

**Town of Swampscott
Historical Commission**

REQUEST FOR PROPOSALS

Swampscott
Historic Properties Survey

Date of Advertisement:

Monday, June 29, 2015

Proposals Due:

Friday, August 7, 2015, 10:00 AM

Late proposals will be rejected

Deliver Completed Submissions to:

Whitney Haskell
Designated Purchasing Agent
93 Washington Street
Salem, Massachusetts 01970

LEGAL NOTICE
TOWN OF SWAMPSCOTT
REQUEST FOR PROPOSALS
RFP #15-18

The Swampscott Historical Commission, by and through the Town of Swampscott, is seeking proposals from qualified historic preservation consultants to undertake the Swampscott "Town of Swampscott Historic Properties Survey Update." Proposals must be received at the Office of the Purchasing Agent, Salem City Hall, 93 Washington Street, Salem MA 01970, on or before 10:00 am, Friday, August 7, 2015.

The Town of Swampscott reserves the right to reject any and all bids or to waive any informalities in the Proposal process, if deemed in the Town's best interest.

The Request for Proposals (RFP), containing scope of work, proposal requirements, and evaluation criteria, will be/is available upon request after 10:00 am, Monday June 29, 2015 at the Office of the Purchasing Agent, Salem City Hall, 93 Washington Street, Salem, MA 01907 or by contacting the Purchasing agent Whitney Haskell by e-mail or telephone (978)619-5695.

Proposers must meet the following minimum qualifications: a Bachelor's degree in Historic Preservation, Architectural History, History, Art History, or a closely related field, plus at least two years fulltime experience in an area relevant to the project; or a Master's degree in any of the above-mentioned areas.

The RFP may be viewed at saalem.com/purchasing under "Open Procurements."

Questions regarding the RFP must be written and either e-mailed to Whitney Haskell at whaskell@saalem.com or faxed to her at (978)745-7461.

Office hours: Monday - Wednesday (8:00 am - 4:00 pm)
Thursday (8:00 am - 7:00 pm)
Friday (8:00 am - 12:00 pm)

Whitney Haskell
Designated Purchasing Agent

THE SALEM NEWS
Monday, June 29, 2015

REQUEST FOR PROPOSALS

SWAMPSCOTT Historic Properties Survey

I. INTRODUCTION

The Town of Swampscott (Town) is seeking proposals from qualified historic preservation consultants to undertake an intensive-level, community-wide survey of cultural and architectural resources in Town of Swampscott. This Request for Proposals (RFP) stipulates the procedures and requirements to be used by the Town 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 historic resources 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 Nottingham and Massachusetts Historical Commissions;
- * PHASE IV - Production of final inventory forms, reports and maps.

The Town will evaluate all timely proposals to ensure that all required submittals have been included in responses and that all responses meet the Minimum Evaluation Criteria. Proposals that are deemed to be complete shall be presented to a selection committee consisting of the Purchasing Agent and members of the Swampscott Historical Commission and reviewed/ranked using the Comparative Evaluation Criteria.

The top-ranked proposals will also be reviewed by the Massachusetts Historical Commission (MHC) before an award can be made. Activities will commence immediately upon MHC concurrence with the Town's selection of a proposal and issuance of a Notice to Proceed.

Proposers must provide fee amounts for these four tasks in their proposal. The Town has established a budget not to exceed \$20,000.

All questions regarding this RFP must be received by the Town no later than 10:00 AM on Friday, July 31, 2015 and addressed to the attention of Whitney Haskell, Procurement Officer, Town of Swampscott via email at whaskell@saalem.com

II. PROJECT AREA

The project area will include selected cultural and architectural resources along Humphrey Street and Puritan Road, and in the Little's Point neighborhood in the Town of Swampscott

III. FUNDING SOURCES

The Project is being funded in part by Town of Swampscott 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

Project objectives include the following:

