

**REQUEST FOR PROPOSALS
TOWN OF HARTFORD
DEMOLITION STANDARDS FOR HISTORIC BUILDINGS
OCTOBER 5, 2020**

The Town of Hartford is seeking the services of a consultant to research examples of demolition standards for historic buildings within and outside of Vermont related to historic buildings, work with the Hartford Historic Preservation Commission, Planning Commission, town staff and the public and develop a draft demolition standards for Hartford. Funds for the project have been provided by the United States Department of the Interior, National Park Service, for the Certified Local Government Program of Vermont's annual program grant under the provisions of the National Historic Preservation Act of 1966 (P.L. 89-665), as amended.

About Hartford

Hartford consists of five villages (White River Junction, Hartford, Wilder, Quechee and West Hartford) and several smaller hamlets in the Upper Valley region. First chartered in 1761, Hartford has three major rivers (Connecticut, White and Ottauquechee) along with a rich mill history. In the 1840s the railroad arrived in White River Junction and it served a major railroad hub. Today, passenger and freight rail service continue and White River Junction has evolved into a vibrant arts center. With a population of approximately 10,000 residents, Hartford along with Hanover and Lebanon, New Hampshire serve as the core of the Upper Valley.

About the Hartford Historic Preservation Commission

Hartford became a Certified Local Government (CLG) in 1993 and the Hartford Historic Preservation Commission (HHPC) was formed shortly thereafter. Since then, the HHPC has used several historic preservation grants to prepare historic district nominations to the National Register of Historic Places for properties throughout the Town's many villages and hamlets. Currently, there are nine historic districts in Hartford that are listed on the National Register. The HHPC also has used CLG grants to conduct two Historic Sites and Structures Surveys (2013 and 2015), a town-wide inventory of agricultural buildings, historic district brochures, historic district signs, design plan and design guidelines for Downtown White River Junction, several oral history projects, cemetery research and most recently an Intensive Level Survey of a residential area that was developed between the early and middle twentieth century.

About the Project

With the exception of the Downtown White River Junction Design Review District, Hartford does not have any restrictions on the demolition of historic buildings. Over the last two decades, Hartford has lost several historic buildings to fire or demolition. The Hartford Historic Preservation Commission is deeply concerned about the loss of historic resources and would like to see the development of a demolition standards that includes a provision for a demolition permit for structures listed or eligible for listing on the National Register.

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Specifications of Work to be Completed

Grant funding will be used to hire a consultant to work with Town staff, Historic Preservation Commission, Planning Commission and the public to develop a draft demolition standards.

The following materials and work shall be furnished by the Consultant:

1. The Consultant will undertake research on demolition standards for historic buildings within and outside Vermont and present them to town staff, Hartford Historic Preservation Commission (HHPC) and Planning Commission.
2. With this information noted in #1 above, the Consultant will work with town staff, HHPC and Planning Commission to discuss the pros and cons of doing a separate ordinance or incorporate standards as part for the Zoning Regulations.
3. The Consultant will design and facilitate a series of remote workshops with staff, HHPC and Planning Commission as well as two remote community meetings and a remote Selectboard meeting.
4. The Consultant will prepare an agenda for each workshop.
5. Based on the what is the best approach for Hartford based on the workshops and community meetings, the consultant will provide a Draft Demolition Ordinance or amendment to Zoning Regulations.
6. The Consultant will provide regular updates to staff.
7. At the end of the project, the Consultant will provide to the Town and the Vermont Division for Historic Preservation a memory stick of all materials developed for the project.

The following materials and work shall be furnished by the Town:

1. The Town will provide the Consultant with files of the Town Plan and Zoning Regulations and other information requested by the consultant.
2. The Town will take care of workshop and meeting logistics such as promotion and scheduling.
3. Town staff will take minutes of the workshops, community meetings and the Selectboard Meeting.

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Schedule of Performance

The following is a proposed schedule. The consultant may modify the schedule, but due to grant requirements, the July 30, 2021 completion date may not be extended.

