

REQUEST FOR QUALIFICATIONS

May 25, 2007

BY

National Trust for Historic Preservation (NTHP)

The Philip Johnson Glass House (PJGH)

In partnership with

The New Canaan Historical Society (NCHS)

806 Ponus Ridge Rd

New Canaan, CT 06840

FOR THE PROJECT

A Comprehensive Survey of Mid-Century Modern Residences in New Canaan, CT

The project proponents are soliciting qualification statements from consultants in the fields of 20th century history, architecture, architectural history and landscape history for the services required to research, survey and document approximately 100 architect-designed houses, related outbuildings and landscapes built in the town of New Canaan, Connecticut between 1935-1975.

A. Statement of Objectives

The objective of this project is to complete a comprehensive survey of approximately 100 architect-designed mid-20th century Modern homes, outbuildings and landscapes built between 1935 and 1975 in New Canaan, CT.

The survey objectives are:

1. To identify and document the range of mid-20th century architect-designed Modern houses in New Canaan;
2. To develop and promote consistent methodology and nomenclature for the study of mid-century Modern residences; and
3. To adapt and apply standard criteria for evaluating the integrity and significance of Modern residences and related resources in a replicable manner.

The comprehensive survey project is the fundamental first step towards scholarly evaluation of Modernist resources in New Canaan. Research, fieldwork and photography generated in the course of the survey will serve as the basis for resource

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evaluation, preservation planning and eventual nomination of selected resources to the National Register of Historic Places.

The New Canaan survey will establish a methodological framework (including procedures, criteria, standards and nomenclature) for surveying other mid-20th century Modern buildings in Connecticut. Successful aspects of the methodology will be promoted as models for replication in other states and communities with dense concentrations of modern resources.

In addition to providing a comprehensive inventory of Modernist structures in New Canaan, the survey project will help develop a network of Modern homeowners, broaden the awareness of “recent past” landmarks and build momentum for the preservation and care of Modernist buildings.

B. Funding Sources

Financial support for the Comprehensive Survey Project is provided by the Connecticut Commission on Culture and Tourism (CCCT), the Connecticut Trust for Historic Preservation (CTHP), the National Trust for Historic Preservation (NTHP), and the New Canaan Historical Society (NCHS). Consultant selection, project implementation and the preparation of final documents must comply with the schedule and programmatic restrictions of the four primary sponsoring agencies.

After a review of qualification statements, the National Trust will make the initial consultant selection. Approval of the selected consultant’s qualifications by the Connecticut Commission on Culture and Tourism is required prior to negotiating a contract.

C. Scope of Work

The Comprehensive Survey of Modern Residences in New Canaan must comply with the standards, methodology and format approved by the Connecticut State Historic Preservation Office (SHPO) and the History and Museum Division of the Connecticut Commission on Culture and Tourism.

As a pilot project and a model methodology, the comprehensive survey of New Canaan Moderns will include more extensive historical research and more detailed fieldwork than a standard historic resource survey. The staff of Philip Johnson’s Glass House and the Northeast Regional Office of the National Trust for Historic Preservation will provide leadership, guidance, and review throughout the project.

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In support of the survey, the New Canaan Historical Society has agreed to provide supervised access to their extensive collection of plans, specifications, photographs, correspondence, and articles relating to mid-century Modern houses in New Canaan.

Key Consultant Tasks

- 1) Review the archival collections of public and private repositories (local, state and federal) for relevant material; consult Resource Guide of local sources created by the NTHP.
- 2) Confer with the local historians, town planners & building officials, local historical and historic district commissions, and New Canaan Historical Society to develop draft outline of context statement.
- 3) Consult with project leaders to identify target properties for full survey.
- 4) In partnership with NTHP project coordinator, contact individual property owners and coordinate site visits.
- 5) Prepare photographic documentation of all elevations of each targeted structure (residences and outbuildings) and key landscape features.
- 6) Prepare detailed field notes on each property including location, setting, architectural style, materials, key design elements, alterations and general exterior condition.
- 7) Apply the National Register eligibility criteria to each property and to the full range of resources.
- 8) Conduct in-depth research on specific architects, owners and builders of each property.
- 9) Provide periodic progress reports and draft materials for review by project coordinators.
- 10) Prepare draft and final documentation to meet all survey requirements.

