



## NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES

State of New Hampshire, Department of Cultural Resources

19 Pillsbury Street, 2<sup>nd</sup> Floor, Concord NH 03301-3570

Voice/ TTY RELAY ACCESS 1-800-735-2964

<http://www.state.nh.us/nhdhr>

603-271-3483

603-271-3558

FAX 603-271-3433

[preservation@nhdhr.state.nh.us](mailto:preservation@nhdhr.state.nh.us)

# **Request for Proposals National Register of Historic Places Nomination – Portsmouth Downtown Historic District, Portsmouth, New Hampshire**

*Issue Date: January 8, 2014*

*Proposal Due Date: February 21, 2014*

*Anticipated Governor and Council Approval and Project Notice to Proceed: By June 30, 2014*

*Anticipated Final Nomination Due Date: April 2016*

*Anticipated State Historical Resources Commission Meeting: July 2016*

*Estimated Project End Date: December 2016*

### **Project Information:**

The New Hampshire Division of Historical Resources (NHDHR) is seeking a qualified consultant team to prepare a National Register of Historic Places Nomination for a Portsmouth Downtown Historic District in Portsmouth, New Hampshire. The National Register nomination is being prepared as mitigation under a Section 106 Memorandum of Agreement for the replacement of the 1923 Memorial Bridge between Portsmouth, New Hampshire and Kittery, Maine.

The city of Portsmouth contains a large number of historic resources including National Register-eligible and National Register-listed individual properties and neighborhood and resource-specific (i.e. railroad) historic districts, and eight National Historic Landmarks. Portsmouth has undergone extensive survey at various levels for various purposes, however a comprehensive survey and evaluation of the city core using National Register guidelines has never been completed.

For the purposes of the Memorial Bridge Project, a National Register-eligible Portsmouth Historic District was recognized by consensus by federal and state agencies. It was assumed that the district was eligible under at least three criteria (A, C, and D) with a national level of significance. Its recognized boundary was the current boundary of the Portsmouth local historic district at the time the project was reviewed. No additional research, survey, evaluation, or boundary analysis or delineation occurred.

A National Register nomination is being prepared as mitigation for the Adverse Effect of the Memorial Bridge Project on the consensus-eligible Portsmouth Historic District. The extent of the district will be determined as part of the nomination process. The nomination will be submitted to the National Park Service following program regulations for listing a resource in the National Register of Historic Places.

### **Overview of Scope of Services Required**

The successful consultant team will prepare a National Register of Historic Places Nomination for a Portsmouth Downtown Historic District. The consultant team will be responsible for reviewing existing survey, historical research, and architectural traditions related to the City of Portsmouth. The team will be tasked with recommending an appropriate scope for the historic district to be nominated, however certain assumptions have been made for the

purposes of this RFP. It is assumed that a defining characteristic of the downtown is mixed commercial, industrial, governmental, and residential uses over time. It is anticipated that the boundary of the National Register district will not entirely replicate the boundary of the local historic district. Areas of assumed differences include exclusion of newer construction north of Hanover Street and Deer Street, and an area along the southwest end of Middle Street. The boundary will need to be further defined in the area west of Middle Street and Maplewood Avenue, and in the area immediately south of Middle Street. It is also assumed that the boundary will run along the riverfront from Deer Street down to properties along New Castle Avenue. Based on initial research and evaluation, the team will propose an approximate National Register Boundary and Period of Significance for a National Register historic district centered on the downtown of Portsmouth. Subsequent to review and approval of the recommended boundary the consultant team will prepare a complete National Register nomination for the historic district following all National Register guidelines and requirements.

### **Specific Services / Tasks Required:**

1. Review existing survey, historical research, publications, and architectural traditions related to the City of Portsmouth.
2. Propose an approximate Period of Significance and Boundary for a National Register historic district centered on the downtown of Portsmouth: Provide narrative justification for recommended Period of Significance, narrative justification for recommended boundary, supporting documentation including mapping depicting the recommended boundary, and photographs (if needed). Major bibliographical references used to determine the recommended boundary will also be submitted at this time. One (1) hard copy of this material shall be submitted within 3 months of Notice to Proceed.

While minor changes may occur as preparation of the nomination proceeds, the efforts of this task will determine the overall extent of the historic district to be nominated for listing in the National Register of Historic Places.

3. Prepare draft National Register Nomination: One (1) hard copy and one (1) digital copy (Microsoft® Office Word format) of a fully edited draft nomination form with all supporting material (in appropriate formats) shall be submitted no later than September 2015.

