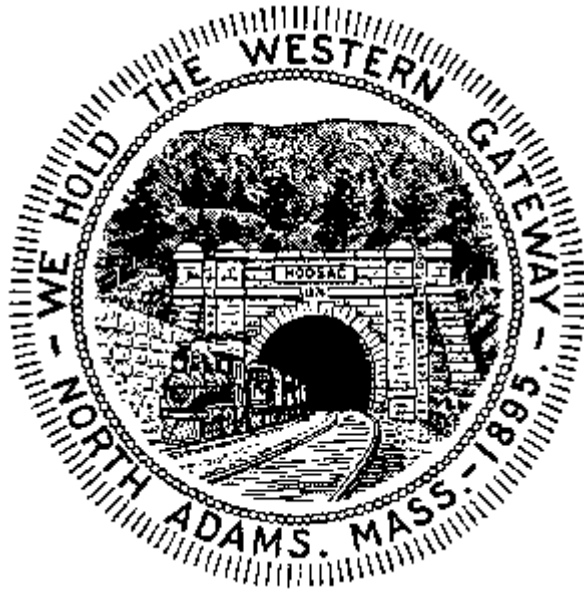


REQUEST FOR PROPOSALS

North Adams Historic Survey & Reuse Assessment Project

Bid No. NA-2015-007



CITY OF NORTH ADAMS – OFFICE OF COMMUNITY DEVELOPMENT

FY'14 CDBG/Mini-Entitlement Program

I. INTRODUCTION

The City of North Adams' original evaluation and survey of districts and properties was compiled by the firm of Herschensohn & Reed Associates of Ithaca, NY, whereby they conducted their work in the latter part of the 1970s. Their inventory report of December 1980, representative of just local property only, was reviewed and approved by the North Adams Historical Commission which provided the municipality a bona fide and quality historical and architectural inventory. Part of the initial survey work was assisted by the then Hoosuck Community Resources Corporation. At that time, the ascertainment of the dates of construction as to the buildings was found to be one of the more troublesome issues. In other areas, some note-worthy structures or buildings were simply overlooked, and some with not so much significance having been included during this first survey. In an effort to help rectify some of these earlier known issues, corrections were made by local historic commissioners in 1987. The City has recognized that with no major updating since that time, there is a significant need to conduct new surveys, update many existing ones, and through this work create a method for the public to electronically access the material. The firm of Gray & Pape, Inc. was contracted in late 2013 to conduct an architectural survey of 114 resources using the Massachusetts Historical Commission forms, most of which were either previously undocumented or merely listed as a contributing resource to an historic district, but not inventoried individually.

Of the many historical resources within the City of North Adams, its mills and churches play a significant role. The churches and their steeples are part of the community's heritage (one of the City's monikers is Steeple City), and the mills were integral to the development of the community. Much of the surrounding residential and commercial development can be connected to the mills and churches. As the City seeks to preserve its historic resources, it is important that they all have a vital and active role into the future. Unfortunately, due to decreasing congregation sizes and resulting parish consolidations, there are a number of churches which sit vacant or seriously underutilized. Most mills have now been closed for decades, with only marginal uses inside. Due to these circumstances, the physical properties continue to decay, leaving the historic elements seriously in jeopardy.

In May of 2014, the City of North Adams adopted its first comprehensive plan in over forty years, the *North Adams Vision 2030 Plan*. This document, which envisions where the community hopes to be in twenty years and provides the roadmap to get there, heavily emphasized the preservation of its historic resources, and called particular attention to continuing the update of its historic resource surveys and reuse of mills and churches. The City's historical resource survey work has been for a long time the foundation for its future preservation planning, and this reuse study will provide a valuable tool to entice future property developers and facilitate their investments for the advancement of these assets and the community as a whole.

Therefore, the City of North Adams (herein after known as City) is seeking proposals from qualified historic preservation consultants to perform a scope of work on a two-part preservation planning activity which will include: 1) the continuation of community-wide survey of cultural and architectural resource identification work within the community, and 2) a building reuse feasibility assessment of a selection of at-risk mills and churches. Interested proposers must possess a Bachelor's degree in Historic Preservation, Architectural History, History, Art History, or a closely related field, plus at least two years full-time experience in an area relevant to the project or a Master's degree in any of the above-mentioned areas. Firms must also be able to demonstrate that they meet all requirements as outlined in the balance of this RFP.

