

# Historical Society of Old Newbury

## REQUEST FOR PROPOSALS

### Preservation Plan for the Laundry Yard and Courtyard at the Caleb Cushing House

DATE OF ISSUE:  
September 20, 2016

PROPOSALS DUE:  
October 19, 2016  
Late Proposals Will Be Rejected

BRIEFING DATE:  
September 26, 2016 at 10:30 a.m. and 2:00 p.m. & September 27 at 10:30 a.m.  
Cushing House  
98 High Street, Newburyport, MA 01950  
All interested parties are strongly urged to attend.

QUESTIONS:  
Any questions during the bid/proposal period may be addressed to:  
Susan C.S. Edwards, Local Project Coordinator  
Email at [sedwards@newburyhistory.org](mailto:sedwards@newburyhistory.org) with subject heading of *Cushing House Courtyard*

DELIVER COMPLETED SUBMISSIONS TO:  
Historical Society of Old Newbury  
98 High Street, Newburyport, MA 01950  
Email: [sedwards@newburyhistory.org](mailto:sedwards@newburyhistory.org)  
978-462-2681

This procurement is conducted in accordance with M.G. L. Chapter 30B.

## LEGAL NOTICE

### Historical Society of Old Newbury

The Historical Society of Old Newbury (HSON) is seeking proposals from individuals or teams of qualified landscape architects, architects, and archaeologists with proven expertise in preservation and planning for cultural historic landscapes. All work must comply with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*.

Sealed Proposals must be received at the HSON headquarters at 98 High Street, Newburyport, MA 01950 **on or before 10:00am Monday, October 17, 2016** at which time and place they will be opened for the following:

#### **Preservation Plan for the Cushing Laundry Yard and Courtyard**

The RFP award is made by the HSON and is subject to Board of Directors approval. The HSON reserves the right to reject any and all bids or to waive any informalities in the Proposal process, if deemed in the Society's best interest.

The RFP Documents containing scope of services, requirements, and conditions will be/are available upon request after **10:00am Tuesday, September 20, 2016** at the Society's headquarters, 98 High Street, Newburyport, MA 01950, 978-462-2681 or on-line at the Society's web site: [www.newburyhistory.org](http://www.newburyhistory.org)

Office hours: Tuesday – Friday 10:00 a.m. – 4:00 p.m.

Proposers must demonstrate the successful completion of at least three historic landscape plans for properties listed on the State Register of Historic Places in the last five years. Proposer's team must meet the following minimum qualifications:

- Bachelor's Degree in Landscape Architecture or Historic Preservation and ten years full-time experience in an area relevant to this project; or
- Master's Degree in Landscape Architecture or Historic Preservation and five years full-time experience in an area relevant to this project, and
- Licensed Architect or Licensed Landscape Architect, and
- Master's degree in Archaeology and at least one year of full-time professional experience in archaeology and at least four months supervised field and analytical experience.

**Historical Society of Old Newbury**

98 High Street, Newburyport, MA 01950

*REQUEST FOR PROPOSALS*

**Preservation Plan for the Laundry Yard and Courtyard at the Caleb Cushing House**

**I. INTRODUCTION**

A Preservation Plan for the laundry yard and the courtyard at the Caleb Cushing House will provide a comprehensive assessment, recommendations and plans for rehabilitation that will inform future work and will provide a basis for seeking funding for future preservation projects.

This property is listed in the State Register of Historic Places and the National Register of Historic Places and was designated a National Historic Landmark in 1974.

All work must be in compliance with the requirements of the Massachusetts Preservation Projects Fund grant program and comply with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. This project is subject to MHC Funding.

The Cushing House is located at 98 High Street on the corner of High and Fruit Streets in Newburyport. The property is also a contributing resource of the Fruit Street Historic District.

The property consists of a three-story brick Federal mansion-house constructed in 1808 for Captain William Hunt. Hunt was lost at sea and never saw the house completed. In 1818, Captain John Newmarch Cushing, shipmaster and merchant, purchased half of the large Federal home from Captain Hunt's widow. By 1823, Cushing owned the entire house and grounds, and for the next 132 years, the Cushing family called 98 High Street home.