While not anticipated, please note that a second draft submission may be required, at the discretion of the NHDHR, if warranted due to substantive previous comments.

4. Prepare final National Register Nomination: Subsequent to NHDHR review of the draft National Register nomination, three (3) hard copies and one (1) digital copy (Microsoft® Office Word format) of the completed final nomination form are to be provided by the consultant. This final nomination form and all accompanying material (in appropriate formats) shall be submitted no later than April 1, 2016.
5. Prepare 2 sets of address labels for all current property owners within the proposed National Register historic district at the time of submission for use by the NHDHR in nomination-related correspondence. To ensure the most accurate and current contact information, these labels will be prepared and submitted between submittal of the final nomination form and the last public meeting.
6. Status reports to accompany quarterly invoicing: Invoices shall be accompanied by a written status report of work completed during that invoicing period. This is especially crucial during periods when a work product has not been submitted. Note that it is anticipated that Tasks 1 and 2 will be covered by Invoice 1 (25%), Task 3 by Invoices 2-5 (40%), Task 4 by Invoices 6-7 (25%), and Task 5 through Completion of Project/Product by Invoice 8 (10%).

**Project Budget:**

Not to exceed \$157,500.00

**Qualifications:**

Given the scope and complexity of the project, a multi-disciplinary team approach to preparing the nomination is required. The successful applicant/team will meet or exceed the professional qualifications listed in 36 CFR 61, *Secretary of the Interior's Standards for Archeology and Historic Preservation; Professional Qualifications Standards*. The successful applicant/team will include consultants qualified as architectural historian, historian, and (historical) archaeologist. The applicant/team will have a thorough knowledge of New England history and architectural history, New England archaeology, and all National Register of Historic Places guidelines appropriate for this project including, but not limited to, National Register Bulletins 15, 16A, and 21. The applicant/team will have demonstrated experience successfully researching, surveying, evaluating, and delineating multiple historic districts of similar complexity using National Register guidelines. The applicant/team will have successfully completed at least one (1) National Register nomination for a historic district listed in the National Register of Historic Places within the last five (5) years. Knowledge of, and previous experience in northern New England is preferred. Team applicants that are able to demonstrate previous successful collaborative efforts on similar projects are also preferred. Applicants will have the capacity and ability to complete the project in the time frame required above.

**Bid Submission Requirements:**

- Proposals must be received at the NH Division of Historical Resources, 19 Pillsbury Street, Concord, NH 03301-3570 before 4:00 PM on Monday, February 21, 2014. Proposals will not be accepted electronically.
- Five (5) copies of the proposal must be submitted for consideration. Proposals will include resumes of all project personnel and a mailing address, phone number, and e-mail address for the principal contact.
- Consultants will meet the aforementioned qualifications and will have recent experience successfully nominating complex historic districts to the National Register of Historic Places. Proposals will not be considered complete without a statement of how the applicant/team's experience meets the expectations of this project, and a narrative on how the scope will be accomplished. All proposals will be evaluated on a matrix scale where **qualifications will be weighed more heavily than the price of the bid.**
- Selection interviews are anticipated to be held during the week of March 3 or March 10, 2014.
- The proposal will include a list of three client references for projects similar in scope. Include the name and current phone number of the contact person, date project completed, and a brief description of work provided.
- A not-to-exceed bid and a schedule for the work outlined must be provided as part of proposal package.
- Please note how you became aware of this RFP.

The selected proposal will be recommended to the Director of the NHDHR and forwarded to the Governor and Executive Council (G&C) for approval. **The Consultant chosen for the project is required to meet the provisions outlined in the State's P-37 (v. 1/09) Service Agreement Contract (<http://www.dhhs.nh.gov/business/documents/p37.pdf>). Please note that the Consultant chosen for the project will be required to submit a Certificate of Good Standing issued by the NH Secretary of State's Office after April 1, 2014, as well as Certificates of Insurance for Comprehensive General Liability and Workers'**

**Compensation, prior to G&C approval by June 2014.** The “Scope of Work” is a realistic outline of work to be done, however, the scope may increase or decrease during the term of the final service agreement. Work is expected to begin by July 1, 2014.

All questions on the project or the proposal should be submitted to Laura Black at (603) 271-6438 at least two days prior to the deadline. NHDHR reserves the right to waive any informalities in or to reject any or all proposals.