



## **Town of Stafford**

REQUEST FOR PROPOSALS (RFP)

RFP NO. 22-202

The Town of Stafford is accepting Proposals on the following:

### **Town of Stafford Historic Designation Report**

Stafford Springs, CT

All proposals must be made in accordance with Stafford bidding ordinance 11-5 supplied by:

The Town of Stafford  
Department of Grants & Community Development  
Town Hall, 1 Main Street  
Stafford Springs, CT 06076  
[www.staffordct.org](http://www.staffordct.org)

The Town of Stafford is an Equal Opportunity/Affirmative Action Employer.

Proposals are due by Thursday, August 18, 2022, at 2:00pm

**Town of Stafford**  
**Instructions to Bidders**

**PROJECT TITLE:**

Historic Designation Report - RFP No. 22-202

Issue Date: July 27, 2022

Due Date: August 18, 2022

RFP Contact: Amber Wakley, [amberw@staffordct.org](mailto:amberw@staffordct.org), 860-851-8102

Request for Proposal packets will be available on Wednesday, July 27, 2022, and may be obtained online at [www.staffordct.org](http://www.staffordct.org) or by emailing the Grants & Community Development Department at [amberw@staffordct.org](mailto:amberw@staffordct.org). No hard copies will be available. There will be no pre-proposal meeting. There will be no public bid opening.

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**1. OVERVIEW**

The Town of Stafford (Town) and the Stafford Historical Society, a 501(c)(3) nonprofit organization, are seeking a qualified consultant's services to complete the form and necessary documentation to nominate an area in downtown Stafford Springs to the National Register of Historic Places. The envisioned historic district focuses on the compact Main Street and what had been known as the village of Stafford Springs. This project is funded by a Survey & Planning Grant administered by the State Historic Preservation Office (SHPO) of the Connecticut Department of Economic and Community Development (DECD). Work must be done in accordance with SHPO standards. Consultants must be a CFR-qualified historic preservation consultant and meet the professional qualification standards for architectural historians of the National Park Service, Professional Minimum Qualification Standards 36 CFR 61.

The Town of Stafford reserves the right to amend or terminate this Request for Proposal; accept all or any part of a proposal; reject all proposals; waive any informalities or nonmaterial deficiencies in a proposal; and award the proposal to the person or firm which in the opinion of the Town presents the best value to the community in terms of experience, cost and ability to complete the tasks in a timely fashion and not necessarily the lowest bid.

The Town of Stafford is an 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.** The project shall duly and faithfully comply with all regulations and directives issued by the Department or the United States Department of the Interior. Regulations prohibit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, intellectual, or physical disability.

## **2. BACKGROUND/DESCRIPTION OF PROJECT**

The Town of Stafford is located in the northern portion of Tolland County, Connecticut, along the Massachusetts border. Stafford is a rural-suburban community with a population of approximately 12,000 residents covering 58-square miles. As the state's third largest town (in terms of land area), Stafford is distinguished by a developed Downtown, historic charm, a commercial corridor, a growing residential community, numerous villages and hamlets, unique industrial resources, farmland, and large tracts of forested, undeveloped land. With rich historical heritage, Stafford is a blend of old and new and is as unique as it is diverse.

Stafford Springs is fortunate to have a wealth of historic resources, well-preserved architecture, and rich local history worthy of preservation in our Downtown core. The project area has been shaped by more than 300 years of history and was identified in the 1992 Historic & Architectural Resources Survey. A joint effort of the Town of Stafford and Stafford Historical Society, this high-level study included field investigation, photography, archival research, and report preparation. While this study was initiated to provide historic data for the Borough of Stafford Springs, the study was expanded in scope to include outlying unsurveyed portions of town. The resulting report recommended establishing six historic districts within the Town of Stafford, augmenting the existing Stafford Hollow National Register Historic District (designated in 1987). One of the identified districts was the Downtown (aka former Borough administrative area), but, because of its size, the 1992 Survey endorsed separating the Downtown area into seven separate historic districts. Two of these suggested districts were the Business District (Main Street vicinity) and the Highland Terrace/Hyde Park District (adjacent to Main Street). The Historic Designation Report that is being commissioned in this proposal combines these two areas.