1. An intensive level survey using Massachusetts Historical Commission (MHC) Form Bs of targeted buildings along Humphrey Street, giving priority to buildings 75 years of age or older, beginning at the town boundary with Lynn to on or just past the Fish House for a total of approximately 45 properties. The target area includes, but is not limited to properties previously surveyed as part of the Swampscott Center Area (SWA.A, 1993) and the Humphrey Street Commercial District (SWA.W, 2005). Buildings are to be thoroughly documented to current MHC standards as to architectural features, construction date, historical associations, photographs, and reference citations. The compiled inventory documentation will support future planning efforts to protect the significant historic buildings along the Humphrey Street corridor, including possible establishment of a Humphrey Street local historic district.
2. An intensive level survey using MHC Form Bs, of targeted buildings along Puritan Road beginning at its entrance at Humphrey Street, including, but not limited to the preliminary target list of 40 properties attached. The target area includes, but is not limited to properties previously surveyed as part of the Blaney Beach Area (SWA.C, 1993). As noted above, buildings to be thoroughly documented as to current MHC standards. The compiled inventory documentation will support future planning efforts to protect the significant historic buildings along the Puritan Road corridor, including possible establishment of a local historic district.
3. An intensive level survey using MHC Form Bs or an updated and expanded Form A, of the Little's Point neighborhood (previously surveyed as SWA.H, 1993), including but not limited to Marian Court (SWA.124), also known as White Court, and the summer White House of President Calvin Coolidge; and Blythewood (SWA.512) self-designed home of architect Arthur Little. As noted above, buildings to be thoroughly documented to current MHC standards. The compiled inventory documentation will support future planning efforts for the protection and recognition of the architectural and historical significance of Blythewood and Marian Court and additional related historic buildings in the Little's Point area as identified.

The project will provide a context statement for National Register evaluation and criteria be applied to all resources identified in the survey, and will include a list of individual properties and/or districts recommended for nomination to the National Register of Historic Places.

Swampscott Historic Properties Survey Update

Preliminary Target List for Humphrey Street

Approximate dates per Patriot Properties

No.	Name	Year/Notes
2	Humphrey	1905
44	Humphrey	1850
74	Humphrey	1910, condo
141	Humphrey	1900, restaurant
145-156	Humphrey	1900
168	Humphrey	1895, Jeffers Block rebuilt after fire
187	Humphrey	1900, St. John's Church
193	Humphrey	
201	Humphrey	1912
202	Humphrey	1900
203	Humphrey	1912
203	Humphrey	1912
205	Humphrey	1912
207	Humphrey	1912
208	Humphrey	1900, White house; Guy's tailoring
209	Humphrey	1919
212	Humphrey	1815, Boutique; hair coloring
217	Humphrey	1920
218	Humphrey	1900, Hairdresser
220	Humphrey	Brown House/Spinale Hair
234-238	Humphrey	1852, Cassidy Insurance; Linsky Optometrist
240-246	Humphrey	Brick multi-unit/commercial
259	Humphrey	1840, Home of Jody Watts
248-260	Humphrey	1900, One Story/Newman's Bakery
267-269	Humphrey	1880
267R	Humphrey	1900
286	Humphrey	1940, Nguyen Restaurant
287-289	Humphrey	Ron Plotka DDS
292	Humphrey	1840, multi family
293	Humphrey	1840
304	Humphrey	1880, Multi-Family Fuller House
312	Humphrey	1883, Victorian style multi family
322	Humphrey	1883, Victorian SF
362	Humphrey	1789, Swampscott Club
374	Humphrey	1880, Single Family
376	Humphrey	1880, condos
386	Humphrey	1930? Single Family
434-440	Humphrey	1900, Luxe Boutique
444	Humphrey	1900, Variety Store
459	Humphrey	1938, Store

481	Humphrey	1788
484	Humphrey	1890

Preliminary Target List for Puritan Road
(and as Verified for Approximate Age in Patriot Properties)

