

CITY OF SPRINGFIELD, MASSACHUSETTS
OFFICE OF PROCUREMENT
36 COURT STREET ROOM 307, SPRINGFIELD, MA 01103

REQUEST FOR PROPOSALS

RFP (Bid) Number 24-203

Will be received at the Office of Procurement until 2:00 P.M. APRIL 24, 2024 and will be logged in at that time. Proposals received after the due date and time will be returned unopened.

All packages must be marked with Proposer's business name, the above RFP number and the due date.

By: **Lauren Stabilo, Chief Procurement Officer**

This Request for Proposal is for: Review and Update of the Springfield Historical District Guidelines, Policies and Procedures - Per the attached specifications

As requested by: **Springfield Office of Planning and Economic Development**

THIS FORM MUST BE COMPLETED, SIGNED, AND RETURNED WITH BID.

This Proposal is submitted by: _____
(Individual/Company Name)

(Individual/Company Address)

I acknowledge receipt of addenda numbered: _____

Contact Name: _____

Telephone #: _____ Fax # _____

Email: _____

Authorized Signature _____

Name _____ Title _____

Date: _____



Request for Proposals

RFP No. 24-203

Review and Update of the Springfield Historical District Guidelines, Policies and Procedures

April 1, 2024

**PROPOSALS DUE:
2:00 p.m. (EST), Wednesday, April 24, 2024**

*Late proposals will not be
accepted.

Office of Procurement
36 Court Street, Room 307
Springfield, MA 01103
(413) 787-6284
Lauren Stabilo, Chief Procurement Officer

1.0 Introduction

The City of Springfield, through its Office of Planning & Economic Development, is seeking to review and update its Historical District Guidelines, Policies and Procedures. Springfield's first local historic district (Quadrangle-Mattoon) was created in 1972.

While sections of the ordinance have been periodically amended over the years, the majority of the guidelines are over forty years (40) years old with many having minimal to no guidance. There are also no existing guidelines, policies or procedures in place for the review and creation of new districts, many of which have been created over the last few years. The City is seeking to complete a comprehensive review of the historic guidelines, policies and procedures to help enable the Springfield Historical Commission and the general public to better serve and understand the public process by which to protect legitimate historic resources.

The Historical Commission relies on these guidelines, policies and procedures for historic district administration of its twenty-four (24) local historic districts, which protect close to fifteen hundred (1,500) buildings. Applications for each district range in complexity from in-kind repairs to full new construction. Also, many of the proposed changes being made today are also for projects not originally anticipated when the districts were first created (i.e., solar panels). Additionally, with the creation of the City's Community Preservation Committee, the Commission has also seen a sharp rise in the request for the creation of single-building historic districts. Currently, the Commission has no existing criteria, policies or procedures in place to properly review and assess these new district requests.

The City hereby requests competitive sealed bid proposals in accordance with Massachusetts General Laws Chapter 30B, § 6

2.0 Project Objective:

The purpose of this project will be to engage a consultant team (historic preservation consultant, architect and/or graphic designer) to complete a comprehensive review and update of the Historic District Guidelines, policies and procedures in accordance with state statute. This update is intended to clearly define and improve procedures and policies relating to decision-making by the Commission and bring predictability to the process by creating review checklists and detailed criteria, policies and procedures. Due to limited staff within the Office of Planning & Economic Development, a detailed review and update has not been completed. The project will culminate in updated guidelines, policies and procedures that will serve as the primary resource for the Historical Commission and property owners undertaking preservation, reconstruction, rehabilitation or restoration in the historic districts. This project is also intended to provide criteria, procedures and policies for the creation of new historic districts. The guidelines, policies and procedures will also provide guidance for other municipal development review boards as well as staff engaged in management of municipally-owned historic properties and private owners of historic properties.

The goal of the project is to have these updated guidelines, policies and procedures available in both paper and electronic format that will be accessible on the City website.

The consultant/consultant team selected for the project will be responsible for providing production services, including research of existing information, content development, writing/editing, graphic design, and printing. The final product will be a user-friendly handbook, which will include new and existing design objectives and guidelines. This document may also include diagrams, photographs and other information necessary to clearly illustrate appropriate design principles for historic properties.

