

TOWN OF LISBON  
Office of the First Selectman  
1 Newent Road  
Lisbon, Connecticut 06351

BURNHAM TAVERN CONDITIONS ASSESSMENT & REPORT  
REQUEST FOR PROPOSALS  
**April 16, 2015**

The Town of Lisbon (hereafter Town) is seeking proposals for consultant services for a Burnham Tavern Conditions Assessment Survey & Report (hereafter BTCAS&R). The Project is funded by grant funds from the Community Investment Act of the State of Connecticut as administered by the Department of Economic and Community Development, State Historic Preservation Office (SHPO). Work must be done in accordance with SHPO standards. Consultants must meet the professional qualification standards for historian or architectural historian of the National Park Service, Professional Minimum Qualification Standards 36 CFR 61 (available on line).

Sealed proposals must be received by May 15, 2015. The Town reserves the right to award in part, to reject any and all proposals in whole or in part, or waive technical defects, irregularities, and omissions if, in its judgment, the best interest of the Town will/will not be served.

The Request for Proposal (hereafter RFP) is available from:

Kenneth E. Mahler

Local Grant Coordinator, BTCAS&R

On behalf of:

Town of Lisbon

1 Newent Road

Lisbon, CT 06351

(860) 376-3400 (Town Offices)

(860) 376-2015 (Ken's home)

The Town and State of Connecticut is an Affirmative Action-Equal Opportunity Employer. Women and Minorities are encouraged to submit a proposal.

This Project received state funds from the Department of Economic and Community Development, State Historic Preservation Office. Regulations of the State of Connecticut prohibit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability.

**SELECTION CRITERIA:** The selection for award will be based on lowest responsible and qualified bidder. Responsibility will be evaluated based on the candidate's previous experience, qualifications, references, and the ability to competently complete the work within the allotted budget and period of time.

- Candidate must be a licensed structural engineer in Connecticut with 25+ years experience in 18<sup>th</sup> and 19<sup>th</sup> century historic building analysis, structural techniques, conservation, restoration and historic preservation.
- Candidate must also be experienced in structural assessment surveys and historic structures reports.
- The contract for the Project is not to exceed \$15,000, inclusive of all consultant time and expenses related to conducting the Project.

**DESCRIPTION OF PROJECT:** The Project goal of both the Town and the Lisbon Historical Society (hereafter LHS) is to assess the structure and historical integrity of the Burnham Tavern and to plan effectively for a future restoration plan, consistent with the future plan of use as defined by the Lisbon Historical Society. That document will be provided by the time of the final selection of the contractor. This plan should include creative ideas as to enhance possible uses for the structure, and recommendations, beyond the LHS plan for use. The Project should be structured so future structural contractors will be provided such items as load bearing of floors and walls, electrical and plumbing materials, mechanical needs and improvements necessary to conform with the building codes and safety aspects necessary to map the Burnham Tavern's goal as set forth. The Town, and the LHS will provide at its expense, such assistance as a working relationship with the Local Grant Coordinator (hereafter LGC), Town Offices for records search, the Project historian, and the carpenter now conducting emergency repair stabilization of the building.

The Town of Lisbon received funding for the Project through the CT DECD SHPO for a Survey and Planning Grant Pre-Development Study Conditions Assessment and Report of the 18<sup>th</sup> century Burnham Tavern, a municipally owned structure, leased to the LHS, and recently listed on the Connecticut State and National Register of Historic Places.

In December of 2012, the Town purchased the historic Burnham Tavern property (house, outbuildings, and approximately 129 acres), located at 223 South Burnham Highway on Connecticut State Route 169, a scenic byway. In July of 2013, the Town was awarded a 1:1 matching \$2500 Survey and Planning Grant for Planning and Pre-Development, Historic Designation Report. As a result of this grant, the Town consulted with historian Laurie P. Lamarre to complete the nomination of the Burnham Tavern to the State Register of Historic Places (June 2014). The final goal of both the Town and the LHS is to assess the structure and historical integrity of the Burnham Tavern to plan effectively for a future restoration plan. The unwritten long-term goal of the Burnham Tavern is for the building to be open to the public as a museum, and gathering point for special events that may yield some revenue for the upkeep and maintenance of this building and property.