This project is being funded by the City's *FY'2014 Community Development Block Grant* from the U.S. Department of Housing & Urban Development, pursuant to Title I of the Housing & Community Development Act of 1974, through the State Department of Housing & Community Development.

II. SCOPE OF WORK

The project will be divided into three phases, to be completed over a 9-month period (it is the goal of the City to have all work products completed by 12/1/15):

PHASE I: *Inventory of priority resources types – 1) mills and churches, and 2) individual forms for historic districts with only area-wide forms.* Some mills and churches have been inventoried previously and will require an update, while others will require a new survey form to be completed in full. There are approximately twenty-five (25) buildings combined from these two resource categories. The historic building survey project will follow Massachusetts Historical Commission (MHC) survey standards, forms, and methodology.

PHASE II: *Reuse study of select mills and churches.* The consultant will develop a list of recommended mills and churches, between four and six of each, which are high priorities for a building reuse assessment along with their rationale for selecting each. The City, likely with the assistance of a committee, will narrow down the number of buildings to between two (2) and four (4) of each type for the reuse assessments. The primary goal of the study is to provide the City and future (or current) developers with preliminary information to help guide appropriate and efficient adaptive reuse strategies. Below are a series of questions the City wishes to have answered through this study process. They include:

- **WHAT DO WE HAVE?** Answering this question will likely require an architectural evaluation, site assessment, and eligibility for nomination to the National Register of Historic Places. This should be largely answered through the Phase I survey work.
- **WHAT NEW USES CAN IT HOUSE?** This should include a range of commercial, residential and mixed reuse options for the building and site.
- **HOW WILL THE BUILDING HAVE TO CHANGE?** Description of the internal architecture, external building modifications and site considerations to facilitate each new use suggested.
- **WHAT ARE THE BUILDING CODE IMPLICATIONS?** Identify the building code requirements triggered by each use/configuration.
- **WHAT ARE THE ASSOCIATED COSTS?** Prepare preliminary cost *ranges* required for each reuse identified based on level of architectural, site modifications required and upgrades to meet building code. The intent of this request is to learn the cursory cost estimates for each building based upon its overall square footage – not highly detailed cost estimates based upon what a definitive scope of work might entail.
- **WHAT TOOLS DO WE NEED TO HAVE IN PLACE?** Identify tools the City should have in place to facilitate reuse of these buildings. These include financial, regulatory, policy, public infrastructure etc., for example: Historical Reuse Bylaw, zoning modifications, parking considerations, and/or betterments.

The final products of this phase will be a written report of recommended reuse strategies for each identified building, and a one-page findings summary of each for use in promoting their development.

Please note: The Notre Dame Church and Rectory are the highest priority due to concurrent redevelopment efforts; they should be fast-tracked through this reuse study (Phase II) process.

PHASE III: *Updates to previous historic resource surveys and completion of new surveys.* At present, over 340 forms are beyond the preferred lifespan, most having been completed in the late 1970s, with some updated or corrected in the late 1980s. The committee will offer suggestions on the neighborhoods or resource types most preferred for updated forms, the consultant will then review these and develop a prioritized list based on a comparison of existing surveys with the current conditions.

III. PROPOSAL REQUIREMENTS

FORMAT: All proposals shall be on white, recyclable paper. Each proposal shall include, at a minimum, the following information:

- a. A brief, current resume of all personnel who will be directly involved in the project, including subcontractors and a staff organizational chart;
- b. A brief history of the firm's participation in similar projects and three (3) recent job references (client name, address and phone number);
- c. A detailed explanation of the approach that the firm would bring to the above outlined project "Phases", including any special skills, grant-related experience, and other services and how they can be applied to this project;
- d. An anticipated, date-specific schedule with deliverables for accomplishing the various items in the scope of services;
- e. A narrative discussing your approach and experience in associated project activities such as permitting, and/or any other environmental mitigating issue that may be needed.

SPECIAL CONDITIONS:

- a. All applicable State and Federal rules and regulations must be adhered to by the selected firm including stipulations on equal opportunity employment, affirmative action, nondiscrimination and record keeping;
- b. The City reserves the right to reject any and all proposals and to re-advertise as it deems necessary;
- c. Should the selected firm foresee the need for additional services, beyond those listed under Section II, *Scope of Work*, those services should be clearly delineated in a narrative and explained as to why there is the need for such extra services.