The process for updating the guidelines, policies and procedures will largely involve the Springfield Historical Commission (SHC), staff from the Office of Planning and Economic Development (OPED) and the consultant. The consultant, with the assistance of OPED, may be required to solicit input from City departments and boards. The process will also include public outreach and education through public meetings with the SHC. In order to ensure full public participation, the consultant/consultant team shall prepare a public communications plan.

The process will include a review of Springfield's existing documents along with a prioritization of needs for the development of updated or new guidelines, policies and procedures. This review should include a review of the City's current Historic Inventory for determination of its sufficiency to be used for making accurate and compelling determinations regarding historic district designation. The consultant will develop content based on existing documents, successful examples from other communities, working sessions with the SHC and input from public meetings. These revisions will make each document current, with supplementary charts, illustrative examples, and checklists to make the existing material more user-friendly.

All guidelines, policies, procedures and recommendations produced and developed as part of the project will be in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings (36 C.F.R. 67 and 68) as well as Mass General Laws, Chapter 40C.

3.0 Project Fee:

The City has established a budget not to exceed **\$35,000** for the Scope of Service described herein. Proposers must complete the Price Proposal Form. Project fees must be provided for each of the four 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 Part 5 of this RFP.

4.0 Project Schedule:

- PHASE I – Research and Evaluation – May 6, 2024
- PHASE II – Content Development – July 15, 2024
- PHASE III – Graphic Design – September 30, 2024
- PHASE IV – Final Product – December 9, 2024.

Phase IV will be completed and submitted to the MHC and DPCD by January 3, 2025.

5.0 Scope of Service:

Phase I (10 weeks)

Tasks:

- Meet with member of the SHC and OPED to discuss the scope and methodology of the project;
- Consultant shall review and analyze the existing documentation;
- Consultant shall review all applicable documents to gain an understanding of the policies associated with the Springfield Historic Districts;
- Consultant shall conduct a directed field reconnaissance of Springfield's historic districts in order to become familiar with the character defining features of each district, recent applications, completed projects;
- Consultant shall collect current and relevant digital photographs of representative building types and styles in the districts as well as examples demonstrating appropriate and inappropriate treatments for repairs, alterations and new construction;
- Consultant shall develop preliminary recommendations on how best to expand, refine, and illustrate the guidelines, policies and procedures with the specific intention of creating a clear, illustrative document that is easy to use by the Commission, the City's development review boards, City staff and the general public.

Products:

- Summary analysis of the existing design guidelines detailing the strengths and weaknesses of the existing guidelines, policies, procedures and recommendations for what is needed in revised guidelines
- A summary analysis of applicable local documents and how they relate to what is needed for revised guidelines
- A summary analysis of selected design guideline examples and how they can serve as a model for the revisions.
- A summary analysis of field observations from historic districts
- Annotated collection of digital photographs
- A detailed outline of preliminary recommendations, including some samples of proposed illustrations and/or representative illustration models from other design guidelines.

Phase I will be completed by July 12, 2024

Phase II (11 weeks)

Tasks:

- Consultant will assist OPED staff in the development of a PowerPoint presentation for a public meeting to explain the local historic district process, the importance of design guidelines, policies, procedures and the goals of the current comprehensive project review. Together with the OPED staff, consultant shall assist with soliciting input from stakeholders and the general public to identify key issues and concerns to be addressed in the overall review.
- Consultant shall prepare the draft text and rough layout of the proposed revisions.

Products:

- Copy of the PowerPoint presentation.
- A detailed summary of the public meeting discussion and participant input.
- Draft layout of proposed revisions, policies and procedures.

Phase II will be completed by September 27, 2024

Phase III (10 weeks)

Tasks:

- Consultant team shall complete a draft copy of proposed revisions and create print- and web-ready files (optimized for email and download) for review distribution and public comment.
- Consultant shall assist OPED staff with developing a PowerPoint presentation highlighting draft revisions during public meetings. OPED staff to solicit input on the draft guidelines from stakeholders and the general public.

Products:

- Draft of proposed revisions;
- A copy of PowerPoint presentation;
- A detailed summary of public comment on proposed revisions.

Phase III will be completed by December 6, 2024

Phase IV (4 weeks)

Tasks:

- Following comments received on the draft revisions from the SHC, OPED, stakeholders, property owners and the public, consultant shall prepare the final draft, incorporating all comments, and create print and web-ready electronic files.

