



**REQUEST FOR QUOTATIONS**  
**TOWN OF CONCORD**  
**COMMUNITY-WIDE HISTORIC PRESERVATION PLAN**

**Introduction:**

The Town of Concord (Town) is seeking responses from qualified historic preservation consultants to undertake an intensive-level, community-wide historic preservation plan for the Town.

Quotes should be submitted no later than 12:00 p.m. on Tuesday, September 19, 2023 to Gail Dowd, Interim Procurement Manager, Finance Division - Procurement Department, Town of Concord, 22 Monument Square, Concord, MA 01742 in an envelope indicating "RFQ 24-1001 Community-Wide Historical Preservation Plan". Emails to [procurement@concordma.gov](mailto:procurement@concordma.gov) are acceptable with the subject line "RFQ 24-1001 Community-Wide Historic Preservation Plan". Please verify that the quote that has been sent has been received.

Questions and requests for additional information should be directed to Gail Dowd at [procurement@concordma.gov](mailto:procurement@concordma.gov) with "RFQ24-1001 Community-Wide Preservation Plan" in the subject line.

## REQUEST FOR QUOTATIONS

### Town of Concord Community-wide Historic Preservation Plan

The goal of this solicitation is to provide the best value of commodities and services to achieve the procurement goals of the Town of Concord (Town).

Costs that are not specifically identified in the vendor's response and accepted by the Town as part of a Contract, will not be compensated under any contract awarded pursuant to the Request for Quotations. The Town will not be responsible for any costs or expenses incurred by vendors responding to this Request for Quotations.

The Town makes no guarantee that any Commodities or Services will be purchased as a result of this solicitation.

The purpose of this solicitation is the selection of a qualified historic preservation consultant to provide professional research and historic preservation planning services to complete a community-wide historic preservation plan meeting current Massachusetts Historical Commission standards.

Quotes should be submitted no later than **12:00 p.m. on Tuesday, September 19, 2023** to Gail Dowd, Interim Procurement Manager, Town of Concord, 22 Monument Square, Concord, MA 01742 in an envelope indicating "RFQ 24-1001 Community-Wide Historic Preservation Plan". Emails to [procurement@concordma.gov](mailto:procurement@concordma.gov) are acceptable with "RFQ24-1001 Community-Wide Preservation Plan" in the subject line. Please verify that the quote that has been sent has been received.

Questions and requests for additional information should be directed to Gail Dowd at [procurement@concordma.gov](mailto:procurement@concordma.gov) with "RFQ24-1001 Community-Wide Preservation Plan" in the subject line.

#### **I. INTRODUCTION & Background**

The Town of Concord (Town) is seeking responses from qualified historic preservation consultants to undertake an intensive-level, community-wide historic preservation plan for the Town. This Request for Quotations stipulates the procedures and requirements to be used by the Town in its selection for consulting services. The project will be divided into four phases, to be completed over a nine-month period:

- ❖ PHASE I – Background on the Town's historic resources, programs and policy, and partners and stakeholders;
- ❖ PHASE II – Outreach to the public, local groups and organizations, local boards and commissions, and municipal staff;

- ❖ PHASE III – Recommendations for historic preservation programs, policy and public engagement;
- ❖ PHASE IV – Production of final preservation plan.

The Town will evaluate all timely responses to ensure that all required submittals have been included in the response and that all responses meet the Town's Requirements. Responses deemed to be complete shall be presented to Planning Department, the Interim Procurement Manager and members of the Concord Historical Commission to determine that they meet the Town's requirements. Complete responses will further be reviewed by the Massachusetts Historical Commission (MHC) before an award will be made. Vendors must provide fee amounts for each of these four tasks in their response.

The Town has established a budget not to exceed \$50,000.

All questions regarding this Request for Quotations must be received by the Town no later than 10:00 AM, Thursday, September 14, 2023 and addressed to the attention of Gail Dowd, Interim Procurement Manager, Town of Concord via e-mail, with the subject line "RFQ 24-1001 Community-Wide Historic Preservation Plan", to [procurement@concordma.gov](mailto:procurement@concordma.gov).

## **II. PROJECT AREA**

The project area will include the town of Concord, Massachusetts.