IV. EVALUATION CRITERIA

The City of North Adams will evaluate all proposals based on the following criteria:

- a. Experience, knowledge, and qualifications of personnel to be assigned to the project
- b. Previous experience and performance on similar projects, especially those that involve a project of this type and size, and type of anticipated project deliverables
- c. Previous experience and performance regarding quality of work, meeting schedules, and working with other governmental agencies such as the Massachusetts Historical Commission
- d. Reference checks (past experience of the firm with the City will be included in the evaluation process as applicable)
- e. Quality of proposal

V. INTERVIEWS

The Designer Selection Review Committee (DSRC) will review and rank all proposals using the criteria discussed above. Should the need for an interviewing phase arise if initial rankings cannot be accomplished by the DSRC, then a short list of firms for interview shall be established. Interview times will be coordinated and shall not exceed forty-five minutes, and will be conducted by the DSRC at City Hall. The design and purpose of the interview is to allow for the evaluation of personal styles of each firm's management and key personnel assigned to the project, and how well the firm matches up with the project evaluation criteria. Present at the interview should be the firm's key management representative plus key staff assigned to the project. After all interviews, the DSRC will then re-rank the firms and start fee negotiations as described in the next section for those firms that have not been eliminated.

VI. PROJECT FEE

Every proposal shall also include a separate and sealed envelope that contains their proposed fee for services pursuant to MGL Chapter 7. Therefore, all proposers must complete and include Attachment B (the sealed *Fee Proposal Form*) as enclosed herein that shall be completed in full pursuant to this RFP. The fee shall include all items for that task, and any other associated reimbursable type items such as prints, copies, mileage, photos, video, and any and all other such items that are needed to produce the final project deliverables. The top rated firm as discussed above will have their submitted sealed fee opened that shall be immediately reviewed by the DSRC in order to ascertain cost reasonableness. The DSRC may enter into further fee negotiations with the selected firm in order to achieve a reasonable fee, and if so, an award will be made and a contract entered into. If not, the second ranked firm will go through the same process, and until such time an award can be made with the remaining responsive proposals. If no successful fee can be negotiated, the City will procure with a new set of *RFP*'s.

In no instance, however, shall the total negotiated fee exceed the amount of \$65,000.00, as the City has established a budget not to exceed for this amount to cover the full *Scope of Work*. To reiterate, project fees must be provided for each of the three phases of work as described in Section II of this RFP. Fees shown shall include all costs and expenses (including materials, copying, mileage, photography, etc.) necessary to complete the scope of services.

VII. PROPOSAL SUBMISSION & REQUIRED FORMS

A total of five (5) sets, which includes the original plus four copies (along with the sealed fee envelope that shall accompany only the original copy) of the proposal shall be submitted to the Office of Community Development (OCD), Room # 213, City Hall - 10 Main Street, North Adams, MA 01247, Attn: Michael Nuvallie, Community Development Director, by **2:00 P.M. on Monday, April 27, 2015**.

All questions regarding this RFP may be directed to the attention of Michael Nuvallie who is serving as the project manager within the OCD. Questions may be e-mailed to him at ocd@northadams-ma.gov, and if e-mailed, the inquiry must be marked in the subject line *RFP for North Adams' Historic Survey & Reuse Assessment Project*. He may also be reached at 413-662-3000 (x-3227). Persons can also stop at the OCD at City Hall, Monday through Friday 8:00 AM to 4:30 PM (legal holidays excepted).

Please fill out the "Proposal Signature Form" on the next page.

Please also fill out the other required "Proposer Forms" as listed below that are subsequently included later in this packet submission.

- Exhibit B *Fee Proposal Form*
- Exhibit C *Tax Payment Certification Form*
- Exhibit D *Certification-Lobbying Form*
- Exhibit E *Affidavit of Compliance Form*
- Exhibit F *Non-Collusion Affidavit of Prime Proposer Form*
- Exhibit G *Certification-Debarment & Suspension Form*

Proposal Envelope A - Technical Proposal

North Adams Historic Survey & Reuse Assessment Project

Proposer's Name _____

The Price Proposal shall be submitted on the form furnished and sealed in a **separate** envelope marked:

Proposal Envelope B – Fee Proposal

North Adams Historic Survey & Reuse Assessment Project

Proposer's Name _____

NOTE: Price proposals must be kept entirely separate from technical proposals. Failure to follow this instruction will result in rejection of the proposal.