The envisioned district area is bounded by Main Street (Route 190) to the north; Park Street, Tolland Avenue and Hyde Park Road to the west; includes Hyde Park, Haymarket Square, Highland Terrace, Spring Street, Main Street, and a small portion of River Road.

Officially designating a historic district will impart great momentum to ongoing efforts to preserve Stafford's vintage-built environment, which includes examples of architecture from the 18<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup> centuries. Some structures have already been embraced by entrepreneurs along Main Street. Substantiating the provenance of these structures will spur economic development, bolster community pride, and encourage long-term preservation, while benefiting both residents and business owners.

## **3. SCOPE OF SERVICES AND DELIVERABLES**

The Town of Stafford is seeking a qualified consultant to prepare a National Register Nomination for the Hyde Park–Main Street project area. The project scope includes:

1. Survey all resources in the proposed district including commercial buildings, municipal properties, residences, objects of significance, and landscapes and take necessary photographs
2. Complete a National Register nomination. The consultant will ensure that all work is in accordance with the National Register Bulletin, "How to Complete the National Register Registration Form and SHPO's parallel requirements for how to obtain listing in the National Register of Historic Places.
3. The consultant will also:

- Review the archival collections of federal, state, and the local historical societies for relevant material.
- Attend a kick-off meeting and up to three (3) interim meetings with the Town staff and the Stafford Historical Society (via Zoom, in-person or a combination thereof).
- Confer with the Town of Stafford Town Clerk and Stafford Historical Society.
- Coordinate the project's progress and submission of completed materials with the Town Grants & Marketing Specialist.
- Coordinate public outreach/notification/education efforts in collaboration with the Town to communicate with affected property owner(s), as well as community stakeholders.
- Public review meeting – public presentation of draft report and criteria for evaluation.
- Provide hard paper copy and an electronic draft copy at no additional expense.
- Attend State Review Board meeting to present the nomination

**Project Deliverables:** The consultant shall meet with the SHPO'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 SHPO for review and comment:

- One digital copy of the nomination and a to be determined (up to 12) number of hard copies of the draft of the National Register of Historic Places Nomination in the format requested by the National Register Coordinator for the State Review Board's 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 one electronic copy of the Nomination.
- All recommendations of the SHPO National Register Coordinator AND State Historic Preservation Review Board shall be incorporated into the Nomination.
- The SHPO shall utilize the Nomination for public education purposes including but not limited to print or electronic formats.
- The Town of Stafford will receive copies of all materials produced in connection with the National Register Nomination.

#### 4. PROPOSAL REQUIREMENTS

##### *Contract Period*

The Town of Stafford intends that the contract awarded shall expire on November 30, 2023.

##### *Contract Award*

The Town of Stafford reserves the right to award a contract in a manner deemed to be in their own best interests. This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP serves only as the instrument through which proposals are solicited. The Town of Stafford will pursue negotiations with the highest-scoring proposal. If, for some reason, the Town of Stafford and the initial proposer fail to reach consensus on the issues relative to a contract, the Town of Stafford may commence contract negotiations with other proposers. Town of Stafford also may decide at any time to restart the RFP process.

##### *Stability of Proposed Prices*

Any price offerings from proposers must be valid for a period of two years from the due date of the proposals.

##### *Amendment or Cancellation of the RFP*

The Town of Stafford reserves the right to cancel, amend, modify, or otherwise change this RFP at any time if it deems it to be in the best interest to do so.

*Proposal Modifications and Expenses*

No additions or changes to any proposal will be allowed after the proposal due date unless such modification is specifically requested by the Town of Stafford. The Town of Stafford, at its option, may seek proposer retraction and/or clarification of any discrepancy or contradiction found during its review of proposals. Proposers are responsible for all costs and expenses incurred in the preparation of proposals and for any subsequent work on the proposal that is required by the Town of Stafford.

*Payment Schedule*

A payment schedule will be developed after contract award and will be tied to the completion of specific project milestones.

**5. SELECTION CRITERIA**

A selection committee will review and score all proposals. Town of Stafford reserves the right to develop a short list of candidates to interview prior to selection or request additional information, including references. The following information, in addition to the requirements, terms and conditions identified throughout this RFP, will be considered as part of the Selection process, and are listed in order of relative importance.