<u>No.</u>	<u>Name</u>	<u>Year/Notes</u>
7	Puritan	1720
11	Puritan	1827
15	Puritan	1830, multi-family
17	Puritan	
23	Puritan	1913 (old style)
25	Puritan	1930 craftsman
29	Puritan	1825 (1930 according to PP)
32	Puritan	1865 (engaged porch)
33	Puritan	1815
34	Puritan	1930
35	Puritan	1930
38	Puritan	1865 “built by Tweed 1865”
39	Puritan	1885 multi
40	Puritan	Described in 1992 survey, no form
41	Puritan	1927
42	Puritan	1856 small red house
48	Puritan	1850 condo
52	Puritan	1870, red house set back from street
53	Puritan	1830, garage used to build early airplane
55	Puritan	1900, three-decker “notable” in 1993 Survey
56	Puritan	1865
57	Puritan	1900 “an altered candy factory” according to 1928 insurance map
58	Puritan	1815, Described in 1992 survey, no form
59	Puritan	1800
66	Puritan	1927 Ranch (1900 re: Patriot Prop)
69	Puritan	1900
70	Puritan	1800 colonial
71	Puritan	
74	Puritan	1850 (may have been moved re: Patriot Prop)
75	Puritan	1900
76	Puritan	1860
80	Puritan	1900 (according to 1992 survey, located on the site of old beach schoolhouse and may contain older foundation.)
84	Puritan	1900
86	Puritan	1850
90	Puritan	1874
152	Puritan	1845 Mansion & stunning accessory cottage

234	Puritan	1860
245	Puritan	1903
251	Puritan	1871 Richard Morris Hunt, architect
259	Puritan	1895

V. PROPOSAL REQUIREMENTS

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

A. Technical Requirements- to be submitted in Envelope A

1. The identity of the individual, partnership or corporation applying for contract award and 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 consultant 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. This item is a major determinant in assessing the proposer's qualifications and will be incorporated as a condition in the contract to be awarded.

2. An applicant qualifications statement, including professional qualifications and work experience attesting to capacity to perform the required work program. Include resume(s), detailing academic and professional work experience attesting to capacity to perform the required work program. Resumes are required for all project personnel. Proposers must meet the following minimum criteria:

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

b. Master's Degree in Historic Preservation, Architectural History, History, Art History or a closely related field.

3. A detailed explanation of the proposer's approach to this project: methodology, demonstrated understanding of the scope of work and completion deadline, and the proposer's expectations of assistance and services from the Town. A technical work plan and project timeline for accomplishing the tasks described in the scope of services must be provided.

4. 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.

5. Any other information deemed relevant to the project, and which the proposer believes will further the competitiveness of the proposal.

B. Price Proposal Requirements-to be submitted in Envelope B

1. Completed Attachment B-Fee Proposal Form.

Please note: Any proposal that fails to include all of the above information will be rejected is unresponsive, and will not be afforded a complete review by the Selection Committee.

VI. SELECTION CRITERIA

1. Minimum Evaluation Criteria

The Selection Committee shall first review each technical proposal to ascertain whether or not the following minimum criteria have been met:

- a. The technical proposal includes all of the items for a complete proposal.
- b. The proposer meets the minimum qualifications as outlined above.

2. Comparative Evaluation Criteria

All responsive proposals will be judged against the Comparative Evaluation Criteria detailed below. The Town will rank each proposal as:

- a. Highly Advantageous - the proposal fully meets and significantly exceeds the standards of the specific criterion;
- b. Advantageous - the proposal fully satisfies the standards of the specific criterion;
- c. Not Advantageous - the proposal does not fully meet the standards of the specific criterion, is incomplete, unclear, or both.

The Selection Committee shall rate and rank each technical proposal meeting the Minimum Evaluation Criteria according to the Comparative Evaluation Criteria listed below. The Fee Proposal Forms will then be opened and reviewed. The Selection Committee will then select the most overall advantageous proposal. Such ratings shall be included in a written recommendation for selection to the MHC.

- 2.1. Quality and Depth of Project Experience**

Highly Advantageous-The project proposal demonstrates superior experience in providing services related to the Town's requirements, The project proposal demonstrates a wide depth of experience with similar projects (5 or more), and prior experience with municipally, privately, or MHC-funded not-to-exceed or fixed-fee contracts. Project work samples are of outstanding quality in content and technical presentation.