Products:

- One (1) unbound master copy of final document;
- Six (6) bound print copies for the SHC and ten (10) bound print copies for City of Springfield;
- Electronic copies of all documents.

Phase IV will be completed and submitted to the MHC and DPCD by January 3, 2025.

6.0 Consultant Qualifications:

Proposers or proposal teams must include lead personnel who meet the following minimum qualifications:

- Bachelor's degree in Historic Preservation, Architectural History, History, Art History, or a closely related field, plus
- A minimum of two (2) years full time experience in an area relevant to the project;
- or a Master's degree in any of the above-mentioned areas.

6.0 Submission Deadline and Submission Package

**Complete submission packages must be delivered to
Ms. Lauren Stabilo, Chief Procurement Officer
Office of Procurement
36 Court Street-Room 307
Springfield, MA 01103**

**Complete submission must be received by the Office of Procurement by:
April 24, 2024 at 2:00PM (EST)**

The submission package must be submitted as follows:

The proposal shall include a letter of transmittal that contains the name of the person, firm, or corporation submitting the proposal and the date of its presentation. Proposals must be submitted in two separate documents. **The Proposer must submit one (1) unbound original and three bound (3) copies of the TECHNICAL (NON-PRICE) PROPOSAL and one (1) unbound original and one (1) copy of the COST PROPOSAL in separate sealed envelopes entitled "CONSULTANT FOR HISTORICAL GUIDELINES, POLICIES AND PROCEDURES" - Technical (Non-Price) Proposal and "CONSULTANT FOR HISTORICAL GUIDELINES, POLICIES AND PROCEDURES" - Cost Proposal.**

The following documents require responses and must be included in the *sealed* bid response package marked **“CONSULTANT FOR HISTORICAL GUIDELINES, POLICIES AND PROCEDURES”-Technical (Non-Price) Proposal (“Required Documents”)**:

- Technical Proposal Form A
- RFP Cover Sheet, signed
- Non-Collusion or Fraud Statement
- Bidder’s Reference Form
- Tax Certification Affidavit form signed and notarized
- MBE/WBE Form # 3 Affirmative Action Plan

The following documents require responses and must be included in the *sealed* bid response package marked and **“CONSULTANT FOR HISTORICAL GUIDELINES, POLICIES AND PROCEDURES” - Cost Proposal. (“Required Documents”)**:

- Price Proposal Form B (Phase 1-4)

Required Documents are documents that must be completed and submitted in your bid response package and received at Procurement at or before the time set for receipt. Review your bid response carefully to be sure all requirements are included. The City must reject an incomplete bid response per chapter 30B.

The City shall not be liable or bound in any manner by any statement, representation, information pertaining to the project which may have been furnished to the developer by any of the City’s employees, attorneys, agents, servants, or other persons.

The City, in its sole and absolute discretion, with or without cause, and without liability of any kind to any Proposer, reserves the right to:

- Accept or reject any and/or all proposals, either in whole or in part, waive any informality of any proposals, cancel this RFP at any time and/or take any action in the best interest of the City. The City’s decision in all matters shall be final;
- Retain all proposals for official record purposes, including a copy of the selected Proposer’s proposal and supporting documentation, and/or use them in whatever manner it deems appropriate;
- Investigate the financial capability, integrity, experience and quality of performance of each Proposer including all major stockholders and principals;
- Request an oral presentation from any Proposer; and
- Request any additional information from any Proposer.

6.1 Minimum Criteria

In order to be responsive to this request for proposals, the following Minimum Criteria must be satisfied:

1. Information concerning the Proposer, including the person to be in charge of the project as well as each key personnel. State the reasons that the Proposer's organization and team members are considered appropriate for the project. Provide for each person listed: Name, title, and current office address.
2. State if the proposer, its Principal and/or personnel has filed for U.S. Bankruptcy Court Protection during the past seven (7) years and, if so, describe the circumstances and disposition of the case.
3. If the Proposer is a joint venture, provide the joint venture agreement and a statement that all joint venture partners will be jointly and severally liable. Final award will be subject to the City's review of the joint venture agreement.
4. Provide the names, addresses and telephone numbers of clients for whom the prospective Consultant has performed work similar to that proposed and who may be contacted as references. Preferably, references should include municipalities or governmental agencies similar to the City and should include the recent similar projects previously mentioned. *Must provide a minimum of three references.*
5. Include a project organization chart and a staffing scheduling chart indicating present and future staffing commitments for the prospective Consultant. The staffing scheduling chart should show current projects as well as future planned projects and how this work will be staffed.
6. Should include a detailed description of all related projects, experience and ability that will demonstrate compliance with the experience and expertise the City is requesting.