PROPOSAL SIGNATURE FORM

(This form to be filled out per below)

The undersigned, hereafter called the proposer, having fully familiarized him/herself with all of the related documents to this proposal request, hereby agrees and declares:

1. That prices inserted in the Price Proposal (Envelope B) cover all necessary expenses to fulfill the conditions of the contract within the time stated.
2. Pursuant to M. G. L. c. 62C, § 49A, the proposer hereby certifies that the proposer has filed all state tax returns and paid all state taxes required under law.
3. The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

The following items are to be completed by the Proposer, if applicable:

Our Company is: A Corporation _____
 A Partnership _____
 Individually Owned _____

Individual/Company Name: _____

Social Security or Federal Identification Number: _____

Signature of Individual or Authorized Official: _____

Address: _____

Telephone Numbers: _____

(office & fax numbers)

E-mail Address: _____

EXHIBIT "B"

FEE PROPOSAL FORM

North Adams Historic Survey & Planning Inventory Project

(To be submitted in Envelope B)

The undersigned hereby submits a price proposal to perform the services outlined in the *Request for Proposals* for the City of North Adams' *Historic Survey & Planning Inventory Project*.

Proposer: _____

Address: _____

The PROPOSER hereby pledges to deliver the complete scope of services required, for the rates and charges shown below:

Estimated cost to complete the project:

Phase I: _____

Phase II: _____

Phase III: _____

TOTAL COST: _____

[not to exceed Sixty Five thousand & 00.00 dollars (\$65,000.00)]

Note: One (1) original plus four (5) copies of this fee proposal are to be submitted.

EXHIBIT "C"

TAX PAYMENT CERTIFICATION

Chapter 233 (Section 35 and 36) of the Acts and Resolves of 1983 enacted the Revenue Enforcement and Protection Program effective July 1, 1983. One aspect of the law requires providers of goods and/or services to attest under the penalty of perjury that he is in compliance with all laws of the Commonwealth relating to taxes.

To comply with this requirement, please sign the form below and return.

Any person failing to sign the Attestation Clause shall not be allowed to obtain, renew, or extend a license, permit or contract.

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes required under the law.

Social Security Number or
Federal Identification Number

Signature of Individual or
Corporate Name

Date

by _____
Name

EXHIBIT "D"

CERTIFICATION - LOBBYING

The Undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Name, Title

Date

EXHIBIT "E"

AFFIDAVIT OF COMPLIANCE

_____ Massachusetts Corporation

_____ Foreign Corporation

_____ Non-profit Corporation

I, _____, Principal of _____, whose principal office is located at _____, do hereby certify that the above-named corporation has filed with the Commonwealth of Massachusetts' State Secretary all certificates and annual reports required by M.G.L. Chapter 1566B Section 109 and by Chapter 181 Section 4 (as applicable).

Signed under penalties of perjury this _____ day of _____, 20____.

Signature and title of responsible company officer:

Principal

Corporate Seal (Affix Below)

EXHIBIT "F"

NON-COLLUSION AFFIDAVIT OF PRIME PROPOSER

State of Massachusetts

County of Berkshire

_____, Principal, being first duly sworn, deposes and says that:

(1) He/She is President of _____, the Bidder that has submitted the attached Bid;

(2) He/She is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

(3) Such bid is genuine and is not a collusive or sham Bid;

(4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham Bid in connection with the Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached bid or of any other Bidder, or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any other Bidder or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of North Adams or any person interested in the proposed Contract; and

(5) This price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder, or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Signed) _____

(Title) President

On this ____ day of _____, 20____, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which were _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she/they signed it voluntarily for its stated purpose.

Notary Public

My commission expires _____

EXHIBIT "G"

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

(For Use in Procurement Contracts)

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation or act upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List (Tel: 617-565-5250).

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except of transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspensions and/or debarment.

A) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

B) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Witness

Name, Title

Date