



Town of Jaffrey, New Hampshire
Department of Public Works
23 Knight Street
Jaffrey, NH 03452
603-532-6521
603-532-4290 fax

August 29, 2014

Dear Architect, Engineer, Architectural Historian, Photographer:

Attached is a Request for Qualifications pertaining to a State Level Documentation of the Jaffrey Meetinghouse.

This project is being undertaken by the Town of Jaffrey with funding through a Certified Local Government grant provided by the National Park Service through the New Hampshire Division of Historical Resources.

The Town is seeking 1) an Architectural Historian; 2) an Architect/Engineers; and a 3) Photographer to undertake the contractual work.

Qualified consultants may submit proposals for one, two or all three of these positions.

The project period is for one year commencing September 30, 2014. (Note that no contracts can be entered into until the Governor and Council approve the grant which could be after the start of the project period.)

I hope you will consider responding to this request.

If you have any questions or would like to visit the Meetinghouse, please let contact me at the email address below. The Statements for Qualifications are due Wednesday, September 24, 2014.

NOTE: If you may be interested in responding to this RFQ, please indicate by return e-mail that you have received this and are considering a response. Thank you.

Robert B. Stephenson
Project Director
Email: Rs41@comcast.net

The Town of Jaffrey prohibits discrimination on the basis of race, color, national origin, sex, sexual orientation, religion, age, disability, marital or family status.

The Town of Jaffrey is an equal opportunity employer.

TOWN OF JAFFREY, NH

REQUEST FOR QUALIFICATIONS

State Level Documentation of the Jaffrey Meetinghouse

2014



Town of Jaffrey
10 Goodnow Street
Jaffrey, NH 03452

**Town of Jaffrey
Meetinghouse Committee**

**REQUEST FOR QUALIFICATIONS
State Level Documentation of the Jaffrey Meetinghouse**

BACKGROUND: The Town of Jaffrey wishes to undertake a State Level Documentation of the Jaffrey Meetinghouse, a Town-owned building in the Jaffrey Center Historic District, the frame of which was raised on June 17, 1775. This project is being supported by a Certified Local Government grant from the National Park Service, U. S. Department of the Interior, administered by the New Hampshire Division of Historical Resources.

The Town of Jaffrey, New Hampshire, seeks **Statements of Qualifications** from qualified consultants in the following areas associated with a State Level Documentation of the Jaffrey Meetinghouse:

- 1) Architectural historian to prepare an historical narrative;
- 2) Architect/Engineer to undertake measured drawings; and a
- 3) Photographer to undertake large format photography.

Each of these three may be the responsibility of a single consultant or one consultant may propose to undertake all three, either as a single consultant or through sub-contracting to others.

Statements of Qualifications are due at the Jaffrey Town Office at 10 Goodnow Street, Jaffrey, NH 03452, no later than 3:00 PM on **Wednesday, September 24, 2014**. Three (3) copies should be submitted in a sealed envelope marked "State Level Documentation of the Jaffrey Meetinghouse RFQ." Proposals should be addressed to:

Robert B. Stephenson, *Project Director*
Meetinghouse Committee
Town of Jaffrey
10 Goodnow Street
Jaffrey, NH 03452
rs41@comcast.net
603-532-6066

In preparing a response to this Request, interested consultants should refer to the guidelines of the Historic American Building Survey (HABS) at <http://www.nps.gov/history/hdp/standards/habsguidelines.htm> and to the attached "New Hampshire Property Documentation Program Standard Format and Mitigation Language."

INTRODUCTION: The Jaffrey Meetinghouse is Jaffrey’s most historic structure having served the town since its construction in 1775. It has served as a church and as a site of Town Meeting; it has housed the Town Offices, accommodated Conant High School and, since 1922, been the setting for lectures, musical and dramatic performances, weddings, funerals, committee meetings, fairs, and events of all kinds. It’s operation and maintenance is overseen by a three-person Meetinghouse Committee appointed by the Selectmen. It is located on the north side of Route 124 in Jaffrey Center, two miles west of downtown Jaffrey.