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

The Project is being funded in part by the Town of Concord (by means of the Community Preservation Act), and in part through a Massachusetts Historical Commission Survey and Planning Grant, with Federal funds from the National Park Service, U.S. Department of the Interior.

## **IV. INSURANCE**

Certificates of Insurances shall be filed with the Town within 10 business days of the awarding of the contract in the following categories and amounts:

- General Liability of at least \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$3,000,000 Annual Aggregate Limit.
- Automobile Liability (applicable for any contractor who has an automobile operating exposure) of at least \$1,000,000 Bodily Injury and Property Damage per accident.
- Workers' Compensation Insurance as required by law.

The Certificates of Insurance shall be from an insurance company that is an admitted carrier in Massachusetts and has an A.M. Best rating of "A" or better.

The Contractor and all Subcontractors waive subrogation rights against the Town for all losses.

The Contractor shall notify the Town within 10 days in the event that any or all of these Certificates of Insurance are cancelled.

**V. INDEMNIFICATION**

Town's Liability: The Town's liability under this Contract shall be limited to the payments due thereunder. In no event shall the Town be liable for any additional amounts, including without limitation, any indirect, special or consequential damages.

Protection Against Liability: The Contractor acknowledges and agrees that they are responsible as an independent Contractor for all operations under this Contract and for all acts of employees and agents thereunder, and agrees that he will indemnify, exonerate and hold harmless the Town and its officers, boards, employees, agents and officials, from and against any and all loss, damage, cost, charge, expense and claim, which may be made against it or them or to which it or they may be subject by reason of any alleged act, action, neglect, omission or default on the part of the Contractor or any of their agents or employees and will pay promptly on demand all costs and expenses of the investigation and defense thereof, including attorneys' fees and expenses. If any such claim is made, the Town may retain out of any payments, then thereafter due to the Contractor, a sufficient amount to protect it completely against such claim, costs and expenses.

**VI. PROJECT OBJECTIVES**

See Attachment A for the complete Scope of Work.

The purpose of this project is to prepare an action-oriented communitywide historic preservation planning document to promote and coordinate critically needed advancement of the protection, preservation and development of the historic and cultural resources within the Town of Concord.

The Historic Preservation Plan will support the integrated, cross-disciplinary goals of the community-wide plan *Envision Concord: Bridge to 2030* (2018) and reflect state and national preservation priorities as we approach the 250<sup>th</sup> anniversary of the Battle of Lexington and Concord in 2025 and the founding of the United States in 2026. The upcoming 250<sup>th</sup> anniversary presents an opportunity for the Town of Concord to engage an international audience, share a more inclusive national story, and celebrate the field of historic preservation.

The Plan will reflect the unique character and community values of Concord, a town known for its commitment to education and discourse. Concord is an aspirational concept as well as a place name and its history contributes to the understanding of liberty, equality, justice and human and civil rights in the United States. It is a place of reflection and inspiration, an enduring symbol of our nation with an extraordinarily powerful sense of place. To experience its streetscapes and landscapes is to experience the American story—from that of Native Americans and early English colonists who were drawn to this inland area at the confluence of three rivers, to the Minutemen and their families who fought for political independence from England; to African Americans seeking freedom from their enslavers; to the incarcerated within and without society; to 19<sup>th</sup>-century visionaries who launched an environmental movement and declared America's intellectual and philosophical independence from Europe.

Concord's historic resources and character are highly valued and well represented in municipal planning documents compared to other communities. However, due to staff limitations, it has been over two decades since the Town conducted a planning effort focused on historic preservation, and these two decades represent a period of vast technological advancements and dramatic societal and environmental changes. The outdated document underserves the community in the rapidly changing world of today.

Founded by Special Act in 1960, the Concord Historic Districts Commission was one of the earliest in Massachusetts, predating the Massachusetts Historic Districts Act (1960) and the Massachusetts Historical Commission (1963) and the National Historic Preservation Act (1966). Many of Concord's survey forms date to the early years of the preservation movement when professional training in historic preservation did not yet exist.

