

## REQUEST FOR PROPOSALS

**DATE ISSUED:** December 13, 2010

**SUBJECT:** Request for proposals to undertake a Comprehensive Statewide Historic Preservation Plan for the State Historic Preservation Office (SHPO), Historic Preservation and Museum Division of the Commission on Culture & Tourism (CCT) as required by Section 101 (b)(3)(c) of the National Preservation Act.

This Request for Proposal (RFP) is a solicitation for an intensive level planning document which will address all types of historic and cultural resources across the state and which will serve as a guide for planning and decision making by the State Historic Preservation Office and others throughout the state who affect these resources. The Comprehensive Statewide Historic Preservation Plan will develop a vision and goals for historic preservation throughout the State of Connecticut. The final report must conform to the Secretary of the Interior's Standards for Preservation Planning and the requirements stated in Chapter 6 of the Historic Preservation Fund Manual of the National Park Service, U.S. Dept. of the Interior. The project is to be completed and final products delivered on or before **June 30, 2011**.

The evaluation and award factors for this procurement are set forth in Part VIII of the RFP. Sealed proposals must be received by CCT at 1 Constitution Plaza, Second Floor, Hartford, Connecticut no later than **4:00 PM EST, January 17, 2011**.

The Commission on Culture & Tourism is an affirmative Action/Equal Opportunity Employer. Minority/Women's Business Enterprises are encouraged to apply.

Consultant or team shall include individuals that meet the Secretary of the Interior's Qualification Standards in archaeology, architectural history, history, historic architecture or historic preservation planning.

Cost: Contract shall not exceed \$75,000.

The Request for Proposal may be found on the State of Connecticut Portal at [http://www.das.state.ct.us/purchase/portal/portal\\_home.asp](http://www.das.state.ct.us/purchase/portal/portal_home.asp)

The State of Connecticut reserves the right to reject any or all bids.

Questions must be submitted in writing to David Bahlman, Deputy SHPO at: [david.bahlman@ct.gov](mailto:david.bahlman@ct.gov) or David Bahlman, Deputy State Historic Preservation Officer  
CT Commission on Culture & Tourism  
1 Constitution Plaza, 2<sup>nd</sup> Floor  
Hartford, CT 06103

Deadline for submitting questions is **4:00 pm on January 7, 2011**

## Questions & Answers

### **RFP for a Comprehensive Statewide Historic Preservation Plan**

1. Is it possible to obtain a copy of the last Connecticut Comprehensive Statewide Historic Preservation Plan (*Building Quality Communities: Historic Preservation in Connecticut*)?

***Building Quality Communities* may be found on the Commission on Culture & Tourism website, [www.cultureandtourism.org](http://www.cultureandtourism.org). Go to the Historic Preservation and Museum Division/ Listing of Current Historic Preservation and Museum Division Programs/ Historic Preservation Planning and click on *Building Quality Communities*.**

2. The RFP states that an archaeologist, architectural historian etc. **or** historic preservation planner meeting with NPS qualifications will be required for the project. I am writing to ask whether the participation of an historic preservation planner is required, not required, or strongly recommended.

**The requirement is that the consultant or team shall include individuals from any of the 5 professional areas cited: “Consultant or team shall include individuals that meet the Secretary of the Interior’s Qualification Standards in archaeology, architectural history, history, historic architecture or historic preservation planning”.**

3. Are there any recent changes in state policy or heritage tourism that might dramatically alter how the plan needs to be approached?

**Not at this time.**

4. In what format would the cultural resource database be provided for use on this project?

**There is not a single unified cultural resource database. Some records exist on paper, some in digital form, all located in the offices of the SHPO at One Constitution Plaza, Hartford.**

5. The deadline is January 17<sup>th</sup>, which is ML King Day. Will state offices be open or will the deadline be changed?

**The deadline remains January 17<sup>th</sup> at 4:00 p.m. Even though state offices will be officially closed on January 17th, CCT staff will be present to receive proposals.**

6. For the proposal, do you want three references or three actual letters of reference?

**“Three (3) letters of reference from recent clients”, as stated in the RFP.**

7. Can some of the required documentation such a W-9 forms etc. be placed in an appendices to the proposal rather [than] in the main section?

**Yes**

8. In regard to the current statewide preservation plan for Connecticut: a) how would you evaluate its effectiveness? b) what aspects of the plan remain valid c) which ones are less current?

**The current plan was written in 2005, and has proven to be very effective in promoting the implementation of its four goals. The passage of the Community Investment Act (also 2005) has particularly boosted the ability of the State to directly fund rehabilitation projects on historic properties owned by municipalities and not-for-profit organizations. All aspects of the plan remain valid. Much has been done to further the goals set forth in the document, but improved implementation of these goals continues.**

9. Are there other statewide plans that you believe represent a model?

**Many of the other statewide plans that we have reviewed present good models, but none are customized to the particulars of preservation in Connecticut.**

10. What are the key issues that you believe the plan should address?

**Key issues are set forth in the “Introduction” and “Scope of Work” contained in the RFP.**

11. The timeline is quite short. Can you comment on it?

**The completion date is keyed to the SHPO’s needs in implementing its programs and meeting the requirements of the National Park Service.**