

**City of Norwalk, Connecticut
Norwalk Redevelopment Agency**

REQUEST FOR PROPOSALS
Norwalk City-wide
Historic Properties Survey

Date of Advertisement:

MAY 26, 2023

PROPOSALS DUE:

FRIDAY, JULY 7, 2023, 4:00PM

Late Proposals Will Be Rejected

DELIVER COMPLETED SUBMISSIONS TO:

Jonathan Hopkins
Norwalk Redevelopment Agency
50 Washington Street, Suite 401E (mailbox #22)
Norwalk, CT 06854

For further information, please contact:
Jonathan Hopkins, Director of Program Development, City of Norwalk,
jhopkins@norwalkct.gov

**NORWALK REDEVELOPMENT AGENCY
50 WASHINGTON STREET, SUITE 401E, NORWALK, CT 06854**

REQUEST FOR PROPOSALS

**Norwalk City-wide
Historic Properties Survey**

I. INTRODUCTION

The Norwalk Redevelopment Agency (Agency) is seeking proposals from qualified historic preservation consultants to undertake a City-wide survey of cultural and architectural resources in the City of Norwalk. This Request for Proposals (RFP) stipulates the procedures and requirements to be used by the Agency in its selection for consulting services. The project will be divided into four phases to be completed over approximately an 11-month period:

- PHASE I – Development of methodology and initial identification of potential historic resources;
- PHASE II – Identification of properties to be surveyed and production of sample inventory forms;
- PHASE III – Production of complete draft inventory forms for review;
- PHASE IV – Production of final inventory forms, reports, data, and maps.

The Agency 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 members of the Norwalk Redevelopment Agency and reviewed/ranked using the Comparative Evaluation Criteria. Activities will commence immediately upon the Agency's selection of a proposal and issuance of a Notice to Proceed. Proposers must provide fee amounts and rates for these four tasks in their proposal.

All questions regarding this Request for Proposal must be received by the Agency no later than 4:00 PM on **Wednesday, June 21, 2023** and addressed to the attention of Jonathan Hopkins and may be e-mailed to jhopkins@norwalkct.gov with the subject line "RFP Historic Properties Survey". Responses will be posted online at norwalkredevelopmentagency.org/for-vendors no later than **Friday, June 23, 2023**.

II. PROJECT AREA

The project area will include the City of Norwalk, Connecticut (2020 population of 91,184 people; land area of 22.89 square miles).

III. PROJECT OBJECTIVES

In 1977, a local survey of historic resources in the center of South Norwalk was completed. This survey identified several hundred historic properties for listing on the Local Norwalk Historic Resources

Inventory. This survey also helped contribute to the creation of several National Historic Districts in South Norwalk.

In 2011, a local survey of historic resources in the center of Norwalk around Wall Street, West Avenue, and the Norwalk Green was completed. This survey also identified several hundred historic properties, many of which were previously designated as contributing to existing National Historic Districts.

As of 2023, Norwalk contains 25 National Register Historic Resources in the form of approximately 730 individual landmarks or contributing buildings to historic districts. In addition, the City of Norwalk has identified, surveyed, and listed more than 600 local historic resources on the Local Norwalk Historic Resources Inventory. There are approximately 17,000 buildings across Norwalk that are at least 50 years old (built prior to 1973), some of which may be historic, but have yet to be designated as such.

The purpose of the RFP is to solicit a historic properties surveyor to confirm the status of existing historic resources (whether intact, altered, demolished, etc.), update existing area narratives as needed, identify remaining undocumented historic resources throughout Norwalk (whether within areas previously surveyed in 1977 and 2011, or outside of previously surveyed areas), complete historic resource inventory forms for each property meeting the designated criteria, and compile data related to surveyed historic resources in a GIS-compatible format for future mapping.

See Attachment A for the complete Scope of Work.

IV. PROPOSAL REQUIREMENTS

Two (2) copies of the proposal must be furnished to the Norwalk Redevelopment Agency 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 full-time 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.
6. Proposal Signature Form (see Attachment C).

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 as unresponsive, and will not be afforded a complete review by the Selection Committee.

V. 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 Norwalk Redevelopment Agency.

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 Norwalk Redevelopment Agency-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 – The proposer has limited experience in providing services related to the 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 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 Connecticut 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.

VI. 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.

VII. PROJECT FEE

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.

VIII. PROJECT SCHEDULE (see Attachment A for description of work components; schedule and dates are approximate):

- PHASE I – Development of methodology and initial identification of potential historic resources – Friday, October 6, 2023;
- PHASE II – Identification of properties to be surveyed and production of sample inventory forms – Friday, December 8, 2023;
- PHASE III – Production of complete draft inventory forms for review – Friday, April 26, 2024;
- PHASE IV – Production of final inventory forms, reports, data, and maps – Friday, June 28, 2024

IX. PROPOSAL SUBMISSION

Proposals will be received at the Norwalk Redevelopment Agency office at 50 Washington Street, Suite 401E (mailbox #22), Norwalk, CT 06854 until Friday, July 7, 2023 at 4:00 pm. Proposals received after that date and time will be rejected.

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

**Jonathan Hopkins
Norwalk Redevelopment Agency
50 Washington Street Suite 401E (mailbox #22)
Norwalk, CT 06854**

Two (2) 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

**Norwalk City-wide
Historical Properties Survey**

Bidder's Name _____

The Price Proposal shall be submitted on the form furnished and sealed in a separate envelope marked:

Proposal Envelope B – Price Proposal

**Norwalk City-wide
Historic 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

City of Norwalk Historic Properties Survey

SCOPE OF WORK

PROJECT OBJECTIVES

The purpose of this project will be to undertake an intensive-level City-wide survey of cultural and architectural resources in the City of Norwalk. 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 City-wide survey to assess and document cultural and architectural resources, following professional best practices such as National Register Bulletin #24 (see Resources link at the end of the RFP);
- 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 the Norwalk Redevelopment Agency 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 City-wide survey shall incorporate criteria and methodology to current standards. (See Survey Technical Bulletin #1 (1993) and the methodology described in the 2011 Norwalk Historic Resources Inventory).

