

**Town of West Newbury  
West Newbury Historical Commission**

**REQUEST FOR PROPOSALS**

West Newbury  
Historic Properties Survey Update

Date of Advertisement:

***Monday, July 31, 2017***

**PROPOSALS DUE:**

**Friday, September 1, 2017, 10:00 am**

Late Proposals Will Be Rejected

**DELIVER COMPLETED SUBMISSIONS TO:**

Town of West Newbury

Attn: Procurement Officer  
381 Main St, West Newbury, MA 01985

For further information, please contact:  
Michael McCarron, Town Clerk, Town of West Newbury,  
at 978-363-1100 x110



## **PROCUREMENT OFFICER / TOWN CLERK, WEST NEWBURY, MA 01985**

### **REQUEST FOR PROPOSALS**

#### **West Newbury Historic Properties Survey Update**

##### **I. INTRODUCTION**

The Town of West Newbury (Town) is seeking proposals from qualified historic preservation consultants to undertake an intensive-level, community-wide survey of cultural and architectural resources in the town of West Newbury. This Request for Proposals (RFP) stipulates the procedures and requirements to be used by the Town in its selection for consulting services. The project will be divided into four phases, to be completed over a nine-month period:

- ❖ PHASE I – Identification of historic resources available for the project and development of methodology;
- ❖ PHASE II – Identification of properties to be surveyed and production of sample inventory forms;
- ❖ PHASE III – Production of complete draft inventory forms for review by the West Newbury and Massachusetts Historical Commissions;
- ❖ PHASE IV – Production of final inventory forms, reports and maps.

The Town will evaluate all timely proposals to ensure that all required submittals have been included in responses and that all responses meet the Minimum Evaluation Criteria. Proposals that are deemed to be complete shall be presented to a selection committee consisting of the Purchasing Agent and members of the West Newbury Historical Commission and reviewed/ranked using the Comparative Evaluation Criteria. The top-ranked proposals will also be reviewed by the Massachusetts Historical Commission (MHC) before an award can be made. Activities will commence immediately upon MHC concurrence with the Town's selection of a proposal and issuance of a Notice to Proceed. Proposers must provide fee amounts for these four tasks in their proposal. The Town has established a budget not to exceed \$25,000.

All questions regarding this Request for Proposal must be received by the Town no later than 10:00 AM on Friday, August 25, 2017 and addressed to the attention of Michael McCarron, Procurement Officer, Town of West Newbury and may be e-mailed, and if e-mailed must be marked in the subject line "RFP Historic Properties Survey" to townclerk@wnewbury.org or faxed to (978) 363-1117.

##### **II. PROJECT AREA**

The project area will include the town of West Newbury, Massachusetts.

### **III. FUNDING SOURCE(S)**

The Project is being funded in part by the Town of West Newbury, and in part through a Massachusetts Historical Commission Survey and Planning Grant, with Federal funds from the National Park Service, U.S. Department of the Interior.

### **IV. PROJECT OBJECTIVES**

See Attachment A for the complete Scope of Work.

The Town of West Newbury Historical Commission (LHC) seeks to undertake an inventory of some of the oldest buildings in the town. The survey will include 113 structures dating from the late 17<sup>th</sup> century through about 1867. Our focus is primarily on Main Street, though we have included a few other homes that we have identified as being at risk of demolition or having significant decay. The preliminary target list for this survey includes 113 buildings dating from the late 17th century to about 1867. See Attachment F for the preliminary target list of properties to be surveyed.

An inventory to include documentation of all the town's resources over 100 years old is our ultimate goal in working toward a comprehensive community-wide inventory that meets present-day standards. Fall 2016 Town Meeting approved funds to complete approximately a third of the Commission's present objective.