Special preservation challenges and opportunities of Concord include, but are not limited to:

- Heritage tourism. Concord is a major heritage tourism destination attracting local, regional, national and international audiences seeking inspiration and connections and drawn by its extraordinary power of place. Tourism surges during annual April 19<sup>th</sup> events and major anniversaries. The Concord Historical Commission is frequently called on to participate in Section 106 Reviews involving federal and state properties such as the Minute Man National Historical Park, Hanscom Airport, Great Meadows National Wildlife Refuge, and Walden Pond.
- Housing and smart growth. Because Concord has two MBTA commuter rail stations, it is subject to the MBTA Communities zoning law that encourages zoning for multi-family dwellings. This zoning change will undoubtedly raise historic preservation issues, since one of the two stations is centrally located in the Main Street Historic District
- Archaeological Resources. Provide general recommendations for preserving Concord's numerous documented archaeological sites—134 ancient Native American sites and 34 historic archaeological sites.
- Climate change. Support sustainability while preparing for and responding to climate change and extreme weather events in Concord which lies at the confluence of three rivers, in the heart of the Sudbury-Assabet-Concord River Watershed.
- Education. In *Envision Concord*, citizens and staff valued the educational aspects of historic preservation as highly as its regulatory aspects.

## **VII. SUBMISSION REQUIREMENTS**

Please note: any vendor response that fails to include all of the information noted below – or does not meet the vendor requirements outlined in Section VIII below - will be rejected as unresponsive.

Submissions must be furnished to the Procurement Officer and must include the following information:

A. The identity of the individual, partnership or corporation applying for contract award, credentials of the personnel who would actually perform the work, as well as their managers, and the nature of the supervision. State the responsibilities of each of the project personnel. If the vendor intends to sub-

contract the photography or any other work required in the scope of services, the sub-contractor must be identified. Sample work products are required for all personnel.

B. A vendor's qualifications statement, including professional qualifications and work experience attesting to vendor's capacity to perform the required work program. Resumes are required for all project personnel, detailing academic and professional work experience.

C. A detailed explanation of the vendor's approach to this project: methodology, acknowledgement that vendor understands the scope of work and completion deadlines, and the vendor's expectations of assistance and services from the Town. A technical work plan and project timeline for accomplishing the tasks described in the scope of services must be provided.

D. A client reference list, with names, addresses, telephone numbers, and e-mail addresses (if available) especially for clients for whom the proposer has performed similar services within the past five (5) years.

E. Sample work products for all personnel.

F. Vendor may submit any other information deemed relevant to the project, and which the vendor believes will further demonstrate that vendor's response meets the Town's requirements.

G. Price Quotation Form, Vendor Signature Form, Certificate of Non-Collusion, Statement of Tax Compliance and Acknowledgement of Addendum, as applicable (see Attachments B, C, D, and E).

Quotes should be submitted no later than 12:00 p.m. on Tuesday, September 19, 2023 to Gail Dowd, Finance Department – Procurement Office, Town of Concord, 22 Monument Square, Concord, MA 01742 in an envelope indicating "RFQ 24-1001 Community-Wide Historical Preservation Plan". Emails to [procurement@concordma.gov](mailto:procurement@concordma.gov) are acceptable with "RFQ #24-1001 Community-Wide Historical Preservation Plan" in the subject line. Please verify that the quote that has been sent has been received.

### **VIII. VENDOR QUALIFICATIONS AND RESPONSE REQUIREMENTS**

**A. Project Experience.** The vendor's response demonstrates experience in providing services related to the Town's requirements as specified in the scope of work. The response must demonstrate successful completion of closely comparable projects (5 or more), prior experience with municipally, privately, or MHC-funded not-to-exceed or fixed-fee contracts, and must include at least one project completed in Massachusetts. Projects should demonstrate an ability to clearly convey complex information to the public, incorporating illustrations (photos, drawings and diagrams) into the text as needed in an easy to read and use layout.

**B. Sample Work Products.** Project work samples must include historic preservation plans or historic preservation sections of community-wide master plans.

**C. Qualifications of the Vendor.** Vendors, including all key personnel must meet the following

minimum criteria:

1. Bachelor's Degree in Historic Preservation, Architectural History, History, Art History or a closely related field, and at least five years full-time experience in an area relevant to the project; or
2. Master's Degree in Historic Preservation, Architectural History, History, Art History or a closely related field, and at least three years full-time experience in an area relevant to the project.

**D. Approach to the project.** The vendor's proposed methodology and work plan must demonstrate a clear understanding of all project requirements as specified in the scope of work, including tasks, products, and submission deadlines.

