

REQUEST FOR PROPOSALS

FOR

REVOLUTIONARY WAR CAMPGROUND STUDY



Release Date: December 31, 2025

RFI Deadline: January 14, 2026

RFP Due Date: January 27, 2026

BID # 260016

REQUEST FOR PROPOSALS

**REVOLUTIONARY WAR
CAMPGROUND STUDY**

ALL QUESTIONS TO

RICK HYMAN
BUYER

All questions must be emailed to procurement@westhartfordct.gov prior to the established timeline for questions per these bidding documents.

REQUEST FOR PROPOSALS (RFP):
COMPREHENSIVE RESEARCH REPORT ON THE
REVOLUTIONARY WAR CAMPSITE
WEST HARTFORD, CT

INTRODUCTION

Property Information

The Revolutionary War Campsite (RWC) is a historic archaeological site in West Hartford. It was the site of a 1778 encampment of Continental Army soldiers during the American Revolutionary War and a hospital camp for a short time after. Listed on the National Register of Historic Places (NRHP) in 1986.

The Town of West Hartford is seeking proposals to engage a qualified historian to complete a comprehensive archival research report including documentary research in local, state and national archives. The completed report will serve as the basis for public history events, publications, historic markers, and school curriculum. The results of this project will also serve as a reference document for historic preservation efforts.

This project is made possible by a grant from the Community Investment Act administered by the State Historic Preservation Office (SHPO) of the Connecticut Department of Economic and Community Development (DECD).

Work must be done in accordance with SHPO standards and be prepared by a consultant or team that meets the federal qualifications standards under 36 CFR Part 61 for historian.

<https://www.nps.gov/articles/sec-standards-prof-quals.htm>

PROJECT OVERVIEW

The proposed project is a comprehensive archival research report on the Revolutionary War Camp Site, listed on the National Register of Historic Places (NRHP). The NRHP nomination is on file at the CTSHPO and the National Park Service, U.S. Dept of the Interior in Washington, DC. The camp site is listed as an archeological site. There are no standing structures. It was included in the American Battlefield Protection Program's *Report to Congress on the Historic Preservation of Revolutionary War and War of 1812 Sites in the United States*, 2007.

The RWC has often been mistakenly attributed to the Rochambeau March. There are three public and two private owners. The public owners include the Metropolitan District *Commission* (public water company), the State of Connecticut and the Town of West Hartford.

The site has not been the subject of in-depth, scholarly research in local, state and federal archives and repositories. The proposed project will produce a report that includes new information and analysis.

Project goals:

- complete new historical research in local, state and national archives.
- expand the understanding of the occupation of the camp site and the individual participants within the military units.
- identify the broad range of people from different racial, ethnic, and religious groups within the Town of West Hartford (the West Division of Hartford) that participated in supporting or opposing the war.
- examine the role of eighteenth- century townspeople, women, and families in supporting the camp and hospital.
- provide research that will be used in the future for appropriate signage/historical markers.
- produce a report that contributes to a more in-depth, inclusive understanding of the role of the site in Connecticut's colonial history and that of the American Revolution as well as to help to dispel myths and outdated perceptions.

Scope of Work:

- **Archival and Museum Collections Research**
The consultant will contact/visit appropriate local, state, and national repositories, to locate relevant information. Research materials shall include but is not limited to historic maps, letters, diaries, military histories, and journals. The time period to be researched is 1775-1780.
- **Final Report Preparation and Completion**
The final report prepared by the consultant will include:
 1. Title page with CTSHPO funding acknowledgement
 2. Letter from the Mayor of West Hartford
 3. Introduction
 4. Methodology
 5. List of archives/repositories/collections used
 6. Narrative history of the site with citations
 7. Bibliography
 8. Recommendations for additional/future research

A draft version will be circulated for review and comment. Once finalized, digital and four printed copies will be submitted to Town of West Hartford and CTSHPO.

Qualification Standards:

Work must be done in accordance with SHPO standards and be prepared by a consultant or team that meets the federal qualifications standards under 36 CFR Part 61 for historian.

<https://www.nps.gov/articles/sec-standards-prof-quals.htm>

Project Budget:

- The budget for this project is funded by the Community Investment Act of the State of Connecticut as administered by the Department of Economic and Community Development, State Historic Preservation Office (SHPO).
- The funding allotted for the services outlined in this RFP is \$20,000.

Deliverables:

The Town of West Hartford will require four (4) copies of a final report and electronic copies of all materials produced.

