

REQUEST FOR PROPOSALS
LANDSCAPE ARCHITECTURAL SERVICES
FOR DESIGN AND OVERSIGHT OF
SITE DEVELOPMENT AT
THE HISTORIC GREENLEAF HOUSE / LEFFINGWELL HOUSE MUSEUM CAMPUS
NORWICHTOWN, CT
PUBLICATION DATE: SEPTEMBER 20, 2024

EXECUTIVE SUMMARY

The Norwich Historical Society (NHS), in partnership with the Society of the Founders of Norwich (SFN), has received a Good to Great Grant, administered by CT DECD, for site design and development of the grounds connecting the Historic David Greenleaf House at 2 Town Street in Norwich, and the Leffingwell House Museum, 348 Washington Street, Norwichtown, CT. NHS/SFN desire to engage a landscape architect to provide site design and oversee the bidding and construction phases of the project which must be completed prior December 31, 2025.

PROJECT DESCRIPTION

The c. 1763 David Greenleaf House is located at 2 Town Street in Norwich, CT and is an eighteenth-century site located in the local Norwichtown Historic District and in the Norwichtown Village District. The house was originally built around 1763 by goldsmith David Greenleaf; the house passed to numerous other families before being purchased by the Society of the Founders of Norwich in 1999. The house was slated to be restored and remodeled, however, substantive work on the house and property was never finished. The David Greenleaf House was stood as a vacant and blighted building for several decades.

In 2018, SFN, owners and operators of the Leffingwell House Museum formed a partnership with the NHS with the goal of rehabilitating the c. 1763 David Greenleaf House into a multipurpose adjunct space to the Leffingwell House Museum located immediately next door. The 1675/1776 Leffingwell House Museum would serve as the "museum" space containing exhibition space, period rooms, and collections storage with the Greenleaf House serving as the "functional" space to be used for special events, rotating exhibitions, lectures and presentations, and administrative functions.

The structural stabilization, lower floor public program space, and exterior envelope rehabilitation of the Greenleaf House is nearing completion. Final site design and implementation will allow the lower level of the Greenleaf House to be used for its intended purpose while integrating the existing landscape of the adjacent Leffingwell House Museum into a cohesive campus.

PROJECT PROGRAM

The goal of the site development project is to provide safe, secure, accessible, multi-purpose outdoor space, walks, parking, landscaping, etc., that reinforces the Leffingwell House Museum / Greenleaf House Campus and its connection to the Norwichtown Historic District. The campus plan will also enhance teaching opportunities relating to indigenous site use, plantings, and surrounding viewsapes while incorporating development practices that minimize environmental impact. The following briefly outlines the program objectives.

1. Connect the existing access drive around the Leffingwell House Museum to the proposed parking area at the rear of the Greenleaf House;
2. Develop the parking area for multiple purposes;
 - a. Permanent HC parking (paved) relating to Greenleaf House lower-level public facilities;
 - b. Flexible level area (un-paved) suitable for vehicular parking, pop-up tents, event space, etc.
3. Incorporate an ADA compliant paved ramp/walk system that ties the parking area to the Greenleaf House lower-level public spaces;
4. Maximize the exterior space at the rear of the Greenleaf House lower-level for use as adjunct exhibition, education, welcome/initiation, café, etc. space;
5. Provide a pedestrian connection from the Greenleaf House lower level to the Leffingwell House Museum front lawn;
6. Integrate indigenous, low-impact, low-maintenance plantings that will help to stabilize the site, promote site security, limit/feature visual access to site elements, and mitigate/enhance new hardscape features.

AVAILABLE RESOURCES

The Norwich Historical Society will provide the Landscape Architect with the following resources, some of which are attached to this RFP.

1. Existing site survey;
2. Proposed site development plan (CAD) with topography;
3. Architectural drawings of the Greenleaf House;
4. Historical timeline with context and narrative history of site;
5. Available period photographs of site, buildings, structures, etc.

HISTORIC CONSIDERATIONS

This property is located in the Norwichtown Local Historic District and as such, any alterations or additions to exterior architectural features will need to be reviewed and approved by the Norwich Historic District Commission. Further, if the design diverges with the proposed site development plan previously approved by the State Historical Preservation Office (SHPO), the plan will need to be submitted to SHPO for review and approval. Any scope of work which

affects historic resources must meet the Secretary of the Interior's *Standards for the Treatment of Historic Resources*.

SCOPE OF WORK

The Landscape Architect (and their consultants as may be required) shall provide services to fulfill the following scope of work.

Pre-design Services

1. Meet with the Owner to review the project program, goals, budget and schedule;
2. Review existing documents relating to the site development and site history;
3. Develop a project schedule.

Design Development

1. Utilizing the proposed site plan as the basis for design, prepare design development level plans and specifications which address the project program;
2. Develop a probable cost of proposed construction;
3. Meet with the Owner to present the design development documents;
4. Revise the documents as required for consensus, and obtain sign-off to proceed to the Construction Documents phase.