The level of information for older homes the Town of West Newbury is very poor. The surveys that are available for the targeted homes were completed by volunteers in the 1970s (these surveys are identified by number on Attachment F). No new surveys were added until a former LHC member took it upon herself to inventory a couple of buildings circa 2011. The present LHC hired a preservation consultant to survey 5 buildings that were threatened last year. Some of the buildings have no documentation at all. Building dates vary drastically on various town documents, differing as much as a hundred years. According to the State Reconnaissance Survey Town Report (1985), approximately 20-25% of the forms on file for the town of West Newbury have no photographs. Clearly, there is a need for a professional consultant to uncover the facts and create a proper record of them. The Massachusetts Historical Commission (MHC) informed us that we will be unable to apply for National Register Status for buildings in town until our records are updated because it is not possible to establish a comprehensive picture of the town with existing documentation.

West Newbury has significant architectural treasures, coinciding with the period that we wish to focus on for this survey. According to the State Reconnaissance Survey Town Report, the vast majority of the significant architectural development of the town had happened by the end of the late industrial period, circa 1915, due to population decline. Residential architecture is primarily of the 2 ½ story, five bay, symmet-

rical side gable type with some variations over time. There are a number of extant meeting houses, school houses, civil buildings and churches in town. And there is a solid history of comb and shoe making. Our focus on Main Street is important because it will include most of the industrial and institutional buildings in town and the majority, in fact, nearly two thirds of all the buildings on Main Street were built more than 100 years ago.

The span of this inventory will cover the period of growth and establishment of the town as well as the evolution of industry that expanded beyond farming in the late 1700s to include thriving comb and shoe businesses. The information garnered through this inventory will help determine our most significant structures in town through a better overall understanding of the growth and development of the town. The project will document outbuildings and other historic features, especially barns and shoe shops, located on the target properties that may be more than 100 years old. Research will follow the history of the target properties through the 20th century to the present, following Massachusetts Historical Commission survey standards. We will also identify buildings that are eligible for the National Register of Historic Places and possibly identify future Historic Districts.

## **V. PROPOSAL REQUIREMENTS**

Five (5) copies of the proposal must be furnished to the Procurement Officer for review by the Selection Committee. The overall proposal must include:

### **A. Technical Requirements - to be submitted in Envelope A**

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. Proposers must meet the following minimum criteria:
  - a. Bachelor's Degree in Historic Preservation, Architectural History, History, Art History or a closely related field and at least two years full-time experience in an area relevant to the project; or
  - b. Master's Degree in Historic Preservation, Architectural History, History, Art History or a closely related field.

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 Town. 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 e-mail 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.
6. Proposal Signature Form, Certificate of Non-Collusion, Statement of Tax Compliance and Certificate of Vote of Corporation, as applicable (see Attachments C, D, and E).

**B. Price Proposal Requirements - to be submitted in Envelope B**

1. Completed Attachment B – Fee Proposal Form.

***Please note: Any proposal that fails to include all of the above information will be rejected as unresponsive, and will not be afforded a complete review by the Selection Committee.***

**VI. SELECTION CRITERIA**

1. Minimum Evaluation Criteria

The Selection Committee shall first review each technical proposal to ascertain whether or not the following minimum criteria have been met:

- a. The technical proposal includes all of the items for a complete proposal.
- b. The proposer meets the minimum qualifications as outlined above.

2. Comparative Evaluation Criteria

All responsive proposals will be judged against the Comparative Evaluation Criteria detailed below. The Town will rank each proposal as:

- a. Highly Advantageous – the proposal fully meets and significantly exceeds the standards of the specific criterion;
- b. Advantageous – the proposal fully satisfies the standards of the specific criterion;
- c. Not Advantageous – the proposal does not fully meet the standards of the specific criterion, is incomplete, unclear, or both.

The Selection Committee shall rate and rank each technical proposal meeting the Minimum Evaluation Criteria according to the Comparative Evaluation Criteria listed below. The Fee Proposal Forms will then be opened and reviewed. The Selection Committee will then select the most overall advantageous proposal. Such ratings shall be included in a written recommendation for selection to the MHC.