The RFP Review Committee will use the following criteria to score all proposals submitted.

Minimum Criteria

Proposer has submitted evidence and detail that they meet all of the minimum criteria laid out above. Any proposals that do not meet the minimum criteria and/or do not provide sufficient information/evidence that they meet the minimum criteria will be disqualified.

Experience of Key Personnel

“Key Personnel” include the person in charge and other individuals with responsibility for significant portions of the services to be provided, all of whom have education and experience appropriate to their assigned responsibilities.

Experience Completing Comparable Projects

Proposer has completed several comparable projects successfully and has demonstrated experience in all project components. Proposer has demonstrated successful oversight of completion of a significant number of publicly funded projects.

6.2 Proposal Submittal Requirements

The Proposer shall also submit the following information which will be used to evaluate the strength of each proposal. Providing the information requested in this section is mandatory. Each Proposer shall submit the following:

6.2.a Project Budget. The budget should be submitted on the Price Proposed Form listed below.

6.2.b Project Approach and Previous Experience.

1. The identity of the individual, partnership or corporation applying for contract award and 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 consultant 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. 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. An applicant qualifications statement, including professional qualifications and work experience attesting to capacity to perform the required work program. 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.
3. A detailed explanation of the proposer’s approach to this project: methodology, demonstrated understanding of the scope of work and completion deadline, and the proposer’s expectations of assistance and services from the City. A technical work plan and project timeline for accomplishing the tasks described in the scope of services must be provided.

4. A client reference list, with names, addresses, telephone numbers, and email addresses (if available) especially for clients for whom the proposer has performed similar services within the past five (5) years.
5. Any other information deemed relevant to the project and which the proposer believes will further the competitiveness of the proposal.

The City of Springfield shall not be liable for costs incurred in the preparation of a response to this RFP or in conjunction with any presentations before City agencies, the public or awarding authorization. All materials developed under this RFP shall become the possession of the City of Springfield.

Submission of Proposals

Proposals shall be delivered by U.S. Mail, overnight delivery service (e.g. UPS or Federal Express), or by hand. Delivery by facsimile or electronic mail is prohibited. It is the Proposer's sole responsibility to ensure that its proposal is received at the proper location on or prior to the deadline. All responses to these proposals must be in writing and in the form set forth in this RFP and delivered in sealed envelopes to:

Chief Procurement Officer
Attn: Lauren Stabilo
City of Springfield Office of Procurement
36 Court Street, Room 307
Springfield, MA 01103
Tel. (413) 787-6284
Fax (413) 787-6295

Technical proposals (Non-Price) and Price Proposals shall be submitted in SEPERATE sealed envelopes. Electronic Bids will not be accepted.

In accordance with Massachusetts General Laws, Chapter 30B, § 6, proposals shall be assembled and submitted as follows:

Technical Proposal – Technical proposals should also include all required items to meet the Minimum Criteria, explaining how the Project will be implemented, relevant experience, key personnel and their experience and credentials, references and all other information requested.

Price Proposal shall be submitted in a separate sealed envelope from the Technical Proposal; and,

The Technical Proposal and Price Proposal shall be submitted in separate sealed envelopes addressed to Lauren Stabilo, Chief Procurement Officer, 36 Court Street, Springfield, MA 01103. Each envelope shall be clearly marked **“REVIEW AND UPDATE OF SPRINGFIELD HISTORICAL DISTRICT GUIDELINES, POLICES AND PROCEDURES” PROPOSAL (BID) NO. 24-203** together with the additional legend **“TECHNICAL PROPOSAL” OR “PRICE PROPOSAL”** as appropriate.