Construction Documents

1. Prepare bid-ready plans and specifications;
2. Update the probable cost of construction;
3. Develop a schedule for bidding and construction.

Bidding

1. Review *CT DECD Bidding, Contracting and Construction Guidelines for State Programs*.
https://portal.ct.gov/-/media/decd/community-development/documents/construction_pm/2019-bidding-contracting--construction-guidelines.pdf
2. Prepare an Invitation to Bid and distribute to potential Bidders;
3. Conduct a pre-bid site walk for potential Bidders;
4. Receive and review Bids for compliance with Qualifications and Bidding Procedures;
5. Recommend a qualified Bidder to the Owner;
6. Prepare a Recommendation for Award Letter to the NHS;
7. Prepare a Notice to Award Letter to the Successful Contractor.

Construction Administration

1. Prepare the contract for construction contract between Owner and Contractor;

2. Facilitate a pre-construction meeting to ensure that all parties understand the schedule, rules of site use, building security, payment schedule, submittals, etc.;
3. Review submittals, shop drawings and material submittals required to ensure that the work will be carried out as specified;
4. Attend six site meetings at key benchmarks;
5. Review contractor's requests for payment;
6. Prepare final closeout documents as may be required by the funding source (anticipated as a compilation of all project documents and a Certificate of Substantial Completion).

PROJECT TIMELINE

This timeline is provided as an example of project chronology. The dates and intervals shown represent targets or guidelines for task completion.

September - November 2024- Go out to bid for Landscape Architectural Services. Site walk, Bids received, Landscape Architect selected, contract signed.

November 2024 – February 2025 – Design Phase.

March – April 2025 – Bidding Phase.

May – October 2025 – Construction Phase

November - December 2025 - Project Closeout.

CONTRACT PERIOD

The NHS anticipates that the successful proposer will commence work on or about November 1, 2024 and continue until the project is completed or no later than December 31, 2025. The contract may, upon mutual consent, be extended.

BIDDER QUALIFICATIONS

- Qualifying bidder must be a Landscape Architect (or firm) holding a current license to practice in the state of Connecticut;
- Qualifying bidders must have appropriate background and experience in the design of landscapes relating to historic resources;
- Qualifying bidder must demonstrate the ability to perform the work as required to meet funding deadlines;
- The Norwich Historical Society is an Affirmative Action and Equal Opportunity Employer. Minority and Women's Business Enterprises are encouraged to apply.

PROPOSAL FORMAT AND SUBMISSION

The proposal shall be submitted with the following material at a minimum:

- Firm overview and principal contact information;
- Professional qualifications/resumes of proposed staff to be assigned to the project;

- Evidence of successful performance of projects of similar scope;
- Client references (3) reflecting projects of similar scope;
- Proposed methodology and process;
- Proposed schedule of work;
- Fee proposal;
- Copy of current license to practice Landscape Architecture in CT;

SITE WALK

A site walk is scheduled for **Monday, September 30, 2024 at 10 AM**. Prospective Bidders are encouraged to attend. Additional site walks will not be arranged however the site is open to the public every day during daylight hours.

ADDENDA

All questions / clarifications relating to this RFP will be addressed when submitted in writing to: info@norwichhistoricalsociety.org by the close of business on **Monday, October 14, 2024**. An Addendum will be issued no later than noon, Wednesday, October 16, 2024 to all Bidders who have provided email addresses.

SUBMISSION DEADLINE

The due date for proposals is **4:00 P.M. Monday, October 21, 2024**. Proposals must be received via mail at the Norwich Historical Society, 69 East Town Street Norwich, CT 06360 or via email info@norwichhistoricalsociety.org (Subject line: Greenleaf / Leffingwell Landscape Architect RFP Response). Late submissions will not be accepted. No additions or changes to the original proposal will be allowed after submittal.

EVALUATION CRITERIA

Proposals submitted in response to this RFP will be evaluated based on the quality and the reasonableness of the responses. The evaluation panel will consist of NHS and SHPO staff, and consultants, who will evaluate the proposals based on, but not limited to, the following criteria:

1. Ability to provide services as outlined.
2. Experience of Professional Services with similar projects.
3. Professional background and qualifications of key employees assigned to the project.
4. Content of proposal.
5. Cost of services.
6. References.