In addition to the shipmasters and merchants that lived here, its most prominent resident was Caleb Cushing, a successful lawyer, politician and diplomat, serving as mayor of Newburyport, US Congressman for Massachusetts, Attorney General under President Franklin Pierce, Massachusetts Supreme Judicial Court justice, US Ambassador to China, and Minister to Spain. Here he entertained John Quincy Adams, Daniel Webster, Jefferson Davis, President Franklin Pierce, Adolphus W. Greely, literary luminaries, and artists.

The property was expanded in the 1860s by John Newmarch Cushing, Jr., and gardens were designed and redesigned over approximately 50 years. However few changes occurred to the courtyard and laundry yard between 1905 and the present.

The last Cushing to live in the house was 100 at her death in 1955 at which time no improvements had been made. When the Cushing heirs donated the property to the Historical

Society of Old Newbury (HSON) it was a stunning time capsule that had been well documented with family records. Against this historic backdrop, the stories of Newburyport unfold.

The property also includes a large early 19th century carriage house, restored formal garden, orchard, courtyard, laundry yard, and privy. At the rear of the property is the 1808 Jacob Perkins Engraving and Printing building, acquired by the HSON in 2007.

The cobbled court yard and the laundry yard are adjacent to the formal garden and have been unchanged since the 19<sup>th</sup> century. The privy and shed are intact. Fences create adjoining “rooms” for various activities. These areas provide access to the carriage barn, garden and Perkins Engraving building.

The Cushing House laundry yard and courtyard are a rare survival of a 19th century domestic landscape. There is excellent documentation of the courtyard as it existed in the 1830s based on photographs, site plans, and drawings prepared by the Historic American Buildings Survey (HABS) in 1936. As part of a National Historic Landmark property, it is important to retain the historic integrity and character of the landscapes surrounding the house and reflecting the period when the Cushing family lived here.

In addition to the HABS materials, there are archival materials in the HSON collections which help with documentation of the landscape.

The areas included in the proposed work include a combination of grass areas, brick paths, and river stones. Over time, both the brick paths and river stones have become uneven and currently present hazardous conditions for foot traffic. In addition, poor drainage further complicates use of these areas.

## **II. PROJECT AREA**

The project area includes the fenced laundry yard, cobbled courtyard and path leading to the Perkins building. It is identified on the Assessor’s map as parcel 14-52.

## **III. FUNDING SOURCE(S)**

The Project is being funded in part through a Massachusetts Historical Commission (MHC) Massachusetts Preservation Projects Fund grant, Round 22, and matching funds from the Historical Society of Old Newbury.

## **IV. PROJECT OBJECTIVES & SCHEDULE**

This Request for Proposals (RFP) stipulates the procedures and requirements to be used by the HSON in its selection of a landscape architect, preservation consultant, and/ architect for

design services to create plans for future rehabilitation of the area and providing barrier free access while maintaining original materials and the historic integrity of the project area.

- Phase One - Research using the archival collections of the Historical Society of Old Newbury and other appropriate resources, and, with the committee, confirm the period of significance to support the property's interpretation.
- Phase Two - Conditions assessment, preparation of working site plan, detailed work schedule, and reconnaissance level archaeological survey conducted in consultation with MHC staff archaeologists.
- Phase Three – Complete archaeology permitting process for the proposed areas of disturbance.
- Phase Four - Plans and specifications with recommendations for the restoration and rehabilitation of the historic cobble courtyard and adjacent laundry yard to potentially include, and based on feedback from state archaeologist:
  - barrier free access to the site;
  - treatment of the ground surfaces of river stone, brick, and grass to create an even but textured surface like the original with mock-ups, if necessary;
  - examination of cisterns and drainage;
  - reconstruction of the two lattice fences;period appropriate plantings; and lighting.

Phase Five - Draft of final report including: Executive Summary, Historical Research, Conditions Assessment, Evaluation of Integrity and Significance, and Phase treatment with cost estimates as well as any pertinent appendix items.