The State Historic Preservation Office will receive one electronic copy of the report. The product must also acknowledge the State Historic Preservation Office funding.

Inquiry Procedures

All questions regarding this RFP or the Town of West Hartford’s procurement process must be directed, in writing, to: procurement@westhartfordct.gov before the deadline specified in the Procurement Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally, neither in person nor over the telephone. All questions received before the deadline(s) will be answered. Questions deemed unrelated to the RFP or the procurement process will not be answered. At its discretion, the Town of West Hartford may or may not respond to questions received after the deadline. The Town of West Hartford may combine similar questions and give only one answer. All questions and answers will be compiled into a written amendment to this RFP. If any answer to any question constitutes a material change to the RFP, the question and answer will be placed at the beginning of the amendment and duly noted as such.

The Town of West Hartford will release the answers to questions on the date(s) established in the Procurement Schedule on the Town of West Hartford’s RFP webpage at: www.WestHartfordCT.gov/Bids. It is the respondent’s responsibility to check the website for addenda prior to submission of any proposal.

Procurement Schedule

Dates after the due date for proposals (“Proposals Due”) are non-binding target dates only (*). The Town of West Hartford may amend the schedule as needed.

- RFP Released: December 31, 2025
- Deadline for Questions: January 14, 2026

- Answers Released: January 20, 2026
- Proposals Due: January 27, 2026
- (*) Proposer Selection: January 30, 2026
- (*) Start of Contract: February 5, 2026

The consultant must be ready to commence project work within thirty (30) calendar days of the contract award. While it is expected that work will commence as soon as possible within the thirty (30) days, the Town of West Hartford reserves the right to extend the project start date within reason due to unforeseen circumstances.

The project shall be successfully completed within 9 months from the date of the execution of the contract between the Town of West Hartford and consultant unless the Town of West Hartford should agree to a request for the extension of time.

During the period from your organization's receipt of this Request for Proposals, and until a contract is awarded, your organization shall not contact any member of the Town of West Hartford or the State of Connecticut for additional information, except during the inquiry period and according to the manner described above.

Minimum Qualifications of Proposers

To qualify for a contract award, a proposer must have the following minimum qualifications:

- Qualifying bidders must meet minimum professional qualifications under the Secretary of the Interior's Historic Preservation Professional Qualification Standards as expanded and revised in 1997 (62 FR 33708, June 20) for the field of historian.
- Qualifying bidders must demonstrate specific work experience in completing similar projects.

Selection Criteria

- The selection for award will be based on the most responsible and qualified bidder. Responsibility will be evaluated based on the candidate's previous experience, qualifications of the bidder including quality of the proposal, references, quality of samples (previous work products), previous experience, and the ability to competently complete the work within the allotted budget and period of time. The proposer must be approved by the SHPO prior to award.
- Bidders are required to produce examples of similar work experience.

Proposal Requirements

Proposal must contain the following items:

1. **COVER SHEET** (*The Cover Sheet is Page 1 of the proposal*)

The proposer must develop a Cover Sheet that includes the information below. *Legal Name* is defined as the name of the provider or vendor submitting the proposal. *Contact Person* is defined as the individual who can provide additional information about the proposal or who has

immediate responsibility for the proposal. *Authorized Official* is defined as the individual empowered to submit a binding offer on behalf of the proposer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto.

- RFP Name or Number:
- Legal Name:
- Street Address:
- Town/City/State/Zip:
- Contact Person:
- Title:
- Phone Number:
- E-Mail Address:
- Authorized Official:
- Title:
- Signature:

2. CONTENTS OF PROPOSAL

- a. **Executive Summary** - Proposals must include a high-level summary of the main proposal and cost proposal. The summary must also include the organization's eligibility and qualifications to respond to this RFP and a brief overview of why the Respondent should be selected for the activities highlighted in the scope of services.
- b. **Main Proposal** - The proposal must include but is not limited to:
 - Individual and/or Firm Qualifications
 - Resumes

Staffing Expectations - Qualifying bidders must meet minimum professional qualifications under the Secretary of the Interior's Historic Preservation Professional Qualification Standards as expanded and revised in 1997 (62 FR 33708, June 20) in the fields of historian.

The Proposer must certify that the personnel identified in its response to the RFP will be the persons actually assigned to the project. Any additions, deletions, or changes in personnel assigned to the project must be approved by the Town of West Hartford in advance of their inclusion or exclusion, with the exception of personnel who have terminated employment. Replacements for personnel who have terminated employment are subject to approval by the Town of West Hartford and the CTSHPO. At its discretion, the Town of West Hartford may require removal and replacement of any of the Proposer's personnel who do not perform adequately on the project in the sole opinion of the Town of West Hartford, regardless of whether they were previously approved by the Town of West Hartford.