Advantageous - The project proposal demonstrates solid experience in providing services related to the Town's requirements. The project proposal demonstrates a good depth of experience with similar projects (3 to 5), and prior experience with municipally or privately funded not-to-exceed or fixed-fee contracts. Project work samples are of good quality in content and technical presentation,

Not Advantageous-Town's requirements or with similar projects (less than 3), and prior experience with public or private, not-to-exceed or fixed fee contracts. Project work samples minimally meet current standards for content and technical presentation.

2.2. Qualifications of the Proposer

Highly Advantageous- The proposer's resume(s) demonstrate that proposer has superior training, educational background and work experience appropriate to the project described herein and all key project personnel demonstrate professional experience well beyond the minimum requirements.

Advantageous - The proposer's resume(s) demonstrate that proposer has adequate training, educational background and work experience appropriate to the project described herein and all key project personnel demonstrate professional experience that meets or somewhat exceeds the minimum requirements.

Not Advantageous- The proposer's resume(s) do not demonstrate that proposer has adequate training, educational background and work experience appropriate to the project described herein.

2.3. Desirability of approach to the project, demonstrated understanding of the communities historic and cultural resource protection needs, and proposer's ability to undertake and complete this project in a timely manner.

Highly Advantageous- The proposal demonstrates a superior approach to the subject material, an understanding of the historic and cultural resource issues addressed by the project, and a clear analysis of the time required for each phase of the project. The proposal demonstrates a strong understanding of the history and development of local architectural forms in Massachusetts communities. All references confirmed that consultant had met schedule expectations and delivered an "on-time" project.

Advantageous - The proposal demonstrates a good approach to the subject material, an understanding of the historic and cultural resource issues addressed by the project, and presents a time schedule that meets the project requirements. One reference stated that consultant was unable to meet the agreed-upon project schedule.

Not Advantageous-The proposal does not demonstrate a desirable approach to the project and does not demonstrate a clear understanding of the community's historic and cultural resource protection needs. More than one reference indicated that consultant had been unable to meet the agreed-upon project schedule.

2.4. Overall Quality of Client References

Highly Advantageous-All references contacted spoke favorably of the work performed by the proposer and would use them again for a similar project without hesitation.

Advantageous - The great majority of references spoke favorably of the work performed by the proposer and would use them again for a similar project without hesitation.

Not Advantageous-One reference state that there had been significant difficulties with the proposer's ability to deliver the contracted services and deliverables.

2.5. Completeness and Quality of Proposal

Highly Advantageous- Response is complete, concise, informative and highly detailed. Proposal reflects that proposer is able to perform in a superior manner acceptable to the Town, Evaluation team is completely convinced about the proposer's ability to provide the level of services as required by the Town. Proposal demonstrates excellent communication and documentation skills.

Advantageous - Response is complete, informative, and meets criteria for responsiveness. Evaluation team finds proposal reflects that proposer is able to perform in an adequate manner acceptable to the Town. Proposal demonstrates a good level of communication and documentation skills.

Not Advantageous-Response lacks a comprehensive approach, but meets criteria for responsiveness. Evaluation team finds proposal reflects that proposer may be able to perform in a manner acceptable to the Town. Communication and documentation skills appear only adequate.

VII. INTERVIEWS

After review of the technical proposals, the Selection Committee may, at its discretion, schedule interviews with any or all of the proposers for the purpose of further evaluation of the proposer's qualifications and ability to provide the required service. Interviewees will be ranked on their presentation.

VIII. PROJECT FEE

The Town has established a budget not to exceed \$20,000 for the Scope of Services described herein.

Proposers must complete Attachment B - Fee Proposal Form. Project fees must be provided for each of the four phases of work as described in 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 RFP.