## **2.1. Quality and Depth of Project Experience**

**Highly Advantageous** – The project proposal demonstrates superior experience in providing services related to the Town’s requirements. The project proposal demonstrates a wide depth of experience with similar projects (5 or more), and prior experience with municipally, privately, or MHC-funded not-to-exceed or fixed-fee contracts. Project work samples are of outstanding quality in content and technical presentation.

**Advantageous** – The project proposal demonstrates solid experience in providing services related to the Town’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. Project work samples are of good quality in content and technical presentation.

**Not Advantageous** – The proposer has limited experience in providing services related to the Town’s requirements or with similar projects (less than 3), and prior experience with public or private, not-to-exceed or fixed fee contracts. Project work samples minimally meet current standards for content and technical presentation.

## **2.2. Qualifications of the Proposer**

**Highly Advantageous** – 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.

**Advantageous** – 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.

**Not Advantageous** – The proposer’s resume(s) do not demonstrate that proposer has adequate training, educational background and work experience appropriate to the project described herein.

## **2.3. Desirability of approach to the project, demonstrated understanding of the community’s historic and cultural resource protection needs, and proposer’s ability to undertake and complete this project in a timely manner.**

**Highly Advantageous** – The proposal demonstrates a superior approach to the subject material, an understanding of the historic and cultural resource issues addressed by the project, and a clear analysis of the time required for each phase of the project. The proposal demonstrates a strong understanding of the history and development of local architectural forms in Massachusetts communities. All references confirmed that consultant had met schedule expectations and delivered an “on-time” project.

**Advantageous** – The proposal demonstrates a good approach to the subject material, an understanding of the historic and cultural resource issues addressed by the project, and presents a time

schedule that meets the project requirements. One reference stated that consultant was unable to meet the agreed-upon project schedule.

**Not Advantageous** – The proposal does not demonstrate a desirable approach to the project and does not demonstrate a clear understanding of the community’s historic and cultural resource protection needs. More than one reference indicated that consultant had been unable to meet the agreed-upon project schedule.

#### **2.4. Overall Quality of Client References**

**Highly Advantageous** – All references contacted spoke favorably of the work performed by the proposer and would use them again for a similar project without hesitation.

**Advantageous** – The great majority of references spoke favorably of the work performed by the proposer and would use them again for a similar project without hesitation.

**Not Advantageous** – One reference stated that there had been significant difficulties with the proposer’s ability to deliver the contracted services and deliverables.

#### **2.5. Completeness and Quality of Proposal**

**Highly Advantageous** – Response is complete, concise, informative, and highly detailed. Proposal reflects that proposer is able to perform in a superior manner acceptable to the Town. Evaluation team is completely convinced about the proposer’s ability to provide the level of services as required by the Town. Proposal demonstrates excellent communication and documentation skills.

**Advantageous** – Response is complete, informative, and meets criteria for responsiveness. Evaluation team finds proposal reflects that proposer is able to perform in an adequate manner acceptable to the Town. Proposal demonstrates a good level of communication and documentation skills.

**Not Advantageous** – Response lacks a comprehensive approach, but meets criteria for responsiveness. Evaluation team finds proposal reflects that proposer may be able to perform in a manner acceptable to the Town. Communication and documentation skills appear only adequate.

### **VII. INTERVIEWS**

After review of the technical proposals, the Selection Committee may, at its discretion, schedule interviews with any or all of the proposers for the purpose of further evaluation of the proposer’s qualifications and ability to provide the required service. Interviewees will be ranked on their presentation.

### **VIII. PROJECT FEE**

The Town has established a budget not to exceed \$25,000 for the Scope of Services described herein. Proposers must complete Attachment B – Fee 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 Attachment A of this RFP.

