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BUSH-HOLLEY HOUSE
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Request for Proposal (RFP) for Mechanical Systems & Perimeter Envelope Assessment Report for the Bush-Holley House



Date: November 10, 2026

Greenwich Historical Society
47 Strickland Road
Cos Cob, CT 06807

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Overview:

The Greenwich Historical Society (GHS) invites firms to submit a proposal in response to Request for Proposals Mechanical Systems & Perimeter Envelope Assessment Report for the Bush-Holley House #2026.1728.003.

The Greenwich Historical Society (GHS) is accepting proposals from firms or individuals with expertise in surveying and designing environmental upgrades for historic properties, particularly 18th century Connecticut houses, to conduct a Mechanical Systems & Perimeter Envelope Assessment of the c.1728 Bush-Holley House located at 47 Strickland Road, Cos Cob, CT, 06807. This Mechanical Systems & Perimeter Envelope Assessment of the Bush-Holley House is funded through a Good to Great Grant jointly administered by the Connecticut Department of Economic and Community Development and CT Humanities.

The purpose of this project is to conduct a mechanical systems & perimeter envelope assessment of the Bush-Holley House and to systematically document, analyze and evaluate the environmental systems and their impact to the structure. Project deliverable will be a plan for improving the environment in the building that takes into consideration long-term preservation needs that prioritize preservation and conservation of the building and collections and creates an environment for the comfort and safety of staff and visitors. The long-term objectives are to ensure that the Bush-Holley House remains structurally sound, that the building envelope and interior spaces are suitable for the preservation of collections on display and in storage, the house provides a safe space for staff and visitors and provide an improved environment within the building for the comfort and benefit of the collections and visitors. Assessment reports must include feasibility and possible recommendations for an HVAC system for the Bush-Holley House.

Inquiry Procedures:

All questions regarding this RFP or Greenwich Historical Society procurement process must be directed, in writing, electronically, (e-mail) to the Official Contact 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, Greenwich Historical Society may or may not respond to questions received after the deadline. Greenwich Historical Society 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.

Greenwich Historical Society will release the answers to questions on the date(s) established in the Procurement Schedule.

RFP Number: 2026-1728-001

Procurement Schedule:

Publication of RFP	November 13, 2026
Site Visit	November 30, 2026
Deadline for Submitting Questions	December 14, 2026
Response to Questions Released	December 21, 2026
Submission Deadline	January 8, 2027
Contract Awarded	February 8, 2027
Contracted Work Begins	February 8, 2027
Contracted Work Ends	April 30, 2027

On-site RFP site visit is provided, but not mandatory.

Official Contact: Emails can be sent to ghsrfp@greenwichhistory.org. No phone calls will be received.

Submission Guidelines:

Submissions are due January 8, 2027 by 5 p.m. Submissions may be sent via mail or email to ghsrfp@greenwichhistory.org. Proposals submitted after this day, and time will not be accepted.

The Greenwich Historical Society is an Equal Opportunity/Affirmative Action Employer.

Greenwich Historical Society reserves the right to reject any and all submissions or cancel this procurement at any time if deemed in the best interest of Greenwich Historical Society.

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Project Background:

The Greenwich Historical Society (GHS) has received a Good to Great Grant from the Connecticut Department of Economic and Community Development and CT Humanities. The goal of this grant is to investigate and recommend a plan for upgrading the heating system, installing air conditioning, humidification and dehumidification into the c. 1728 Bush-Holley House. Currently the house is heated by forced air. As part of this grant-funded project, a mechanical systems & perimeter envelope assessment of the Bush-Holley House is necessary to determine the current challenges, impact and areas for improvement of the current building environment and heating system, identify and prioritize necessary changes and improvement to the current heating system or a new system, and provide prioritized recommendations following best standards and practices, including the introduction of an HVAC system.

Organization Background:

The Greenwich Historical Society is an award-winning nationally accredited, 501(c)(3) nonprofit organization dedicated to preserving, interpreting, and showcasing the rich history and cultural heritage of Greenwich. Founded in 1931 and located in the National Historic Landmark Bush-Holley House since 1957, Greenwich Historical Society serves the community as a leading cultural, educational, and civic institution through exhibitions, archives, public programs, preservation initiatives, and community engagement.

Our campus also includes museum galleries, library and archives, museum store, and a community education center. The Historical Society educates thousands of schoolchildren each year and connects visitors to the history of this globally influential community through exhibitions, lectures, programs, and events. We receive no town funding and rely on donations and grants to continue our work in education and preservation.

The historic Bush-Holley House located along the Mianus River, is notable for its role during the American Revolution as the home of David Bush and for later serving as the boardinghouse for members of the Cos Cob art colony and one of the earliest sites connected to the origins of American Impressionism. Its landscape and gardens are restored based on documentation from the site's Impressionist era.

Documentation Sharing:

Once a contractor has been selected at the end of the RFP process, the Greenwich Historical Society will provide access to reports, blueprints, and photographs that

document the architectural and environmental history of Bush-Holley House. This includes any available documented environmental studies and data, original blueprints from the 1957 purchase of the Bush-Holley House, revised Historic Architectural Building Record (HABS) drawings, Historic Structure Report, dendrochronology report, reports from previous restorations, planned and implemented building restorations.