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

- * PHASE I - Identification of historic resources available for the project and development of methodology - October 23,2015;
- * PHASE II - Identification of properties to be surveyed and production of sample inventory forms - December 18,2015;
- * PHASE III - Production of complete draft inventory forms for review by the Nottingham and Massachusetts Historical Commissions - May 6, 2016;
- * PHASE IV - Production of final inventory forms, reports and maps - June 30, 2016

Please note: all contract work must be completed by June 30, 2016.

X. PROPOSAL SUBMISSION

Proposals will be received at the City of Salem, MA Office of the Purchasing Agent until **August 7th, 2015, 10:00 AM**. After this time they will be opened in confidence in accordance with M.G.L. c.30B, Section 6 (d). **Proposals received after that date and time will be rejected.**

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

**Whitney Haskell
Designated Purchasing Agent
Office of the Purchasing Agent
93 Washington Street,
Salem, MA 01970**

Five (5) copies of each proposal shall be submitted as follows:
The Technical Proposal shall be submitted on the form furnished and in a sealed envelope marked:

Proposal Envelope A- Technical Proposal

**Swampscott
Historical Properties Survey**

Bidder's Name _____

Proposal Envelope B- Price Proposal

**Swampscott
Historical Properties Survey**

Bidder's Name _____

***NOTE:** Price proposals must be kept entirely separate from technical proposals. Failure to follow this instruction will result in rejection of the proposal.*

XI. OTHER REQUIREMENTS

ATTACHMENT A

TOWN OF SWAMPSCOTT, HISTORIC PROPERTIES SURVEY UPDATE

SCOPE OF WORK

PROJECT OBJECTIVES

The purpose of this project will be to undertake an intensive-level community-wide survey of selected cultural and architectural resources along Humphrey Street and Puritan Road, and in the Little's Point neighborhood in the TOWN OF SWAMPSCOTT. 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 100 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 *MHC's Interim Guidelines for Inventory Form Locational Information* (2009). 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 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 the town and the corresponding MHC Reconnaissance Survey Regional Report, existing 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 meet with MHC staff at MHC offices in Boston 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 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* (2009), *MHC Interim Guidelines for Inventory Form Locational Information* (2009), 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:

- Meet with local project coordinator/local historical commission (LPC/LHC) and MHC staff to discuss the scope and inventory methodology of the project and to assess the available documentary materials (LHC files, collections and existing research, maps, local histories, 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 the LHC and at the MHC;
- 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.

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.

Phase I will be completed by Friday, October 23, 2015

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.
- Meet with LHC 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 18, 2015

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 LHC for review and comment (comments to be incorporated during Phase IV).
- In consultation with LHC, MHC survey and MACRIS staff, develop lettering and numbering system for inventoried properties.

Products:

- Unnumbered complete draft inventory forms for approximately 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 6, 2016

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 Criteria Statement forms 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 properties (two sets with original photographic prints: one for MHC and one for the LHC. Inventory forms must be printed on 24 lb. bond paper of at least 25% cotton fiber content. Photographs

must be 3-1/2" x 5-1/2" 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.)

- Large-scale base map(s) with all inventoried areas and properties identified by inventory number (two sets: one for MHC and one for the LHC).
- Survey Final Report (four paginated, unbound copies (two for MHC, two for LHC) 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 TIF or JPG images for surveyed properties, identified by street address or MACRIS number, following MHC file naming convention for photographic images.

****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 LHC by Thursday, June 30, 2016.

ATTACHMENT B

Town of Swampscott

Historic Properties Survey

FEE PROPOSAL FORM

(To be submitted in Envelope B)

The undersigned hereby submits a price proposal to perform the services outlined in the Request for Proposals for the Town of Swampscott Community-wide Historic Properties Survey.

