



REQUEST FOR QUALIFICATIONS Historic Preservation Consultant

I. PROJECT SCHEDULE

<i>August 5, 2011</i>	RFQ published and advertised
<i>August 26, 2011 at 4pm</i>	<i>Deadline for submission of Qualifications Proposal</i>
<i>August 29, 2011 - September 9, 2011</i>	<i>Submittal of Qualifications Review</i>
<i>September 12 - 16, 2011</i>	<i>Consultant interviews</i> (Consultants will be assigned a specific time when notified of interviews)
<i>September 19 - 30, 2011</i>	<i>Consultant notification of pre-qualification</i> (All consultants submitting proposals will receive written notification of status)

Any addendums to this RFQ and a copy of all questions and responses will be posted to the Commission's web site at <http://www.nrpcvt.com/rfps.html>. Consultants wishing to receive email notification when postings are made should send a staff name, company name, and email address to astori@nrpcvt.com with a subject line of "Historic Preservation Consultant RFQ Posting Notification."

Questions in writing may be sent via fax (802-527-2948) or email (astori@nrpcvt.com).

Qualification proposals must be clearly marked and be mailed to: Allison Stori, Regional Planner, Northwest Regional Planning Commission, 155 Lake Street, St. Albans, Vermont 05478. **Qualifications sent via fax or email will not be accepted, and proposals received after the deadline will not be considered.**

Qualified disadvantaged (DBE) and women-owned (WBE) businesses are encouraged to submit proposals.

II. INTRODUCTION

The Northwest Regional Planning Commission (NRPC) is seeking qualified historic preservation consultants to conduct an assessment, findings, and determination of effects for Section 106 Review reports. It is desired that this task be undertaken by a historic preservationist in consultation with an energy auditor. The purpose of this Request For Qualifications ("RFQ") is to provide NRPC with a consultant who will provide guidance and assistance with on-going energy efficiency retrofits and their impact on historic and potentially historic structures.

The buildings may be listed on the State or National Register of Historic places, eligible for listing, or distinguished as contributing buildings within a Historic Village District. The implementation of energy efficiency retrofits must consider the historic nature of the buildings. In addition, improvements must be designed to meet the review standards of Section 106 Review of the National Historic Preservation Act.

The NRPC encourages professionals of historic preservation or architectural historians, qualifications from individuals or teams, to apply.

The NRPC anticipates that 6 municipal buildings in Franklin and Grand Isle Counties will require Section 106 Review. Buildings will include town offices, town garages, libraries, and other public facilities.

This project is being funded by grants from the US Department of Energy and the Vermont Department of Public Service made available through the American Recovery and Reinvestment Act of 2009.

To determine which consultant from the qualified applications received will work on a specific project, the NRPC will consider the following: (1) the particular qualifications of each consultant as compared to the anticipated needs of the project; (2) the proximity of a consultant to the project location; and (3) the availability of the consultant.

III. SCOPE OF WORK

The consultant will be required to have available personnel who have been successful in the professional services and activities of consultant services. The professional firm selected shall provide assistance in conducting analysis, recommendations, correspondence, preparation of reports, presentation to groups or individuals as needed, and attendance at meetings as needed.

For each building they are assigned to, the selected consultant will complete the following tasks:

1. **Coordinate with NRPC staff.** Consultant will contact NRPC staff, prior to viewing the building with municipal staff, to receive information on description of proposed retrofits to building.
2. **Coordinate with the municipal representative.** The consultant will contact the municipal representative (names and phone numbers will be provided by the NRPC) to schedule viewing of the building. The consultant will meet with the municipal representative to tour the site, as appropriate.
3. **Summary of impact on historic integrity of the building.** Report that will support the Section 106 Review application process to include:
 - Summary and background on the historic nature of the building.
 - Potential effects on the assigned historic structure as a result of any of the proposed energy efficiency retrofits.
 - Description of each intended energy efficiency retrofit and how suggested improvement will or will not affect the integrity of the historic structure.
 - Notification and alternatives or suggested additional measures required if any energy improvements will require that other improvements be made to the building.
 - If any potential adverse impact is noted due to energy improvements, provide how improvement could be made that would mitigate any adverse impacts on the historic integrity of the building.
4. **Complete Section 106 Review & historic preservation letter report with determination of effect.** Submit completed report with findings directly to the Vermont Division for Historic Preservation with copy to the NRPC.

5. **Community Meeting, if applicable.** A community meeting with local or regional officials may be requested to share the results of the historic preservation findings and review recommendations.

STANDARDS AND DELIVERABLES

- A. All documents shall be provided in both paper and digital form in Microsoft Word, Excel or PDF format.
- B. All written reports and documents shall be double-sided where possible.
- C. Copies of all documents shall be provided to the NRPC no less than two weeks prior to any scheduled review or public discussion.
- D. All data, databases, reports, programs and materials, in digital and hard copy formats, created under this project shall become the joint property of the NRPC and the applicable funding agencies.
- E. Invoices shall be submitted no more than monthly **and all invoices must be accompanied by a progress report.**

IV. CONTENT AND ORGANIZATION OF PROPOSALS

Technical Proposal

Proposals should include and will be evaluated on the following information:

- A. Company and Contact Information:** Your company's basic information, including name, address, telephone number, fax number, website, and contact information for personnel assigned to the project.
- B. Company Qualifications:** Description of your firm's qualifications and experience, with emphasis on the evaluation criteria. Consultant/firm qualifications should include a description of the firm, including addresses of all offices proposed for involvement in this project, structure of the firm, size of the firm, number of years the firm has been in business, and whether the firm is a certified Minority Business Enterprises (MBE) and/or Women Business Enterprises (WBE).
- C. Scope of Services:** A description of the services your company would provide as part of a typical historic preservation analysis.
- D. Report Format:** Description of the historic preservation report your company will prepare and a sample report from a similar project that reflects what we can expect to receive from your company.
- E. Project Personnel:** Identify persons and sub-consultants who will be involved in the project and their respective roles and/or functions. The project manager and task leaders should be clearly identified.
- F. Personnel Qualifications:** Qualifications in the form of resumes for the project manager and all key personnel should be attached including education, professional licenses, registrations or certifications and relevant experience. Qualifications of sub-consultants shall also be provided.
- G. List of References:** Provide three (3) to five (5) references for which your company has provided services similar to those in your proposed Scope of Services. Please include a contact name, address, phone number and email address, if available.
- H. Forms.** Signed certificates of non-collusion and tax compliance, and a declaration of Minor Business Enterprise/Women's Business Enterprise (MBE/WBE). Required forms are provided in Attachments B.

