****

**TOWN OF HAMILTON**

**REQUEST FOR PROPOSALS**

**May 2019**

**SCOPE OF SERVICES**

**Design Guidelines for Hamilton Historic District**

**INTRODUCTION** – The Town of Hamilton is seeking qualified professional historic preservation consultation services to develop design guidelines for the Hamilton Historic District.

**QUALIFICATIONS** – Consultant qualifications shall include appropriate professionals to undertake the required work with staff who possess a minimum of ten years in professional historic preservation experience, preferably in the preparation of historic preservation design guidelines. Current references with up-to-date contact information shall be provided for three similar projects. Consultants will be asked to supply copies of similar work products to illustrate their experience.

**SCOPE** – Consultant shall prepare design guidelines for the Hamilton Historic District. The District consists of thirty three lots along a one mile stretch of Route 1A (Bay Road). The majority of the properties are residential and contain an historic structure. There are two homes that have been constructed since the district was established in 1973. Two lots contain the campus of the First Congregational Church of Hamilton. Three lots contain municipal uses, including Town Hall, the cemetery and a park. One lot is commercial and contains the post office as well as other uses. Four lots have never been developed and were recently created by two new subdivisions within the district.

The Consultant would also be required to prepare a procedural section for the guidelines which explains the process for review and submission requirements for review adhering to Massachusetts General Law.

The Consultant would also be required to prepare a short document to assist the Commission with their review under the provisions of the Hamilton Demolition Delay Bylaw.

**PUBLIC PARTICIPATION** – The selected consultant shall be required to engage the public, particularly residents of the Hamilton Historic District in the preparation of the Design Guidelines. The Consultant shall provide a proposed plan for outreach to the community and should recommend within their proposals the number of public presentations that they advise as appropriate. Power point presentations with hard copy handouts are preferred.

**WORK PRODUCT REVIEW** – Work products shall be prepared and reviewed with Town representatives at 25%, 75% and 95% before finalization. The consultant shall make modifications as directed by the Town. The project will commence with a meeting of the Hamilton Historic District Commission no sooner than July 11, 2019 and should be completed by March 31, 2020.

**MANNER OF SUBMISSION** – Work products shall be electronically submitted and in hard copy if so requested by Town staff. Final products shall be printed and in presentation form as well as electronically submitted and suitable for town website inclusion.

**INTELLECTUAL PROPERTY** – All work products resulting from this contract are the property of the Town of Hamilton.

**INFORMATIONAL SOURCES** – The consultant will be required to obtain and review available information, Town GIS resources, and others applicable sources as they pertain to the work, including state and federal sources.

**BUDGET** – The total NOT TO EXCEED contract shall be $15,000.

**CONTACT** – Dorr Fox, Hamilton Community Projects Coordinator

 Town Hall, 577 Bay Road

 Hamilton, MA 01936

 dfox@hamitonma.gov

**PROPOSAL SUMISSION DATE – June 5, 2019**

**SELECTION CRITERIA –** Proposals shall be prepared and submitted by each interested party which will form the basis for which firms or individuals are judged. The Town has prepared the following selection criteria for this qualifications based process.

1. **Minimum Evaluation Criteria -** In order to be considered, a Proposal shall comply with the requirements as mentioned in the sections above.

2. **Comparative Evaluation Criteria -** All responsive proposals will be judged against the **Comparative Evaluation Criteria** detailed below. The Town will rank each proposal as:

a. Highly Advantageous – the proposal exceeds the standards of the specific criterion;

b. Advantageous – the proposal fully satisfies the standards of the specific criterion;

c. Not Advantageous – the proposal does not fully satisfy the standards of the specific criterion, or is incomplete and/or unclear.

The Commission shall rate and rank each technical proposal meeting the Minimum Evaluation Criteria according to the Comparative Evaluation Criteria listed below. The Fee Proposal Forms will then be opened and reviewed. The Review Committee will then select the most overall advantageous proposal.

**2.1. QUALITY AND DEPTH OF WORK EXPERIENCE**

**Highly Advantageous** – The proposal demonstrates experience appropriate to the work described herein with a minimum of ten (10) or more similar projects.

**Advantageous** – The proposal does not meet the above category for highly advantageous, but demonstrates experience appropriate to the work described herein with five (5) similar projects.

**Not Advantageous** – The proposal demonstrates experience appropriate to the work described herein with less than three (3) similar projects.

**2.2. Qualifications of the Proposer**

**Highly Advantageous** – The resume(s) of the primary contact/project manager committed to undertaking the work demonstrate(s) that the proposer has superior training, educational background and work experience appropriate to the work described herein and all key work personnel demonstrate (s) professional experience well beyond the minimum requirements.

**Advantageous** – The resume(s) of the primary contact/project manager do/does not meet the preceding category for highly advantageous, but demonstrate(s) that proposer has adequate training, educational background and work experience appropriate to the work described herein and all key work personnel demonstrate(s) professional experience that meets or exceeds the minimum requirements.

**Not Advantageous** – The resume(s) of the primary contact/project manager does not demonstrate that the proposer has adequate training, educational background and work experience appropriate to the work described herein.

**2.3. Proponent’s Approach to Project** - Desirability of approach to the work, demonstrated understanding of the community’s needs, and proposer’s ability to undertake and complete this work in a timely manner.

**Highly Advantageous** – The proposal demonstrates a superior approach to the subject material and a superior understanding of the issues addressed by the work, as well as a time schedule that exceeds the work requirements. All references confirmed that proposer had met schedule expectations and delivered an “on-time” work.

**Advantageous** – The proposal does not meet the above category for highly advantageous, but demonstrates a good approach to the subject material and a good understanding of the issues addressed by the work, as well as a time schedule that meets the work requirements. All references confirmed that proposer had met schedule expectations and delivered an “on-time” work.

**Not Advantageous** – The proposal does not demonstrate a good approach to the subject material and a good understanding of the issues addressed by the work, and/or the proposal fails to indicate a time schedule that meets the work requirements, and/or at least one (1) reference indicated that proposer had been unable to meet the agreed-upon work schedule.

**2.4. Overall Quality of Client References**

**Highly Advantageous** – All references contacted spoke favorably of the work performed by the proposer and would use them again for similar work without hesitation.

**Not Advantageous** – One (1) or more reference stated that there had been significant difficulties with the proposer’s ability to deliver the contracted services and deliverables.

**2.5. Completeness and Quality of Proposal**

**Highly Advantageous** – The proposal is complete, concise, informative, and highly detailed. Proposal reflects that proposer is able to perform in a superior manner acceptable to the Town. Proposal demonstrates excellent communication and documentation skills.

**Advantageous** – The proposal does not meet the above criteria for highly advantageous, but the proposal is complete, informative, and meets criteria for responsiveness. The proposal demonstrates a good level of communication and documentation skills.

**Not Advantageous** – The proposal lacks a comprehensive approach, but meets criteria for responsiveness. Communication and documentation skills are not demonstrated. The proposal does not clearly indicate that the proposer is able to perform in a manner that is acceptable to the Town.