### **IX. PROJECT SCHEDULE** (see Attachment A for description of work components):

- ❖ PHASE I – Identification of historic resources available for the project and development of methodology – October 20, 2017;



- ❖ PHASE II – Identification of properties to be surveyed and production of sample inventory forms – December 15, 2017;
- ❖ PHASE III – Production of complete draft inventory forms for review by the West Newbury and Massachusetts Historical Commissions – May 4, 2018;
- ❖ PHASE IV – Production of final inventory forms, reports and maps – June 29, 2018

***Please note: all contract work must be completed by June 30, 2018.***

#### **X. PROPOSAL SUBMISSION**

Proposals will be received at the Town of West Newbury, MA Office of the Procurement Officer **until Friday, September 1st, 2017 at 10:00 am**. After this time they will be opened in confidence in accordance with M.G.L. c. 30B, §6 (d). **Proposals received after that date and time will be rejected.**

**The mailing address for all deliveries and walk-in service is:**

**Town of West Newbury  
Procurement Office  
381 Main St,  
West Newbury, MA 01985**

Five (5) copies of each proposal shall be submitted as follows:

The Technical Proposal shall be submitted on the form furnished and in a sealed envelope marked:

#### **Proposal Envelope A - Technical Proposal**

**West Newbury Community-wide  
Historical Properties Survey**

Bidder's Name \_\_\_\_\_

The Price Proposal shall be submitted on the form furnished and sealed in a **separate** envelope marked:

#### **Proposal Envelope B – Price Proposal**

**West Newbury Community-wide  
Historic Properties Survey**

Bidder's Name \_\_\_\_\_

***NOTE:*** Price proposals must be kept entirely separate from technical proposals. Failure to follow this instruction will result in rejection of the proposal.

#### **XI. OTHER REQUIREMENTS**

None.

## **Town of West Newbury Historic Properties Survey Update**

### SCOPE OF WORK

#### **PROJECT OBJECTIVES**

The purpose of this project will be to undertake an intensive-level community-wide survey of cultural and architectural resources in the Town of West Newbury. This project will be structured to provide professional cultural and architectural resource survey expertise to the community. Specific project goals are as follows:

- 1) To conduct a community-wide survey to assess and document 113 selected cultural and architectural resources, following Massachusetts Historical Commission (MHC) survey standards and methodology;
- 2) To identify contexts for National Register evaluation and to apply the National Register criteria to all resources identified in the survey;
- 3) To submit to MHC a list of individual properties and/or districts that are recommended for nomination to the National Register of Historic Places.

#### **METHODOLOGY**

##### The Analytical Framework:

The community-wide survey project must incorporate MHC criteria and methodology, to current standards. (See MHC's *Historic Properties Survey Manual: Guidelines for the Identification of Historic and Archaeological Resources in Massachusetts* (1992), *Survey Technical Bulletin #1* (1993), *MHC Interim Survey Guidelines* (March 1999, et seq.), *MHC Interim Guidelines for Inventory Form Photographs* (2009), and MHC's *Interim Guidelines for Inventory Form Locational Information* (2016). Both MHC survey guidelines and the tasks and products of the survey Scope of Work meet the Secretary of the Interior's *Standards and Guidelines for Identification* (1983).

The MHC criteria for conducting a community-wide survey are designed to identify the full range of cultural resources. Cultural resources are the physical elements in the landscape that remain from historical patterns of human activity. There are many components of a community's historical development that are associated with the location and type of surviving cultural resources. A community-wide survey should therefore relate cultural resources to historic patterns of architectural development, land use, economic development, social and demographic history, and events that had an impact on the community. The community-wide survey should recognize ethnic and cultural diversity within the community, and seek to identify cultural resources associated with the history of the minority social and cultural groups and individuals that may have played a role in the community's history.

The *MHC Reconnaissance Survey Town Report* for the town and the corresponding MHC Reconnaissance Survey Regional Report, existing survey forms and National Register nominations on file with the MHC will provide a preliminary framework and base of information for this analysis. Individual forms and area forms will expand upon the information in the *Town Report* and will relate inventoried properties to the significant themes in the historical development of the city.

