

State of New Hampshire
DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
REQUEST FOR PROPOSALS
New Hampshire State Inventory Form
Pawtuckaway State Park
Nottingham, NH

INVITATION

The State of New Hampshire, Department of Natural and Cultural Resources is soliciting proposals from qualified parties to prepare a [Historic District Area Form](#) for Pawtuckaway State Park.

BACKGROUND

Recently the [“New Hampshire State Parks Mid-Century Modern \(1945-1975\) Historic Context Study”](#) was completed to take a comprehensive look at the statewide park resources to inform future planning. Pawtuckaway State Park was developed in 1966 during this period of expansion of the NH State Park system and is featured in the report. The total acreage of the park is approximately 5,000 acres, however, the developed public use facilities are concentrated in approximately 365 acres. The park has 34 structures built between 1966 and 2009. Facility types include toilet buildings, administrative buildings, camping cabins and shelters.

OBJECTIVE AND SCOPE OF WORK

The Division of Parks and Recreation seeks a consultant to prepare a Historic District Area Form. Consultant shall be 36 CFR Part 61 qualified. The report is to satisfy a Section 106 review.

The consultant shall:

1. Review existing documents at the Divisions of Parks and Recreation and Historical Resources;
2. Conduct site visit to assess the facilities at Pawtuckaway State Park;
3. Provide the Division of Parks and Recreation with a Historic District Area Form, which includes the identification of the character defining features of the park, prepared in accordance with the guidance of the NH Division of Historical Resources;
4. Provide two print copies with original photographs and one electronic copy of the final report.

PROPOSAL INSTRUCTIONS

The following information **shall** be included in each proposal:

1. A statement outlining your experience in conducting historic resource surveys;
2. Historic resources survey approach description and project timeline;
3. Resumes of key project personnel and their professional experience;
4. List of three clients references for projects similar in scope. Include the name and phone number of the contact person.
5. Provide between 1 and 3 examples of relevant work products (Internet links are acceptable).

EVALUATION PROCEDURE

Proposals will be reviewed by a selection committee. The proposals will be ranked in order of preference based on the criteria listed below.

| <u>Criteria</u> | <u>Maximum Score</u> |
|------------------------------------|----------------------|
| Qualifications and Experience | 60 |
| Historic Resources Survey Approach | 40 |

AWARDING OF CONTRACT

The selected provider will be recommended to the Director of the Division of Parks and Recreation and forwarded to the Governor and Executive Council for approval. The contractor is expected to be able to adhere to the conditions outlined in the [State of New Hampshire P-37 Contract Agreement](#). Payment will be on a monthly basis in proportion to the work completed.

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 contract agreement. Work is expected to begin **May 6, 2020** and be completed by **September 30, 2020**.

SUBMITTAL INSTRUCTIONS

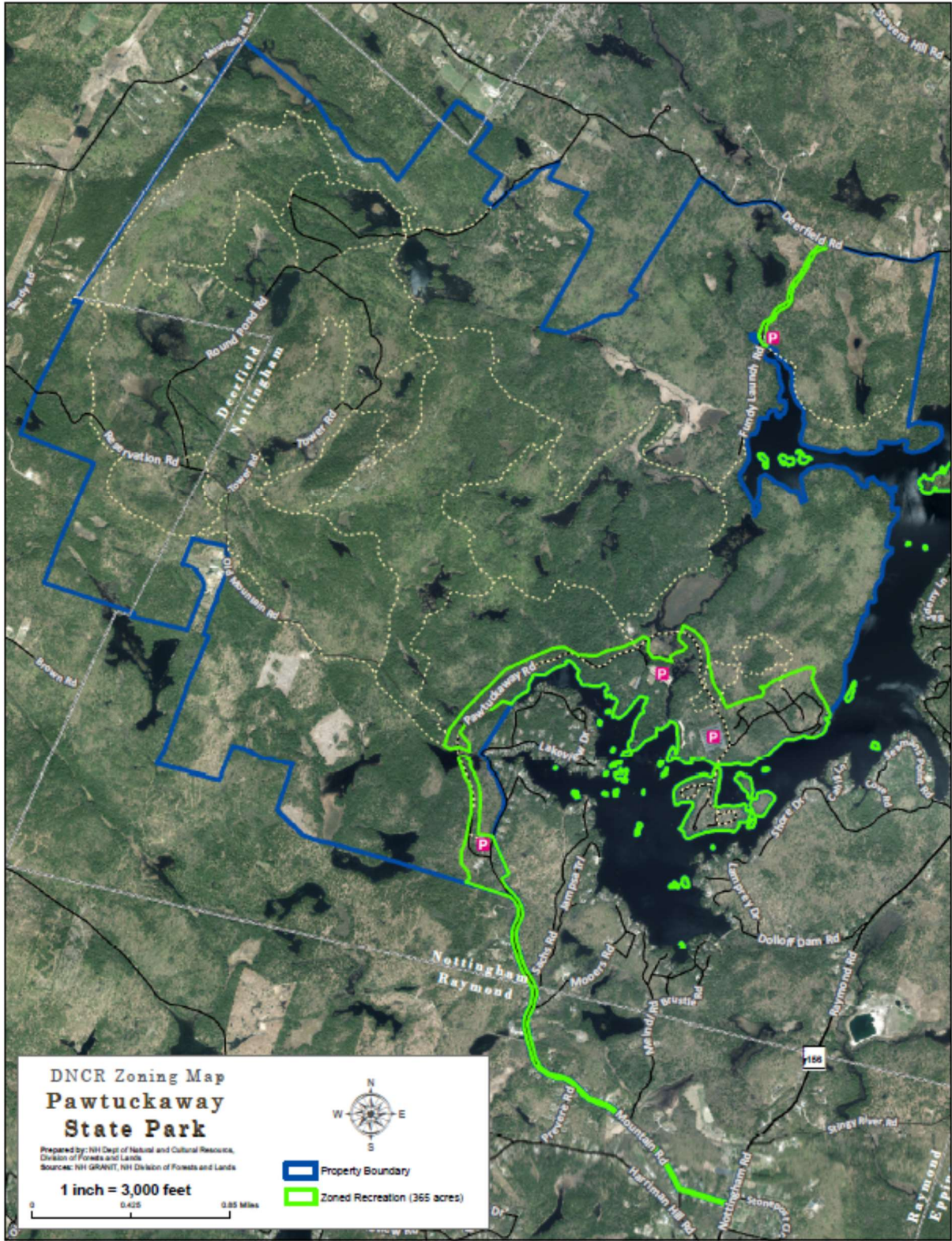
Digital copy of the proposal must be submitted by **Wednesday, February 26, 2020** by 4:00 p.m.

Johanna Lyons, State Park Planning and Development Specialist
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AWARDING OF CONTRACT

Fee negotiations will commence with the top ranked firm for a “total not to exceed” contract. If agreement cannot be reached, negotiations will be initiated with the next ranked firm and so on, until an agreement is reached to the satisfaction of the division. The selected provider will be recommended to the Commissioner of the Department of Natural and Cultural Resources and forwarded to the Governor and Executive Council for approval, if necessary. The contractor is expected to be able to adhere to the conditions outlined in the State’s P-37 Service Agreement Contract. Payment will be on a monthly basis in proportion to the work completed. The objectives and scope of work for study is a realistic outline of work to be done, however, the scope may increase or decrease during the term of the final service agreement.

The NH Division of Parks and Recreation reserves the right to reject any and all proposals.



Approximate boundaries of the developed recreation areas