



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## TOWN OF SIMSBURY REQUEST FOR QUALIFICATIONS EAST WEATOGUE HISTORIC DISTRICT HANDBOOK

The Town of Simsbury is soliciting a statement of qualifications from independent consultants with expertise in local historic districts, design guidelines, and local government procedures to provide an update to The Handbook of the Historic District Commission.

The Request for Qualifications (RFQ) is available online at: <https://www.simsbury-ct.gov/finance/pages/public-bids-and-rfp>

The Town of Simsbury reserves the right to accept or reject, without prejudice, any or all submissions or to waive any irregularities therein, or to accept the submission deemed to be in the best interest of Town of Simsbury.

Questions regarding this RFQ should be directed to Michael Glidden, Director of Planning and Community Development at [mglidden@simsburyct.gov](mailto:mglidden@simsburyct.gov). In order to receive consideration, all questions must be submitted by the close of business on **July 25, 2019**. A response to all relevant questions will be provided prior to the close of business on **August 1, 2019** via addendum that will be posted on the Town website at: <https://www.simsbury-ct.gov/finance/pages/public-bids-and-rfp>

Interested and qualified consultants are to send their statement of qualifications electronically to [tfitzgerald@simsbury-ct.gov](mailto:tfitzgerald@simsbury-ct.gov) with the subject line reading "East Weatogue Historic District Handbook Update RFQ". Only electronic copies will be accepted. Hard copies will not be considered. **Submissions must be received no later than 4:00pm on August 22, 2019.** No statement of qualifications will be accepted after the date and time specified.

Telephone (860) 658-3200  
Facsimile (860) 658-9467

*An Equal Opportunity Employer*  
[www.simsbury-ct.gov](http://www.simsbury-ct.gov)

8:30 - 7:00 Monday  
8:30 - 4:30 Tuesday through Thursday  
8:30 - 1:00 Friday

**TOWN OF SIMSBURY  
REQUEST FOR QUALIFICATIONS  
EAST WEATOGUE HISTORIC DISTRICT HANDBOOK UPDATE**

**1. Introduction, General Information**

The Town of Simsbury is requesting a statement of qualifications from independent consultants with expertise in historic district handbooks, design review guidelines, and local government procedures. This will be the first update to the handbook since the Historic District was established in 1986. The handbook was reprinted in 2004, but no substantive updates have been made to the document since its inception. The Historic District Commission has used its handbook to successfully review and enforce improvements to historic properties made by the property owners who live and work within the district's boundaries.

**2. Submission and Deadline**

Statement of qualifications must be received by **4:00 pm on Thursday, August 22, 2019**. Complete electronic statement of qualifications, clearly marked "East Weatogue Historic District Handbook Update," shall be sent to [tfitzgerald@simsbury-ct.gov](mailto:tfitzgerald@simsbury-ct.gov). Only electronic copies will be accepted. Hard copies will not be considered. No statement of qualifications will be accepted after this deadline.

Questions regarding this RFQ should be directed to Michael Glidden, Director of Planning and Community Development at [mglidden@simsbury-ct.gov](mailto:mglidden@simsbury-ct.gov). In order to receive consideration, all questions must be submitted by the close of business on **July 25, 2019**. A response to all relevant questions will be provided prior to the close of business on **August 1, 2019** via addendum that will be posted on the Town website at: <https://www.simsbury-ct.gov/finance/pages/public-bids-and-rfp>

**3. Background**

The Commission specifically is looking for a qualified consultant team to achieve the following goals:

1. The Historic District Commission would like to review and update the handbook in a comprehensive way to ensure that the guidelines are clear and consistent and that the process for seeking and gaining a Certificate of Appropriateness is clearly articulated for residents and in line with Connecticut State Statutes-Chapter 97a- Historic Districts and Historic Properties.
2. The Commission would like to update the map to show significant features as well as a clear boundary of the district.
4. The Commission would like to create an attractive electronic version of the handbook that is user friendly as well as a printed version for distribution.

5. The Commission would like to use the update to the handbook as an opportunity to involve district property owners in discussions about historic preservation and to educate them on the Commission's role in preserving the district.

