

Dartmouth Community Preservation Committee

Request for Proposals - Dartmouth Historic Properties Survey Phase II

Introduction

The Town of Dartmouth's Community Preservation Committee (CPC) seeks a qualified contractor to prepare and update Massachusetts Historical Commission Form B reports to meet Massachusetts Historical Commission standards approximately 50 buildings in the Town built between 1851 and 1869, and approximately 50 structures built before 1851. This constitutes Phase II of the project. Funding for this project will come from Community Preservation Funds voted by the CPC. The project will be overseen by the Dartmouth Historical Commission.

Activities will commence upon selection of a consultant and issuance of notice to proceed. The CPC will evaluate all timely proposals, and on a competitive basis, award a contract.

The Community Preservation Committee intends to continue the survey of additional properties with Phase III in FY 2011 and Phase IV in 2012, subject to availability of funds and mutual agreement by CPC and the contractor.

Project Objectives

Phase II will include:

- Documentation of 50 buildings from 1851 - 1869 not previously surveyed;
- Updating of 19 forms from 1851 - 1869 surveyed with a state Survey and Planning Grant in 1983; and
- Complete pre-1851 forms identified in Phase I, including:
 - Documenting 24 pre-1851 properties previously unidentified and unsurveyed;
 - Photographing and completing 11 properties partially updated; and
 - Conducting further research on 22 pre-1851 properties that could not be accessed or located during Phase I.

The Dartmouth CPC will use the inventory for assessing community historic preservation needs. The CPC will also make this information available to the community and potential sponsors of historic preservation projects.

The Dartmouth Historical Commission is charged with reviewing all demolition requests for buildings more than 75 years old. With demolition numbers increasing in our town, it needs to have accurate information at hand to make judgments about the historic value of these early buildings. The information gathered during this project will encourage preservation of the important historic resources and will also be available to any town department or persons who wish to consider purchase or preservation of properties and buildings.

Please see Attachment A, Scope of Work, for details of the project.

Submission of Proposal

Ten copies of the proposal must be furnished to Howard Baker-Smith, Chair, Community Preservation Committee, for review by the committee members. The proposal must include:

1. The identity of the individual, partnership, or corporation applying for the contract award. If the applicant is a partnership or joint venture, the proposal should specify who will act as lead consultant for purposes of assuming contractual responsibility. If the consultant intends to sub-contract the photography or any other work required in the scope of services, the sub-contractor must be identified.
2. A description of the consultant's approach to this project: methodology, demonstrated understanding of the community's needs, and the consultant's expectations of assistance and services from the town.
3. An applicant qualifications statement, including academic and professional work experience attesting to capacity to perform the required work program. Resumes are required for all project personnel. Consultants must have a Bachelor's Degree in Historic Preservation, Architectural History, History, Anthropology, Planning, or a closely related field and at least two years full-time experience in an area relevant to the project or a Master's Degree in one of those fields.
4. A client reference list, with names, addresses, telephone numbers, and email addresses, especially for clients for whom the consultant has performed similar services in the past.
5. Any other information deemed relevant to the project, and which the consultant believes will further the competitiveness of the proposal, including work samples from similar completed projects.
6. A completed Fee Proposal Form.

Selection Criteria

Any proposal that fails to include all of the information described in the section Submission of Proposal will be rejected as unresponsive, and will not be afforded a complete review by the commission. The CPC reserves the right to reject any and all proposals.

The selection process will include an evaluation procedure based on the criteria identified below:

1. Number of Form Bs that will be completed.
2. Depth of experience with similar projects, and prior experience with public or private fixed-term and fixed-fee contracts or MHC-funded contracts.
3. Strength and credibility of client references.
4. Professional qualifications of the competitor and all project personnel, including professional experience above and beyond the minimum qualification expressed above.
5. Desirability of approach to the project, and demonstrated understanding of the community's historic and cultural resource protection needs.
6. Excellence of communication skills.
7. Familiarity with the area.

Awarding of the contract will be subject to requirements of the contract that will include, but not be limited to, the specifications outlined in this Request For Bids.

Project Fee for completion of project as described

The Dartmouth Community Preservation Committee appropriated a flat fee of \$14,500 in fiscal year 2010 for the Scope of Services (Phase II) described herein. Consultants must complete Attachment B: Fee Proposal Form. The selection committee will choose the most overall advantageous proposal. The CPC intends to commit an additional \$14,500 in each of the fiscal years 2011 (Phase III) and 2012 (Phase IV) subject to the availability of funds.

Schedule of Work

The selected contractor will be required to submit 3 completed forms for review by the project coordinator within a designated time after completion of the contract. These first forms will be evaluated for content, depth on analysis, and acceptability. It is expected that Phase II of this project will be completed by May 31, 2010. Completed forms will become the property of the Community Preservation Committee that will file the forms with Massachusetts Historical Commission.

Submissions

Proposals should be addressed to:
Howard Baker-Smith, Chair
Community Preservation Committee
c/o Town Clerk
Dartmouth Town Hall
400 Slocum Road
Dartmouth, MA 02747

Proposals must be submitted by hand or postal service in sealed envelopes. Facsimile or electronic submissions will not be accepted.

The final date for submission of proposals is 4:00 pm on November 4, 2009. If for any reason Town Hall is closed on the final date of submission, proposals will be accepted by 4:00 pm of the next business day when Town Hall is open. Proposals will be opened at 6:30 PM at Town Hall on the day of the submission deadline.

Any questions pertaining to the RFP may be directed to Howard Baker-Smith at 508/997-0940 or baker-smiths@comcast.net.