Final Products

All survey products will be submitted to the National Trust project coordinator for review and approval in both draft and final form. The comprehensive survey must include the following items:

- 1) Title Page and Introduction including acknowledgment of funding sources and institutional support (statement to be provided by NTHP)
- 2) Table of Contents
- 3) Executive Summary
- 4) Historic Context Statement outlining the social, economic and cultural factors that contributed to New Canaan's mid-century development as a center of Modernism, and a narrative historical and architectural overview that places the buildings in context
- 5) Survey Methodology including the standards and criteria used to identify target properties and to evaluate integrity and significance

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- 6) Inventory Forms: Approximately 100 completed inventory forms for individual properties prepared according to CT SHPO standards and including location information, architectural descriptions, historical significance, black & white record photographs, reference sources and a National Register criteria evaluation statement
- 7) Summary evaluation of resources using National Register measures of integrity and standard National Register Criteria.
- 8) Recommendations for nomination of individual properties and clusters of resources as National Historic Landmarks, individual National Register listings, National Register districts or multiple-property (thematic) National Register listings.
- 9) Biographical Summary of all architects, landscape architects and designers whose work is represented in the survey
- 10) Maps (historical and contemporary) showing the locations of all surveyed properties.
- 11) Annotated list of resources associated with women and minority history
- 12) Glossary of architectural terms and nomenclature associated with mid-20th century Modern materials and stylistic features
- 13) Annotated Bibliography and list of sources
- 14) Index by street address of all properties included in the inventory
- 15) A blind identification system to guarantee homeowner anonymity

The Connecticut Commission on Culture and Tourism will hold the exclusive copyright for all materials generated by this project, whether in draft or final form. Any product, whether acceptable or unacceptable, developed under the contract awarded as a result of this RFQ will be a “work made for hire” for the purposes of copyright law and will be the sole property of the CCCT.

Draft and final products will be submitted both in print and in electronic format (CD-ROM).

All original materials produced in connection with the survey, including sketch maps, field and property condition notes, prints, digital files and survey documents will be deposited with the Connecticut SHPO and/or the Connecticut State Library. Photography must adhere to National Register digital photography standards.

The consultant will submit five unbound archival quality printed copies and five electronic copies (CD-ROM) of the complete survey report to the National Trust Project Coordinator for distribution to the Survey and Grants Director of the Connecticut Commission on Culture and Tourism, the Connecticut Trust for Historic Preservation, the National Trust for Historic Preservation Northeast Office, the Philip Johnson Glass House and the New Canaan Historical Society.

D. Project Schedule

The anticipated schedule for this project is 32 weeks (approximately 7 months).

Weeks 1-2

Review survey plan and schedule
Review privacy and liability issues

Weeks 3-5

Begin background research
Submit proposed methodology for review
Submit customized survey and inventory forms for review
Submit schedule for fieldwork
Initiate communication with property owners and key contacts

Week 6

Meet with property owners and project Advisory Board at Philip Johnson's Glass House
Presentation of project goals and methodology by Consultant

Weeks 7-17

Conduct research, field surveys, site visits, interviews and photography
Submit draft Historic Context Statement for review
Submit draft glossary of architectural terms and stylistic nomenclature for review
Submit three completed sample survey forms for review

Weeks 18-20

Research, fieldwork, data collection and survey consolidation
Submit draft survey (100 properties) for vetting and review

Weeks 21-25

Prepare National Register Criteria evaluation statements for each property
Conduct supplemental research, field notes and photography
Prepare final survey documents and all related attachments

Weeks 26-31

Submit all final documents in print and electronic format for final review
Prepare revisions, amendments or supplements as needed to close out contract

Week 32

Reception with property owners and Advisory Board at the Glass House
Presentation and discussion of survey results by Consultant

E. Minimum Qualifications

Consultants must meet the minimum Professional Qualifications Standards as defined by the U.S. Department of the Interior, National Park Service (36 CFR 61, Appendix A) in the fields of History, and Architectural History.

Consultants must demonstrate prior successful experience in project management, survey design and methodology. Consultants must also demonstrate a high level of expertise in American history, architectural history, and mid-20th century Modern design as evidenced by previous research, teaching, or publications.

Consultants who meet or surpass the minimum qualifications standards may augment their respective teams with a landscape historian, landscape architect, materials specialist, professional photographer, GIS cartographer or other appropriate expertise.

F. General Conditions

- 1) The firm selected for this project will be engaged by the National Trust for Historic Preservation (NTHP). The agreement will be prepared by the National Trust and include the provisions contained in Exhibit A. Please review these provisions carefully before deciding whether or not you wish to submit a qualifications statement. Some terms reflect the standard policies of the National Trust, and firms unwilling to agree to these terms must note any objection in their qualification statements. Many terms are required by the funding sources and are non-negotiable.
- 2) All replies in response to this RFQ are the sole property of the NTHP & the Connecticut Commission on Culture and Tourism (CCCT), the primary funder of this project. Applicants are encouraged not to include in their RFQ's any information that is proprietary for which they are unwilling to grant the rights to CCCT. All materials associated with this procurement process are subject to the terms of State laws defining freedom of information and privacy and all rules, regulations and interpretations resulting from those laws.
- 3) Any costs and expenses incurred by Applicants in preparing or submitting proposals are the sole responsibility of the Applicant.
- 4) An applicant must be prepared to present evidence of experience, ability, service, facilities, and financial condition necessary to satisfactorily meet the requirements set forth or implied in the proposal.
- 5) No additions or changes to the Applicant's original response to this RFQ will be allowed after submission. While changes are not permitted, clarification of proposals may be required by the NTHP at the Applicant's sole cost and expense.
- 6) In some cases, Applicants may be asked to give demonstrations, interviews, presentations or further explanations to the RFQ's Screening Committee.

