



Request for Proposals

Issue Date: December 15, 2023

Due Date: January 15, 2024

Contact: Jane Montanaro, Executive Director
Preservation Connecticut
940 Whitney Avenue
Hamden, CT 06517
203-562-6312
jmontanaro@preservationct.org

Overview

Preservation Connecticut is seeking a professional who meets or exceeds the professional qualifications listed under the Secretary of the Interior's Historic Preservation Professional Qualification Standards as expanded and revised in 1997 (62 CFR 33708, June 20) for the fields of Architectural History, Historic Preservation, or History to provide and curate content for a Preservation Toolkit as defined by the Connecticut General Assembly in [HB6595](#). Proposals shall be received by Jane Montanaro, who is the administrator for the funding for this project. Responses to the RFP must be emailed to the address provided. All submissions must be received by January 15, 2024. Preservation Connecticut is an equal opportunity employer to qualified individuals, regardless of race, color, religion, age, sex, marital status, civil union status, national origin, ancestry, disability including pregnancy, veteran's status, sexual orientation, genetic information, gender identity or expression, or any other characteristic protected by applicable state or federal law. This project is receiving funding from the State of Connecticut General Fund, as administered by the Department of Economic and Community Development, State Historic Preservation (SHPO).

Background

The mission of Preservation Connecticut is to preserve, protect and promote the sites and landscapes that contribute to the heritage and vitality of Connecticut's communities. As part of its mission, Preservation Connecticut maintains a website, www.preservationct.org.

Scope of Services

Preservation Connecticut is seeking a professional who meets or exceeds the professional qualifications under the Secretary of the Interior's Historic Preservation Professional Qualification Standards as expanded and revised in 1997 (62 CFR 33708, June 20) to write and curate content to develop a Preservation Toolkit for Preservation Connecticut's website.

The funding and contract for this project shall be managed by Preservation Connecticut in close coordination with SHPO.

Tasks and Deliverables

The consultant will work with Preservation Connecticut staff to develop content for a clear, engaging Preservation Toolkit to be housed on Preservation Connecticut's main website, www.preservationct.org. The goal of the toolkit is to provide stakeholders with step-by-step guidance for various situations related to historic preservation. Implementation of the toolkit will be completed by Preservation Connecticut's existing IT and marketing team. The consultant shall use the [Working Group Regarding the Protection and Preservation of Historic Properties Final Report](#) (Dated February 1, 2022) as the guide for developing the toolkit. Tasks include review of existing content on PCT website and SHPO website and developing a toolkit (with emphasis on scenarios) as a distinct section of the PCT website. PCT/SHPO can provide content and assistance with outreach and development of scenarios.

Proposal Requirements:

Contract period is February 1, 2024 - June 30, 2024

Contract Award

Preservation Connecticut reserves the right to award a contract in a manner deemed to be in their own best interests. Upon completing its evaluation of proposals and approval by SHPO, any proposer selected will be so notified and awarded an opportunity to negotiate a contract with Preservation Connecticut. Prior to execution, SHPO shall have the opportunity to review and approve the contract. Such negotiations may, but will not automatically, result in a contract. All unsuccessful proposers will be notified by e-mail or U.S. mail, at Preservation Connecticut's discretion, about the outcome of the evaluation and proposer selection process.

Amendment or Cancellation of the RFP

Preservation Connecticut reserves the right to cancel, amend, modify, or otherwise change this RFP at any time if it deems it to be in its best interest to do so. Implementation of a contract and start of the project is contingent upon timing and receipt of funding from the State of Connecticut.

Proposal Modifications and Expenses

No additions or changes to any proposal will be allowed after the proposal due date unless such modification is specifically requested by Preservation Connecticut. Preservation Connecticut, at its option, may seek proposer retraction and/or clarification of any discrepancy or contradiction found during its review of proposals. Proposers are responsible for all costs and expenses incurred in the preparation of proposals and for any subsequent work on the proposal that is required.

Payment Schedule

A payment schedule will be developed after the contract award and will be tied to the completion of specific project milestones. Proposers should include an anticipated payment schedule in their proposal.

Selection Criteria

A selection committee will review and rate all proposals. The following information, in addition to the requirements, terms and conditions identified throughout this RFP, will be considered as part of the

Selection process, and are listed in order of relative importance: Soundness of the proposal to meet the scope of work and produce the deliverables; Professional qualifications of staff; Demonstrated ability to manage and administer projects of this nature; References; Past experience.

Instructions to Proposers

Proposal Schedule Dates (Note: Preservation Connecticut may amend the schedule as needed.)

RFP Released: December 15, 2023

Deadline for Questions: January 5, 2024

Answers Released: January 10, 2024

Proposals Due: January 15, 2024

Interviews beginning: January 22, 2024

Proposer Selection: January 29, 2024

Start of Contract: February 1, 2024

Draft Product to SHPO and PCT for review: May 1st

Deliverables Due – to be determined in consultation with consultant.

Project Completion: June 30, 2024

Inquiry Period

Questions for the purpose of clarifying the RFP will only be accepted via email and must be submitted to Jane Montanaro, Preservation Connecticut at jmontanaro@preservationct.org, no later than the deadline noted above. Responses to inquiries will be sent within 48 hours.

Sealed Proposals

Proposals must be transmitted as a single, non-rewritable PDF named “[Consultant Name] RFP: Historic Preservation Toolkit.”

Submittal Requirements

Provide a project narrative that includes consultant name or firm and primary contact information; summary of qualifications, including resumes of key staff assigned to the contract, demonstrating capabilities relative to this project; brief business history outlining length of time in business; project timeline and breakdown of costs; work sample that demonstrates ability to complete work described; three references.

Insurance Requirements

Provide evidence of the following insurance coverages as applicable:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. Coverage shall include Premises and Operation, Independent Contractors, Product and Completed Operations and Contractual Liability. If a general aggregate is used, the general aggregate limit shall apply separately to the Agreement or the general aggregate limit shall be twice the occurrence limit.

2. Workers' Compensation and Employer's Liability: Statutory coverage in compliance with compensation laws of the State of Connecticut. Coverage shall include Employer's Liability with a minimum limit of \$100,000 each accident, and \$500,000 Disease – Policy limit, \$100,000 each employee.
3. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury. Coverage extends to owned, hired and non-owned automobiles. If the vendor/contractor does not own an automobile, but one is used in the execution of the contract, then only hired and non-owned coverage is required. If a vehicle is not used in the execution of the contract, then automobile coverage is not required. These coverages shall be maintained for the duration of the Project. The insurance certificate will name Preservation Connecticut as additionally insured on all certificates of insurance.

Value

The cost proposal should represent an understanding of the requirements of this RFP and the ability to perform the described tasks in an efficient and effective manner. The evaluation of the cost proposal will be based on the realism and completeness of the information provided in the response. A not-to-exceed maximum budget that includes all direct and indirect costs for each task shall be submitted. Preservation Connecticut has estimated that the cost of this contract should not exceed \$20,000, inclusive of all direct and indirect costs.

Delivery

Responses to the RFP must be emailed no later than January 15, 2024, at 5:00 p.m. Proposals received after the deadline will be rejected. It is the responsibility of the bidder to confirm receipt of the proposal.

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