

Town of Lynnfield
Lynnfield Historical District Commission

REQUEST FOR PROPOSALS

Town of Lynnfield
Historical Resources Survey
Project Name: Royal Barry Wills Homes

Date of Advertisement:
August 10, 2015

Proposal Due:
September 15, 2015
Late Proposals Will Be Rejected

SUBMIT COMPLETED SUBMISSIONS TO:
Submit (5) five sealed sets of prospective consultant's response to the RFP no later than September 15, 2015 to:

Shelley Lynch
Lynnfield Historical Commission, Board Member
40 Walnut Street
Lynnfield, MA 01940

Additional Contact Information:
Telephone: 781-334-6690
Email: slynch58@verizon.net

**TOWN OF LYNNFIELD HISTORICAL COMMISSION
LYNNFIELD, MA 01940**

REQUEST FOR PROPOSALS

**Town of Lynnfield
Historic Resources Survey
Royal Barry Wills Homes**

I. INTRODUCTION:

The Lynnfield Historical Commission, by and through the Town of Lynnfield is seeking proposals from qualified historic preservation consultants to undertake a community-wide survey of renowned homes built by Royal Barry Wills architects in the town of Lynnfield. This Request for Proposals (RFP) stipulates the procedures and requirements to be used by the Town in its selection for consulting services. This project will be divided into the following phases:

- PHASE I - Identification of properties to be surveyed and production of inventory forms;
- PHASE II - Production of complete draft inventory forms for review by the Town of Lynnfield Historical Commission;
- PHASE III - Production of final inventory forms, pictures, reports, and maps.

The Lynnfield Historical Commission, by and through the Town of Lynnfield, will evaluate all timely proposals to ensure that all required submittals have been included in responses and that all responses meet the Evaluation Criteria. Proposals that are deemed to be complete shall be presented to a selection committee and reviewed. The project has established a budget not to exceed **\$10,000.00**.

All questions regarding this Request for Proposal must be received no later than 10:00AM on Friday, August 28, 2015, and addressed to the attention of Shelley Lynch, Lynnfield Historical Commission Board Member and may be emailed, and if emailed must be marked in the subject line "RFP Historic Properties Survey of Royal Barry Wills Homes" to slynch58@verizon.net

II: PROJECT AREA

This project area will include various locations of Royal Barry Wills homes in the town of Lynnfield, Massachusetts.

III: FUNDING SOURCE(S)

The Project is being funded by the Town of Lynnfield and is not to exceed **\$10,000.00**. The Town seeks proposals that demonstrate maximum value, innovation, and effectiveness and total work performed within the funding available.

IV: PROJECT OBJECTIVES

The objective of this project is to identify and document renowned homes built by Royal Barry Wills Architects beginning in Sherwood Forest in the Town of Lynnfield. The project must incorporate MHC criteria and methodology, to current standards.

The consultant will develop a final list of specific properties and/or areas to be included in the survey in consultation with the Lynnfield Historical Commission.

V. PROPOSAL REQUIREMENTS

An applicant qualifications statement, including professional qualifications and work experience attesting to capacity to perform the required work. Include resume, detailing academic and professional work experience attesting to capacity to perform the required work.

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 full-time experience in an area relevant to the project; or a Master's degree in any of the above- mentioned areas.

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 client reference list, with names, addresses, telephone numbers, and email addresses (if available) especially for clients for whom the proposer has performed similar services.

The selection of the consultant will be based upon the professional qualifications, past performance records of similar projects, the content of the proposal and consideration of the Town's overall needs in terms of the project.

After review of the 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.

If the consultant needs or intends to sub-contract any work required in the scope of services, the sub-contractor must be identified.

The Town of Lynnfield assumes no responsibility and no liability for costs incurred relevant to the preparation and submission of the RFP by prospective consultants, or any other costs prior to issuance of a contract.

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 Selection Committee will then select the most overall advantageous proposal.

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 , 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, 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 – The proposer has limited experience in providing services related to the Town's requirements or with similar projects, 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 community's 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 stated 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: PROPOSAL SUBMISSION

Proposals will be received by Lynnfield Historical Commission Board Member Shelley Lynch until September 15, 2015, at 10:00AM. Proposals received after that date and time will be rejected.

The mailing address for proposals is:

Shelley Lynch
Lynnfield Historical Commission Board Member
40 Walnut Street
Lynnfield, MA 01940

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.

NAME AND ADDRESS OF BIDDER (STREET, CITY, STATE, ZIP)

SIGNATURE OF PERSON AUTHORIZED TO SIGN BID

TYPE OR PRINT SIGNER'S NAME

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.

Signature of individual signing bid or proposal: _____

Date: _____