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- 7) The National Trust for Historic Preservation, the Commission on Culture and Tourism and the State of Connecticut shall assume no liability for payment of services until a contract has been signed by both the Applicant and the NTHP.
- 8) The National Trust reserves the right, in the exercise of its sole discretion:
 - i. to reject all proposals received;
 - ii. to accept a proposal without further discussion or negotiation;
 - iii. to reject an individual proposal because of defects, irregularities or provisions inconsistent with this RFQ;
 - iv. to waive any defect or irregularity in a proposal and to accept that proposal when it is otherwise proper and reasonable to do so; and
 - v. to negotiate directly with respondents for other terms, prices and conditions deemed proper and reasonable for the completion of the work or to protect the interests of the National Trust.

G. Project Budget

The selected consultant will perform the scope of work outlined in this RFQ for a flat contractual fee of no more than \$42,000. All direct and indirect costs (sub-consultants, travel, photography, printing, copying, etc.) shall be included in the contract amount.

H. Proposal Format and Requirements

Responses to the RFQ must contain the following items:

- 1) Resumes of all team members and key staff.
- 2) References for each firm or individual consultant. Include three references from recent clients with the name, title, company address, phone number and email address for each reference.
- 3) Writing samples representing the recent work of all team members.
- 4) Signed Connecticut State forms including: 1) Campaign Contribution Restriction Affidavit – Form SC 3, 2) List of Principals – Form SC 3A, 3) Affirmation of Receipt of Summary of State Ethics Laws – Form 6A, 4) Gift Affidavit – Form 1C, and 5) Notification to Bidders Form.
- 5) A statement that the Applicant represents and warrants that (i) its proposal is not made in connection with any other Applicant, (ii) its proposal is in all respects fair and without collusion or fraud, (iii) the Applicant did not participate in any part of the RFQ development process, (iv) the Applicant had no knowledge of the specific contents of the RFQ prior to its issuance, and (v) no agent, representative or employee of the NTHP participated directly in the preparation of the Applicant's response to this RFQ.
- 6) A description of the legal status of the entity submitting the qualifications, i.e. sole proprietorship, partnership, limited liability company, joint venture or corporation, and state of residency or incorporation.

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Format: Responses and proposals must be typed in a standard font (no less than 12 points) on white paper (8.5 x 11"). Illustrations and attachments should be formatted or folded to a consistent dimension no larger than 8.5x11".

Five (5) identical and complete sets of documents are required for each response.

All responses must be submitted in writing and delivered in physical form in sealed envelopes or packages addressed to:

**Christy MacLear, Executive Director
The Philip Johnson Glass House
806 Ponus Ridge Rd,
New Canaan, Ct 06840**

All responses and proposals must be received by 5:00 p.m. on Friday, June 29, 2007.

Replies transmitted by Fax or Email will not be accepted or reviewed.

I. Contact

Questions about the scope and requirements of this RFQ may be directed to:

Carla Crooks
Carla_Crooks@nthp.org
202.588.6353

CONTRACT TERMS AND CONDITIONS

1. Connecticut Commission on Culture and Tourism Funding Conditions. The following contract provisions are required:

A. The Connecticut Commission on Culture and Tourism will hold the exclusive copyright for all materials generated by this project, whether in draft or final form. Any product, whether acceptable or unacceptable, developed under the contract awarded as a result of this RFQ will be a “work made for hire” for the purposes of copyright law and will be the sole property of the CCCT.

B. The persons named in a respondent’s proposal as proposed project staff must be assigned to the project. Any additions, deletions, or changes of a key staff member will require the National Trust’s advance written approval. At its discretion, the NTHP may require removal and replacement of personnel who do not perform adequately on the project, regardless of whether they were previously approved by the NTHP.

C. The contract will be subject to the provisions of Executive Order No. 3 of Governor Thomas J. Meskill promulgated June 16, 1971, which state that the contractor will not discriminate in its employment practices or policies, shall file all reports as required, and shall fully cooperate with the State of Connecticut and the state labor commissioner.

D. The contract will be subject to the provisions of Executive Order No. 16, Violence in the Workplace Prevention Policy of Governor John G. Rowland, promulgated August 4, 1999.