Proposer:

Address: _____

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

Estimated cost to complete the project:

Phase I: _____

Phase II: _____

Phase III: _____

Phase IV: _____

TOTAL COST: _____

not to exceed (\$20,000)

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

ATTACHMENT C

Town of Swampscott

Historic Properties Survey

PROPOSAL SIGNATURE FORM

(This form to be submitted in Envelope A - Technical Proposal)

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

1. That prices inserted in the Price Proposal (Envelope B) cover all necessary expenses to fulfill the conditions of the contract within the time stated.
2. Pursuant to M. G. L. c. 62C, Section 49A, the proposer hereby certifies that the proposer has filed all state tax returns and paid all state taxes required under law.
3. The undersigned certifies under penalties of perjury that this proposal 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 Proposer, 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: _____

ATTACHMENT D

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under the penalties of perjury that this bid or proposal 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 Bid Proposal: _____

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 bid or proposal: _____

Date: _____

ATTACHMENT E

CERTIFICATE OF VOTE OF CORPORATION
(if applicable)

(This form is to be submitted in Envelope A- Technical Proposal)

Date: _____

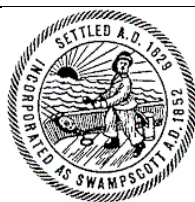
I, _____ Clerk-Secretary of the corporation named in the foregoing Proposal certify, that _____ who signed the said Proposal on behalf of said corporation was then the _____ of said corporation, that I know his signature; and that his signature is genuine and that the Proposal was duly executed for and on _____, 2015

(Clerk-Secretary)

Date of Incorporation: _____

(Corporate Seal)

SAMPLE CONTRACT



Town of Swampscott

Contract:

1. THIS AGREEMENT made and concluded this _____ during the month of _____ in the Year Two Thousand Fifteen by and between _____; hereinafter referred to as the (Vendor), and the Town of Swampscott, 22 Monument Avenue, Swampscott, MA 01970, a municipal corporation established under the laws of the Commonwealth of Massachusetts, acting by and through its Town Administrator, Thomas Younger; its Finance Director, David Castellarin; its designated Purchasing Agent, Whitney Haskell; and its _____, thereto duly authorized, hereinafter referred to as the (Town).

2. WITNESSETH, that the said Vendor has agreed and by these presents does agree to provide _____ per its bid submitted in response to the Town's **XXXXXX**, and attached herewith, and per the Scope of Services, attached herewith, and incorporated within **XXXXXX**. All other general conditions, terms and language associated with **XXXXXX**, and the Vendor's Price Proposal, are made part of this agreement by reference.

In case of any alteration of this contract, so much thereof as is not necessarily affected by the change, shall remain in force upon all parties hereto; and no payment for _____ provided under such alteration shall be made until all services have been received, and the adjustment and payment of the bill when rendered for same shall release and discharge the said Town from any and all claims or liability on account of any services furnished under this contract, or any alteration thereof.

3. **Performance Period:** _____.

4. The Vendor shall not assign or transfer this contract, or any part thereof without the prior written consent of the Purchasing Agent of said Town.

5. And the said Vendor further agrees to indemnify and save harmless the said Town of Swampscott, its officers and agents from all claims and actions of every name and description brought against the said Town, or its officers and agents, for or on account of any injury or damage received or sustained by any person, structure or property, by or from the said Vendor, servants or agents, or by, or on account of, any act or omission of the said Vendor, or servants or agents, in the performance of this contract; and the Vendor hereby agrees that so much of the money due to under, and by virtue of, this agreement, as shall be considered necessary by said Purchasing Agent, may be retained by the Town until all such suits or claims for damages as aforesaid, shall have been settled, and evidence furnished to the satisfaction of said Purchasing Agent, provided, however, that notice of such claims, in writing and signed by the claimants, shall be previously filed in the offices of the Town Clerk of said Town.

6. It is furthermore agreed by the Vendor that the performance of this contract shall be strictly in accordance with its bid now on file at the Office of the Town's designated Purchasing Agent, which said bid is attached herewith and hereby made a part of this contract by reference.

7. IN CONSIDERATION WHEREOF, the Town agrees to pay the Vendor in accordance with the Vendor's Bid, a fee not to exceed _____ (S_____) Payments shall be made within thirty (30) days following a reasonable and detailed invoice furnished to the Town of Swampscott by the Vendor.

