

**State of New Hampshire**  
**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES**  
**REQUEST FOR PROPOSALS**  
**New Hampshire State Inventory Form**  
**AND**  
**Archeological Survey**  
**Fort Stark State Historic Site, New Castle 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](#) and [Phase I Archeological Survey](#) for Fort Stark State Historic Site.

**OBJECTIVE AND SCOPE OF WORK**

The Division of Parks and Recreation seeks a consultant to prepare two separate but coordinated reports; a Historic District Area Form and a Phase I Archeological Survey. Consultant shall be 36 CFR Part 61 qualified. Both reports are 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 and landscape at the Fort Stark Historic Site;
3. Provide the Division of Parks and Recreation with a Historic District Area Form prepared in accordance with the guidance of the NH Division of Historical Resources;
4. Provide the Division of Parks and Recreation a Phase I Archeological Survey prepared in accordance with the guidance of the NH Division of Historical Resources;
5. Submit Historic District Area Form to the Determination of Eligibility Committee; and
6. 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. Cover letter signed by the person submitting the proposal that summarizes the terms of the proposal and commits to providing well-documented invoices in a timely manner;
2. A not to exceed bid for the work outlined;
3. A statement outlining your experience in conducting historic resource and archeological surveys;
4. Historic resources survey approach description and project timeline including review and acceptance of reports by Determination of Eligibility Committee.
5. Archeological survey approach and project timeline.
6. Resumes of key project personnel and their professional experience;
7. Mailing address, phone number and email address for principal contact; and
8. List of three clients references for projects similar in scope. Include the name and phone number of the contact person.

## 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	50
Historic Resources Survey Approach	20
Archeological Survey Approach	20
Coordination of Reports	10

## 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 **April 17, 2019** and be completed by **August 30, 2019**.

## SUBMITTAL INSTRUCTIONS

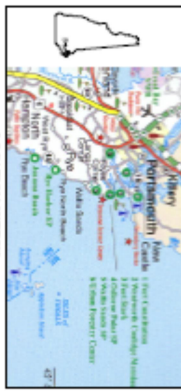
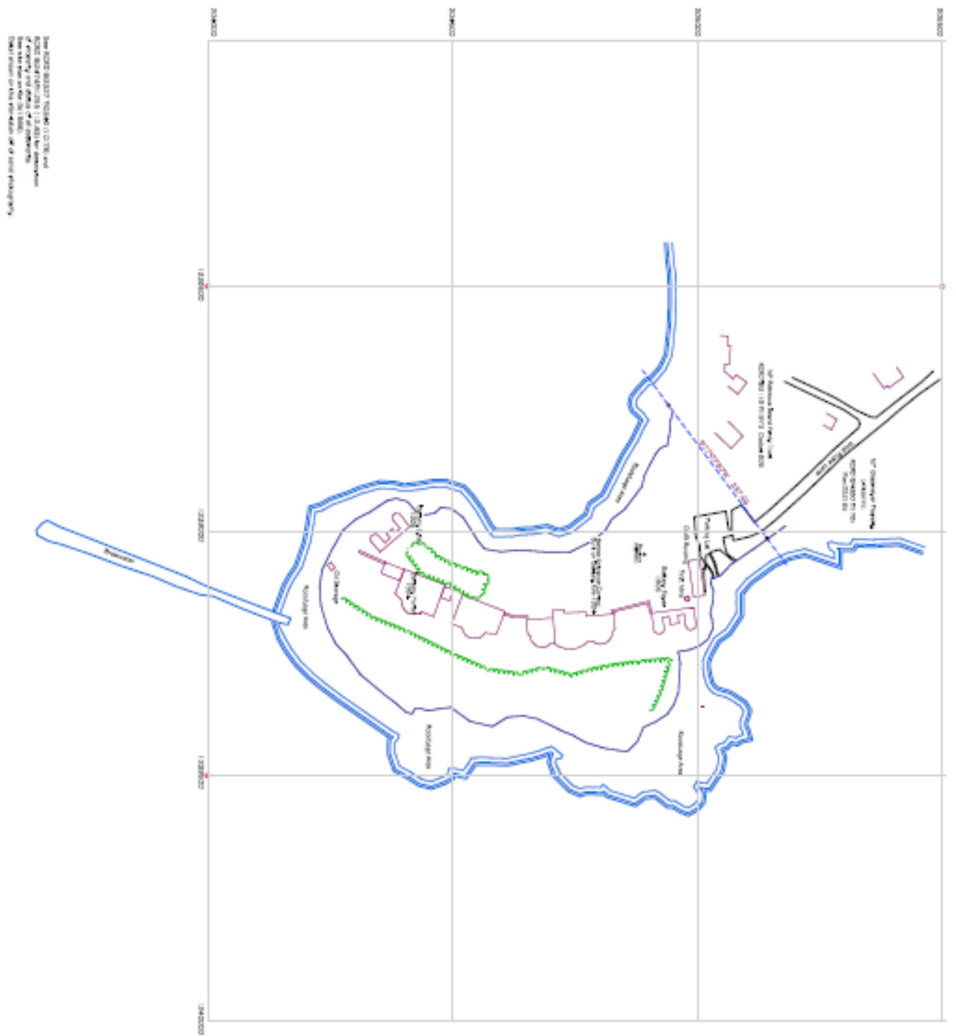
Digital copy of the proposal must be submitted by **Wednesday, February 27, 2019** by 4:00 p.m.

Johanna Lyons, State Park Planning and Development Specialist  
[Johanna.Lyons@dncr.nh.gov](mailto:Johanna.Lyons@dncr.nh.gov)

## 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.*



LOCATION SKETCH  
SOURCE: NH HIGHWAY MAP - NH DOTD



Not to Scale

DATE:	
BY:	
REVISION:	

THIS DRAWING IS THE PROPERTY OF THE STATE OF NEW HAMPSHIRE. IT IS TO BE KEPT IN THE OFFICE OF THE DEPARTMENT OF RESOURCES & ECONOMIC DEVELOPMENT. IT IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF THE DEPARTMENT OF RESOURCES & ECONOMIC DEVELOPMENT.

Fort Stark Historical Site	
New Castle, New Hampshire	
SCALE:	AS SHOWN
PROJECT: 2024-2025 FORT STARK HISTORICAL SITE RESTORATION	
DRAWN BY: J. BROWN	

NO.	DATE	REVISION