



CITY OF TORRINGTON
NOTICE FOR REQUEST FOR PROPOSALS
Consultant Services for the Condition Assessment, Site Survey and Archeological Survey
of the Jacob Strong Jr. House and site located at 1167 Highland Avenue, Torrington, CT
RFP #CSS-013-091412

The City of Torrington along with the Torrington Conservation Commission and the Torrington Historical Society is soliciting sealed proposals from qualified individuals/firms to perform a variety of tasks at the Jacob Strong Jr. home and property located at 1167 Highland Avenue in Torrington, CT. The assessment is necessary in order for the City to adequately determine if the acquisition of the house and barn and their environs is a sound and reasonable action and to determine if they have the funds or partners that would be able to take on the property to preserve it to standards.

Proposals shall be delivered to the City of Torrington, Office of the Purchasing Agent, 140 Main Street, Room 206, Torrington, CT 06790, during normal office hours by no later than 11:00 A.M. Friday, September 14, 2012 at which time and place they will be publicly opened and read aloud. In the case where City Hall is closed for weather related or some other emergency related circumstance, then submittals shall be due the next day when City Hall reopens for business, no later than 11:00 a.m. on that day. Proposal information documents may be obtained or examined at the Office of the Purchasing Agent, 140 Main Street, Room 206, Torrington, CT 06790, between the hours of Monday – Wednesday 8:30 a.m. to 4:00 p.m., Thursday 8:30 a.m. to 6:30 p.m. & Friday 8:30 a.m. to 12:30 p.m.

The RFP will be for intellectual property, report writing and analysis. The City of Torrington expects the consultant to develop a thoroughly considered and engaged process of assessment, analysis, planning and documentation. Team member skills should include financial/market analysis, architect/engineer with preservation background and building code and zoning analysis. The consultant will work closely with the City of Torrington project manager and will maintain open communication throughout the project explaining tasks and the processes required to complete the project fostering cooperation. The consultant will be required to make a final report of findings and recommendations to the City as well as provide the City with a final report document. The time for the project completion is from **September 1, 2012 to March 1, 2013** with an additional 30 days available to cover inclement weather and other unforeseen delays as approved by the City.

Interested parties may attend a site inspection meeting to be held on September 7, 2012 at 2:00 P.M. at the Jacob Strong Jr. House and site located at 1167 Highland Avenue, Torrington, CT.

The City of Torrington reserves the right to accept or reject any or all Proposals; to waive any informalities, to award the contract to a bidder other than the lowest bid and to negotiate and award a contract that it determines best meets their needs and best serve the interests of the City of Torrington. All Proposals will be considered valid for a period of sixty (60) days from the date of opening. The sixty day period may be extended upon written mutual agreement

CITY OF TORRINGTON
Pennie Zucco
PURCHASING AGENT

Dated: 8/13/12



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GENERAL BACKGROUND:

The Jacob Strong Jr. is a mid-eighteenth century colonial period home which is located at 1167 Highland Avenue, Torrington, CT. The house is set on a hilltop at one of the highest points in Torrington, Connecticut. The house has the form of a New England Colonial Farmhouse with a gable/salt box roof oriented with the ridge line parallel to the street. The house sits on a stone foundation and is sheathed with wooden clapboards. The structure is 2 stories high, 3 bays wide and 2 bays deep and constructed around 1750.

The façade of the house was modified by owner Paolo Abbate ca. 1930. At this time Abbate extended the roof line in the front and supported it by four, tall, fluted, ionic columns that rise nearly to the original roofline. Mr. Abbate purchased the property around 1927 and also remodeled the barn as his sculpture studio. He cut a large window high in the east gable end to allow more light to enter and covered the exterior in stucco and added a Palladian style fanlight above the north entry door. Lastly, he also built a large fieldstone fireplace and chimney on the interior of the north wall. Paolo Abbate was a renowned sculptor. He died in 1973 at the age of 89. His work endures in build facades and cemeteries and can be seen in the *University Of Connecticut William Benton Museum Of Art*.

The City of Torrington along with the Torrington Conservation Commission and the Torrington Historical Society is soliciting proposals from qualified individuals/firms to perform a variety of tasks at the Jacob Strong Jr. home and property located at 1167 Highland Avenue in Torrington, CT. The assessment is necessary in order for the City to adequately determine if the acquisition of the house and barn and their environs is a sound and reasonable action and to determine if they have the funds or partners that would be able to take on the property to preserve it to standards. The work consists of:

1. House and Barn/Studio Condition Assessment – The assessment should follow and meet the Secretary of the Interior’s “*Standards for Historic Preservation*” and should identify, evaluate and recommend maintenance and a schedule for maintenance for the two main historic structures on the property. Assessment should include, but is not limited to: structural soundness, historic integrity, methods of construction/repair, soundness of the roof, stairwell as well as the ‘standard’ elements provided for under the “*Standards for Historic Preservation*”. The findings shall be supplied in a report form.