E. The contract will be subject to the provisions of Executive Order No. 17 of Governor Thomas J. Meskill promulgated February 15, 1973, which requires listing of all employment openings with the Connecticut State Employment Service.

F. The contract will be subject to all non-discrimination state regulations and all non-discrimination federal regulations, including but not limited to the following:

i. 1) In the performance of the contract, the contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including but not limited to, blindness, unless shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut. The contractor further agrees to take affirmative action to insure that applicants with job related qualifications are employed and that

employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including but not limited to blindness, unless it is shown by the contractor that such disability prevents performance of the work involved; 2) the contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by CCCT; 3) the contractor agrees to provide each labor union or representative of the workers with which the contractor has a collective bargaining agreement or other contract or understanding and each vendor with which the contractor has a contract or understanding, a notice to be provided by CCCT, advising the labor union or worker's representative of the contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; 4) the contractor agrees to comply with each provision of this section and Conn. Gen. Stat. 46a-68e and 46a-68f and with each regulation or relevant order issued by CCCT pursuant to Conn. Gen. Stat. 46a-56a, 46a-68e, and 46a-68f; 5) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by CCCT, and permit access to pertinent books, records, and accounts, concerning the employment practices and procedures of the contractor as related to the provisions of this section.

ii. The contractor agrees and warrants that in the performance of the agreement such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the state of Connecticut, and that employees are treated without regard to their sexual orientation; the contractor agrees to provide each labor union or representative of the workers with which the contractor has a collective bargaining agreement or other contract or understanding and each vendor with which the contractor has a contract or understanding, a notice to be provided by CCCT, advising the labor union or worker's representative of the contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by CCCT pursuant to Section 46a-56 of the general statutes; the contractor agrees to provide CCCT with information requested by CCCT, and permit access to pertinent books, records, and accounts, concerning the employment practices and procedures of the contractor as related to the provisions of this section and Section 46a-56 of the General Statutes.

2. National Trust Policies. The following provisions reflect National Trust policies that will be incorporated in a contract:

A. The National Trust will not accept a proposal that seeks to limit the contractor's potential liability to the dollar value of the contract.

B. Examination of Records. The National Trust and its representatives have the right to access and examine any books, documents, papers, and records of the Contractor that involve transactions related to this Agreement, for the purpose of audit and making excerpts and transcriptions. The Contractor shall maintain auditable records for at least three (3) years following the completion of the Agreement.

C. Contractor's Obligations. The Contractor shall deliver all materials and perform all services for the compensation stated above and using its best skills and attention.

D. Changes. The National Trust may unilaterally order minor changes in the work that are not inconsistent with the intent of this Agreement. The cost or credit to the National Trust as a result of these changes will be determined by the mutual agreement of the parties, and the price and schedule will be modified accordingly. The Contractor shall not perform any change in the work covered by this Agreement without advance written authorization from the National Trust.

E. Force Majeure. Either party may terminate or suspend its obligations under this Agreement if performance of its obligations becomes illegal, impossible, or impractical because of an event beyond the party's control and without its fault or negligence, including but not limited to: acts of God; acts of war or the public enemy; terrorism; fires; floods; epidemics; quarantine restrictions; strikes; freight embargoes; unusually severe weather; laws, regulations, and orders of governmental authorities; and curtailment of transportation facilities. Upon this circumstance arising, the non-performing party shall promptly notify the other party in writing and the parties shall negotiate in good faith to reach a resolution. The non-performing party will not be liable for this delay or failure to perform its obligations, except there will be a pro rata reduction in the consideration that would otherwise be due.

F. Non-Discrimination. The parties shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, or sexual orientation.

G. Governing Law. This Agreement is governed exclusively by the laws of the District of Columbia.

H. Independent Contractors. The relationship between the parties to this Agreement is that of independent contractors. This Agreement is not intended to create any association, partnership, joint venture, or agency relationship between the parties.

I. Subcontracting. The Contractor shall not subcontract its services without the prior written consent of the National Trust.

J. Assignability. The Contractor shall not assign this Agreement, or any interest in this Agreement, without the prior written consent of the National Trust.

K. Successors. This Agreement will be binding upon, and will inure to the benefit of, the parties and their respective permitted successors and assigns.

L. Sole Agreement. This document constitutes the sole agreement between the parties concerning the subject matter of this Agreement. It supersedes all prior and contemporaneous oral and written understandings.

M. Amendment. No amendment of this Agreement will be valid unless in writing and signed by both parties.

N. Waiver. A party's waiver of a breach is not to be deemed a waiver of any subsequent breach of the same term or of any other term. No waiver will be valid unless in writing and signed by the waiving party.

O. Severability. If any provision of this Agreement is held to be invalid, the remaining provisions of this Agreement are not to be affected and will continue in effect. The invalid provision is to be deemed modified to the least degree necessary to remedy the invalidity.