

# Town of Rye, NH

## REQUEST FOR PROPOSALS

### COMPLETION OF A HISTORIC DISTRICT AREA FORM FOR RYE TOWN CENTER

The Town of Rye, NH, requests interested historic preservation consultants submit proposals for the completion of a Historic District Area Form for Rye Town Center. A survey form is used to record and understand the appearance, history, and significance of a building, structure, site, object, district, or area prior to listing on the State or National Registers of Historic Places, for a historic resources survey or planning project, or for review and compliance purposes. The intent of the project is to document the existing properties in the Rye Center Historic District as well as the eight new proposed properties on Central Road adjacent to the Rye Town Center area.

Bidders submitting a proposal must meet the following qualifications:

- Bidders will be a 36 CFR 61 qualified consultant
- Bidders will have completed other New Hampshire Historic District Area Forms
- Bidders will be able to complete the initial survey by December 1, 2023, with a final report due by January 31, 2024. Final report shall be provided to the Town in both print and digital formats.

Bidders should provide a cost proposal that provides an itemization of proposed costs, broken down by the various work tasks associated with the work. The total cost for the work should be provided on a lump sum, not to exceed basis. The cost proposal shall identify the hourly rates for all personnel and consultants that will be working on the project and the expected number of hours of work needed for each task. Proposals should include a milestone billing schedule that acknowledges that the Town of Rye will hold 15% of the project funding until the final product has been reviewed and adopted. Cost proposals should identify the hourly rate for personnel associated with the work that may be considered optional or outside the scope of the engagement.

The Town of Rye will select one to three firms to be interviewed. The town will rank firms based on qualifications and past experience. The town may request and consider additional information of consultants beyond that sought in this RFP. The town may reject any or all bids for any reason. In evaluating bids, the town may waive any of the requirements or formalities set forth in this Request for Proposal that the town deems appropriate in its sole discretion. Upon final selection, the successful consultant will be sent a contract for execution in a form and containing such terms deemed suitable by the town's legal counsel. Consultant shall be required to sign said written contract with the town within seven (7) days from notification of selection. When the contract is executed by both parties, the consultant will be instructed to commence providing the work as outlined in the contract. All information, plans, documents, photos, and other materials of any kind acquired or developed by the consultant pursuant to this project shall be the property of the Town of Rye, NH.

The contract shall include the following: 1.The requirement for the consultant to maintain professional liability, worker's compensation, and motor vehicle insurance in an amount satisfactory to the Town and which covers assigned personnel who will be engaged the project, together with the requirement for consultant to provide a certificate of insurance, advance notice of cancellation, and the naming of the town as an additional insured; 2.An indemnification clause that indemnifies, protects, and holds the town harmless against the negligence and willful misconduct of the consultant, its employees, and subcontractors; 3.An acknowledgment that all work products used or created in conjunction with the services cover under this Agreement shall be the sole property of the Town of Rye, and that, in the event of cancellation or termination, such products will remain with the Town of Rye; 4.An acknowledgment

that the consultant will be compensated as an independent contractor and will be responsible for providing F.I.C.A., Worker's Compensation, Unemployment Compensation & Liability to all employees assigned to the project; and 5. Such other provisions as deemed necessary for the protection of the town's best interests.

A proposal including project understanding and project approach is required to be submitted. The Town of Rye intends to proceed under the Certified Local Government Grant Agreement, with funds provided by the New Hampshire Bureau of Historical Resources/Department of Natural & Cultural Resources. Proposals (3 copies and 1 electronic copy) must be received at the Selectmen's Office, 10 Central Road, Rye, NH 03870 no later than 4:00 p.m., Friday, September 15, 2023. Submittal must be in a sealed envelope plainly marked on the outside with project identification as follows: " RFP - Historic District Area Form".