**E. Client References.** References must confirm that vendor met project schedule expectations and delivered products that met client requirements.

#### **IX. RULE FOR AWARD**

The Town will award a contract resulting from this solicitation to the responsible vendor whose offer meets the stated requirements for project experience, sample products, qualifications, project approach, and client references, and the lowest price.

Quotations should be submitted on Attachment B – Price Quotation Form.

To determine whether the quoter is responsible, the Town may contact individuals representing projects that the quoter has completed or is in the process of completing. Please provide contact information for each project of similar scope as this project that the quoter has completed or is in the process of completing in the last five years. The contact information should include the Project Name, Project Address, Scope of Project, Contact Person, Contact Person Title, and Contact Person Phone Number.

To determine whether the quoter is responsive, the Town is requesting information on how the vendor will meet the specifications.

The Town reserves the right to make any inquiries regarding this procurement.

The Town's decisions and judgments on these matters will be final, conclusive and binding.

#### **X. PROJECT FEE**

The Town has established a budget not to exceed \$50,000 for the Scope of Services described herein. Vendors must complete Attachment B – Price Quotation Form. Project fees must be provided for each of the four phases of work as described on 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 Request for Quotations.

**XI. RIGHT TO REJECT ANY AND ALL QUOTES**

The Town may consider informal any quote not prepared and submitted in accordance with the provisions hereof and may waive any informality or reject any and all proposal, should the Town deem it to be in the Town's interest.

The Town may reject any quote which in its sole judgment is incomplete, conditional, obscure, or not responsive or which contain additions not called for, erasures not properly initialed, alterations or similar irregularities, or the Town may waive such omissions, conditions or irregularities, if considered minor.

The Awarding Authority reserves the right to reject any and all quotes if it is in the Town's interest to do so.

**XII. PROJECT SCHEDULE** (see Attachment A for description of work components):

- Approximate start date October 1, 2023
- ❖ PHASE I – Background on the Town's historic resources, programs and policy, and partners and stakeholders (12 weeks); Completion date December 22, 2023;
  - ❖ PHASE II – Outreach to the public, local groups and organizations, local boards and commissions, and municipal staff (12 weeks); Completion date March 15, 2024;
  - ❖ PHASE III – Recommendations for historic preservation programs, policy and public engagement (7 weeks); Completion date May 3, 2024;
  - ❖ PHASE IV – Production of final preservation plan (8 weeks); Completion date June 28, 2024

**TOWN OF CONCORD**

**COMMUNITY-WIDE HISTORIC PRESERVATION PLAN**

**SCOPE OF WORK**

**PROJECT OBJECTIVES**

The purpose of this project is to prepare an action-oriented communitywide historic preservation planning document to promote and coordinate critically needed advancement of the protection, preservation and development of the historic and cultural resources within the Town of Concord.

Specific objectives include:

- 1) An assessment of Concord's historic and cultural resources (including buildings, structures, objects, areas, landscapes, burial grounds, and sites) including their current level of identification and general state of preservation;
- 2) Identification of issues and opportunities pertinent to preservation of Concord's historic and cultural resources;
- 3) An assessment of the status of historic preservation in the community, including existing preservation mechanisms and the present integration of historic preservation activities into the town's broader planning, environmental, social, economic, and sustainability goals and procedures;
- 4) Identification of ways to further integrate current historic preservation activities with broader planning, environmental, social, economic and sustainability goals and procedures;
- 5) Encouragement of activities that identify, document, preserve and promote historical and cultural resources associated with diverse minority, ethnic, social and cultural groups who have played a role in the history of the Town of Concord and Massachusetts;
- 6) Identification of historic preservation priorities and the development of an Action Plan to ensure the implementation of priority historic preservation goals;
- 7) Encouragement of communication, cooperation and collaboration between existing groups engaged in historic preservation activities;

**METHODOLOGY**

Focusing on the three preservation goals of *identify*, *evaluate*, and *protect*, the Concord Communitywide Historic Preservation Plan is anticipated to include the following topics and sections:

- Executive summary – a brief, standalone summary of the project and the Plan's recommendations
- Introduction to historic preservation planning – an overview of the historic preservation structure in the United States, what historic preservation planning is and why it is important, and the methodology of developing the Concord Communitywide Historic Preservation Plan
- Summary of preservation planning in Concord – a discussion of past preservation efforts primarily focused on the recent (20-30 years) past. This will include a review of Concord's master plan and other relevant planning documents that mention historic preservation issues.