Proposal Forms shall be completed in ink or by typewriter. The price of each item shall be stated in words and figures. All blanks must be filled in. Proposals by corporations shall be executed in the corporate name by the president or other corporate officer accompanied by evidence of authority to sign and attested by the secretary or assistant secretary. The corporate address and state of incorporation shall be shown below the signature. Proposals by partnerships shall be executed in the partnership name and signed by a partner, whose title shall appear under the signature. The official address of the partnership shall be shown below the signature. Proposals by joint ventures shall be similarly executed by all joint venture partners. All names shall be typed or printed below the signature.

Each Proposal Form shall contain an acknowledgment of receipt of all Addenda (the numbers of which shall be filled in on the Form). The address to which communications regarding the proposal are to be directed shall be shown.

A Proposer may correct, modify, or withdraw its proposal by written notice received by the City at the address specified in Section I.C. prior to the time and date specified for the receipt of proposals. After such time, a Proposer may not change the price or any other provision of its proposal in a manner prejudicial to the City or to fair competition.

As provided in M.G.L. c. 30B, §6, the proposals shall not be opened publicly, but the City shall cause them to be opened in the presence of one or more witnesses at the time specified above. Until the completion of the evaluations, or until the time for acceptance specified above, whichever occurs earlier, the contents of the proposals shall remain confidential and shall not be disclosed to competing Proposers. At the opening of proposals, the City shall prepare a register of proposals which shall include the name of each Proposer and the number of modifications, if any, received. The City may open the price proposals at a later time, and shall open the price proposals so as to avoid disclosure to the individuals evaluating the proposals on the Technical criteria other than price.

The City shall determine the most advantageous proposal from a responsible and responsive Proposer taking into consideration price and the evaluation criteria set forth in the RFP. The City shall award the contract by written notice to the selected Proposer within the time for acceptance specified above. The parties may extend the time for acceptance by mutual agreement. The City, in its sole discretion, may condition an award on successful negotiation of revisions to the Proposers Plan of Services as specified by the City in the evaluation. However, Proposers shall not specify items for negotiation in their proposals or otherwise condition their proposals on negotiations of requirements in the

RFP, including requirements of the contract. Inclusion of any such condition in a proposal shall be cause for rejection of the proposal.

If the City awards the contract to a Proposer who did not submit the lowest price, it shall explain the reasons for the award in writing, specifying in reasonable detail the basis for determining that the quality of services under the contract will not exceed its actual needs.

As provided in M.G.L. c. 30B, §12, the City may not enter into a contract unless funds are available for the first fiscal year at the time of contracting. Payment and performance obligations for the succeeding fiscal years shall depend upon the availability and appropriation of funds. The City, therefore, must reserve the right to cancel the contract if funds are not appropriated or otherwise made available to any fiscal year succeeding the first year.

6.3 Legal Matters

a) State whether within the past ten (10) years there have been or whether there currently are any pending investigations of or actions against your firm or individual employees of your firm by a federal or state regulatory agency or taxing authority in connection with any work with which your firm has been associated which have led to convictions. State whether any of the key personnel you propose to assign to this project have been or are now subject to any such investigations or actions. If the response to any foregoing is affirmative, provide an appropriate explanation to include the disposition of the proceedings.

b) Document any name change or changes in corporate organization that have necessitated a filing with the secretary of the Commonwealth or other state authority during the past ten (10) years. Explain the reasons behind these changes.

7.0 Pre-Proposal Questions

Questions regarding the RFP should be in writing and delivered via mail or facsimile (413) 787-6295 on or before 4:00PM on April 16, 2024 to:

Office of Procurement
Attn: Lauren Stabilo, Chief Procurement Officer
lstabilo@springfieldcityhall.com
City Hall – Room 307
36 Court Street
Springfield, MA 01103

All inquiries related to the requirements should prominently refer to “**Bid # 24-203 – “REVIEW AND UPDATE OF SPRINGFIELD HISTORICAL DISTRICT GUIDELINES, POLICES AND PROCEDURES,”** and the opening date.

Responses to inquiries will be in the form of a numbered addendum to the specifications issued by the Office of Procurement and sent to all parties listed in the bid file as

Proposer(s) having requested the bid documents from the Office of Procurement. Proposer should base responses only on the specifications including any addenda.