Attachments other than requested above will not be considered as part of the evaluation process.

Cost Proposal

Cost proposals should be provided under separate cover, and clearly identified as such. Cost proposals should indicate the following:

1. A fee for completing Section 106 Review & historic preservation letter report.

2. An hourly rate for attending community meetings, if required.
3. Per unit cost of other expected expenses (materials, travel, etc.); and
4. Identify any overhead that will be charged on this contract.

PROPOSAL SUBMISSION REQUIREMENTS

All proposals submitted **must be double-sided** where possible, must be no longer than 5 double-sided pages (*not including required attachments*).

Three (3) hard copies of the proposal and one digital version (on CD or via email) should be submitted to:

Allison Stori
Regional Planner
Northwest Regional Planning Commission
155 Lake Street
St. Albans, VT 05478

Proposals received after the above time and date will not be considered.

All proposals upon submission become the property of the NRPC. The expense of preparing, submitting, and presenting a proposal is the sole responsibility of the consultant. **The NRPC retains the right to reject any and all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFQ as in the best interest of the NRPC. This solicitation in no way obligates the NRPC to prequalify consultants or to award a contract to individual consultants.**

EVALUATION CRITERIA

A selection committee consisting of project partners will evaluate each proposal and associated cost estimate. Evaluation criteria will include:

- Prior experience and completion of similar work by the consultant
- Documented areas of expertise and qualifications of consultant
- Understanding of work to be performed
- Ability to meet deadlines
- Written presentation
- Availability/accessibility
- Cost
- Proven reliability (references)

V. CONTRACT PROVISIONS

All consultants, and any sub-consultants, must comply with any and all applicable laws, statutes, ordinances, rules, regulations, and/or requirements of federal, state, and local governments and agencies thereof, which relate to or in any manner affect the performance of this agreement. Those requirements imposed upon the Northwest Regional Planning Commission as a pass-through recipient of grant funds are thereby passed along to the consultant and any sub-consultants. Consultants are advised to review the contract provisions of the Vermont Department of Public Service and the US Department of Energy in advance of submitting a proposal (see Attachments C and D).

Project will be completed through a "firm fixed-price" contract to cover the performance of all-eligible services, expenses, and materials. The amount and timing of payments will be determined during contract negotiations.

All rights, titles to and ownership of the data, material, and documentation resulting from this project and/or prepared for the Northwest Regional Planning Commission pursuant to this contract shall remain with the NRPC, the Vermont Department of Public Service, the US Department of Energy, and/or other applicable funding agency.

If personnel or sub-consultants assigned to work on this contract were not identified in the proposal originally submitted in response to the Request For Qualifications, the consultant must submit that person or sub-consultant's qualifications to the NRPC for review and approval in writing prior to their working on the contract. Failure to obtain pre-approval may result in disallowance of costs for that person/sub-consultant during the payment process.

All consultants and any sub-consultants must carry adequate insurance coverage. The Consultant shall, through its subcontracts, procure and maintain insurance during the term of this Agreement in the amounts and for the types of coverage indicated below.

With respect to all operations performed by the Consultant, contractors, agents or workers, the Consultant shall carry general liability and property damage insurance providing all major divisions of coverage. The policy shall be on an occurrence form and limits shall not be less than: General Liability coverage of \$1 million per occurrence and \$2 million in aggregate, motor vehicle liability coverage of \$1 million combined single limit, Workers Compensation coverage per State of Vermont for the benefit of all persons to be employed under this Agreement, including contractors, agents, or workers, and professional errors and omissions coverage of \$1 million.

Said insurance shall be maintained in full force and effect during the life of this Agreement and shall protect the Consultant, its employees, subcontractors, agents and representatives for personal injury and wrongful death, and for damages to property arising in any manner from the negligent or wrongful acts or failures to act of the Consultant, its employees, subcontractors, agents or representatives agents, or representatives in the performance of such work covered by this Agreement. Such insurance against legal liability shall be available so as to indemnify and save harmless the State of Vermont, the NRPC and other funding agencies as applicable, and any or all of the officers, agents, and employees thereof resulting out of or in the consequences of acts, or failures to act, on the part of the Consultant in the performance of work covered by this Agreement.

Certificates showing the Consultant is carrying the above-described insurance in at least the above specified minimum amounts with an insurance company or companies authorized to do business in the State of Vermont shall be furnished to the NRPC and its agent *by the insurance company* before commencement of the work and further provided that such policies of insurance shall be non-cancelable except after thirty days notice to the NRPC, such notice of cancellation to be sent by the party proposing cancellation by registered mail, postage prepaid, with a return receipt of the addressee requested.

All consultants and any sub-consultants must affirm being an equal opportunity employer. Consultant(s) shall further certify that it will comply with the provisions of the Americans with Disabilities Act. Disadvantaged Business Enterprises (DBE) are encouraged to apply.

The Northwest Regional Planning Commission is an Equal Opportunity Employer