Scope of Work:

The scope of work is limited to the mechanical systems & perimeter envelope Assessment of the Bush-Holley House and a subsequent report with observations, recommendations and prioritizations.

- The consultant will work with representatives of GHS regarding the needs and goals of this project.

- A full examination and study of environmental factors and their impact on Bush-Holley House to include, but not limited to relative humidity, temperature, light exposure, air filtration and condensation.

- A full assessment of the building envelope to include, but not limited to evaluating leaks, ventilation, inventory of damp and dry spaces, identification of thermal impact on the building and specific areas.

- Provide a comprehensive report including observations with prioritized recommendations from most to least urgent; recommendations for other experts/consultants needed to assess mechanicals and other house systems; provide professional insight regarding the installation of an HVAC system in Bush-Holley House including any concerns and recommendations. Include recommendations for passive and active mitigation, targeted climate control, and cyclical maintenance.

The following services are excluded from this assessment:

- Identification or testing of hazardous materials.
- Testing and inspection of building mechanical systems.
- Cost estimates.

Proposal Submission:

Submissions may be sent via mail or email. Mailed proposal should be marked “BHH Condition Assessment.” Subject line for emailed proposals must read “BHH Condition Assessment.”

- Cover letter indicating interest in the project, name, title, address, phone number and email address.
- Inclusion of relevant experience and suitability to the project. Identify and provide examples.
- Describe your plan for accomplishing the work, amount of time preparing for site visit, number of days on site for assessment, and timeframe necessary for completing report.
- Budget and requested fee for services. Please indicate your professional fee, and any costs you anticipate with the project including hotel stays, travel and per diem expenses.
- Resume of individual/s who will be part of the project team and a description of each project team member, their role and qualifications.
- Contact information and summary for three references who can speak about similar work.
- Recommended treatments must meet the Secretary of the Interior's Standards for the treatment of historic properties and the procedures of the Department of Economic and Community Development (DECD), State Historic Preservation Office (SHPO). Methodology will follow guidelines of the Connecticut State Historic Preservation Office.

Proposal Selection Criteria:

Submissions will be evaluated and compared using the following criteria:

- Clarity of proposal and work plan.
- Budget and costs to conduct the assessment.
- Timeline.
- Understanding and experience working on the preservation of 18th century Connecticut architecture.
- Experience in conducting condition assessments of 18th century domestic architecture.
- Success in completing projects, including staying on workplan and budget.
- Experience working with similar organizations.
- Selected contractor must be able to begin the project within thirty calendar days of contract award. Greenwich Historical Society reserves the right to extend the project start date within reason due to unforeseen circumstances.
- All work and recommendations must meet the Secretary of the Interior's Standards for the Treatment of Historic Properties and be prepared by a consultant team that meets the federal qualifications standards under 36 CFR Part 61 for Historical Architect.

At the conclusion of the RFP process, the selected firm/individual will sign a contract that includes the terms described above and ….

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.** Greenwich Historical Society is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The State 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.** Greenwich Historical Society 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 through 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 for submission of proposals, unless specifically requested by Greenwich Historical Society. Greenwich Historical Society 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 Greenwich Historical Society. At its sole discretion, Greenwich Historical Society 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.
8. **RFP Is Not an Offer.** Neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of Greenwich Historical Society 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 Greenwich Historical Society and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. Greenwich Historical Society 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 Greenwich Historical Society.

RIGHTS RESERVED TO GREENWICH HISTORICAL SOCIETY:

By submitting a proposal in response to this RFP, a proposer implicitly accepts that the following rights are reserved to Greenwich Historical Society:

1. **Timing Sequence.** The timing and sequence of events associated with this RFP shall ultimately be determined by Greenwich Historical Society.
2. **Amending or Canceling RFP.** Greenwich Historical Society reserves the right to amend or cancel this RFP on any date and at any time, if Greenwich Historical Society deems it to be necessary, appropriate, or otherwise in the best interests of the State.
3. **No Acceptable Proposals.** In the event that no acceptable proposals are submitted in response to this RFP, Greenwich Historical Society may reopen the procurement process, if it is determined to be in the best interests of Greenwich Historical Society.
4. **Award and Rejection of Proposals.** Greenwich Historical Society 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. Greenwich Historical Society may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of Greenwich Historical Society will be served. Greenwich Historical Society reserves the right to reject the proposal of any proposer who submits a proposal after the submission date and time.
5. **Sole Property of Greenwich Historical Society.** All proposals submitted in response to this RFP are to be the sole property of Greenwich Historical Society. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of Greenwich Historical Society 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 Greenwich Historical Society and the SHPO without recourse.
6. **Contract Negotiation.** Greenwich Historical Society reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. Greenwich Historical Society further reserves the right to contract with one or more proposer for such services.
7. **Clerical Errors in Award.** Greenwich Historical Society 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 Greenwich Historical Society shall not constitute a breach of contract on the part of the State 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 Greenwich Historical Society and the proposer.