Information on the Meetinghouse may be found on the Town website at http://townofjaffrey.com/Pages/JaffreyNH_Bcomm/Meetinghouse/index

Photographs—both modern and historical—may be found at http://townofjaffrey.com/Pages/JaffreyNH_Bcomm/Meetinghouse/photos

SCOPE OF WORK:

A. Historical Narrative

The Town of Jaffrey seeks to hire an Architectural Historian (contractor) qualified under 36 CFR 61 (http://www.nps.gov/history/local-law/arch_stnds_9.htm) to prepare New Hampshire Historic Property Documentation for the Jaffrey Meetinghouse, a contributing resource in the National Register listed Jaffrey Center Historic District. New Hampshire Historic Property Documentation will be prepared to include a narrative report that will discuss the property, its character-defining features, and its historical context in relationship to religion, government, and community in the Town of Jaffrey.

The contractor will be expected to meet in Concord with the Project Director and with staff of the New Hampshire Division of Historical Resources at a mutually convenient time prior to the contractor commencing work. The contractor will also be expected to make one public presentation to the public in the Meetinghouse in Jaffrey sometime near the end of the project period at a mutually convenient time.

Local sources of historical information on the Meetinghouse (e.g. drawings, plans, writings, minutes, reports, historic photographs, etc.) will be provided to the Architectural Historian by the Project Director.

The Architectural Historian shall combine all three products—historical narrative, photographs and measured drawings—into a single submission to the New Hampshire Division of Historical Resources irrespective of whether there are three separate contractors or a single contractor with sub-contractors. The Architectural Historian shall provide the Town of Jaffrey with one set of the materials produced and a computer file of the materials in pdf format. In addition three sets and a computer file of the materials in pdf format shall be submitted to the New Hampshire Division of Historical Resources. One archival folder must be submitted with the materials.

The Architectural Historian will be paid up to \$4,500 for his/her services.

B. Measured Drawings

The Town of Jaffrey seeks to hire an Architect or Engineer (contractor) to prepare CAD

measured drawings of the Jaffrey Meetinghouse, a contributing resource in the National Register listed Jaffrey Center Historic District.

The contractor shall produce a suite of CAD measured drawings of the original structure and the attached bell tower to include:

- 1) Plan of ground floor
- 2) Four elevations
- 3) Two sections
- 4) Framing plan, walls and roof

The contractor shall produce one set of Mylar originals, three sets of prints and a computer file in pdf format and provide these to the Town of Jaffrey. In addition one original package and three copies and a computer file in pdf format shall be submitted by the Architectural Historian to the New Hampshire Division of Historical Resources.

The work, including scale and sheet size, should adhere to the *HABS Guidelines Recording Historic Structures and Sites with HABS Measured Drawings*. See: http://www.nps.gov/history/hdp/standards/HABS_drawings.pdf

The Architect/Engineer will be paid up to \$9,500 for his/her services.

C. Large format Photography

The Town of Jaffrey seeks to hire a Photographer (contractor) to provide:

- 1) Up to 10 large format 4" x 5" black-and-white field-shot photographs of the Jaffrey Meetinghouse, a contributing resource in the National Register listed Jaffrey Center Historic District (contact prints with negatives to become property of New Hampshire Division of Historical Resources);
- 2) a photo list describing the views; and
- 3) a photo key on a sketch map.

This series of photographs shall include:

- General or environmental view(s) to illustrate setting, including landscaping, adjacent building(s), and roadways.
- Front facade, with and without a scale stick.
- Perspective view, front and one side.
- Perspective view, rear and opposing side.
- Detail, front entrance and/or typical doorway.
- Typical window.
- Exterior details, such as chimney, clerestory, oriel, date stone, gingerbread ornamentation, or boot scrape, indicative of era of construction or of historic and architectural interest.
- Interior views to capture spatial relationships, structural evidence, a typical room, and any decorative elements; these include hallways, stairways, attic and basement framing, fireplaces and mantels, moldings, interior shutters, kitchen (especially if original), and mechanicals.

- If they exist, at least one view of any dependency structures, such as privies, milk or ice houses, carriage houses, sheds, detached garages, or barns. These structures need to be identified in the Index to Photographs.

Source (and for additional information):

http://www.nps.gov/history/hdp/standards/PhotoGuidelines_Nov2011.pdf

The Photographer shall provide the Town of Jaffrey with one set of contact prints and the accompanying photo list and photo key. In addition one original package including the negatives and three copies of the contact prints, photo list and photo key shall be submitted by the Architectural Historian to the New Hampshire Division of Historical Resources.

Historic photographs and modern digital photographs of the Meetinghouse will be provided to the Photographer by the Project Director.

