bachelor's Degree in Historic Preservation, Architectural History, History, Art History or a closely related field, and at least five years full-time experience in an area relevant to the project;
or

2. Master's Degree in Historic Preservation, Architectural History, History, Art History or a closely related field, and at least three years full-time experience in an area relevant to the project.

D. Approach to the project. The vendor's proposed methodology and work plan must demonstrate a clear understanding of all project requirements as specified in the scope of work, including tasks, products, and submission deadlines.

E. Client References. References must confirm that vendor met project schedule expectations and delivered products that met client requirements.

VII. BASIS OF AWARD

The City will award a contract resulting from this solicitation to the responsible vendor whose offer meets the stated requirements for project experience, sample products, qualifications, project approach, and client references, and the lowest price.

Quotations should be submitted on Attachment B – Price Quotation Form.

VIII. PROJECT FEE

The City has established a budget not to exceed \$40,000 for the Scope of Services described herein. Vendors must complete Attachment B – Price Quotation Form. Project fees must be provided for each of the four phases of work as described on the Form. Fees shown shall include all costs and expenses (including materials, copying, mileage, photography, etc.) necessary to complete the scope of services defined in Attachment A of this Request for Quotations.

IX. PROJECT SCHEDULE (see Attachment A for description of work components):

- ❖ PHASE I – Identification of documentary materials available for the project and development of methodology – October 27, 2023;
- ❖ PHASE II – Identification of properties to be surveyed and production of sample inventory forms – December 22, 2023;
- ❖ PHASE III – Production of complete draft inventory forms for review by the Greenfield and Massachusetts Historical Commissions – May 10, 2024;
- ❖ PHASE IV – Production of final inventory forms, reports and maps – June 28, 2024

X. SUBMISSION

Responses will be received at the City of Greenfield, MA Office of Purchasing and Procurement **until Tuesday, August 15, 2023 at 10:00 am. Responses received after that date and time will be rejected.**

The mailing address for all deliveries and walk-in service is:

**City of Greenfield
Office of Purchasing and Procurement
Attn: Laura Phelps
14 Court Square
Greenfield, MA 01301**

RFQ 24-03

**City of Greenfield
Update of Cultural and Architectural Resources Inventory**

SCOPE OF WORK

PROJECT OBJECTIVES

The purpose of this project will be to undertake an intensive-level community-wide survey of cultural and architectural resources in the City of Greenfield. This project will be structured to provide professional cultural and architectural resource survey expertise to the community. Specific project goals are as follows:

- 1) To conduct a community-wide survey to assess and document approximately 140 selected cultural and architectural resources, following Massachusetts Historical Commission (MHC) survey standards and methodology.
- 2) To identify contexts for National Register evaluation and to apply the National Register criteria to all resources identified in the survey;
- 3) To submit to MHC a list of individual properties and/or districts that are recommended for nomination to the National Register of Historic Places.

METHODOLOGY

The Analytical Framework:

The community-wide survey project must incorporate MHC criteria and methodology, to current standards. (See MHC's *Historic Properties Survey Manual: Guidelines for the Identification of Historic and Archaeological Resources in Massachusetts* (1992), *Survey Technical Bulletin #1* (1993), *MHC Interim Survey Guidelines* (March 1999, et seq.), *MHC Interim Guidelines for Inventory Form Photographs* (2009), and *Technical Guidelines for Electronic Files in MHC S&P Surveys* (2020). Both MHC survey guidelines and the tasks and products of the survey Scope of Work meet the Secretary of the Interior's *Standards and Guidelines for Identification* (1983).

The MHC criteria for conducting a community-wide survey are designed to identify the full range of cultural resources. Cultural resources are the physical elements in the landscape that remain from historical patterns of human activity. There are many components of a community's historical development that are associated with the location and type of surviving cultural resources. A community-wide survey should therefore relate cultural resources to historic patterns of architectural development, land use, economic development, social and demographic history, and events that had an impact on the community. The community-wide survey should recognize ethnic and cultural diversity within the community, and seek to identify cultural resources associated with the history of underrepresented minority social and cultural groups and individuals that may have played a role in the community's history.

The *MHC Reconnaissance Survey Town Report for Greenfield* (1982), the corresponding MHC Reconnaissance Survey Regional Report *Historic and Archaeological Resources of the Connecticut Valley* (1984), survey forms and National Register nominations on file with the MHC will provide a preliminary framework and base of information for this analysis. Individual forms and area forms will expand upon the information in the *Town Report* and will relate inventoried properties to the significant themes in the historical development of the town.

Phase Meetings:

The project consists of four phases. Project personnel, both the consultant and the project coordinator, will participate with MHC staff in conference calls or online meetings to review project progress and products at the end of each phase. Work to be carried out during each phase and products due at the end of each phase, are described below.