- Project Understanding/Methodology/Scope
1. *Start Date*
 2. *Timetable / Schedule*
 3. *Tasks, Deliverables*
 4. *Methodologies*

5. Measurable Objectives

- Relevant Project Experience - A copy of a similar product successfully completed by firm is preferred and can be sent separately by email to Official Contact
- References
- Fee Proposal
- Certificate of Insurance

The proposer shall maintain all required insurance in amounts, form, substance and quality acceptable to the Town, as described more fully in Appendix, attached hereto and made a part hereof. A certificate evidencing such insurance shall be delivered to the Official Contact.

All responses to the RFP must conform to the instructions. Proposals must be submitted digitally entitled: RFP-Comprehensive Research Report on the Revolutionary War Campsite-Town of West Hartford

The Town is requiring **Electronic Submission on the Town's bidding portal.** Electronic submissions are required by **2:00 pm on January 27, 2026.** In order to provide an electronic submission, you must be registered in our vendor database. Please see the vendor registration instructions. Once registered, you will gain access to the bid and the bid documents. Please follow the prompts when submitting your price structures. If you have questions regarding electronic submission, please do not hesitate to contact Rick Hyman via email at rick.hyman@westhartfordct.gov.

TERMS AND CONDITIONS

By submitting a proposal in response to this RFP, a proposer implicitly agrees to comply with the following terms and conditions:

1. Equal Opportunity and Affirmative Action. The Town of West Hartford is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The Town is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.
2. Preparation Expenses. The Town of West Hartford shall not assume any liability for expenses incurred by a proposer in preparing, submitting, or clarifying any proposal submitted in response to this RFP.
3. Proposed Costs. All proposed costs must be fixed throughout the entire term of the contract.
4. Changes to Proposal. No additions or changes to the original proposal will be allowed after submission.

5. Supplemental Information. Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by the Town of West Hartford. The Town of West Hartford may ask a proposer to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a proposal. Any such demonstration, interview, or oral presentation will be at a time selected and in a place provided by the Town of West Hartford. At its sole discretion, the Town of West Hartford may limit the number of proposers invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per proposer.
6. RFP Is Not An Offer. Neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of the Town of West Hartford or confer any rights on any proposer unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the proposer and the Town of West Hartford and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The Town of West Hartford shall assume no liability for costs incurred by the proposer or for payment of services under the terms of the contract until the successful proposer is notified that the contract has been accepted and approved by the Town of West Hartford.

RIGHTS RESERVED TO THE TOWN OF WEST HARTFORD

By submitting a proposal in response to this RFP, a proposer implicitly accepts that the following rights are reserved to the Town of West Hartford:

1. Timing Sequence. The timing and sequence of events associated with this RFP shall ultimately be determined by the Town of West Hartford.
2. Amending or Canceling RFP. The Town of West Hartford reserves the right to amend or cancel this RFP on any date and at any time, if the Town of West Hartford deems it to be necessary, appropriate, or otherwise in the best interests of the Town
3. No Acceptable Proposals. In the event that no acceptable proposals are submitted in response to this RFP, the Town of West Hartford may reopen the procurement process, if it is determined to be in the best interests of the Town of West Hartford.
4. Award and Rejection of Proposals. The Town of West Hartford reserves the right to award in part, to reject any and all proposals in whole or in part, for misrepresentation or if the proposal limits or modifies any of the terms, conditions, or specifications of this RFP. The Town of West Hartford may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the Town of West Hartford will be served. The Town of West Hartford reserves the right to reject the proposal of any proposer who submits a proposal after the submission date and time.
5. Sole Property of the Town of West Hartford. All proposals submitted in response to this RFP are to be the sole property of the Town of West Hartford. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the Town of West Hartford unless stated otherwise in this RFP or subsequent contract. The right to publish, distribute, or

disseminate any and all information or reports, or part thereof, shall accrue to the Town of West Hartford and the CTSHPPO without recourse.

6. Contract Negotiation. The Town of West Hartford reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The Town of West Hartford further reserves the right to contract with one or more proposers for such services.

7. Clerical Errors in Award. The Town of West Hartford reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a proposer and subsequently awarding the contract to another proposer. Such action on the part of the Town of West Hartford shall not constitute a breach of contract on the part of the Town since the contract with the initial proposer is deemed to be void *ab initio* and of no effect as if no contract ever existed between the Town of West Hartford and the proposer.