8. INSURANCE COVERAGE:

General - The Vendor shall before commencing performance of the Contract be responsible for providing and maintaining insurance coverage in force for the life of the Contract of the kind and in adequate amounts to secure all of the obligations under the Contract and with insurance companies licensed to write insurance in the Commonwealth of Massachusetts. All such insurance carried shall not be less than the kinds and amounts designated herein, and the Vendor agrees that the stipulation herein of the kinds and limits of coverage shall in no way limit the liability of the Vendor to any such kinds and amounts of insurance coverage. All policies issued shall indemnify and save harmless the Town of Swampscott, its agents and employees from any and all claims for damages to persons or property as may rise out of the performance of this Contract.

Vendor's Comprehensive General Public Liability and Property Damage Liability Insurance

- The Vendor shall carry Comprehensive General Liability Insurance providing for a limit of not less than Five Hundred Thousand Dollars (\$500,000.00) for all damages arising out of bodily injury to or death of one person, and subject to that limit for each person, a total limit of not less than One Million Dollars (\$1,000,000.00) for all damages arising out of bodily injuries or death of two or more persons in any one accident; and Vendor's Comprehensive Property Damage Liability Insurance providing for a limit of not less than Five Hundred Thousand Dollars (\$500,000.00) for all damages arising out of injury to or destruction of property in any one accident, and subject to that limit per accident, a total (or aggregate) limit of not less than One Million Dollars (\$1,000,000.00) for all damages arising out of injury to or destruction of property during the policy period.

Comprehensive Automotive and Property Damage Insurance - The Vendor shall carry Automobile Insurance covering all owned vehicles, hired vehicles or non-owned vehicles under the control of the Vendor while performing work under the Contract in the amount of not less than Five Hundred Thousand Dollars (\$500,000.00) for all damages arising out of bodily injuries to or death of one person and subject to that limit for each person, a total of not less than One Million Dollars (\$1,000,000.00) for all damages arising out of bodily injuries to or death of two or more persons in any one accident; and Property Damage coverage in the amount of not less than Five Hundred Thousand Dollars (\$500,000.00) for all damages to or destruction of property.

The Vendor must carry Workman's Compensation Insurance in the amounts prescribed under Massachusetts State Law and meet all other City and State Laws and Regulations.

No cancellation(s) of such insurance, whether by the insurer or by the insured party shall be valid unless written notice thereof is given by the parties proposing cancellation to the other party and to the Town of Swampscott at least fifteen (15) days prior to the intended effective date thereof, which date shall be expressed in said notice, which shall be sent by registered mail, return receipt requested. These provisions shall apply to the legal representative(s), trustee in bankruptcy, receiver, assignee, trustee, and successor(s) in interest of the Vendor.

All insurance coverage shall be at the sole expense of the Vendor and shall be placed with such company as may be acceptable to the Town of Swampscott and shall constitute a material part of the contract documents.

Failure to provide written proof to City and continue in force such insurance as aforesaid shall be deemed a material breach of the contract, and may constitute sufficient grounds for immediate termination of the same.

9. This Agreement may be terminated by the Town upon Thirty (30) days prior written notice for failure of Vendor to provide adequate services as determined by the Purchasing Agent. This Agreement may be terminated immediately in the event of the Vendor's gross negligence or misconduct.

10. This Agreement will be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts. This Agreement is subject to the provisions of Massachusetts's law, and to all lawful implementing regulations, as amended from time to time.

11. **IN WITNESS WHEREOF** the said; (____); Vendor hath caused these presents and an instrument of like tenor to be executed in its name and behalf by a properly authorized officer of said company.

An instrument of like tenor to be executed by the Town in its name and behalf by its Acting Town Administrator; its designated Purchasing Agent, and its Finance Director, and its _____.

All duly authorized as aforesaid, and its corporate seal to be hereto affixed.

By:

TOWN OF SWAMPSCOTT
By:

Authorized Signature

Thomas Younger,
Town Administrator

Authorized Officer (print name)

David Castellarin,
Finance Director

Title

XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX

Whitney Haskell,
Designated Purchasing Agent

Approved as to form: _____
Elizabeth Rennard, Esq.,
City Solicitor