#### Phase Meetings:

The project consists of four phases. Project personnel, both the consultant and the project coordinator, will meet with MHC staff at MHC offices in Boston to review project progress and products at the end of each phase. Work to be carried out during each phase and products due at the end of each phase, are described below.

#### The Inventory:

The community-wide survey will consider the full range of cultural resources in terms of period, theme, property type, architectural form and style, and geographic distribution. The survey will consider all periods of architectural and historic development from the period of first colonial European presence to 1970. Significant themes of historical and architectural development will be identified, and resources will be related to these themes.

The community survey will identify buildings and structures that are architecturally and historically significant in the history and development of the community. The survey will include both representative and outstanding examples of the building forms, types, and styles present in the community.

MHC individual property and area inventory forms, maps and National Register recommendations will be completed and submitted to MHC in accordance with the survey guidelines set forth in the MHC's *Historic Properties Survey Manual: Guidelines for the Identification of Historic and Archaeological Resources in Massachusetts* (1992) and *Survey Technical Bulletin #1* (1993), *MHC Interim Survey Guidelines* (March 1999 et seq.), and *MHC Interim Guidelines for Inventory Form Photographs* (2009), *MHC Interim Guidelines for Inventory Form Locational Information* (2016), as well as the Secretary of the Interior's Standards and Guidelines for Identification (1983, copies available from the MHC). These publications and memoranda are all incorporated into this contract by reference. The work to be carried out during each phase, and products due at the end of each phase, are described on the following pages.

## **SCOPE OF WORK**

### ***Phase I (6 weeks)***

#### Tasks:

- (Start-up meeting) Meet with local project coordinator/local historical commission (LPC/LHC) and MHC staff to discuss the scope and inventory methodology of the project and to assess the available documentary materials (LHC files, collections and existing research, maps, local histories, etc.);
- Select maps, including a working map and large-scale base map (assessor's parcel map is preferred), to identify inventoried areas and properties;
- Determine availability of electronic mapping and parcel data and of city-based GIS data suitable for use in the project;
- Review existing inventory forms on file at the LHC and at the MHC;
- Conduct initial research and reconnaissance survey to verify the types and geographical distribution of cultural resources, and to develop criteria for selecting properties to be extensively re-researched in the survey.
- Meet with local project coordinator/local historical commission (LPC/LHC) and MHC staff to review the products of Phase I and discuss outstanding issues related to the selection of properties in Phase II.

#### Products:

- Working maps and large scale base map(s) to be used to identify inventoried properties
- Methodology statement, specifying:
  1. Survey objectives;
  2. Criteria for selecting properties for survey;
  3. Procedures to be followed in the survey and forms of products to be created;
  4. Expectations about the kind, location, and character of historic properties to be recorded;
  5. An assessment of existing documentation;
  6. A brief description of the amount and kinds of information to be gathered about the properties;
  7. Bibliography.

*Phase I will be completed by Friday, October 20, 2017*

### ***Phase II (8 weeks)***

#### Tasks:

- Conduct continued architectural assessments and documentary research to identify important historic themes, events, and persons for the survey target areas, with particular attention to substantially synthesizing and supplementing the information already available. Research collections, should include relevant local, regional and state library and archive collections, as well as web-based research sites.
- Apply selection criteria and prepare list of specific properties to be surveyed.
- Complete representative draft inventory forms for different property types.
- Meet with LHC and MHC staff to review property lists and draft forms.

#### Products:

- List of properties to be surveyed, arranged alphabetically by street address
- Representative draft inventory forms, to be submitted in both hard copy and MS Word format.