The Tavern is in need of this assessment. The northeast corner of the building, and the entire front facing sill and outside walls show deterioration and are currently undergoing emergency stabilization repairs as recommended in a commissioned report by structural engineer James Norden, P.E. GNBC Consulting Engineers, P.C., Old Saybrook, CT. Mr. Norden's observations and recommendations supported the need for removal of compromised boards, timbers, sill, and repair of the compromised front. That report, and all repair update memos or reports available upon request. Mr. Norden also warned of further structural issues beyond the areas in plain sight.

The chosen Consultant is expected to coordinate efforts with the LGC, Kenneth E. Mahler, Treasurer and Chair of the Buildings and Grounds Committee, LHS.

**SCOPE OF WORK:** This BTCAS&R will allow the Town and the LHS to plan for a positive and well-informed impact in their local historic preservation effort to restore and stabilize the Burnham Tavern for the future of the local community and greater eastern Connecticut scenic region. BTCAS&R will be a comprehensive document performed and written to assess the Tavern's current, existing conditions, historic background, and may also require a site file review at the State Historic Preservation Office in Hartford, CT.

It will prioritize the work necessary to rehabilitate or restore the building and will also include cost estimates and/or a proposed budget. This report shall include a discussion on building materials, failure of those materials currently present, code violations, and future improvements for habitability and recommendations for ADA accessibility.

**DELIVERABLES:** The State Historic Preservation Office must receive 3 copies of any printed product. The printed product must also acknowledge SHPO per your contract. That acknowledgement must be written on the cover page and credit that office. The Town of Lisbon shall receive 2 copies of the final report.

**PROJECT TIMETABLE (Dates shown are latest, but work may be accomplished earlier).**

- The BYCAS&R must begin by June 15, 2015 and is to be completed with the finished product no later than August 20, 2015.
- May 15, 2015 10:00 am. RFP response deadline.
- May 15, 2015 10:00 am. RFP submissions to be opened by the First Selectman in open meeting with any interested party. Discussion & preliminary Selection of consultant for Project.
- May 20, 2015 Town, LHS, LGC, and State Historic Preservation Office (hereafter SHPO) shall confirm by phone acceptance of qualified consultant. Letter to finalist to follow
- June 1, 2015 – Initial kick-off meeting with consultant, LGC, Town and LHS. Review of existing State and National Register forms and GIS maps, including additional emergency repair underway on the Burnham Tavern, and site walk.
- August 10, 2015 The Town and the LHS review a draft of the survey in progress in hard copy paper form at no additional expense if electronic draft is not suitable as determined by LGC.
- August 20, 2015 – Final submission of completed Grant Pre-Development BTCAS&R to the LGC, Town and the LHS. All invoices and agreed sundry expenses are also to be submitted by this date.
- August 25, 2015 – Final Project Printed Report, and copies of any reimbursement invoices submitted, and payments to the contractor for Project submitted by LGC to DECD, SHPO, and State Local Government Grants Coordinator.
- **October 1, 2015 Grant deadline.** On this date the State of Connecticut, Department of Economic and Community Development, State Historic Preservation Office will have accepted the BTCAS&R and reimbursed the Town.

**LOCAL VISITS:** Interviews with prospective consultants will be scheduled by May 12, 2015, as deemed convenient with the LGC, and the prospective Proposer. Site visits may be scheduled at the same time for multiple prospective Proposers.

**REQUEST FOR PROPOSALS CONDITIONS:**

- All proposals in response to this RFP are to be the sole property of the Town and the SHPO.
- Proposers are encouraged not to include in their proposals any information that is proprietary.
- All materials associated with this procurement process are subject to the terms of State laws defining freedom of information and privacy and all rules, regulations and interpretations resulting from those laws.
- Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of the RFP is to be the sole property of the Town, and the SHPO.
- The LGC, Town and the LHS will ultimately determine Timing and sequence of events resulting from this RFP.
- The Proposer agrees that the proposal will remain valid for a period of 180 days after the deadline for submission and may be extended beyond that time by mutual agreement.
- The Town may amend or cancel this RFP, upon notification to the Proposers prior to the due date and time, if it deems it to be necessary, appropriate or otherwise in the best interest of the Town.
- Failure to acknowledge or recognize in the RFP the receipt of amendments, in accordance with the instructions contained in the amendments, may result in a proposal not being considered.
- The Proposer must certify that the personnel identified in its response to this RFP will be the persons actually assigned to the Project.
- The LGC, Town, and the LHS must approve any additions, deletions or changes in personnel assigned to the Project.
- The exception is personnel who have terminated employment. Replacements for personnel who have terminated employment are subject to approval by the LGC, Town, and the SHPO.
- At its discretion, the Town may require removal and replacement of any of the Proposer's personnel who do not perform adequately on the Project in the sole opinion of the Town as recommended by the LGC, regardless of whether they were previously approved.
- Any costs and expenses incurred by Proposers in preparing or submitting proposals are the sole responsibility of the Proposer.
- A Proposer must be prepared to present evidence of experience, ability, service facilities, and financial condition necessary to satisfactorily meet the requirements set forth or implied in the proposal.
- No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, the Town or Proposer may require clarification of proposals at the Proposer's sole cost and expense.
- Such changes to the RFP will be communicated to all Proposers before the closing deadline.

