

**TOWNSHIP OF BLOOMFIELD
PUBLIC NOTICE
SOLICITATION OF PROFESSIONAL SERVICE CONTRACTS FOR
HISTORIC PRESERVATION SURVEY SERVICES**

The Township of Bloomfield is soliciting a request for Proposal (“RFP”) to provide

HISTORIC PRESERVATION SURVEY SERVICES

Sealed submissions will be received by the Township Clerk, or designated representative for the Township of Bloomfield, County of Essex, State of New Jersey on Friday, November 15, 2019, 11:00 A.M. prevailing time, in Council Chambers, Municipal Building, Municipal Plaza, Bloomfield, New Jersey 07003, then publicly opened and read aloud. All proposals must be delivered to the Township Clerk’s Office, Township of Bloomfield, 1 Municipal Plaza, Room 214, Bloomfield, NJ 07003. **YOU ARE REQUIRED TO SUBMIT ONE (1) UNBOUND COPY OF THE PROPOSAL AND ONE (1) ELECTRONIC COPY ON A CD OR A THUMB DRIVE.**

All proposals shall include all of the information requested in the Standardized Submission Requirements and selection criteria, which is available on the internet at <https://www.bloomfieldtwpnj.com/DocumentCenter/View/396/Standardized-Submission-Requirements-for-Professional-Services-PDF>. Bids will be deemed incomplete if all of the documents are not submitted according.

All professional service contractors are required to comply with the requirements of N.J.S.A. 52:32-44 (Business Registration of Public Contractors), N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. (Contract compliance and Equal Employment Opportunities in Public Contracts).

Submissions by Corporations and Partnerships shall include a completed Disclosure of Ownership form (N.J.S.A. 52:25-24.2) and shall include a completed Non-Collusion Affidavit.

The Mayor and Council reserves the right to reject any or all submissions due to any defects or waive informalities and accept any submissions that in their judgment will be in the best interest of the Township. The Mayor and Council shall award the contract or reject all submissions no later than 60 days from receipt of same.

By authorization of the Mayor and Council of the Township of Bloomfield, Essex County, New Jersey.

TOWNSHIP OF BLOOMFIELD
HISTORIC PRESERVATION SURVEY SERVICES

SCOPE OF WORK

Bloomfield Township desires to expand oversight of the historic resources outside of the Nationally- and State-designated Bloomfield Green Historic District and build on previous work by obtaining a more in-depth reconnaissance-level survey on approximately 76 line items which include individual homes, commercial and institutional buildings, districts, individual structures and sites. Approximately 10 properties currently have SHPO opinions.

Once it is determined that a property may be eligible for local landmark status and after conferring with the Historic Preservation commission, the Respondent will perform an intensive-level survey of approximately 30 properties. This phased approach will first focus on the most endangered properties which may be lost if certain interventions are not instituted. The Respondent will prepare documentation supporting the findings and propose alternate classifications for properties that are not considered for local landmark status. Previous work includes a simple reconnaissance-level survey of 273 properties by an architectural historian at JMT in 2016.

The Respondent shall employ, at a minimum, the services of an Architectural Historian qualified in accordance with the National Park Service Professional Qualifications Standards, to produce an intensive-level architectural survey of approximately 30 properties within the Township and outside of the Bloomfield Green Historic District. Surveyed resources will be documented individually in order to determine their eligibility for local landmark designation. The primary project goal is to update the Township's inventory of historic properties to include local landmark designation and to include detailed architectural descriptions and photos of each of the local landmarks. The survey shall be undertaken by the professional consultant with active participation and assistance of the Bloomfield Historic Preservation Commission.

Information generated from this intensive-level architectural survey will enable the Township Council to designate local landmarks that are eligible under National Park Service and New Jersey Historic Preservation Office criteria for designation. The survey will enable the Township's Planning Board, Zoning Board of Adjustment and Historic Preservation Commission to make informed land use decisions in accordance with the municipal Master Plan, local ordinances and the Municipal Land Use Law. It will also assist the Bloomfield Historic Preservation Commission in making reasonable, consistent and justifiable decisions.

The following will be created as part of the survey efforts and must be conducted in accordance with the New Jersey State Historic Preservation Office's Guidelines for Architectural Survey. The results of the survey shall be compiled in a report that presents reconnaissance and intensive-level research, eligibility findings, and summarizes the overall survey effort. It is expected that the work would be conducted and completed within six (6) months.

I. Reconnaissance-Level Survey Documentation

The Historic Preservation Commission has compiled a list of approximately 76 properties (which includes two housing districts and one transportation corridor district) that are in need of a professional opinion as to landmark status. The Respondent shall provide a description and a determination of and rationale for eligibility for the more intensive-level survey.