- Phase Six - Final Report

*PLEASE NOTE: All contract work must be completed by June 20, 2017; see Attachment A for a detailed description of the work components.*

*Consultant selection/contract execution will be completed on or around November 1, 2016.*

## **V. PROPOSAL REQUIREMENTS**

One (1) original and four (4) copies of the non-price/technical requirements proposal must be furnished for review by the Selection Committee. One copy of the price proposal should be delivered in a clearly marked, separate envelope. The overall proposal must include:

### **A. NON PRICE PROPOSAL/TECHNICAL REQUIREMENTS - TO BE SUBMITTED IN ENVELOPE A**

The non price/technical requirements proposal must include the following thirteen (13) sections identified by individual tabs:

1. Applicant: Cover sheet providing the identity of the individual, partnership or team applying for the contract award. Include address, phone and e-mail and the date submitted. If the applicant is a partnership or joint venture, the proposal should specify who will act as lead consultant for contract responsibility. If the consultant intends to sub-contract any work required in the Scope of Work, the subcontractor(s) must be identified as well as the percentage of work to be done by the sub-contractor(s). Sample work products of sub contractors are required. This item is a major determinant in assessing the proposer's qualifications and will be incorporated as a condition in the contract to be awarded.
2. Qualifications: A qualifications statement attesting to the applicant's capacity to perform the required work program should include resume(s), detailing academic and professional work experience attesting to capacity to perform the required work program. Resumes are required for all project personnel. The principal in charge of this project must be experienced in conducting historic landscape assessments and creating conceptual plans and working drawings. Proposers must meet the following minimum qualifications:
  - Bachelor's Degree in Landscape Architecture or Historic Preservation and ten years full-time experience in an area relevant to this project; or
  - Master's Degree in Landscape Architecture or Historic Preservation and five years full-time experience in an area relevant to this project, and
  - Licensed Architect or Licensed Landscape Architect, and
  - Master's degree in Archaeology and at least one year of full-time professional experience in archaeology and at least four months supervised field and analytical experience.
3. Team Members: Listing of all the members of the proposed consulting team, their educational background, professional experience and their respective roles on the project. Include resumes for all team members. Please include information pertaining to the number of years and/or projects on which you have worked with each of the persons listed. Identify person(s) with ultimate responsibility for the project. Also identify the project manager who will be the day-to-day contact person.
4. Project Description: A description of the proposer's approach to this project, demonstrated understanding of the scope of work and completion deadline, and the proposer's expectations of assistance and services from the HSON. A work plan for accomplishing the tasks described in the scope of services must be provided. Are there any tasks in the Scope of Work that present problems for you? How will you resolve them?
5. Previous Projects: Describe proposer's expertise in landscape preservation and

rehabilitation. Describe comparable contracts, what problems you encountered and how you resolved them.

6. Timetable: Provide a project timeline for accomplishment of each of the elements and related work.
7. References: Consultants should submit three references with the following information: name of person managing your contract; name of project; name of city/town/entity; contact person's mailing address, telephone number, and email address. Indicate the personal and/or professional relationship between the persons listed and the consultants.

Consultants should submit references from:

- a. three clients for whom you worked on a historic landscape and
  - b. one client for another project of a similar scale.
8. Client List: A client reference list, with names, addresses, and telephone numbers, e-mail address (if available) and description of the project for clients a minimum of ten (10) for whom the proposer has performed similar services in the past five (5) years.
  9. Work Samples: Please submit two work samples, one of which must be for a similar project that allowed the client to seek subsequent funding for future preservation and restoration projects. The second sample should be a relevant project of your choosing. Please provide examples of your photographic technique. If you would like those review samples returned, please provide a self-addressed stamped envelope.
  10. Current Projects: List all of the current projects that the consultant will be engaged in at the time of the project.
  11. Additional Information: The applicant may include additional information, such as narrative summaries, business brochures, letters of recommendation, etc. that he/she deems relevant to the project, and which the applicant believes will further the competitiveness of the proposal.
  12. Policies: Please submit a certificate of professional liability insurance which will be maintained throughout this project.
  13. Signed Forms: Proposal Signature Form, Certificate of Non-Collusion, and Certificate of Vote of Corporation, as applicable (see Attachments C, D, and E)