PLEASE NOTE that all addenda must be acknowledged either in the bid response (there is a space for that purpose on the bid cover sheet) when submitted or by following the instructions on the addendum cover sheet. If using the latter means to acknowledge receipt, the Vendor must write the business name of the firm, sign the sheet and email to lstabilo@springfieldcityhall.com or fax it to (413-787-6295) and/or include a copy of the sheet in the bid response.

Failure to acknowledge any addendum may cause rejection of a bid response as required by chapter 30B. Proposer(s) are advised to call the Office of Procurement (413-787-6285) before sending their bid responses to confirm that all addenda are accounted for.

To maintain a fair and impartial competitive process, the City can only answer written questions. Private communication with any RFP City employee during the proposal preparation and evaluation period must be avoided. Proposers who initiate private communication or attempt to violate the process outlined herein may be disqualified.

8.0 Anticipated Schedule of Events

The anticipated schedule, which in the discretion of the City (or the RFP Selection committee) can be modified if needed, is as follows:

April 1, 2024	RFP Advertised in Springfield Republican
April 1, 2024	RFP Advertised in MA Central Register
April 1, 2024	RFP Issued
April 16, 2024	RFP questions due by 4:00PM
April 18, 2024	RFP questions answered
April 24, 2024	RFP responses due by 2:00PM
May 2024	Proposals Reviewed
May 2024	Recommendations to the Mayor
May 2024	Award

9.0 Selection Committee

The Selection Committee will be comprised of members who will review all completed proposals submitted in accordance to the requirements outlined in this RFP. The Selection committee will likely have representative(s) from the City of Springfield, Springfield Historical Commission, Pioneer Vallee Planning Commission (PVPC), an architect with experience in preservation and restoration and a member of the City Council.

10.0 Evaluation/Selection Process

Proposals shall be privately opened, reviewed and ranked according to the established evaluation categories as Highly Advantageous; Advantageous; Not Advantageous; or Non-Responsive (Exhibit A). Interviews may or may not be conducted by the Selection Committee.

Comparative Evaluation Criteria

Proposals that meet the Minimum Criteria (**Section 6.2**) will be further evaluated and rated on the basis of the following Comparative Criteria. The City reserves the right to ask any Proposer to provide additional supporting documentation in order to verify its response.

Ratings of (i) Highly Advantageous (“HA”); (ii) Advantageous (“A”); (iii) Not Advantageous (“NA”); or (iv) Non-Responsive (“NR”) will be given to each of the following criteria for each Proposer. A composite rating will then be determined by the RFP Selection committee.

1. Quality and Depth of Project Experience:

HA - The project proposal demonstrates excellent experience with similar projects (5 or more) and prior experience with municipally, privately, or not-to-exceed or fixed-fee contracts.

A - The project proposal demonstrates solid experience in providing services related to the City’s requirements. The project proposal demonstrates a good depth of experience with similar projects (3 to 5) and prior experience with municipally or privately funded not-to-exceed or fixed-fee contracts.

NA - The proposer has limited experience in providing services related to the City’s requirements or with similar projects (less than 3) and limited prior experience with public or private, not-to-exceed or fixed fee contracts.

NR - Non-Responsive

2. Completeness and Quality of Proposals

HA - Response is complete, concise, informative, and highly detailed. Proposal reflects that proposer is able to perform in a superior manner acceptable to the City. Selection Committee is completely convinced about the proposer's ability to provide the level of services as required by the City. Proposal demonstrates excellent communication and documentation skills.

A - Response is complete, informative, and meets criteria for responsiveness. Selection Committee finds proposal reflects that proposer is able to perform in an adequate manner acceptable to the City. Proposal demonstrates a good level of communication and documentation skills.

NA - Response lacks a comprehensive approach, but meets criteria for responsiveness. Selection Commission finds proposal reflects that proposer may be able to perform in a manner acceptable to the City. Communication and documentation skills appear only adequate.

NR - Non-Responsive

3. Qualifications of the Proposer:

HA - 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.

A - 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.

NA - The proposer's resume(s) do not demonstrate that proposer has adequate training, educational background and work experience appropriate to the project described herein.

NR - Non-Responsive

4. Readiness to Proceed

HA - The proposer has assembled an experienced development team with the expertise to successfully complete the project in a timely manner. The proposer has met or exceeded the outlined time frame.