1. Soundness of the proposal to meet the scope of work and produce the deliverables
2. Qualifications
  - a. Professional qualifications of staff
  - b. Demonstrated ability to manage and administer projects of this nature
  - c. Character References
3. Value

The selection for award will be based on the most responsible and qualified bidder. Responsibility will be evaluated based on the candidate’s previous experience, qualifications, references, and the ability to competently complete the work within the allotted budget and period of time.

**6. INSTRUCTIONS TO PROPOSERS**

Proposal Schedule\* Dates after the RFP Response deadline are non-binding target dates only (\*). The Town of Stafford may amend the schedule as needed

July 27, 2022	Bid Posting Date
August 3-10, 2022	Inquiry period. All questions regarding the RFP must be submitted by 2:00 p.m. on August 10, 2022.
August 11, 2022	Answers to all questions will be posted on the town website ( <a href="http://www.staffordct.org">www.staffordct.org</a> ) by 2:00 p.m. on August 11, 2022.
August 18, 2022	2:00 p.m.: RFP response deadline.
Aug/Sept 2022	Consultant interviews and subsequent selection of consultant for project.

- \*September 26, 2022 Contract Award Date
- \*October 5, 2022 Board of Selectmen approval of contract with consultant.
- \*October 2022 Initial kick-off meeting with consultant, Town of Stafford, Stafford Historical Society, and SHPO
- \*March 2023 Town of Stafford meeting and presentation of draft text of nomination. The Town of Stafford requests a draft in hard copy paper and electronic draft.
- \*April 2023 Draft incorporating Town comments due to SHPO National Register Coordinator.
- \*August 2023 Public presentation to town and State Review Board
- \*September 2023 Final nomination completed, incorporating all comments and edits received from State Review Board and SHPO NR Coordinator and delivered in format required by the SHPO NR Coordinator
- \*October 2023 Final invoices submitted to DECD, State Historic Preservation Office, and Local Government Grants Coordinator.

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

*Inquiry Period*

Questions for the purpose of clarifying the RFP will only be accepted via email and must be submitted to Amber Wakley at [amberw@staffordct.org](mailto:amberw@staffordct.org) no later than 2:00 p.m. on August 10, 2022. Answers to all questions will be posted on the town websites ([www.staffordct.org](http://www.staffordct.org) and by 2:00 p.m. on August 11, 2022.

*Proposal Submission*

Proposals must be saved as a single, non-rewritable PDF named “**RFP 22-202 - Stafford Historic Designation Report**” and be submitted to [amberw@staffordct.org](mailto:amberw@staffordct.org) no later than 2:00 p.m. on August 18, 2022.

**7. SUBMITTAL REQUIREMENTS**

*Applicable Content*

Project narrative on how the consultant proposes to meet the scope of work, produce the deliverables, and demonstrate qualifications.

*Consultant Information*

- a. Name of firm or individual and primary contact information
- b. Summary of qualifications, including resumes of key staff assigned to the contract, demonstrating capabilities relative to this project.
- c. Brief business history outlining length of time in business. Alternatively, individuals should provide a similar history outlining years of experience.

- d. Project Summary for a project that most closely matches the current RFP.
- e. Work sample that demonstrates ability to complete work described.
- f. Three references

### ***Insurance Requirements***

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 certificate will name Town of Stafford as additionally insured on all certificates of insurance.

### **Value**

The cost proposal should represent an understanding of the requirements of this RFP and the ability to perform the described tasks in an efficient and effective manner. 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 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. **Town of Stafford has estimated that the cost of this contract should not exceed \$20,000, inclusive of all direct and indirect costs.**

The contractor who is selected to perform this State project must comply with CONN. GEN. STAT. §§ 4a-60, 4a-60a, 4a-60g, and 46a-68b through 46a-68f, inclusive, as amended by June 2015 Special Session Public Act 15-5.

### **Delivery**

Responses to the RFP must be **emailed to Amber Wakley at [amberw@staffordct.org](mailto:amberw@staffordct.org) no later than Thursday, August 18, 2022, at 2:00pm**. Proposals received after the deadline will be rejected. It is the responsibility of the bidder to confirm receipt of the proposal.