Vendor Registration in VSS in version 2021.2

Due to a system upgrade, the Town of West Hartford Munis Vendor Self Service website requires all users to re-register. Navigate to the Vendor Self Service site at this web address:

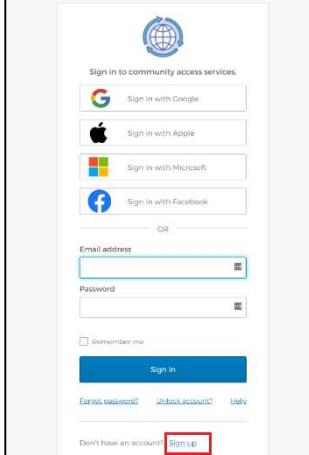
<https://selfservice.westhartfordct.gov/vss/>

1. Click Log in/Register

2. Click the “Sign Up” option at the bottom of the page. provide an email address, name and create a password.

3. Verify your VSS account by clicking “Activate Account” receive a confirmation email (it will have the message “Welcome to your Community Access account” in the

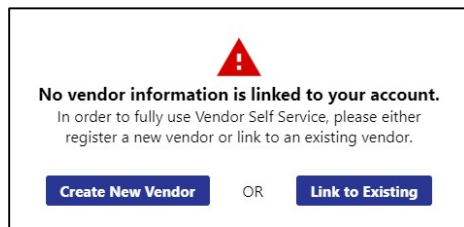
4. Return to the VSS web page and log in then choose “Create New Vendor” or “Link to Existing” (if already a with the Town of West Hartford)



Then

when you
header.)

either
vendor



5. Existing vendors must know their Town of West Hartford vendor number and their FID/SSN. Enter the information and click “Link to Existing”.

6. Complete the “User Contact Information” screen. This will link your information to your existing vendor account.

Appendix – Indemnification and Insurance Requirements

For purpose of this Exhibit, the term "Consultant" shall also include their respective agents, contractors of any tier, employees, representatives; and the term "Town of West Hartford and West Hartford Board of Education" (hereinafter called the "Town") shall include their respective agents, boards, commissions, contractors of any tier, counsel, directors, employees, officers and/or officials (appointed or elected), representatives and volunteers.

I. INDEMNIFICATION

To the fullest extent permitted by law, the Consultant agrees to indemnify and hold harmless the Town caused by any losses, liabilities, claims, lawsuits, damages, penalties, or fines, including but not limited to reasonable attorney fees, court costs, claim expenses, mediation and arbitration costs, arising out of the failure to render professional services, professional errors or omissions, noncompliance with applicable laws, statutes, codes, and regulations, negligence or wrongful act under scope of work for this Contract, in whole or in part, by the Consultant, Consultant's sub-consultant(s), or anyone for whose acts Consultant may be liable, or regardless of whether or not arising out of, in whole or in part, the negligence, errors or omissions of the Town unless such negligence, errors or omissions constitute gross negligence or intentional misconduct.

The Town reserves the right, but not the obligation, to participate in defense without relieving Consultant of any obligation hereunder. This indemnification shall survive the term of this Contract.

II. INSURANCE

SPECIAL ATTENTION IS CALLED TO THIS SECTION.

NOTE: CONSULTANTS ARE ENCOURAGED TO CONFER WITH THEIR INSURANCE CONSULTANT(S) TO ENSURE COMPLIANCE WITH THE FOLLOWING SPECIFICATIONS:

1. Consultant agrees at its sole expense to maintain on a primary basis, non-contributory basis during the life of any resulting contract or agreement the following insurance coverages, limits, including endorsements described herein. The requirements contained herein, as well as Town's review or acceptance of insurance maintained by Consultant is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Consultant under the Agreement. Any coverage maintained by the Town shall apply excess of, or contingent upon the absence of, insurance required or maintained by Consultant.
2. Additional Insured Endorsement. Consultant agrees to endorse the Town as an Additional Insured on all policies (with the exception of Worker's Compensation and Professional Liability) with the following, or similar endorsement providing equal or broader Additional Insured coverage, the CG 20 26 07 04, or CG 20 26 04 13, Additional Insured – Designated Person or Organization endorsement; or the CG 20 10 07 04, or CG 20 10 04 13, Additional Insured – Owners, Lessees, or Contractors endorsement, including the additional endorsement of GC 20 37 07 04, or GC 20 04 13, Additional Insured – Owners, Lessees, or Contractors Completed Operations. The name of the organization endorsed as Additional Insured for all endorsements shall read "Town of West Hartford, West Hartford Board of Education".
3. Commercial General Liability. Consultant agrees to maintain Commercial General Liability at a limit of liability not less than \$1,000,000.00 Each Occurrence, \$2,000,000 Annual Aggregate. Consultant agrees its coverage shall not contain any restrictive endorsement(s) excluding or limiting Product/Completed Operations, Independent Contractors, Broad Form Property Damage, X-C-U Coverage, Contractual Liability or Separation of Insureds.
4. Business Automobile Liability. Consultant agrees to maintain Business Automobile Liability at a limit of liability not less than \$1,000,000 Each Occurrence. Coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event Consultant does not own automobiles, Consultant agrees to

maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

5. **Umbrella or Excess Liability.** Consultant may satisfy the minimum liability limits required above for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. Consultant agrees to endorse Town as an "Additional Insured" on the Umbrella or Excess Liability, unless the Certificate of Insurance states the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.
6. **Professional Liability.** Consultant agrees to maintain Professional (Errors & Omissions) Liability at a limit of liability not less than \$1,000,000 Per Claim, \$2,000,000 Annual Aggregate, or a \$2,000,000 Combined Single Limit. For policies written on a "Claims-Made" basis, Consultant agrees to maintain a Retroactive Date prior to or equal to the effective date of any resulting contract or agreement. In the event the policy is cancelled, non-renewed, switched to an Occurrence Form, retroactive date advanced, or any other event triggering the right to purchase a Supplemental Extended Reporting Period (SERP) during the life of this Agreement, Consultant agrees to purchase a SERP with a minimum reporting period not less than three (3) years. The requirement to purchase a SERP shall not relieve Consultant of the obligation to provide replacement coverage.
7. **Worker's Compensation Insurance & Employers Liability.** Consultant agrees to maintain Worker's Compensation Insurance & Employers Liability in accordance with Connecticut Statutes Chapter 568, as amended. Policy shall include Employer's Liability with minimum limits of \$100,000 each accident, \$500,000 disease/policy limit, \$100,000 disease/each employee.
8. **Personal Property.** All personal property of the Consultant are the sole risk of the Consultant. The Consultant agrees to defend, hold harmless and indemnify the Town from any and all claims, compensation, costs, damages, fines, losses, payments, penalties of any kind, however caused, to any and all personal property belonging to the Consultant.
9. **Certificate(s) of Insurance.** Consultant agrees to provide Town a Certificate of Insurance evidencing that all coverages, limits and endorsements required herein are maintained and in full force and effect, and Certificates of Insurance shall provide a minimum thirty (30) day endeavor to notify, when a manuscript notice endorsement is available by Consultant's insurer. If the Consultant receives a non-renewal or cancellation notice from an insurance carrier affording coverage required herein, or receives notice that coverage no longer complies with the insurance requirements herein, Consultant agrees to notify the Town by mail, fax, or e-mail within five (5) business days with a copy of the non-renewal or cancellation notice, or written specifics as to which coverage is no longer in compliance. The Certificate Holder(s) address shall read:

Town of West Hartford
Attn: Risk Manager
50 South Main Street Room 221
West Hartford, CT 06107
Fax: 860-561-7499
RiskManagement@WestHartfordCT.gov

Failure to provide the required insurance, or to replace expired or terminated insurance, or to provide satisfactory certificates thereof, or to exhibit the policies if required, may, at the option of the Town, be held a willful violation of the Contract.

10. **Claims-made Form.** Insurance coverage written on a claims-made basis shall have a retroactive date that precedes the effective date of the underlying agreement. The Consultant shall maintain continuous coverage or obtain an extended reporting period in which to report claims following end of the underlying agreement, for a minimum of two (2) years, except as defined otherwise in this exhibit.

11. Waiver of Subrogation. Consultant agrees by entering into any resulting contract or agreement to a Waiver of Subrogation for each required policy herein. When required by the insurer, or should a policy condition not permit Consultant to enter into a pre-loss agreement to waive subrogation without an endorsement, then Consultant agrees to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which includes a condition specifically prohibiting such an endorsement, or voids coverage should Consultant enter into such an agreement on a pre-loss basis.
12. Right to Revise or Reject. Town reserves the right, but not the obligation, to revise any insurance requirement, not limited to limits, coverages and endorsements, or to reject any insurance policies which fail to meet the criteria stated herein. Additionally, Town reserves the right, but not the obligation, to review and reject any insurer providing coverage due to its poor financial condition or failure to operate legally.