#### 4. Qualifications

Consultants responding to this RFQ must demonstrate that the firm has expertise in the following areas:

- A minimum of five (5) or more years of continuous consulting experience focused on historic preservation and architectural history.
- The ability to evaluate National Register of Historic Places as well as experience with interpreting and applying the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- Experience with coordinating and working between multiple agencies to ensure coordination with and support by all parties as well as the ability to coordinate and facilitate public discussions.
- Demonstrated experience with local historic districts as defined by Connecticut General Statutes Chapter 97a is a plus, but is not considered essential.

#### 5. Proposals

The Town of Simsbury will not be liable for costs incurred in the preparation of the response to this RFQ or in connection with any presentation before the Town. Consultants shall submit the following as their statement of qualifications:

- **Letter of Transmittal** – A letter addressed to Maria Capriola, Town Manager, which includes a statement by the respondent accepting all terms and conditions contained in this RFQ. The letter should also include a brief discussion of the consultant's background, experience with local historic districts, and ability to perform this contract in accordance with the Scope of Services. The letter must be signed by the firm's authorized official. The letter must also provide the name, title, address, and telephone number for the person who may be contacted for the purpose of clarifying any information provided in the submission.
- **Project Understanding** – Statement regarding the firm's qualifications related specifically to the update to Simsbury's Handbook of the Historic District Commission and detail on the firm's understanding of the requirements presented in this RFQ.
- **Service and Staffing Plan** – Description of project approach/methodology, anticipated schedule with project milestones, and resumes of key personnel assigned to the project.

- **References** – Provide a minimum of three (3) references for which work of a similar scope was conducted. Include the names, titles, addresses and telephone numbers for individuals that the Town may contact.
- **Fee Proposal** – One cost proposal to include all elements of the work to be performed which will include the deliverable of an updated handbook. Please include the name, title, address, and telephone number for the individual with authority to negotiate and contractually bind the firm. The Town reserves the right to negotiate the fees and payment schedules with the selected consultant.

**6. Selection Criteria, Evaluation and Award**

The Town will evaluate submissions based on factors such as background and experience in providing similar services; the specific background, education, qualifications and relevant experience of key personnel to be assigned to the project; references; technical understanding of the scope of services to be provided; proposed schedule for project completion; proposed fees; and other relevant criteria. The Town reserves the right to award the work to a firm other than that with the lowest cost if it is in the best interests of the Town.

The Town reserves the right to reject any or all submissions or parts thereof for any reason, and to waive any informalities or minor inconsistencies with this RFQ. The Town anticipates inviting the firms with the most responsive submissions for an interview and detailed presentation before representatives from the Town. Following the interview process, the Town will award the contract to the firm it determines best qualified to perform the required services.

**7. Timeline**

The anticipated RFQ schedule is as follows:

RFQ Issued	July 8, 2019
Questions Due	July 25, 2019
Response to Questions Posted	August 1, 2019
Statement of Qualifications Due	August 22, 2019

It is anticipated that submissions will be reviewed and a candidate will be selected in the Fall of 2019.

The Town reserves the right to modify this timeline following receipt of RFQ responses.

**8. Insurance and Indemnification**

The selected firm will be required to furnish certificates of insurance, including general liability, umbrella liability, automobile, and workers compensation with the following minimum limits:

<u>General Liability:</u>	\$1,000,000
<u>Umbrella Liability:</u>	\$5,000,000
<u>Auto Liability:</u>	\$1,000,000
<u>Professional Liability:</u>	\$1,000,000

Worker's Compensation: Statutory  
Employer's Liability: \$1,000,000

Contractor coverage shall be primary and non-contributory. The Town of Simsbury shall be named as additional insured on the general liability, umbrella liability and automobile liability policies. Each policy shall include a waiver of subrogation in favor of the Town. All policies shall be kept in force throughout the duration of the project, with an extended reporting period of 36 months after the agreement terminates.

To the fullest extent permitted by law, the consultant shall indemnify, defend and hold harmless the Town of Simsbury and its agents and employees from and against all claims, damages, losses and expenses, including reasonable attorney's fees to the extent caused by the negligent acts, errors or omissions of the consultant, or those for whom the consultant is legally responsible in the performance of the work.