

State of New Hampshire  
Department of Natural and Cultural Resources  
Division of Parks and Recreation – Bureau of Historic Sites  
Wentworth-Coolidge Mansion State Historic Site  
Portsmouth, New Hampshire

Request for Qualifications

ISSUE DATE: February 15, 2023  
RESPONSE DATE: March 8, 2023  
ANTICIPATED START DATE: May 31, 2023

INVITATION:

The State of New Hampshire, Department of Natural and Cultural Resources is soliciting qualification statements to prepare a Conditions Assessment with Treatment Recommendations for Wentworth-Coolidge Mansion State Historic Site. All work to be completed following the ***Secretary of the Interior's Standards for Preservation***.

The Division of Parks and Recreation has received an allocation of American Rescue Plan Act funding, a portion of which is earmarked for Wentworth-Coolidge Mansion State Historic Site to conduct a conditions assessment with treatment recommendation to include climate resiliency and flood adaptation. The Division is seeking historic preservation expertise to provide guidance in developing a strategy for the next ten years to plan for the future and maintain the historic integrity of the building.

BACKGROUND:

The 24.6-acre Wentworth-Coolidge Mansion State Historic Site is located on Little Harbor Road in Portsmouth, New Hampshire. The Division of Parks and Recreation has managed and maintained the site since its donation by the Coolidge Family in 1954. In addition to the Mansion, there is a carriage house located on the property which is included in the scope of work. The Mansion was added to the National Register of Historic Places in 1968 (#68000011).

SCOPE OF WORK FOR CONDITIONS ASSESSMENT:

- Brief history and development of property including:
  - Character-defining features, utilizing National Register nomination and NH Inventory Forms for all buildings on the site.
  - Chronology of site development and repair.
  
- Existing conditions assessment including:
  - A set of systematic digital photographs with a photo key, including drawings/sketches that clarify or better describe and document conditions.
  - Exterior inspection: Note existing conditions, damage, structural problems, climate resiliency, materials deterioration, need for repair/stabilization or conservation, and life

- safety and ADA code compliance deficiencies. Organize by structural component (roof, siding, windows and doors, foundation, etc.).
- Interior inspection: Note existing conditions, damage, structural problems, climate resiliency, materials deterioration, need for repair/stabilization or conservation, and life safety and ADA code compliance deficiencies. Organize by related spaces.
- Recommendations (based on existing conditions and preservation objectives):
  - Organize by short-, mid-, and long-range preservation strategies and treatments.
  - Provide rough cost estimates, corresponding to short-, mid-, and long-range preservation recommendations, as well as recommendations for further studies, if appropriate.
  - Provide climate resiliency and flood adaptation recommendations.
  - Note where other licensed professionals might be needed to evaluate renovation/reuse options that impact the building, including life safety, energy, and accessibility codes, ground disturbance that might result in need for archeological investigation, or structural engineering, for example.
  - Whenever possible, explain how recommendations will meet the Secretary of the Interior's Guidelines for the Treatment of Historic Properties (Standards used will be for *Preservation*).
  - Include color photographs and descriptive captions to reference specific issues and/or recommendations for treatment.
  - Include any additional suggestions, such as proposed phasing of project, or helpful short-term, low-cost steps that might alleviate some problems in the conditions assessment.
  - Measured architectural drawings of the buildings (including elevations).
  - Plans and specifications for suggested preservation work.
  - Suggested interventions for problems.
  - Initial cost estimate for treatment.
- Supplemental Information
  - Include a 1-page copy of the appropriate Secretary of the Interior's Standards (retrieve a copy of the appropriate Standards at <http://www.nps.gov/tps/standards.htm>).
  - Previous reports or studies.
  - Include supplemental treatment information such as relevant National Park Service Preservation Briefs (<http://www.nps.gov/tps/how-to-preserve/briefs.htm>).
  - Other supporting materials as appropriate.

**PROPOSAL INSTRUCTIONS:**

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

1. A statement outlining your experience in conducting historic structure condition assessments.
2. A statement outlining your experience with climate change adaptation strategies for historic structures.
3. Assessment approach description and project timeline.

4. Resumes of key project personnel and their professional experience working under the *Secretary of the Interior’s Standards for the Treatment of Historic Properties*.
5. List of three clients references for projects similar in scope. Include the name and phone number of the contact person.
6. 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	60
Experience	40

**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 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<sup>1</sup>. 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 31, 2023** and be completed by **December 31, 2023**.

**SUBMITTAL INSTRUCTIONS**

Digital copy of the proposal must be submitted by 12:00pm, **Wednesday, March 8, 2023**.

Johanna Lyons, State Park Planning and Development Specialist

[Johanna.Lyons@dncr.nh.gov](mailto:Johanna.Lyons@dncr.nh.gov)

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

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<sup>1</sup> [https://www.nhstateparks.org/getmedia/8b4a2d85-dee5-4b3c-9f50-7883bb014b63/P-37\\_Contract-Form.pdf](https://www.nhstateparks.org/getmedia/8b4a2d85-dee5-4b3c-9f50-7883bb014b63/P-37_Contract-Form.pdf)