*Phase II will be completed by Friday, December 15, 2017*

***Phase III (20 weeks)***

Tasks:

- Conduct intensive research of properties selected for inventory
- Identify contexts for National Register evaluation and apply National Register criteria to inventoried areas and resources;
- Prepare draft list of all areas and resources recommended for National Register nomination;
- Prepare inventory forms with photographs and property location maps. Forms for any surveyed properties listed in the State Register of Historic Places must be marked at top front with appropriate designation code and date.
- Submit draft inventory forms with photographs, draft National Register contexts, and National Register recommendation to MHC and LHC for review and comment (comments to be incorporated during Phase IV).
- In consultation with LHC, MHC survey and MACRIS staff, develop lettering and numbering system for inventoried properties.
- Meet with local project coordinator/local historical commission (LPC/LHC) and MHC staff to review the draft survey forms and National Register nomination recommendations.

Products:

- Unnumbered complete draft inventory forms for approximately 113 properties with photos and locus maps for all areas, buildings, sites, structures, and parks/landscapes. (This information may optionally be submitted in electronic form only for this project phase [CD or DVD].)
- Draft discussion of National Register contexts and list of all areas and resources recommended for National Register nomination

*Phase III will be completed by Friday, May 4, 2018*

#### ***Phase IV (7 weeks)***

##### Tasks:

- Add inventory letters/numbers to forms, if these were not added in Phase III.
- Name MS Word files to conform to MHC file-naming convention.
- Complete National Register Criteria Statement forms to be attached to appropriate inventory forms.
- Prepare base map(s) identifying inventoried properties.
- Prepare street index of inventoried areas and properties.

##### Products:

- Hard-copy numbered MHC inventory forms for approximately 113 properties (two sets with original photographic prints: one for MHC and one for the LHC. Inventory forms must be printed on 24 lb. bond paper of at least 25% cotton fiber content. Photographs must be 3½" x 5½" or 4" x 6" digitally produced ink jet prints using MHC approved printer/paper/ink combinations that produce prints with a minimum 75-year permanence rating. (The paper inventory forms should incorporate the electronic version photograph(s) in addition to an attached photographic print. Only one archivally-permanent paper print, of the primary view, is required for most inventory forms.)
- Large-scale base map(s) with all inventoried areas and properties identified by inventory number (two sets: one for MHC and one for the LHC).
- Survey Final Report (four *paginated, unbound* copies (two for MHC, two for LHC) which will include the following sections:
  1. Abstract;
  2. Methodology statement, including survey objectives, assessment of previous research, selection criteria, procedures followed in the survey, description of products and accomplishments and an explanation of how results of survey differed from those expectations;
  3. Street index of inventoried properties. Areas will be listed separately at the beginning, arranged alphabetically by area name. Individually inventoried properties follow, arranged alphabetically by street name. Property name (if any) and inventory number also will be included on this list;
  4. Final discussion of National Register contexts and list of recommendations for areas and properties to be nominated to the National Register of Historic Places
  5. Further study recommendations; and
  6. Bibliography.
- CD containing a MS Word file for each inventory form. Each Word file should conform to MHC file naming convention, and incorporate photograph(s) and map(s). The CD should also include an MS Word version of the final survey report.
- A separate CD containing high-resolution TIF or JPG images for surveyed properties, identified by street address or MACRIS number, following MHC file naming convention for photographic images. Digital images must be a minimum of 1.0 megapixels in resolution.

**\*\*The Survey Final Report must identify the community repository and/or municipal office(s) where completed survey documentation (inventory forms, base maps and final report) will be made available to the public.**

***Phase IV will be completed and submitted to the MHC and LHC by Friday, June 29, 2018.***



**TOWN OF WEST NEWBURY OFFICE OF THE PROCUREMENT OFFICER  
381 MAIN STREET, WEST NEWBURY, MA 01985**

**West Newbury Historic Properties Survey Update**

**FEE PROPOSAL FORM**  
*(To be submitted in Envelope B)*

The undersigned hereby submits a price proposal to perform the services outlined in the Request for Proposals for the Town of West Newbury Historic Properties Survey Update.