II. Intensive-Level Survey Documentation

After meeting with the Historic Preservation Commission to review the proposed property list, the architectural historian shall conduct an intensive-level architectural survey consisting of the following:

A. Survey Forms

1. Preparation of HPO-approved forms for approximately 30 properties. All forms must be submitted via both electronic and hard copy. The hard copy inventory forms will be generated from the database.
2. "The Description" field of each property's survey form shall, at a minimum, include a date of construction, architectural description, list of character-defining features, and summary of the property's history and development. The description field should have three paragraphs. The first paragraph should be an architectural description of the building. The second paragraph should be a brief narrative history of the building. The third paragraph should include a recommendation of individual eligibility as well as contributing or non-contributing status of the building as a local landmark and must include a persuasive and well-reasoned rationale for those recommendation.

B. Photography

1. Survey photography shall include at least one digital color photograph of the entire principal elevation or view for every historic property in the intensive-level survey (this photograph will appear on the Base Survey Form for the property).
2. Additional photographs, which clearly contribute to an understanding of the property's significance, are strongly recommended. These photographs shall appear on continuation sheets following the survey form for the subject property.
3. Survey photographs shall be submitted as color digital images in JPEG format with a minimum pixel array of 1200x1800 (approximately 4" x 6" at 300 dpi).

C. GIS Mapping

1. GIS mapping must be based on existing digital parcel maps, or an HPO approved alternate, such as Global Positioning System (GPS) data.
2. Digital submissions must include separate ArcView shape files in the data structure provided by the HPO.
 - a. Historic District boundaries (polygons). Where the Historic District boundary coincides with a municipal boundary, the Historic boundary must overlay the municipal boundary, the Historic District boundary must overlay the municipal boundary exactly.
 - b. Property locations (points).

3. Geospatial metadata sufficient to satisfy the metadata reporting requirements of the NJ Department of Environmental Protection Mapping and Digital Data Standards (2013) available http://www.nj.gov/dep/gis/assets/NJDEP_GIS_Spatial_Data_Standards_2013.pdf online at
4. All Digital data shall be submitted on CD-ROM and on a flash drive in the format referenced above.
5. The GIS data shall serve as the basis for creating the 2" x 3" location map for each surveyed property. The location map shall be saved as a digital image in JPEG format that will be included on the hard copy survey forms.

D. Intensive-level Survey Report

The Respondent shall prepare an intensive-level survey report in accordance with Section 3.5 of the Guidelines for Architectural Survey. The report will include a rationale for properties to be eligible for local landmark designation that includes the property's place in Bloomfield history, along with survey forms, maps, photographs and illustrations.

The final report must be submitted to the Township in electronic and hard copy.

The electronic copy must be submitted on CD-ROM and on a flash drive as a Microsoft Word document and PDF.

HISTORIC PRESERVATION PROFESSIONAL QUALIFICATIONS

In the following definitions, a year of full-time, professional experience need to consist of a continuous year of full-time work, but may be made up of discontinuous periods of full-time or part-time adding up to the equivalent of a year of full-time experience.

1. History. The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:
 - a. At least two years of full-time experience in research, writing, teaching, interpretation or other demonstrable professional activity with an academic institution, historical organization or agency, museum or other professional instruction, or
 - b. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

2. Archaeology. The minimum professional qualifications I archaeology are a graduate degree in archaeology, anthropology, or closely related field plus;
 - a. At least one year of full-time professional experience or equivalent specialized training in archaeological research, administration or management.
 - b. At least four months of supervised field and analytic experience in general North American archaeology.
 - c. Demonstrated ability to carry research to completion. In addition to these minimum qualifications, a professional in prehistoric supervisory level in the study of archaeological resources of the prehistoric period. A professional in historic archaeology shall have at least one year of full-period. A professional in historic archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the historic period.

3. Architectural History. The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation, or closely related field, plus one of the following:
 - a. At least two years of full-time experience in research, writing, or teaming in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution.
 - b. Substantial contribution through research ad publication to the body of scholarly knowledge in the field of American architectural history.

4. Architecture. The minimum professional qualifications in architecture are a professional degree in architecture plus a least two years of full-time professional experience in architecture; or a license to practice architecture.

5. Historic Architecture. The minimum professional qualification in historic architecture are a professional degree in architecture or state license to practice architecture, plus one of the following:
 - a. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or

- b. At least one year of full-time professional experience on historic preservation projects. (Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.)

SUBMISSION:

Each proposal must contain:

1. Name, qualifications and experience of principal who will oversee the relationship.
2. Name and qualifications of any other individual who may assist the principal in #1 above.
3. Statement of Availability to perform work outlined in the Scope of Services.
4. Copy of Business Registration Certificate.
5. Copies of other required disclosure information.

SELECTION:

The Mayor and Council reserve the right to reject any or all proposals.

Selection will be based on the following criteria, in order of rank:

1. Qualifications of the primary principal and support staff.
2. General experience of the firm.
3. Experience with communities the size and complexity of Bloomfield.
4. Familiarity with Bloomfield, Essex County and the State of New Jersey.
5. Fee.

ALL RESPONSES MUST MEET THE ABOVE REQUIREMENTS AND THE REQUIREMENTS CONTAINED IN THE TOWNSHIP'S STANDARDIZED SUBMISSION REQUIREMENTS FOR PROFESSIONAL SERVICES.