

Town of Rye, NH
Request for Proposals
National and NH Historic Registries Applications, Professional Consultant

SECTION I – INTRODUCTION

The Town of Rye, NH (Town) requests proposals for a consultant to research and write a nomination application for the National Registry of Historic Places for Rye Town Hall, located at 10 Central Road, Rye, NH, and a NH State Register of Historic Places application for the Second Parsonage located at 575 Washington Road, Rye, NH with the ultimate goal of qualifying it for the National Register, as well.

Both buildings are in the Rye Historic District. The Town Hall is listed on the NH State Register of Historic Places. The Second Parsonage is not. This project is being partially funded by the New Hampshire Division of Historic Resources, Certified Local Government Program (CLG).

SECTION II - SITE DESCRIPTION

Rye Town Hall

The Rye Town Hall was built as a Methodist Episcopal Church in 1839. In 1873 the town voted to buy the Methodist Church and it was dedicated as a town hall on November 19, 1873. In 1890 the town voted to put an addition on the back of the building with the same wood structure and a brick foundation. The building was used primarily for town meetings, plays and other gatherings well into the 20th century. Improvements for a kitchen on the first floor were made in April 1957 and another addition to the building was added to the 1890 addition to provide space for the Town Clerk, Town Treasurer and Tax Collector (who used to work out of their homes). This construction took place in 1974.

Rye Second Parsonage and Masonry Carriage House

The Second Parsonage is a 2 ½ story center chimney home which was framed in 1810. Reverend Huntington Porter resided there. In 1829 the town sold the building to John Tuck Rand. The Rand family donated part of the land for the new Rye Library in 1911. The Mildred Wilson family purchased the property in the 1940's and ran it as the "Parsonage Inn" and ran her antique shop on the site. In the late 20th century the Town of Rye acquired the property. It has been used for work-force housing for the past few decades but that use is being terminated within the year. A separate masonry carriage house has been converted to an apartment.

SECTION III – PROPOSAL CONTENT

- A. Transmittal Letter: Include the following: firm name, address, primary contact person with contact's phone number and email address.

- B. Introduction: Provide a synopsis of the firm's background, history, and services provided (including areas of expertise), and provide a statement indicating the firm's understanding of the project's objectives, scope and requirements.
- C. Project Approach and Schedule: Please give a detailed description of the proposed methodology, techniques, and procedures to be used in carrying out the components of the 'Scope of Work'. Note any suggested additions or deletions to the requested format. Include a timeline that identifies deliverables and includes estimated review time by CLG staff.
- D. Project Team and Qualifications: Please list the name, role and qualifications of each team member who will be assigned to perform work on this project, including any sub-consultants. Identify primary contact and each team member's role.
- E. References/Experience: Please list the client name, contact person, title of contact person, and telephone number of at least three clients for whom similar work has been performed in the past.
- F. Fee: The work will be performed on a fixed price basis. The Town will consider fees in its overall evaluation of the proposals. Please provide a not-to-exceed cost for all services including all fees and expenses necessary to complete the project scope.

SECTION IV - SCOPE OF WORK

The consultant is expected to produce and complete a competent National Registry Property Submission nomination including conducting all research and preparing the documentation and nomination materials as well as the maps and photographs and any other attachments. Files will be submitted by the consultant to the NH Division of Historic Resources for review and comment. The chosen consultant will be responsible for addressing and revising the document based on comments from the NH Division of Historic Resources and the Rye Historic District Commission.

Previous survey projects completed in this area will provide the prospective consultant with a base level of information about the project. Those include a Historic Structures Report for Town Hall and submittal documents for listing on the NH Registry of Historic Places.

In preparing a response to this RFP, the firm shall propose and describe the detailed Scope of Services for this specific project based on the list below:

- 1) Assess the required criteria for inclusion of these properties by these two registries, including survey, inventory and evaluation.
- 2) Attend an initial meeting with the Rye Historic District Commission to discuss these applications and the process to include the scope of work and timeline.
- 3) Research the history, architecture, archeology, engineering and culture of these sites as related to the necessary criteria for nomination to these registries.
- 4) Discuss, gain input and coordinate the nominations as needed with the Rye Historic District Commission and the NH Division of Historic Resources to insure completeness.
- 5) Prepare the draft nomination applications and submit them to the Rye Historic District Commission and the NH Division of Historic Resources for review and comment.

- 6) Prior to drafting the final report, it is expected the principal investigator will meet with the Rye Historic Commission to discuss their findings, recommendations and an outline of the report for consideration and review. The town may ask to meet with the consultant(s) at any time to review project process and status.
- 7) Present the final application at a Rye Historic District Commission.
- 8) Revise the application if required by the State and Federal entities.
- 9) Report Preparations: Final Report: The final report will be in the form of the completed nomination applications. If necessary, the consultant will prepare a written report describing any other issues, concerns, facts, etc. that may arise during this process and be of interest to the town.

SECTION V – PROJECT REQUIREMENTS

The nomination applications must be prepared by historic preservation professional and meet the National Park Service and NH Division of Historical Resources standards.

At least one member of the project team must meet the Secretary of the Interior’s “Professional Qualifications Standards” (36 CFR Part 61). The consultant or consultant team should have professional expertise in completing historical registry nomination submittals and related studies.

The successful proposer will need to be approved by the grantor, the NH Division of Historic Resources.

The completed application must address all of the criteria required by these two agencies. That information can be found on their websites.

<https://www.nh.gov/nhdhr/programs/survey.htm>

https://www.nps.gov/history/local-law/arch_stnds_9.htm

SECTION VI - INSURANCE CERTIFICATES

The consultant, at their cost, will be required to provide a certificate of liability insurance naming the Town of Rye as additional insured. The proposer must supply a current commercial general liability insurance certificate to the Town of Rye. The following shall be listed as a minimum before any work commences:

- Commercial General Liability Insurance, Limits:
- Each occurrence: \$1,000,000
- Damage to Premises: \$300,000
- Med Expenses: \$5,000
- Personal Injury: \$1,000,000
- General Aggregate: \$2,000,000
- Products-Comp/AGG: \$2,000,000
- Workers Compensation: \$1,000,000 per Occurrence
- Workers Compensation: \$1,000,000 per Employee

SECTION VII - RIGHT OF REFUSAL

The Town of Rye reserves the right to reject any or all proposals submitted. Submission of a proposal indicates acceptance by the firm of the conditions in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of Rye and the selected firm.

SECTION VIII - SELECTION PROCESS

Following review of proposals, one or more firms will be selected for further consideration. Selection will be based upon a combination of experience in regards to historic preservation and rehabilitation, qualifications, references and fee. These firms may be contacted for an interview with the town, scheduled for a date at mutually agreeable times. The Rye Historic District Commission will assess the responses and make a recommendation to the Board of Selectmen who are authorized to accept the successful proposal. The Town reserves the right to reject any or all proposals and to select the proposal deemed most appropriate for their needs.

SECTION IX - SUBMISSION:

All submissions should be clearly marked with the firm's name on the cover and be delivered to the Selectmen's Office – Rye Town Hall, 10 Central Road, Rye, NH 03870 **no later than 3:00 PM on Monday, September 30, 2019**. Proposals should be clearly marked **“Rye National and NH Historic Registries Applications Professional Consultant Services”**.

For additional information, questions or to schedule a site visit, contact Rye Historic District Commission Chair Mae Bradshaw by email at maebradshaw@comcast.net or by phone at (603) 964-3928. The town shall not be responsible for late mail deliveries and no Proposals shall be accepted if received after the time stipulated above. No facsimiles will be accepted. Any unopened Proposals shall be returned.