Proposer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The PROPOSER hereby pledges to deliver the complete scope of services required, for the rates and charges shown below:

Estimated cost to complete the project:

Phase I: \_\_\_\_\_

Phase II: \_\_\_\_\_

Phase III: \_\_\_\_\_

Phase IV: \_\_\_\_\_

TOTAL COST: \_\_\_\_\_  
(not to exceed \$25,000)

Note: Five (5) copies of proposal are to be submitted.

**TOWN OF WEST NEWBURY OFFICE OF THE PROCUREMENT OFFICER  
381 MAIN STREET, WEST NEWBURY, MA 01985**

**West Newbury Historic Properties Survey Update**

**PROPOSAL SIGNATURE FORM**

*(This form to be submitted in Envelope A - Technical Proposal)*

The undersigned, hereafter called the proposer, having fully familiarized him/herself with all the request for proposal documents, hereby agrees and declares:

1. That prices inserted in the Price Proposal (Envelope B) cover all necessary expenses to fulfill the conditions of the contract within the time stated.
2. Pursuant to M. G. L. c. 62C, § 49A, the proposer hereby certifies that the proposer has filed all state tax returns and paid all state taxes required under law.
3. The undersigned certifies under penalties of perjury that this proposal 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 following items are to be completed by the Proposer, if applicable:

Our Company is:    A Corporation                      \_\_\_\_\_  
                              A Partnership                      \_\_\_\_\_  
                              Individually Owned                      \_\_\_\_\_

Individual/Company Name: \_\_\_\_\_

Social Security or Federal Identification Number: \_\_\_\_\_

Signature of Individual or Authorized Official: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail \_\_\_\_\_

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under the penalties of perjury that this bid or proposal 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.

Signature of Individual Signing Bid Proposal: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Date: \_\_\_\_\_

**STATEMENT OF TAX COMPLIANCE**

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under penalties of perjury that I, to my best knowledge and belief, have complied with all laws of the Commonwealth of Massachusetts relating to taxes.

Social Security or Federal Identification Number: \_\_\_\_\_

Signature of individual signing bid or proposal: \_\_\_\_\_

Date: \_\_\_\_\_

**Attachment E**

**CERTIFICATE OF VOTE  
OF CORPORATION  
(if applicable)**

*(This form to be submitted in Envelope A - Technical Proposal)*

Date: \_\_\_\_\_

I, \_\_\_\_\_, Clerk-Secretary of the corporation named in the foregoing Proposal,  
certify that \_\_\_\_\_ who signed the said Proposal on behalf of  
said corporation, was then the \_\_\_\_\_ of said corporation; that I know his  
signature; (Title)

and that his signature thereto is genuine and that said Proposal was duly executed for and on

\_\_\_\_\_, 2017.

\_\_\_\_\_  
(Clerk-Secretary)

Date of Incorporation: \_\_\_\_\_

(Corporate Seal)

### Preliminary Target List of Properties to be Surveyed

Buildings are listed according to approximate age. The third column states the inventory form number if one exists. Buildings with current, satisfactory inventories were removed from the list.

	Approximate Age	Inventory number	Notes
803 Main Street	1658	WNB.116	
810 Main Street	1680	WNB.118	
444 Main Street	1695	WNB.93	
505 Main Street	1699	WNB.183	
87 Main Street	1700	WNB.42	Gutted, condemned
171 Main Street	1700	WNB.52	
801 Main Street	1700	WNB.115	
84 Main Street	1710	WNB.41	
386 Main Street	1710	WNB.87400	
360 Main Street	1713		
750 Main Street	1714	WNB.109	
154 Main Street	1715	WNB.49	
254 Main Street	1720		
369 Main Street	1720	WNB.86	
905 Main Street	1724	WNB.127	
503 Main Street	1725	WNB.181	
124 Main Street	1729	WNB.46	
262 Main Street	1729	WNB.67	
495 Main Street	1729	WNB.176	
796 Main Street	1729	WNB.113	
820 Main Street	1729	WNB.119	