***Any proposal that fails to include all of the above information will be rejected as unresponsive, and will not be afforded a complete review by the evaluation team.***

## **B. PRICE PROPOSAL REQUIREMENTS - TO BE SUBMITTED IN ENVELOPE B**

Proposers must complete Attachment B – Fee Proposal Form. Project fees must be provided for each of the phases of work as described in the form. Fees shown shall include all costs and expenses (including materials, copying, mileage, photography, etc.) necessary to complete the scope of services defined in Attachment A of this RFP. **This is a not to exceed contract. The fee should not exceed \$30,000.00 for the scope of services described herein.**

*PLEASE NOTE: Any proposal that fails to include all of the above information will be rejected as unresponsive, and will not be afforded a complete review by the Selection Committee.*

## **VI. SELECTION CRITERIA**

The HSON will evaluate all timely proposals to ensure that all required submittals have been included in responses and that all responses meet the **Minimum Evaluation Criteria** listed below. Proposals that are deemed to be complete shall be presented to a selection committee consisting of the Executive Director and four individuals who have knowledge and experience in landscape history and preservation.

The Selection Committee shall review 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 Selection Committee will then select the responsive and responsible landscape architect, preservation consultant, and/or architect, and archaeologist submitting the most advantageous proposal to the HSON taking into consideration all quality requirements and the comparative criteria set forth in this RFP, as well as price.

Such ratings shall be included in a written recommendation for selection to the MHC. The top-ranked proposals will also be reviewed by the Massachusetts Historical Commission (MHC) before an award can be made. Upon MHC concurrence with the HSON's selection, a notice to proceed will be issued and work is to commence immediately.

After review of the technical proposals, however, the Selection Committee may, at its discretion, schedule interviews with any or all of the proposers for the purpose of further evaluation of the proposer's qualifications and ability to provide the required service.

### **1. Minimum Evaluation Criteria**

The Selection Committee shall first review each technical proposal to ascertain whether or not the following minimum criteria have been met:

- a. The technical proposal includes all of the items for a complete proposal.
- b. The proposer meets the minimum qualifications as outlined in item 2 in the non-price/technical requirements proposal above.

### **2. Comparative Evaluation Criteria**

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

- a. Highly Advantageous - the proposal fully meets and significantly exceeds the standards of the specific criterion (2 points);
- b. Advantageous - the proposal fully satisfies the standards of the specific criterion (1 point);
- c. Not Advantageous - the proposal does not fully meet the standards of the specific criterion, is incomplete, unclear, or both (0 points).

## 2.1. Quality and Depth of Project Experience

**Highly Advantageous** – The project proposal demonstrates superior experience in providing services related to the HSON's requirements. The project proposal demonstrates a wide depth of experience with similar projects, and prior experience with privately, or MHC-funded not-to-exceed or fixed-fee contracts. Project work samples are of outstanding quality in content and technical presentation.

**Advantageous** – The project proposal demonstrates solid experience in providing services related to the HSON's requirements. The project proposal demonstrates a good depth of experience with similar projects, and prior experience with privately funded not-to-exceed or fixed-fee contracts. Project work samples are of good quality in content and technical presentation.

**Not Advantageous** – The proposer has limited experience in providing services related to the HSON's requirements or with similar projects, and prior experience with public or private, not-to-exceed or fixed fee contracts. Project work samples minimally meet current standards for content and technical presentation.

## 2.2. Qualifications of the Proposer

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

**Advantageous** – The proposer's resume(s) demonstrate that proposer has adequate training, educational background and work experience appropriate to the project described herein and all key project personnel demonstrate professional experience that meets or somewhat exceeds the minimum requirements.

**Not Advantageous** – The proposer's resume(s) do not demonstrate that

proposer has adequate training, educational background and work experience appropriate to the project described herein.