A - The proposer has partially assembled a development team with expertise to complete the project. The proposer's timeline is questionable and/or needs clarification.

NA - The proposer has not demonstrated that they are ready to proceed. The timeline is unsupported.

NR - Non-Responsive

FORM A
TECHNICAL (NON-PRICE) PROPOSAL FORM

**RFP: Review and Update of the Springfield Historical District
Guidelines, Policies and Procedures RFP NO. 24-203**

The undersigned Proposer certifies under penalties of perjury that this Technical Proposal, including the attached documents, 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 undersigned further certifies that it has carefully examined the RFP, including any attached exhibits and all addenda, and it proposes and agrees that it will contract with the City to provide all of the services described therein in the manner and time set forth therein.

The term of the contract shall cover the time period from May 1, 2024 through January 4, 2025, subject to the termination provisions of the contract.

The Proposer further certifies under penalties of perjury as follows:

- a. That neither Proposer nor any member of the Proposer's team is currently suspended or debarred from doing business with any government entity.
- b. That it has reviewed all of its engagements and pending engagements and that, in making this proposal, no potential for conflict of interest or unfair advantage exists.
- c. That the information supplied by the Proposer in this proposal is current, truthful and complete.
- d. That pursuant to Massachusetts General Laws, Chapter 62C, § 49A, the Proposer has complied with all laws of the Commonwealth of Massachusetts relating to taxes.

The Proposer acknowledges receipt of Addenda numbered: _____, _____, _____, _____.

Dated this _____ day of _____, 2024

Signature of Proposer: _____

Name of Proposer: _____

State of Incorporation: _____

Business Address: _____

City/State/Zip: _____

Telephone: _____

If this proposal is being submitted by a corporation, the proposal shall be executed in the corporate name by the president or other corporate officer, and the corporate seal shall be affixed. A certificate of the clerk of the corporation evidencing the officer's authority to execute the proposal shall be attached.

If this Proposal is being submitted by a partnership, it shall be executed in the partnership name by a general partner. If this Proposal is being submitted by a Joint Venture, it shall be executed by all Joint Venture Partners, and any partner that is a corporation shall follow the requirements for execution by a corporation as set forth above.

FORM B
PRICE PROPOSAL FORM

RFP: Review and Update of the Springfield Historical District Guidelines, Policies and Procedures - RFP NO. 24-203

The City of Springfield has established a budget not to exceed \$35,000 for the Scope of Services. Project fees must be provided for each of the four 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 Part 3 of this RFP.

The undersigned hereby submits a price proposal to perform the services outlined in RFP #24-203

Signature of Authorized Representative:

Printed Name:

Title:

Company/Organization (Proposer):

Date:

The PROPOSER hereby pledges to deliver the complete scope of services required, for the estimated cost breakdown for each phase of the Springfield Historical Commission Guidelines Notebook Update as shown below:

Phase I:

Phase 2:

Phase 3:

Phase 4:

Total Cost: (not to exceed \$35,000)

Note: One (1) unbound original and three (3) copies of the Price Proposal are to be submitted separately from Technical (Non-Price) Proposals.

COLLUSION OR FRAUD STATEMENT

THE UNDERSIGNED CERTIFIES UNDER PENALTIES OF PERJURY THAT THIS BID IS IN ALL RESPECTS BONA FIDE, FAIR AND MADE WITHOUT COLLUSION OR FRAUD WITH ANY OTHER PERSON. AS USED IN THIS SECTION THE WORD "PERSON" SHALL MEAN ANY NATURAL PERSON, JOINT VENTURE, PARTNERSHIP, CORPORATION OR OTHER BUSINESS OR LEGAL ENTITY.