2. Site Survey – Using the information provided by the City of Torrington perform a full site survey defining the options the City has for maximizing the use of the property including, but not limited to, options for programming, subdivision to pay for improvements, layout of uses to maintain historic integrity of the site and outlining possible pitfalls should the City agree to take on the property. The review and recommendations shall be supplied in a report and map form.

3. Archeological Survey – A survey of the site indentifying any areas or items or archeological significance using standard archeological survey standards. The findings shall be supplied in a report and map form.

In order for the City to remain fiscally responsible and manage the costs associated with possible acquisition of the Jacob Strong Jr. property, and to meet the requirements of in-kind services for the Historic Preservation Technical Assistance Grant (HPTAG) the City is requiring all administrative activities to be completed by the City staff including, but not limited to: printing, mapping, map compilation, office space, copying, site assistance, photography with GIS camera and other administrative services.

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Deliverables:

1. Final reports for each work item: Condition Assessment, Site Survey and Archeological Survey including maps and schedules as needed and required.
2. Meetings: A kick off meeting with the City of Torrington Team and a wrap up meeting with the same team members with be required. In between an office space will be supplied to the consultant to facilitate communication and proximity to the project site throughout the project. The office space will be located in Room 324 of City Hall and includes a computer, scanner, copier, phone line, internet access, and other equipment as needed.

Proposal Requirements:

Proposals for the Jacob Strong Jr. House Assessment should, at minimum, contain:

1. A statement of qualifications
 - a. List project locations and general details that have been completed by Proposer. Include projects currently being preserved.
 - b. Provide four (4) customer references from customers who worked with Proposer during the Assessment/survey phases.
 - c. Provide insurance coverage documentation.
2. List a project team member(s) and their resumes/experience with similar projects along with their hourly rates
3. A fee structure with an anticipated total fee for professional services – the fee shall reflect the City’s required conditions
4. Respondents are also encouraged to provide additional and/or products or services not listed in this RFP that, in the respondent’s opinion will create a more effective end product.

Questions and Addenda

Questions about this RFP may be directed to Kimberly Barbieri by email to kimberly_barbieri@torringtonct.org no later than five (5) days prior to the proposals due date. All information given by the City except by written addendum shall be informal and shall not be binding upon the City nor shall it furnish a basis for legal action by any Proposer or prospective Proposer against the City. Questions will be answered through and addendum which shall be posted on the city’s website. Potential bidders are responsible for checking the city’s website within 48 hours of the bid opening.

Cover Letter

Cover letter should highlight any special features of the Proposal, and include the name, address, phone number, and email for the point of contact within the Proposer's organization. The cover letter should be signed by a representative of the Proposer's company who has the authority to bind the Proposals.

All sealed proposals shall be clipped together – not stapled or bound – and shall be kept to under 25 pages. The proposal shall be sent to:

Pennie Zucco, Purchasing Agent
City of Torrington
140 Main Street, Room 206
Torrington, CT 06790

All sealed proposals must be received no later than **11:00 AM on September 14, 2012** to be considered. Proposals received later than time and date specified will not be considered. One original and four (4) copies shall be placed in a sealed envelope and clearly marked **“RFP #CSS-013-091412, Consultant Services for the Condition Assessment, Site Survey and Archeological Survey of the Jacob Strong Jr. House and site located at 1167 Highland Avenue, Torrington, CT”**. In the event of the closure of City Hall, the bid will be opened on the following business day that City Hall is opened. No fax or e-mail proposals will be accepted. Firms mailing proposals should allow for normal delivery time to ensure timely receipt of their proposals. The City will not be liable for any costs incurred by vendor in the preparation or submission of a proposal. All proposal submissions and materials become property of the City and will not be returned.

Proposal Evaluation:

The City Team that will be reviewing all proposals and the final reports shall include: the City Planner, Mayoral Aide, Torrington Historical Society representative, Project Manager, Conservation Commission member and Purchasing Agent.

The City of Torrington reserves the right to accept or reject any or all Proposals; to waive any informalities, to award the contract to a bidder other than the lowest bid and to negotiate and award a contract that it determines best meets their needs and best serve the interests of the City of Torrington.

All Proposals will be considered valid for a period of sixty (60) days from the date of opening. The sixty day period may be extended upon written mutual agreement.

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Acceptance of Terms of this Agreement

Name of Proposer:

Contact Person:

Address:

City/State/Zip:

Telephone: _____ Fax: _____

E-mail: _____

Authorized Signature _____ Title: _____

Name Printed: _____ Date: _____

It is agreed by the above signed proposer that the signature and submission of this proposal. Represents the proposer's acceptance of all terms, conditions, and requirements of the proposal specifications, and, if awarded, the proposal will represent the agreement between the parties.

The proposer agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the proposal documents, but which are incidental to the scope, intent, and completion of this contract, shall be deemed to have been included in the prices for the various items scheduled.