This criteria for conducting a City-wide survey is 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 City-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 City-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.

Existing survey forms, Local Historic Resources Inventories, and National and State Register nominations on file with the Norwalk Library, Norwalk Redevelopment Agency, and Norwalk Historical Commission will provide a preliminary framework and base of information for this analysis. Individual 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 city.

Phase Meetings:

The project consists of four phases. Project personnel, both the consultant and the project coordinator, will meet with Norwalk Redevelopment Agency staff virtually or in person at the Agency's office 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 City-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 1970. 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.

Individual Local Historic Resources Inventory nomination recommendations will be completed and submitted to Norwalk Redevelopment Agency in accordance with the survey guidelines set forth by the City of Norwalk and as recommended by Survey Technical Bulletin #24 (see Resources section at the end of the RFP). 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 (approx. 8 weeks)

Tasks:

- (Start-up meeting) Meet with local project coordinator (LPC) to discuss the scope and inventory methodology of the project and to assess the available documentary materials (Local Historic Commission (LHC) and Norwalk Library 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 city-based GIS data suitable for use in the project;
- Review existing inventory forms on file at the LHC, Norwalk Redevelopment Agency, and Norwalk Library;
- Conduct initial research and "windshield" reconnaissance survey to assess the potential historic value of Norwalk's approximately 17,000 buildings that are at least 50 years old;
- Develop criteria for selecting properties to be researched in the survey;
- Meet with LPC to review the products of Phase I and discuss outstanding issues related to the selection of properties in Phase II.

Products:

- Working maps and large scale base map(s) to be used to identify potential historic resources
- 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 to be completed by Friday, October 6, 2023

Phase II (approx. 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 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 8, 2023

Phase III (approx. 20 weeks)

Tasks:

- Conduct intensive research of properties selected for inventory
- Identify contexts for Local Historic Resources Inventory Listing;
- Prepare draft list of all areas and resources recommended for National Register nomination;
- Prepare inventory forms with photographs and property location maps.
- Submit draft inventory forms with photographs to Norwalk Redevelopment Agency and LHC for review and comment (comments to be incorporated during Phase IV).
- In consultation with LHC, Norwalk Redevelopment Agency and City of Norwalk staff, develop lettering and numbering system for inventoried properties.
- Meet with local project coordinator to review the draft survey forms and recommendations.

Products:

- Unnumbered complete draft inventory forms for recommended 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 (USB drive or email).
- Draft discussion of Local Historic Resources Inventory contexts and list of all areas and resources recommended for nomination to the Local Historic Resources Inventory.

Phase III will be completed by Friday April 26, 2024

Phase IV (approx. 8 weeks)

Tasks:

- Add inventory letters/numbers to forms, if these were not added in Phase III.
- Name MS Word files to conform to Norwalk Historical Commission file-naming convention.
- Prepare base map(s) identifying inventoried properties.
- Prepare street index of inventoried areas and properties.

Products:

- Hard-copy numbered Norwalk Historical Commission inventory forms for recommended properties (two sets with original photographic prints: one for Norwalk Redevelopment Agency 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 3½” x 5½” or 4” x 6” digitally produced ink jet prints using Norwalk Redevelopment Agency 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 Norwalk Redevelopment Agency and one for the LHC).
- Survey Final Report (four paginated, unbound copies (two for Norwalk Redevelopment Agency, 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. Further study recommendations; and
 5. Bibliography.
- USB Drive containing an MS Word file for each inventory form. Each Word file should conform to Norwalk Historical Commission file naming convention, and incorporate photograph(s) and map(s). The USB Drive should also include an MS Word version of the final survey report.
- A separate USB Drive containing high-resolution TIF or JPG images for surveyed properties, identified by street address, following Norwalk Historical Commission file naming convention for photographic images. Digital images must be a minimum of 1.0 megapixels in resolution.
- All digital files, data, and formatting submitted must also be compatible with GIS mapping.

**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 Norwalk Redevelopment Agency and LHC by Friday, June 28, 2024.

ATTACHMENT B

**Norwalk Redevelopment Agency
50 Washington Street, Suite 401E (mailbox #22)
Norwalk, CT 06854
Norwalk City-wide
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 City of Norwalk City-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: _____ (this may be presented as a fixed-rate per property)

Phase IV: _____

Note: Two (2) copies of proposal are to be submitted.

ATTACHMENT C

**Norwalk Redevelopment Agency
50 Washington Street, Suite 401E (mailbox #22)
Norwalk, CT 06854**

Norwalk City-wide 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. 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

Preliminary List of Resources for Reference

- [Downloadable link to:] [Connecticut State Historic Preservation Office List of Local, State, and National Historic Resources in Connecticut](#) (including approximately 730 properties in Norwalk)
- [Draft] [Compiled Norwalk Local, State, and Historic Resources](#) (including approximately 600 Local Norwalk Historic Resources Inventory Listed Properties not on the SHPO List)
- Samples from the 2011 Norwalk Historic Resources Inventory
 - [Inventory Report](#)
 - [Continuation Sheet](#)
 - [Example of a completed Historic Resources Inventory Nomination Form](#)
- [Existing Blank] [Historic Resources Inventory Nomination Form](#)
- [Survey Technical Bulletin #24](#) - Guidelines For Local Surveys: A Basis For Preservation Planning
- [Downloadable] [GIS Shapefiles of Norwalk's property lines](#) (as of 2018)