| DATE | Task/Product Completed |
|----------------------|--|
| 10/28/20 (3:00 p.m.) | Deadline for proposals |
| 10/28/20-11/2/20 | Review proposals |
| Week of 11/2/20 | If necessary, interview consultants remotely |
| Week of 11/9/20 | Select Consultant, check references & award project |
| Week of 11/16/20 | Contract prepared and signed |
| 11/30/20 | Remote meeting with the HHPC & staff |
| Nov. & Dec., 2020 | Consultant conducts research on demolition standards for historic buildings |
| December, 2020 | 1 st remote workshop with the HHPC, Planning Commission and staff to present examples of demolition standards for historic buildings and what is the best approach for Hartford |
| January, 2021 | 1 st remote community meeting to present options for demolition standards |
| February, 20/21 | 2 nd remote workshop with the consultant, staff, HHPC & Planning Commission to discuss options regarding demolition standards |
| March, 2021 | Consultant develops the draft demolition standards with input from Staff, HHPC and Planning Commission |
| April, 2021 | 2 nd remote community meeting to present draft demolition standards |
| May, 2021 | 3 rd remote workshop with the consultant, staff, HHPC & Planning Commission to discuss revisions to the draft demolition standards |
| May, 2021 | Revisions to the draft demolition standards |
| June, 2021 | Remote Selectboard Meeting to present draft demolition standards |
| July, 2021 | Revisions to draft demolition standards |
| 7/30/21 | Submission of the final draft demolition standards and materials to staff and the Vermont Division for Historic Preservation |

Consultant Professional Qualifications and Requirements

The Consultant selected for this work must:

1. Be an historic preservation or planning professional.
2. Have experience working with Town staff, commissions and the public.
3. Have knowledge of Vermont historic architecture and standards to protect them.
4. Have knowledge and familiarity with land use regulations and ordinances.
5. Comply with the provisions of 18 U.S.C. 1913 regarding lobbying with appropriated monies.
6. Comply with Title VI of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1975 prohibiting discrimination on the grounds of race, color or national origin, against people with handicaps, and on the basis of disability and age.

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7. Comply with all the requirements of Title 21 V.S.A., Chapter 5, and Subchapter 6 relating to fair employment practices to the extent applicable.
8. Comply with Federal requirements governing grants (Office of Management and Budget circulars A-87 or A-122, 43 CFR 12 or A-110, and A-128).
9. Hold the State of Vermont and the Town of Hartford and its officers and employees harmless from any damages to persons or property arising from any act, omission or action relating to this project.
10. Furnish periodic updates to the Town about progress of the project.
11. Promptly inform the Town of any significant problems, delays or adverse conditions.
12. **Insurance** - Prior to signing a contract with the Town of Hartford, the consultant must show evidence that he/she has the following insurance coverage through the term of this agreement:
 - Commercial General Liability: Commercial General Liability Insurance including but not limited to Bodily Injury, Personal/Advertising Injury, Broad Form Property Damage, Products and Completed Operations Liability and Contractual Liability with limits of, at minimal, \$1,000,000 Combined Single Limit for each occurrence. The CONSULTANT must list the TOWN as Additional Insured's on its Commercial General Liability Policy.
 - Workers' Compensation & Employers Liability: Worker's Compensation Insurance and Employers Liability Insurance with limits of, at minimal \$500,000 for any one occurrence.

Basis for Selection of Consultant

The consultant will be selected based upon the following criteria:

1. Demonstrated ability to carry out the project.
2. Quality of the proposal.
3. Prior experience/record of performance:
 - a. Resume.
 - b. Experience.
 - c. Research skills.
4. Availability/ability to work within time schedule.
5. Ability to work with Town staff, town commissions and the public.
6. Ability to comply with grant requirements.

Proposal Instructions

The deadline for submission of proposals is no later than Wednesday, October 28, 2020 at 3:00 p.m. Proposals submitted after this time and date will not be accepted.

E-mailed or fax submittals will not be accepted.

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Please submit six copies of the proposal along with resume, one work sample, a list of similar projects that the Consultant has worked on and a minimum of three references.

Proposals should address the "Specifications of Work to Be Completed" and "Basis for Selection" as specified in this RFP; and the method and procedure to be used to fulfill the requirements. The Consultant shall submit a cost proposal with a breakdown of hours by task. This will be a lump sum contract. The total budget for the project cannot exceed \$13,000. If the proposal exceeds \$13,000, the consultant shall select areas that will be eliminated from the scope of work.

Proposals shall have the following information clearly printed on the outside:

Hartford Demolition Standards for Historic Buildings
Town of Hartford
Town Manager's Office
171 Bridge Street
White River Junction, VT 05001

Limitations of Liability

The Town of Hartford assumes no responsibility and no liability for costs incurred by proposer in responding to this Request for Proposal, or in responding to any further request for interviews, additional data, etc. prior to the issuance of a contract.

Revisions to the Request for Proposals

The Town of Hartford reserves the right to modify any technical and submission requirements associated with this proposal and the scope of work.

Rejection of Proposals

The Town of Hartford reserves the right to reject any or all proposals or to award contracts in whole or in part if it is in the best interest of the Town.

Contacts For More Information

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