- Historic context – to provide background information on the history of Concord, its major historical themes and moments of transition, and how that history is reflected on the landscape and built environment today. The focus should be on the historic resources visible in Concord today and why they are potentially significant.
- Discussion of the major issues and opportunities for key preservation activities – items to be covered may include but are not limited to survey and inventory, the National Register of Historic Places, public outreach and engagement, municipal bylaws and regulations, and municipal management of historic resources.
- Recommendations – a discussion of the plan’s recommendations, tying them back to the issues and opportunities presented, as well as an action matrix that highlights the recommendations in list form with prioritized ranking and ownership suggestions for each recommendation.

However, following a review of municipal preservation plans from other communities and based on discussions with and approval by the Local Project Coordinator and Massachusetts Historical Commission (MHC) staff, these topics and sections may be adjusted if it would better reflect the preservation planning needs of the Town of Concord.

Suggested Table of Contents:

- I. Executive Summary
- II. Introduction
  - Introduction to Historic Preservation Planning
  - Historic Context for the Town of Concord
  - History of Historic Preservation Planning in Concord
  - Annotated List of Preservation Partners and Stakeholders in Concord
- III. Issues and Opportunities
  - The Historic Properties Inventory – Analysis of Existing Documentation and Needs
  - The National Register of Historic Places – Analysis of Existing Listings and Eligibility
  - Local Public Awareness and Engagement Analysis
  - Municipal Bylaws, Regulations, and Management Analysis
- IV. Recommendations
  - The Historic Properties Inventory – Survey Priorities
  - National Register of Historic Places – Priorities for Listing Inventoried Properties – Priorities for Preservation, Levels of Need
  - Public Awareness/Education
  - Municipal Bylaws, Regulations, and Management
- V. Action Plan
- VI. Bibliography

**Phase Meetings:**

The project will consist of four phases. The consultant and the local project coordinator will meet with the MHC staff for a startup meeting prior to the beginning of Phases I and to review project progress and products at the end of Phase I, II, and III. The startup meeting and phase meetings will take place by conference call, virtual meeting, or meeting location agreed upon. **No phase meeting will be scheduled until all products for that phase**

**have been submitted for review.** The work to be completed in each phase is described below. The project is anticipated to begin on or about October 1, 2023.

**Requirements for All Phase Submittals:**

- All illustrations and photos must include captions unless the context is clearly understood.
- All maps, photos, and illustrations must be suitable for publication, clearly discernable or readable in a reproducible, 8 ½ X 11 black-on-white format.
- Page numbers must be included on all drafts and final submittals.
- All maps, photos and illustrations must have proper permissions for use in the document.
- All maps must have a title, legend and north arrow.

**SCOPE OF WORK**

**Phase I - Background (12 weeks)**

Tasks:

- Meet with LPC and MHC staff to review project goals, scope of work, schedule and protocols.
- Review three (3) recent historic preservation plans from comparable communities inside and outside Massachusetts that have advanced, progressive and successful preservation programs. Prepare a brief description of each historic preservation plan reviewed, including its applicability to the development of a plan for the Town of Concord.
- Prepare introductory text explaining why historic preservation planning is needed and what a historic preservation plan is.
- Meet with the Concord Historical Commission (CHC) to discuss the priorities, concerns, and past planning efforts of the CHC.
- Develop a list of all preservation partners and stakeholders with a role in historic preservation. Stakeholders may include municipal departments, municipal boards and commissions, the school department, neighborhood groups, local elected officials, the regional planning agency, local business organizations, social organizations, residents, homeowners, business owners, other historic property owners, and non-profit historical organizations. Prepare a brief description of the role of each partner or stakeholder.
- Review the historical development of the community such as settlement patterns, architecture, demography, neighborhoods, transportation, industry, housing, and commerce. Prepare a historic context that encompasses pre-contact to present day periods.
- Review previous planning documents from the past 20 to 30 years such as Master Plans, Zoning Plans, Open Space Plans, Regional Plans, Heritage Landscape Plans, along with other existing preservation reports, maps and recommendations (archaeological, architectural, historical and cultural). Prepare a chronological narrative that includes plans, reports, major projects and events related to historic preservation.
- Review and analyze existing inventory forms for Concord based on current MHC standards. Undertake a reconnaissance survey to assess inventory coverage town-wide. Prepare an analysis of the current status of the inventory.
- Review nominations for National Register of Historic Places-listed properties and identify properties that may be eligible for listing in the National Register. Prepare an analysis of the current level of National Register listings in Concord.