TERMS & CONDITIONS

Any prospective Administrator must be willing to adhere to the following conditions and must positively certify to adhere to them in its proposal:

1. **Acceptances or Rejection by the State.** The State and the Norwich Historical Society reserves the right to accept or reject any or all proposals submitted for consideration under this RFP.
2. **Withdraw.** Any proposal may be withdrawn up until the date and time set above for the opening of the proposals. Any proposals not withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, to provide the services set forth in the proposal.
3. **Cost of RFP.** The cost of preparing and submitting a proposal is the responsibility of the Contractor and shall not be chargeable in any manner to the State or NHS.
4. **Conformance with Statutes.** Any contract awarded as a result of this RFP must be in full conformance with statutory requirements of the State of Connecticut and the Federal Government.
5. **Ownership of Proposals.** All materials are considered public information with the exception of personal and financial information. Following the execution of one or more contracts in connection with this RFP, proposals will be available for review upon request. All proposals in response to this RFP will be the sole property of the State and subject to the provisions of Connecticut's Freedom of Information Act, CGS §1-200 et seq.
6. **Stability of Proposed Prices.** Unless otherwise noted, all salaries and other budgetary information quoted shall be firm through execution of a contract and shall not be subject to increase during the period of such contract, unless agreed upon by both parties in writing.
7. **Oral Agreements.** No oral agreement or arrangement made with DECD or any DECD employee shall be binding on DECD.
8. **Amending or Canceling Requests.** The State reserves the right to amend or cancel this RFP.
9. **State's Clerical Errors in Awards.** The State reserves the right to correct inaccurate awards resulting from its clerical errors.
10. **Rejection of Qualified Proposals.** Proposals are subject to rejection in whole or in part if they limit or modify any of the terms, conditions and/or specifications of this RFP.
11. **Presentation of Supporting Evidence.** Any respondent, if requested, must be prepared to present evidence of experience, ability, service capacity, and financial standing.
12. **Changes to Proposal.** Except as otherwise permitted by DECD, no additions or changes to a proposal will be allowed after submittal.
13. **Collusion.** By responding, the respondent implicitly states that its proposal is not made in connection with any competing respondent submitting a separate response to this RFP and is in all respects fair and without collusion or fraud. It is further implied that the respondent did not participate in the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no employee of DECD participated directly or indirectly in the respondent's proposal preparation.
14. **Conflict of Interest.** The successful bidder is subject to certain conflict of interest requirements/restrictions.
15. **Right of State.** DECD reserves the right to modify or waive any requirement, condition or other term set forth in this RFP, to request additional information at any time from one or more respondents, to select any number of proposals submitted in response to the RFP or to reject any or all such proposals.

16. **Records Maintenance.** The client shall maintain all records of the selection proceedings in a safe and secure manner. Such records shall be made available to the Department of Economic and Community Development upon request.
17. **Insurance.** The project's Assistance Agreement between the DECD and the Grantee should be followed for insurance requirements. Contractor's Certificate of Insurance shall be required. State of Connecticut shall be listed as additionally insured under the following coverages:
 - a. Commercial General Liability - \$1M per occurrence
 - b. General Aggregate - \$2M
 - c. Umbrella Liability – If it is provided to the grantee.
 - d. Builder's Risk Insurance, when applicable, should be obtained either through the general contractor or construction manager. A copy of the Builder's Risk Certificate should be provided to DECD with the State of Connecticut listed as A.T.I.M.A.
 - e. The "Hold Harmless" Indemnification endorsement of the insurance shall include the interest of the Norwich Historical Society and the State of Connecticut. The Contractor and Subcontractors and other interests shall be so named.
 - f. An Affirmative Action/Equal Opportunity Employer. Minority/Women's Business Enterprises are encouraged to apply.

FINAL SELECTION AND NOTIFICATION OF AWARD

The committee shall select the firm, which in accordance with the selection criteria, is most qualified to perform the required design services. The selected respondent(s), if any, will receive a Notice of Award. The Notice may contain certain contingency requirements that must be satisfied within a designated time frame. Failure to comply with all provisions of the Notice of Award will disqualify that respondent and the award may be directed to another respondent. Those firms not selected shall be notified. The selected firm shall be requested to prepare and submit the applicable contract along with the required certificates of insurance. For architectural and engineering contracts, the contract form should be the current edition of the appropriate American Institute of Architects (AIA) document.

REVIEW OF CONTRACT

A copy of the fully executed contract and certificates of insurance shall be submitted to the Department of Economic and Community Development. DECD reserves the right to review professional services contracts prior to finalization. The DECD also reserves the right to review any subsequent amendments thereafter.

PRINCIPAL POINT OF CONTACTS

The Norwich Historical Society | 69 East Town St · Norwich, CT 06360 Phone: (860) 886-1776 · Email: info@norwichhistoricalsociety.org
Bill Champagne | Phone : 860-884-1311 | Email : billcrealestate@aol.com

CURRENT PHOTOGRAPHS



Image 1: David Greenleaf House with Leffingwell House Museum in the background, as seen from East Town Street.



Image 2: Leffingwell House Museum in the foreground with the Greenleaf House beyond. Photo taken from the perimeter access road at the rear of the property.



Image 3: The Greenleaf House / Leffingwell House Museum Campus view.