The Inventory:

The community-wide survey will consider the full range of cultural resources in terms of period, theme, property type, architectural form and style, and geographic distribution. The survey will consider all periods of architectural and historic development from the period of first non-indigenous presence to circa 1975. Significant themes of historical and architectural development will be identified, and resources will be related to these themes.

The community survey will identify buildings and structures that are architecturally and historically significant in the history and development of the community. The survey will include both representative and outstanding examples of the building forms, types, and styles present in the community.

MHC individual property and area inventory forms, maps and National Register recommendations will be completed and submitted to MHC in accordance with the survey guidelines set forth in the MHC's *Historic Properties Survey Manual: Guidelines for the Identification of Historic and Archaeological Resources in Massachusetts* (1992) and *Survey Technical Bulletin #1* (1993), *MHC Interim Survey Guidelines* (March 1999 et seq.), and *MHC Interim Guidelines for Inventory Form Photographs* (2009), *Technical Guidelines for Electronic Files in MHC S&P Surveys* (2020), as well as the Secretary of the Interior's *Standards and Guidelines for Identification* (1983, copies available from the MHC). These publications and memoranda are all incorporated into this contract by reference. The work to be carried out during each phase, and products due at the end of each phase, are described on the following pages.

SCOPE OF WORK

Phase I (6 weeks)

Tasks:

- (Start-up meeting) Meet with Director of Planning and Development/local project coordinator, Greenfield Historical Commission (GHC) member/liaison and MHC staff to discuss the scope and inventory methodology of the project and to assess the available online documentary materials and other collections accessible by consultants (GHC files, local and regional libraries and archive collections, etc.); Select maps, including a working map and large-scale base map (assessor's parcel map is preferred), to identify inventoried areas and properties;
- Determine availability of electronic mapping and parcel data and of town-based GIS data suitable for use in the project;
- Review existing inventory forms on file at both the GHC at the Department of Planning and Development located at 20 Sanderson Street in Greenfield and at the MHC. (Some inventoried structures have been demolished);
- Conduct initial research and reconnaissance survey to verify the types and geographical distribution of cultural resources, and to develop criteria for selecting properties to be extensively researched in the survey.
- (Phase I Meeting) Meet with GHC and MHC staff to review the products of Phase I and discuss outstanding issues related to the selection of properties in Phase II.

Products:

- Working maps and large scale base map(s) to be used to identify inventoried properties
- Methodology statement, specifying:
 1. Survey objectives;
 2. Criteria for selecting properties for survey;
 3. Procedures to be followed in the survey and forms of products to be created;
 4. Expectations about the kind, location, and character of historic properties to be recorded;
 5. An assessment of existing documentation;
 6. A brief description of the amount and kinds of information to be gathered about the properties;
 7. Bibliography, including identification of web-based resources to be used in the project.

Phase I will be completed by Friday, October 27, 2023

Phase II (8 weeks)

Tasks:

- Conduct continued architectural assessments and documentary research to identify important historic themes, events, and persons for the survey target areas, with particular attention to substantially synthesizing and supplementing the information already available. Research collections, should include relevant local, regional and state library and archive collections, as well as web-based research sites.
- Apply selection criteria and prepare list of specific properties to be surveyed.
- Complete representative draft inventory forms for different property types.

- (Phase II Meeting) Meet with GHC and MHC staff to review property lists and draft forms.

Products:

- List of properties to be surveyed, arranged alphabetically by street address
- Representative draft inventory forms, to be submitted in both hard copy and MS Word format.

Phase II will be completed by Friday, December 22, 2023

Phase III (20 weeks)

Tasks:

- Conduct intensive research of properties selected for inventory
- Identify contexts for National Register evaluation and apply National Register criteria to inventoried areas and resources;
- Prepare draft list of all areas and resources recommended for National Register nomination;
- Prepare inventory forms with photographs and property location maps. Forms for any surveyed properties listed in the State Register of Historic Places must be marked at top front with appropriate designation code and date.
- Submit draft inventory forms with photographs, draft National Register contexts, and National Register recommendation to MHC and GHC for review and comment (comments to be incorporated during Phase IV).
- In consultation with GHC, MHC survey and MACRIS staff, develop lettering and numbering system for inventoried properties.
- (Phase III Meeting) Meet with GHC and MHC staff to review the draft survey forms and National Register nomination recommendations.

Products:

- Unnumbered complete draft inventory forms for approximately 140 properties with photos and locus maps for all areas, buildings, sites, structures, and parks/landscapes. (This information may optionally be submitted in electronic form only for this project phase [CD or DVD].)
- Draft discussion of National Register contexts and list of all areas and resources recommended for National Register nomination

Phase III will be completed by Friday, May 10, 2024

Phase IV (7 weeks)

Tasks:

- Add inventory letters/numbers to forms, if these were not added in Phase III.
- Name MS Word files to conform to MHC file-naming convention.
- Complete National Register Recommendation statements to be attached to appropriate inventory forms.
- Prepare base map(s) identifying inventoried properties.
- Prepare street index of inventoried areas and properties.