The Photographer will be paid up to \$1,500 for his/her services.

SCHEDULE: The project period is from September 30, 2014 to September 30, 2015. Drafts of all products produced under this grant should be provided to the Town of Jaffrey for review by the Town and by the New Hampshire Division of Historical Resources by **June 30, 2015**. Final drafts are due on or before **August 31, 2015**. The consultant(s) shall submit short quarterly progress reports to the Project Director by the end of December 2014 and the end of March and of June 2015.

WORK PRODUCTS: Accompanying the narrative report, the New Hampshire Historic Property Documentation package will include large format black-and-white photos (not to exceed ten, 4" x 5" contact prints), a photo list describing the views and photo key on a sketch map, as well as historic maps and images and measured drawings as described above.

ROLE OF THE PROJECT DIRECTOR: The Project Director will be the main point of contact between the consultant(s) and the Town of Jaffrey. He will oversee and direct the undertaking and will work with the consultant(s) to insure a successful and productive project that is accomplished on a timely basis and within the budget.

The Project Director will also be the main point of contact between the Town of Jaffrey and its consultant(s) and the New Hampshire Division of Historical Resources.

The Project Director will also assist the Architectural Historian by providing historical information on the Meetinghouse to include but not be limited to:

Reports

Writings

Minutes (Selectmen, Town Meeting, etc.)

Maps and plans

Photographs, historical and modern

Prints and drawings

STATEMENT OF QUALIFICATIONS: Interested consultant(s) shall submit qualifications to perform one or more of the tasks outlined above. The Statement of Qualifications shall include relevant experience especially with similar buildings and include sufficient information to exhibit the qualifications of the consultant. At least three (3) references of projects of similar scope are required. The submittal shall include the personnel and sub-contractors, if any, that will be devoted to this project.

Included with the Statement of Qualifications should be a price not to exceed the amounts noted above.

In comparing proposals, the Town of Jaffrey will make its selection on the qualifications of each consultant and consider price only in the event of two or more consultants demonstrating comparable qualifications.

SITE VISIT: Interested consultant(s) wishing to inspect the Meetinghouse prior to submission of qualifications may do so by making arrangements with the Project Director.

INTERVIEWS: Consultants will not be interviewed, in person or otherwise, unless there are questions that need to be resolved, or further information that needs to be obtained, or in the event that two or more consultants have submitted proposals that are very nearly the same in substance and price.

SELECTION CRITERIA: Once received and opened, Statements of Qualifications will be reviewed by the following individuals:

1. Town Manager
2. DPW Director
3. Planning and Economic Development Director
4. Project Manager

In evaluating RFQ submittals, the Town of Jaffrey places high value on the following factors, not necessarily listed in order of importance:

- Quality of work product and methodological approach as demonstrated in submitted work samples.
- Experience with similar projects or related activities involving municipalities.
- Adequate staffing/resources assigned to successfully complete the project.
- Evidence of a history of completing projects on time and within budget.

MISCELLANEOUS: All proposals submitted in response to this RFQ shall become the property of the Town of Jaffrey. All reports, documents, maps and materials developed by the consultant(s) shall be the property of the Town of Jaffrey and shall be treated by

the Town as public information. The Town of Jaffrey is an Equal Opportunity/Affirmative Action Employer. Women and Minority-Owned businesses are encouraged to apply. All unsuccessful respondents will be notified. The Town reserves the right to reject any or all proposals or to waive informalities in any proposal. The Town reserves the right to terminate any contract entered into as a result of this RFQ at any time, provided that written notice has been given to the firm at least thirty (30) days prior to such proposed termination date.

CONTACT PERSONS: Any questions relative to the Request for Qualifications should be directed to:

Randall W. Heglin, *Director*
Department of Public Works
23 Knight Street
Jaffrey, NH 03452
rheglin@townofjaffrey.com
603-532-6521 (DPW office)
603-532-4290 fax

Robert B. Stephenson, *Project Director*
Meetinghouse Committee
Town of Jaffrey
10 Goodnow Street
Jaffrey, NH 03452
rs41@comcast.net
603-532-6066

NOTE: This RFQ is being issued prior to final action on and approval of the grant in question by the New Hampshire Attorney General and the Governor and Executive Council so any action on the part of the Town of Jaffrey related to this grant and to this RFQ is subject to such action and approval.