(NAME OF PERSON SIGNING BID)

(SIGNATURE)

(COMPANY)

BIDDERS REFERENCE FORM

List at a minimum three (3) business references for services provided similar in scope and intensity as the proposed Request for Proposal

COMPANY: _____

Reference Name: _____

Description: _____

Location: _____

Contract Amount: \$ _____ **Completion Date:** _____

Contact: _____ **Phone:** _____

Owner & Address: _____

COMPANY: _____

Reference Name: _____

Description: _____

Location: _____

Contract Amount: \$ _____ **Completion Date:** _____

Contact: _____ **Phone:** _____

Owner & Address: _____

COMPANY: _____

Reference Name: _____

Description: _____

Location: _____

Contract Amount: \$ _____ **Completion Date:** _____

Contact: _____ **Phone:** _____

Owner & Address: _____

COMPANY: _____

Reference Name: _____

Description: _____

Location: _____

Contract Amount: \$ _____ **Completion Date:** _____

Contact: _____ **Phone:** _____

Owner & Address: _____

COMPANY: _____

Reference Name: _____

Description: _____

Location: _____

Contract Amount: \$ _____ **Completion Date:** _____

Contact: _____ **Phone:** _____

Owner & Address: _____

TAX CERTIFICATION AFFIDAVIT FOR CONTRACTS

Individual Social Security Number

State Identification Number

Federal Identification Number

Pursuant to M.G.L. Ch. 62c. sec. 49a.

Company: _____

P.O. Box (if any): _____ Street Address Only: _____

City/State/Zip Code: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

List address(es) of all other property owned by company in Springfield: _____

Please identify if the bidder/proposer/contractor is a:

Corporation _____

Individual _____ Name of Individual: _____

Partnership _____ Names of all Partners: _____

Limited Liability Company _____ Names of all Managers: _____

Limited Liability Partnership _____ Names of Partners: _____

Limited Partnership _____ Names of all General Partners: _____

You must complete the following certification and have the signature(s) notarized on the lines below.

TAX CERTIFICATION

I, _____ certify under the pains and penalties of perjury that _____, to my best
(Authorized Agent) (Bidder/Proposer/Contractor)
knowledge and belief, has/have complied with all United States Federal, Commonwealth of Massachusetts, and
City of Springfield taxes required by law.

Bidder/Proposer/Contracting Entity Authorized Person's Signature Date: _____

Notary Public

STATE OF _____, 2024

County of _____, ss.

Then personally appeared before me [name] _____, [title] _____ of [company
name] _____, being duly sworn, and made oath that he/she has read the foregoing document, and knows the
contents thereof; and that the facts stated therein are true of his/her own knowledge, and stated the foregoing to be his/her free act and deed and the free act
and deed of [company name] _____.

Notary Public

My commission expires: _____

**YOU MUST FILL THIS FORM OUT COMPLETELY AND, SIGNATURES MUST BE NOTARIZED ON THIS FORM
AND YOU MUST FILE THIS FORM WITH YOUR BID/CONTRACT. TAX AFFIDAVITS THAT ARE NOT SIGNED AND
NOTARIZED WILL BE REJECTED.**

AFFIRMATIVE ACTION PLAN
(GOODS AND SERVICES BID ONLY)

NAME OF PROJECT _____ BID NO. _____

A.) What is the total number of employees that is currently employed by your company?

NUMBER OF EMPLOYEES										
OVERALL TOTALS (SUM OF COL.B THRU F) A	MALE					FEMALE				
	WHITE (NOT OF HISPANIC ORIGIN) B	BLACK (NOT OF HISPANIC ORIGIN) C	HISPANIC D	ASIAN OR PACIFIC ISLANDER E	AMERICAN INDIAN OR ALASKAN NATIVE F	WHITE (NOT OF HISPANIC ORIGIN) B	BLACK (NOT OF HISPANIC ORIGIN) C	HISPANIC D	ASIAN OR PACIFIC ISLANDER E	AMERICAN INDIAN OR ALASKAN NATIVE F

B.) What is your anticipated work force for this project/service? _____.
Number of Minorities _____ Number of Females _____.

C.) Is your company at least 51% owned and controlled by one of the following groups members? Please circle the appropriate categories.

MALE---FEMALE: Black, Hispanic, Asian, American Indian,
Alaskan Native, Cape Verdean, Caucasian.

AUTHORIZED SIGNATURE

DATE

FIRM

ADDRESS

TELEPHONE NUMBER

**THIS FORM MUST BE SUBMITTED BY THE BIDDER WITH THE BID /PROPOSAL,
AND SIGNED BY THE BIDDING COMPANY IF THE REQUIRED INFORMATION IS
PROVIDED OR NOT.**