### **2.3. Desirability of approach to the project, demonstrated understanding of the community's historic and cultural resource protection needs, and proposer's ability to undertake and complete this project in a timely manner.**

**Highly Advantageous** – The proposal demonstrates a superior approach to the subject material, an understanding of the historic and technical issues addressed by the project, and a clear analysis of the time required for each phase of the project. The proposal demonstrates a strong understanding of the history and development of 19th century domestic landscapes in Massachusetts communities. All references confirmed that consultant had met schedule expectations and delivered an “on-time” project.

**Advantageous** – The proposal demonstrates a good approach to the subject material, an understanding of the historic and technical issues addressed by the project, and presents a time schedule that meets the project requirements. One reference stated that consultant was unable to meet the agreed-upon project schedule.

**Not Advantageous** – The proposal does not demonstrate a desirable approach to the project and does not demonstrate a clear understanding of the historic and technical issues addressed by the project. More than one reference indicated that consultant had been unable to meet the agreed-upon project 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 a similar project without hesitation.

**Advantageous** – The great majority of references spoke favorably of the work performed by the proposer and would use them again for a similar project without hesitation.

**Not Advantageous** – One 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** – Response is complete, concise, informative, and highly detailed. Proposal reflects that proposer is able to perform in a superior manner acceptable to the HSON. Selection team is completely convinced about the proposer's ability to provide the level of services as required by the HSON. Proposal demonstrates excellent communication and documentation skills.

**Advantageous** – Response is complete, informative, and meets criteria for responsiveness. Selection team finds proposal reflects that proposer is able to perform in an adequate manner acceptable to the HSON. Proposal demonstrates a good level of communication and documentation skills.

**Not Advantageous** – Response lacks a comprehensive approach, but meets criteria for responsiveness. Selection team finds proposal reflects that proposer may not be able to perform in a manner acceptable to the HSON. Communication and documentation skills appear only adequate.

## **VIII. PROJECT FEE**

The HSON has established a budget not to exceed \$30,000 for the Scope of Work described herein.

## **IX. CONTRACT**

Attachment F is the HSON's boilerplate contract that will be executed with the selected consultant.

## **X. PROPOSAL SUBMISSION**

Proposals will be received at the HSON's headquarters until **Monday, October 17, 2016 at 10:00 am. Proposals received after that date and time will be rejected. Proposals submitted by facsimile and e-mail will not be considered.**

- I. After this time they will be opened in confidence in accordance with M.G.L. c. 30B, §6 (d).  
No proposer may withdraw his/her proposal for a period of forty five (45) days after the date set for the opening thereof.

Please return proposals to:

**The mailing address for all deliveries and walk-in service is:**

**Susan C.S. Edwards  
Executive Director  
Historical Society of Old Newbury  
98 High Street  
Newburyport, MA 01950**

One (1) original and four (4) copies of each non-price/technical requirements proposal and one (1) clearly marked sealed envelope with the price proposal shall be submitted as follows:

Technical proposal shall be submitted on the form furnished below and sealed in an

envelope marked:

**Proposal Envelope A – Non-Price/Technical Requirements Proposal**

**Preservation Plan for the Laundry Yard and Courtyard at the  
Caleb Cushing House**

Proposer's Name \_\_\_\_\_

Price proposal shall be submitted on the form furnished below and sealed in an envelope marked:

**Proposal Envelope B – Price Proposal**

**Preservation Plan for the Laundry Yard and Courtyard at the  
Caleb Cushing House**

Proposer's Name \_\_\_\_\_

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

**Historical Society of Old Newbury**  
Susan C.S. Edwards, Executive Director  
98 High Street  
Newburyport, MA 01950

**Preservation Plan for the  
Laundry Yard and Courtyard  
Caleb Cushing House**

*SCOPE OF WORK*

**PROJECT OBJECTIVES**

Preservation plan for the Laundry Yard and Courtyard at the Caleb Cushing House will provide a comprehensive assessment, recommendations, and plans for preservation and rehabilitation that will inform our work for the above mentioned areas and that will provide a basis for seeking funding for future preservation and restoration projects. Specific projects goals are as follows:

- The Plan will set forth the history of the property and provide a detailed guide for preserving and rehabilitating, in an appropriate manner, the ground surfaces, wooden fences, plantings, drainage, lighting and barrier free access.
- The Plan will be sensitive to the historical integrity of the site, and will detail how to achieve the stability and safety of the original river stones.
- The Plan will provide treatment recommendations for the brick paths and stone surfaces, for appropriate repair of fences, for access to the Perkins building, and lighting techniques for safety and access purposes.
- The Plan will also include treatment recommendations for drainage issues at the rear foundation of the main house and provide preliminary costs for alleviating the issues.