Products:

- Hard-copy numbered MHC inventory forms for approximately 140 properties (two sets with original photographic prints: one for MHC and one for the GHC. Inventory forms must be printed single-sided on 24 lb. bond paper of at least 25% cotton fiber content. Photographs must be 3½" x 5½" or 4" x 6" digitally produced ink jet prints using MHC approved printer/paper/ink combinations that produce prints with a minimum 75-year permanence rating. (The paper inventory forms should incorporate the electronic version photograph(s) in addition to an attached photographic print. Only one archivally-permanent paper print, of the primary view, is required for most inventory forms, clipped - not stapled - to each form.)
- Large-scale base map(s) with all inventoried areas and properties identified by inventory number (two sets: one for MHC and one for the GHC).
- Survey Final Report (four *paginated, unbound, single-sided* copies (two for MHC, two for the GHC) which will include the following sections:
 1. Abstract;
 2. Methodology statement, including survey objectives, assessment of previous research, selection criteria, procedures followed in the survey, description of products and accomplishments and an explanation of how results of survey differed from those expectations;
 3. Street index of inventoried properties. Areas will be listed separately at the beginning, arranged alphabetically by area name. Individually inventoried properties follow, arranged alphabetically by street name. Property name (if any) and inventory number also will be included on this list;
 4. Final discussion of National Register contexts and list of recommendations for areas and properties to be nominated to the National Register of Historic Places
 5. Further study recommendations; and
 6. Bibliography.
- CD containing a MS Word file for each inventory form. Each Word file should conform to MHC file naming convention, and incorporate photograph(s) and map(s). The CD should also include an MS Word version of the final survey report.
- A separate CD containing high-resolution JPG images for surveyed properties, identified by street address or MACRIS number, following MHC file naming convention for photographic images. Digital images must be a minimum of 1.0 megapixels in resolution.

** The Survey Final Report must identify the community repository and/or municipal office(s) where completed survey documentation (inventory forms, base maps and final report) will be made available to the public.

Phase IV will be completed and submitted to the MHC and GHC by Friday, June 28, 2024

**CITY OF GREENFIELD, OFFICE OF PURCHASING AND PROCUREMENT
14 COURT SQUARE, GREENFIELD, MA 01301**

**RFQ 24-03
Update of Greenfield’s Cultural and Architectural Resources Inventory**

PRICE QUOTATION FORM

The undersigned hereby submits this price quotation to perform the services outlined in the Request for Quotations for the City of Greenfield Community-wide Historic Properties Survey.

VENDOR SIGNATURE: _____

(Print Name): _____

Address: _____

The VENDOR hereby pledges to deliver the complete scope of services required, for the rates and charges shown below:

Cost to complete the project:

Phase I: _____

Phase II: _____

Phase III: _____

Phase IV: _____

TOTAL COST: _____

(not to exceed \$40,000)

Note: Five (5) copies of response are to be submitted.

**CITY OF GREENFIELD, OFFICE OF PURCHASING AND PROCUREMENT
14 COURT SQUARE, GREENFIELD, MA 01301**

RFQ 24-03

Update of Greenfield’s Cultural and Architectural Resources Inventory

QUOTATION SIGNATURE FORM

The undersigned, hereafter called the Vendor, having fully familiarized him/herself with all the request for quotation documents, hereby agrees and declares:

- 1. That prices inserted in the Price Quotation cover all necessary expenses to fulfill the conditions of the contract within the time stated.
- 2. Pursuant to M. G. L. c. 62C, § 49A, the Vendor hereby certifies that the Vendor has filed all state tax returns and paid all state taxes required under law.
- 3. The undersigned certifies under penalties of perjury that this response has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

The following items are to be completed by the Vendor, if applicable:

Our Company is: A Corporation _____
 A Partnership _____
 Individually Owned _____

Individual/Company Name: _____

Social Security or Federal Identification Number: _____

Signature of Individual or Authorized Official: _____

Address: _____

Telephone Number: _____

E-mail _____

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under the penalties of perjury that this quotation has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

Signature of Individual Signing Response: _____

Name of Business: _____

Date: _____

STATEMENT OF TAX COMPLIANCE

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under penalties of perjury that I, to my best knowledge and belief, have complied with all laws of the Commonwealth of Massachusetts relating to taxes.

Social Security or Federal Identification Number: _____

Signature of individual signing response: _____

Date: _____

**CERTIFICATE OF VOTE
OF CORPORATION
(if applicable)**

Date: _____

I, _____, Clerk-Secretary of the corporation named in the foregoing Quotation, certify that _____ who signed the said Quotation on behalf of said corporation, was then the _____ of said corporation; that I know his signature; (Title)

and that his signature thereto is genuine and that said Quotation was duly executed on

_____, 2023.

(Clerk-Secretary)

Date of Incorporation: _____

(Corporate Seal)