**DARTMOUTH COMMUNITY PRESERVATION COMMITTEE
HISTORIC PROPERTIES SURVEY – Phase II
ATTACHMENT A - SCOPE OF WORK**

PROJECT OBJECTIVES

The purpose of phase II will be to continue an intensive level communitywide survey of cultural and architectural resources in the Town of Dartmouth. This project of the Community Preservation Committee (CPC) 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 communitywide survey to assess, and/or update, and document approximately 100 selected cultural and architectural resources, following Massachusetts Historical Commission 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

Analytical Framework

The communitywide survey project must incorporate Massachusetts Historical Commission (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.), and *MHC Interim Guidelines for Inventory Form Photographs* (2007). 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 communitywide 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 communitywide 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 communitywide survey should recognize ethnic and cultural diversity within the community, and seek to identify cultural resources associated with the history of the 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 Dartmouth (1981) and the corresponding *Historic and Archaeological Resources of Dartmouth* (2002) 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 Dartmouth.

Meetings

The project consists of four parts. Project personnel, both the consultant and the project coordinator, will meet with members of the Community Preservation Committee and the local project coordinator of the Dartmouth Historical Commission (DHC) to review project progress and products at the end of each part. Work to be carried out and products due are described below.

The Inventory

The communitywide 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 colonial European presence to circa 1960. 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* (2007), *MHC Interim Guidelines for Inventory Form Locational Information* (2007), 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.

SCOPE OF WORK

The completion of each MHC Form B will involve five separate work tasks: property identification and mapping, photography, field survey, archival research, and form preparation.

Task 1: Property Identification & Mapping

Using the Dartmouth Tax Assessors property records and maps, the tax identification number and applicable section of the tax map will be obtained for each property for inclusion on the inventory form. The historic building(s) on each inventoried property will be sketched carefully onto the property parcel map during the field survey work.

Task 2: Photography

Each property will be photographed using a professional high-resolution digital camera. One view of each property will be taken from the street showing the front and primary side. An optional second photo will be taken if the architectural historian finds it necessary to show additional significant character defining features or contributing outbuildings. Photographs will be named, stored, and printed in 4x6" format in accordance with MHC digital guidelines (MHC Interim Guidelines for Inventory Form Photographs [2007]).

Task 3: Field Survey

A visual inspection will be made of each property by a project architectural historian to obtain the architectural information required for completion of the inventory form. Data to be gathered will include building type, style, materials, and evidence of alterations and additions.

Present conditions will be compared with previous forms and noted on the new forms. Descriptions will be of current conditions. Additions will be noted; if dates cannot be determined, it will be marked "unknown." Where DHC photo copies are unclear, the original photographs filed with MHC will be consulted.

A statement summarizing the architectural integrity of the property will be included. A sketch of the buildings as they sit on the property parcel will be made onto the tax map for attachment to the inventory form.

Task 4: Archival Research

Background research pertaining to the history of the property will be conducted at Town Hall and consist of a review of historical mapping and deed research to obtain a date of building construction, name of

original owner, and the chain of title for each property.

Task 5: Form Preparation

All informational sections on page one of the forms will be completed including mapping, photographs(s) and general information. Page two information will be completed with certain limitations:

Recommendation for listing in the National Register of Historic Places: Properties that possess a high degree of architectural significance and integrity will be noted in the Architectural Description section as requiring further study for potential National Register eligibility. A list of all properties tagged for further study will be provided.

Architectural Description: The stylistic and character defining architectural features of the property will be listed; non-contributing alterations will be noted and an overall assessment of architectural integrity provided.

Historical Narrative: Historical information to be included in this section will be limited to that obtained through a property title search and historical mapping. The date of construction and chain of title will be provided.

Bibliography/References: will be included as applicable.

Deliverables

Two complete sets of inventory documentation, each including:

- Paper copy of 100 MHC Form B reports on archival paper (24 lb./25% cotton) with original 4x6 digital print(s) attached, unbound in archival storage box(s);
- Digital copy of 100 MHC Form B reports on CD, each form in MS Word and named according to MHC requirements.
- CD with high-resolution digital photo files in TIF or JPG format named according to MHC requirements.

A final report summarizing the project as completed.

Work will be initiated within five (5) working days following issuance of the contract and notice to proceed. Initial tasks will include a Project Startup Meeting with the Project Coordinator followed by immediate commencement of the property identification, mapping and photographic survey work. Assuming notice to proceed is issued by December 1, 2009, the project tasks will be as follows:

Determine properties to be inventoried
Begin work including property location and ID, mapping, and field work (photography, architectural data gathering)
Submit 3 samples of completed Form Bs
Submit project progress reports by last week of each month
Complete property photography
Complete archival research
Complete fieldwork
Submit final deliverables

The final deliverable will be due by May 31, 2010.

DARTMOUTH COMMUNITY PRESERVATION COMMITTEE
ATTACHMENT B

FEE PROPOSAL FORM

The undersigned hereby submits a price proposal to perform the services outlined in the Request for Proposals for the Town of Dartmouth Historic Properties Survey Phase II.

Consultant _____

Address _____

Telephone _____ Email _____

PROFESSIONAL SERVICES

Number of Forms to be completed _____

TOTAL COST _____

CONSULTANT SIGNATURE _____

DATE _____

This form should be delivered to:
Howard Baker-Smith, Chair
Community Preservation Committee
c/o Town Clerk
Dartmouth Town Hall
400 Slocum Road
Dartmouth, MA 02747