- The Plan will include bid-level documents which can be used to begin the first phase of restoration.

## **METHODOLOGY**

The Plan will be written in order to assess the site and make recommendations. It will include the traditional components of a historic landscape report as detailed in the National Park Service Preservation Brief #36, *Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes (1994)* and include: a) historical research; b) inventory and documentation of existing conditions; c) site analysis and evaluation of integrity and significance; d) a cultural landscape preservation approach and treatment plan; e) and phased implementation plan with present-day cost estimates.

All treatment recommendations must comply and be consistent with the *Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for the Treatment of Cultural Landscapes (36 CFR 67 and 68, 1996)*.

## **PHASE MEETINGS**

The project consists of six phases. Project personnel, both the consultant and the local project coordinator, will meet to review project progress and products at the end of each of the phases and during Phase three, as mutually agreed by HSON and consultant. Work to be carried out during each phase and products due at the end of each phase, are described below.

## **DESCRIPTION OF WORK**

### **PHASE 1 – STARTUP AND ASSESSMENT**

This phase of developing the Plan will entail a comprehensive assessment to document the condition of all ground surfaces, drainage, cisterns, fences, plantings, and other significant landscape features. The assessment will include visual inspection, mapping and photographing of all these features.

#### **TASKS**

- Startup meeting with HSON Selection Committee,, Mass Historical Commission (MHC) and Local Project Coordinator (LPC).
- Review and evaluate existing records and documentation available from HSON and other resources.

#### **DELIVERABLES**

- Prepare working site plan of HSON Laundry Yard, Court Yard, and paths including all significant landscape features. Submit print and electronic versions of the site plan.

### **PHASE 2 – EVALUATION AND DOCUMENTATION**

Documentation will be recorded to produce a written and photographic description of each element of the project area.

#### TASKS

- Consultant to submit a detailed schedule of work.
- Conduct a comprehensive assessment of the ground surfaces, brick and stone, accessibility, and significant landscape features of the project area.
- Complete a reconnaissance level archaeological survey in consultation with MHC staff archaeologists.
- Conduct assessment of drainage areas including cisterns.
- Document existing conditions through written narrative, and photographs. Photographs will be 4" x 6" high-resolution color digital and will document the courtyard, laundry yard and landscape features, and existing conditions as needed.

#### DELIVERABLES:

- Organize compilation of written and photographic data gathered from site, grouped by subject. Key photographs to site plan of the project area.

### PHASE 3 – PERMITTING PROCESS

#### TASKS

- Complete archaeology permitting process for the proposed areas of disturbance.

#### DELIVERABLES

- Permit for archaeology.

### PHASE 4 – FINDINGS AND RECOMMENDATIONS

This phase will pull together all documentary and on-site research in order to present a comprehensive analysis of the history and conditions of project area and make recommendations for all needed rehabilitation. The plan will prioritize recommended work to include:

- barrier free access to the site;
- treatment of the ground surfaces of river stone, brick, and grass to create an even but textured surface like the original with mock-ups, if necessary;
- examination of cisterns and drainage;
- reconstruction of the two lattice fences;
- period appropriate plantings;
- and lighting.

## TASKS

- Integrate archival research, site information and documentation.
- Prioritize conditions found on site.
- Identify treatment options and recommendations.
- Develop phased schedule.
- Develop cost estimates for all work identified.

## DELIVERABLES:

- A review of the history and development of the laundry yard, courtyard and path leading to the Perkins engraving building with phased priorities and plans for rehabilitation of all elements .
- An assessment of the cisterns.
- Cost estimates for future work for review by the HSON and MHC.
- Recommendations and plans for making the project area and access to the Perkins building barrier free.
- Conceptual plans and specifications for all recommended treatments.