- Review existing town bylaws and regulations that could impact historic properties and resources such as zoning, subdivision regulations, building codes, design review, demolition delay, scenic roads, and wetlands. The introduction shall include a description explaining municipal bylaws and regulations.
- Meet with LPC and MHC staff to review Phase I activities and products.

Products:

- *Although these products do not need to be fully formatted, the text should be substantially finalized as it will appear in the final document with the understanding that sections may be edited or reorganized as the plan develops*
- A Review and Analysis of Model Historic Preservation Plans focusing on what might be useful to incorporate into the Concord Preservation Plan
- Introduction to Historic Preservation Planning
- Annotated Listing of Preservation Partners and Stakeholders in Concord
- Historic Context of Concord
- History of Historic Preservation Planning in Concord
- Historic Properties Inventory Analysis
- National Register of Historic Places Analysis
- Municipal Bylaws, Regulations, and Management

Phase I will be completed by Friday, December 22, 2023

### **Phase II Outreach (12 weeks)**

Tasks:

- Seek input from local town board and commission members such as the Board of Selectmen; Planning Board; Zoning Board of Appeals; Historical Commission; Historic Districts Commission; Natural Resources Commission; Recreation Commission; Economic Vitality Committee, and Library trustees. Communication can include phone, email, or in person/virtual interviews and meetings.
- Seek input from municipal staff such as the Town Manager, Town Clerk, Director of Planning and Land Management, Town Planner, Library Director, Natural Resources Director, Building Commissioner, Director of Public Works, Fire Department, Facilities Director, Cemetery Supervisor, Highway and Grounds Superintendent, Economic Vitality Manager, and Tourism Manager. Communication can include phone, email, and in person/virtual interviews.
- Review the status of all historic Town-owned properties, objects and sites.
- Seek direct input from local groups and organizations such as neighborhood groups and property owners of historic residential and/or commercial buildings and properties, business association, cultural and historic institutions to include the Minute Man National Historical Park, Concord Museum, Chamber of Commerce, Save Our Heritage and other active local preservation organizations. Communication shall include phone calls, email, and in person/virtual interviews and meetings.
- Undertake at least one method of public outreach to seek input and discussion from residents, local groups and organizations such as neighborhood groups, institutions, historic homeowners, business and social organizations. This may include a public meeting, a survey, or another method designed by the consultant and approved by the LPC and MHC. Preference should be given to an outreach method that allows a wide variety of community members to participate. Multiple methods are encouraged if time and budget allow.
- Prepare text explaining the overall historic preservation issues and challenges facing Concord. Include a description of the types of historic resources currently found in Concord, recent and potential losses,

ongoing and anticipated issues and challenges to protecting and preserving the town's historical and archaeological resources.

- Prepare a draft Table of Contents showing the key chapters, sections, organizational structure and pagination
- Meet with LPC and MHC staff to review Phase II activities and products.

Products:

- Public Awareness and Engagement Analysis
- Overview of Historic Preservation Issues and Challenges
- Draft Table of Contents

Phase II Tasks and products are to be completed by Friday, March 15, 2024.

### **Phase III – Recommendations (7 weeks)**

Tasks:

- Develop historic properties inventory recommendations, including recommendations for beginning a community-wide inventory update.
- Develop National Register of Historic Places recommendations, including individual properties and districts.
- Develop public awareness/education recommendations.
- Develop municipal bylaws, regulations, and management recommendations, including but not limited to recommendations for changes to zoning, proposed new preservation-related bylaws, and changes to municipal historic resource management.
- Develop a five-year preservation Action Plan that identifies each party responsible for implementing tasks and a schedule for implementation.
- Prepare an illustrated Executive Summary, suitable for distribution as a stand-alone document.
- Prepare the complete draft Historic Preservation Plan for review and comment based on the confirmed table of contents.
- Present the recommendations of the draft Historic Preservation Plan at a Public Forum.
- Prepare a summary report that describes the outreach, attendees and overall discussions at the public forum, as well as written comments received on the draft Historic Preservation Plan.
- Meet with LPC and MHC staff to review Phase III activities and products.