	<b>Approximate Age</b>	<b>Inventory number</b>	<b>Notes</b>
901 Main Street	1729	WNB.126	
914 Main Street	1729	WNB.128	
628 Main Street	1730	WNB.108	
465 Main Street	1740	WNB.94	
558 Main Street	1740	WNB.100	
356 Main Street	1745	WNB.85	
238 Main Street	1746		
127 Main Street	1750	WNB.47	
139 Main Street	1750	WNB.48	
164 Main Street	1750	WNB.50	
175 Main Street	1750	WNB.53	
800 Main Street	1750	WNB.114	
178 Main Street	1752	WNB.54	
102 Main Street	1760	WNB.43	
199 Main Street	1760	WNB.56	
476 Main Street	1760	WNB.96	
220 Main Street	1775	WNB.62	
614 Main Street	1775	WNB.105	
772 Main Street	1775	WNB.111	
774 Main Street	1775	WNB.112	
407 Main Street	1780	WNB.89	
433 Main Street	1780	WNB.92	
529 Main Street	1780	WNB.98	
591 Main Street	1780	WNB.102	
832 Main Street	1780	WNB.120	
74 Main Street	1790	WNB.39	

	<b>Approximate Age</b>	<b>Inventory number</b>	<b>Notes</b>
836 Main Street	1790	WNB.121	
760 Main Street	1792	WNB.110	
49 Main Street	1800		
209 Main Street	1800	WNB.58	
337 Main Street	1800		
400 Main Street	1800	WNB.88	
841 Main Street	1800	WNB.122	
345 Main Street	1803		
528 Main Street	1805		
162 Main Street	1810		
39 Main Street	1820	WNB.36	
248 Main Street	1820	WNB.66	
314 Main Street	1820	WNB.73	
619 Main Street	1820	WNB.106	
278 Main Street	1823	WNB.69	
333 Main Street	1823	WNB.82	
331 Main Street	1823	WNB.81	
325 Main Street	1824	WNB.80	
219 Main Street	1825	WNB.61	
68 Main Street	1826	WNB.38	
78 Main Street	1826	WNB.40	
201 Main Street	1826		
165 Main Street	1830		
347 Main Street	1830	WNB.84	
623 Main Street	1830	WNB.107	
213 Main Street	1835	WNB.60	



	<b>Approximate Age</b>	<b>Inventory number</b>	<b>Notes</b>
259 Main Street	1835		
426 Main Street	1838		
200 Main Street	1839	WNB.57	
170 Main Street	1840	WNB.51	
322 Main Street	1840	WNB.78	
411 Main Street	1840	WNB.90	
555 Main Street	1840		
806 Main Street	1840	WNB.117	
753 Main Street	1841		
491 Main Street	1842	WNB.185	
608 Main Street	1842	WNB.103	
510 Main Street	1844	WNB.184	
196 Main Street	1846		
243 Main Street	1846	WNB.65	
118 Main Street	1850	WNB.44	
187 Main Street	1850	WNB.55	
234 Main Street	1850		
236 Main Street	1850		
223 Main Street	1850		
353 Main Street	1850		
210 Main Street	1850	WNB.59	
224 Main Street	1850	WNB.63	
390/392 Main Street	1850		duplex
615 Main Street	1850		
320 Main Street	1850	WNB.77	
511 Main Street	1850	WNB.97	

	<b>Approximate Age</b>	<b>Inventory number</b>	<b>Notes</b>
961 Main Street	1850	WNB.130	
319 Main Street	1852	WNB.76	
274 Main Street	1853	WNB.68	
214 Main Street	1855		
412 Main Street	1855	WNB.91	
613 Main Street	1857	WNB.104	
66 Main Street	1860	WNB.37	
282 Main Street	1860		
335 Main Street	1860	WNB.83	
368 Main Street	1860		
416 Main Street	1860		
323 Main Street	1862	WNB.79	
169 Main Street	1867		
563 Main Street	1867	WNB.101	
21 Emery Lane	1732		
26 Brickett Street	1720		