## PHASE 5 – DRAFT OF FINAL REPORT

Consultant team to prepare a draft of the final report for submission to HSON and MHC. Draft Report to include the following components: Executive Summary, Historical Research, Conditions Assessment, Evaluation of Integrity and Significance, and Phase treatment with Cost Estimates as well as any pertinent appendix items.

## DELIVERABLES:

The Report shall include:

- A. Documentation** – A written narrative with supporting map and photos showing:
  1. The history and development of the laundry, yard, courtyard and access to the Perkins building
  2. A conditions assessment showing ground surfaces, paths, fencing, and public access.
- B. Evaluation** – A written narrative that includes:
  1. An evaluation of the historic significance of the Laundry Yard and Courtyard as compared to other 19th century residences of Newburyport and contiguous communities.
  2. Recommendations for site improvements.
- C. Assessment** – a conditions assessment will be made of the drainage and cisterns in the laundry yard and courtyard.

I. A written description of the condition of each and recommendations for rebuilding or removing.

**Note:** All final recommendations should include plans, specifications and cost estimates for the proposed project work that allows the HSON to submit prioritized requests for subsequent MPPF grants and to other funding organizations.

### PHASE 6 – FINAL REPORT

This is the final report with corrections, additions, and deletions recommended from PHASE 4.

#### DELIVERABLES:

- Provide a total of SIX (6) archival paper copies of the final report to the HSON as follows: one (1) original unbound copy of the final report including attachments and appendices and FIVE (5) bound copies of the final report including attachments and appendices.
- Provide THREE (3) copies of the complete reports on archival quality CD or DVD.

Final reports will be reviewed by the Local Project Coordinator (LPC) and the Massachusetts Historical Commission (MHC).

**ATTACHMENT B**

**Historical Society of Old Newbury**  
Susan C.S. Edwards, Executive Director  
98 High Street  
Newburyport, MA 01950

**Preservation Plan for the Laundry Yard and Courtyard  
Caleb Cushing House**

**FEE PROPOSAL FORM**  
(To be submitted in Envelope B)

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

<b>Scope of Work</b>	<b>Fee</b>
Phase 1: Start-up & Assessment	
Phase 2: Evaluation & Documentation	
Phase 3: Findings, Recommendations, and Plans	
Phase 4: Draft of Final Report	
Phase 5: Final Report	
<b>Total (Not to Exceed \$30,000)</b>	

The undersigned hereby submits a price proposal to perform the services outlined in the

Request for Proposals

Proposer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Attachment C**

**Historical Society of Old Newbury**  
Susan C.S. Edwards, Executive Director  
98 High Street  
Newburyport, MA 01950

**Preservation Plan for the Laundry Yard and Courtyard  
Caleb Cushing House**

**PROPOSAL SIGNATURE FORM**

*(This form to be submitted in Envelope A - Technical Proposal)*

The undersigned, hereafter called the proposer, having fully familiarized him/herself with all the request for proposal documents, 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 Number: \_\_\_\_\_ Email \_\_\_\_\_

**Attachment D**

**CERTIFICATE ON NON-COLLUSION**

*(This form to be submitted in Envelope A - Technical Proposal)*

The undersigned certifies under penalties of perjury that this bid or 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.

**NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CERTIFICATE OF VOTE  
OF CORPORATION  
(If applicable)**

*(This form to be submitted in Envelope A - Technical Proposal)*

Date: \_\_\_\_\_

I, \_\_\_\_\_, Clerk-Secretary of the corporation named in the foregoing Proposal, certify

that \_\_\_\_\_ who signed the said Proposal on behalf of

said corporation, was then the \_\_\_\_\_ of said corporation; that I know his signature;

(Title)

that his signature thereto is genuine and that said Proposal was duly executed for and on

\_\_\_\_\_, 2016.

\_\_\_\_\_

Clerk-Secretary

Date of Incorporation: \_\_\_\_\_

(Corporate Seal)

**Historical Society of Old Newbury  
Contract**