Products:

- Draft Historic Preservation Plan including revisions to all previously prepared sections as well as recommendations and draft action plan
- Power Point presentation utilized at the public forum
- Public Forum/Comments Summary Report

Phase III tasks and products are to be completed by Friday, May 3, 2024.

### **Phase IV Final Plan (8 weeks)**

Task:

Town of Concord  
Request for Quotations  
RFQ # 24-1001 Community-Wide Historical Preservation Plan  
Due Tuesday, September 19, 2023 at 12:00 PM

- Prepare a final version of the Concord Historic Preservation Plan, incorporating suggestions and comments received on the draft Plan and related products.

***The final version must include required federal funding acknowledgement and non-discrimination statements.***

Final Products:

- Five (5) bound copies of **the Concord Historic Preservation Plan** provided to the Town of Concord
- One (1) electronic PDF copy of the **Concord Historic Preservation Plan** provided to the Town of Concord
- Two (2) bound copies of the **Concord Historic Preservation Plan** provided to the Massachusetts Historical Commission
- One (1) electronic PDF copy of the **Concord Historic Preservation Plan** provided to the Massachusetts Historical Commission

Phase IV task and products are to be completed by Friday, June 28, 2024

**CONCORD COMMUNITY-WIDE HISTORIC PRESERVATION PLAN  
PRICE QUOTATION FORM**

**Attachment B**

This Quotation MUST be signed by an authorized individual(s). The quote must be signed as follows: 1) if the quoter is an individual by her/him personally; 2) if the quoter is a partnership by the name of the partnership, followed by the signature of each general partner; and 3) if the quoter is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.

By signing this Quote Form, the quoter confirms compliance with applicable state and federal employment laws or regulations including Workers Compensation Insurance as required by M.G.L. Chapter 152.

The undersigned certifies under penalties of perjury that this quotation 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.

Pursuant to M.G.L.c62C SS49A, I certify under penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors and withholding and remitting child support..

Business Name: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Signed: \_\_\_\_\_

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

Printed Name and Title: \_\_\_\_\_

**PRICE QUOTATION FORM (continued)**

The VENDOR hereby pledges to deliver the complete scope of services required, for the rates and

charges shown below:

Cost to complete the project:

Phase I: \_\_\_\_\_

Phase II: \_\_\_\_\_

Phase III: \_\_\_\_\_

Phase IV: \_\_\_\_\_

TOTAL COST: \_\_\_\_\_

(not to exceed \$50,000)

**Written Amount** \_\_\_\_\_ \$ \_\_\_\_\_

In the case of discrepancy between the written amount and the figure, the written amount will prevail.

**Attachment C**

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under the penalties of perjury that this quotation 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.

Signature of Individual Signing Response: \_\_\_\_\_

Name of Business: \_\_\_\_\_

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

**STATEMENT OF STATE TAX COMPLIANCE**

**Attachment D**

Pursuant to MGL Chapter 62C, S. 49A, as amended, I \_\_\_\_\_  
\_\_\_\_\_

(NAME & TITLE)

Authorized signatory for \_\_\_\_\_

(CONTRACTING PARTY)

Whose principal place of business is at \_\_\_\_\_  
\_\_\_\_\_

(ADDRESS)

Do hereby certify under the pains and penalties of perjury that \_\_\_\_\_

\_\_\_\_\_ has complied with all laws of

(CONTRACTING PARTY)

the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

CONTRACTING PARTY'S SOCIAL

SECURITY OR FEDERAL I.D. NUMBER

\_\_\_\_\_  
\_\_\_\_\_

(AUTHORIZED SIGNATURE)

\_\_\_\_\_(DATE)

**Attachment E**

**ADDENDA ACKNOWLEDGEMENT FORM**

Vendor Name: \_\_\_\_\_

Vendor Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

This bid includes addenda number (s) \_\_\_\_\_

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

Title: \_\_\_\_\_

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