- Responsibility to conduct this BTCAS&R will be evaluated based on the Proposer's previous experience, and qualifications. They should include references, previous work products (samples), and evidence of the ability to complete the work within the allotted budget and period of time.
- Proposers may be asked to give demonstrations, interviews, presentations or further explanation to the RFP's Screening Committee.
- The Proposer represents and warrants that the proposal is not made in connection with any other Proposer and is in all respects fair and without collusion or fraud.
- The Proposer further represents and warrants that the Proposer did not participate in any part of the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no agent, representative or employee of the Town participated directly in the Proposer's proposal preparation.
- *The Proposer must accept that this document, with slight modification (i.e.: signature blocks, dates, etc.), will serve as a contract between the Town, and the Proposer selected for the BTCAS&R.* Such acceptance will avoid delays in the Project, and provide continuity with the conditions and requirements of this RFP.
- Such contract will represent the entire agreement between the Proposer and the Town and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties.
- The Town shall assume no liability for payment of services under the terms of the contract until the successful Proposer is notified that the contract has been accepted and approved by the Town and the SHPO.
- The contract may be amended only by means of a written instrument signed by the Town and the Proposer.
- The Town reserves the right to award in part, to reject any and all proposals in whole or in part for misrepresentation or if the Proposer is in default of any prior Town contract, or if the proposal limits or modifies any of the terms and conditions and/or specifications of the RFP.
- The Town also reserves the right to waive technical defect, irregularities and omissions for this RFP if, in its judgment, such items were caused by mistake and no malfeasance was intended, and the best interest of the Town of Lisbon will be served.
- The Town reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a Proposer and subsequently awarding the contract to another Proposer. Such action on the part of the Town of Lisbon shall not constitute a breach of contract on the part of the Town since the contract with the initial Proposer is deemed to be void *ab initio* and of no effect as if no contract ever existed between the Town and the Proposer.

#### **PAYMENT TABLE**

- 1/3 upon selection of Proposer and acceptance by the SHPO by the submission of an invoice to that effect.
- 1/3 upon the reading and acceptance of the first draft of the BTCAS&R and submission of an invoice to that effect.
- Final 1/3 upon Acceptance of the Survey by the Town of Lisbon, and the SHPO, and the submission of an invoice to that effect.

## **PROPOSAL REQUIREMENTS**

Proposals must

1. Be word processed;
2. Be printed on white paper
3. Use a font size of not less than 10 points.
4. All proposals must be submitted in sealed envelopes marked “RFP 2015 – Burnham Tavern Conditions Assessment & Plan” and may be mailed or hand delivered and addressed to

**Thomas Sparkman  
First Selectman  
Town of Lisbon  
1 Newent Rd  
Lisbon, Ct 06351**

*Proposals transmitted by Fax or Email will not be accepted or reviewed.*

Proposal must contain the following items

1. Resume
2. References-include three letters of reference from recent clients.
3. Provide the name, title, company address, and phone number for each reference.
4. Writing sample (an earlier Project of the type described in the RFP)
5. Written Affirmation that the Proposer has read and accepts the RFP’s conditions, agrees that this proposal will be deemed as the final contract between the parties, and the Town of compliance requirements in their entirety.

All responses to the RFP must conform to these instructions. Failure to include any required signatures; provide the required number of copies; or meet deadlines for submission; may result in rejection of the proposal.

Proposals must be received by 10:00AM, May 15, 2015.

Questions are to be in writing or email to: Kenneth E. Mahler, 1 Newent Road, Lisbon, CT 06351 or by e-mail to [kennethmahler@sbcglobal.net](mailto:kennethmahler@sbcglobal.net). Responses will be sent via e-mail to all interested persons. The First Selectman’s Office will be copied on all such questions and answers provided to or from the Local Grants Coordinator.