

**Connecticut Landmarks
Request for Proposals**

Archaeology Services

For

Proposed area of geothermal well field and associated trench lines

At

**Butler-McCook House & Garden
396 Main Street, Hartford, CT**

DESCRIPTION

Connecticut Landmarks (CTL) is soliciting proposals for archaeology services relating to the installation of a geothermal well field and associated trench lines at the Butler-McCook House & Garden which is owned and operated as public museum by CTL.

PROPOSAL SUBMISSIONS

Submission of sealed, detailed proposals shall be delivered to CTL at the address set forth below in triplicate on or before 4:00 p.m. on August 21, 2009 clearly marked with (i) the respondent's name and (ii) "the Butler-McCook Project." Faxed or emailed proposals will not be accepted. Proposals submitted after this date and time will be deemed to be invalid. Relevant documentation must be included [i.e. current State Licenses and Valid Certificates of Insurance]. **Each package must be complete or it may be disqualified.** Proposals will be evaluated on field and laboratory experience in historical archaeology, particularly 18th and 19th-century material culture and house archaeology, interviews, availability, reliability, price, terms, project control measures to monitor schedule and budget, the technical merits of the proposal, financial stability of respondent, project approach, overall responsiveness to this RFP, and any other factors deemed relevant by CTL. Bids will be opened publicly and read aloud at 4:15 p.m. on August 21, 2009.

All communications relating to this RFP shall be addressed to:

Beverly Lucas, Curator
Connecticut Landmarks
255 Main Street 4th floor
Hartford, CT 06106
Ph- 860.247.8996 X 14
Fax- 860.249.4907
Email- beverly.lucas@ctlandmarks.org

To allow enough time to answer any questions or clarify any discrepancies, respondents must notify CTL's designated representative of anything that appears unclear or inaccurate in this RFP no less than 48 hours prior to the deadline for submissions.

Site Visit

On Tuesday, August 4, 2009 at 10:00 a.m. interested respondents will have the opportunity to tour the property and project site with CTL staff and ask questions.

1.0 PROJECT PARAMETERS

1.1 The objective is:

To conduct an Archaeology Survey in the proposed area of a geothermal well field and associated trench lines at the Butler-McCook House & Garden. The Archaeology Survey will be conducted during the planning stage of the project to augment the protection of archaeological resources.

1.2 The Owner's designated Representative

Coordination of CTL's Requirements will be through:

Beverly Lucas, Curator
Tel. 860-247-8996 X 14
Fax-860-249-4907, or
Email beverly.lucas@ctlandmarks.org

1.3 Governing Agencies

All services to be performed in connection with the proposed project will be subject to all Local, State, and Federal laws, including the State Historic Preservation Office and the Office of Connecticut State Archaeology, and the requirements of all of CTL's public and private funding sources, including, without limitation, the State of Connecticut Commission on Culture & Tourism.

2.0 SCOPE OF WORK SUMMARY

Project-Provide professional Archaeology Services for the proposed area of disturbance by preparing an archaeological survey of designated areas, including technical analysis and site management recommendations. Produce a final written report detailing any and all findings. Final report distribution shall include the State Historic Preservation Office (two copies), the Office of State Archaeology at the University of Connecticut (Storrs), and Connecticut Landmarks (two copies). All archaeological investigations shall be undertaken pursuant to the State Historic Preservation Office's *Environmental Review Primer for Connecticut's Archaeological Resources*.

3.0 SCHEDULE

The respondents to this RFP should understand that scheduling is of importance in this project and will be considered in the evaluation of proposals. By submitting a proposal, respondents agree that should CTL determine, in its sole discretion, to proceed with the

project, the respondent can and will perform the services in accordance with the proposed schedule, completing the project by September 30, 2009.

4.0 PRICING

The stipulated Lump Sum[s] specified must include any and all cost expenditures for the completion of the work inclusive of overtime on shift work necessary to adhere to the schedule and related items as described in this RFP and shall remain firm and fixed for a period of ninety (90) days from the date of CTL's receipt of the proposal.

5.0 OTHER RESOURCES

CTL will provide to the successful respondent copies of previously obtained archaeological studies, historical research for landscape & structures, environmental studies, and reports from architects and landscape architects.

6.0 FORMAT OF PROPOSALS

All responses to this RFP must conform to these instructions. Failure to conform may be considered appropriate cause for rejection of responses.

Proposals must set forth full, accurate, complete, yet concise information as required by this RFP. The proposal shall include:

- **Respondent information** – Include complete name of company, name of contact person, business address, phone, fax, email, and Federal taxpayer identification number.
- **Organization description** - Describe the principal business and size of the organization, date of establishment, where incorporated (if a corporation), and number of years engaged in business under present firm or trade name. Include copies of appropriate licenses, certificates of insurance (as required below), etc.
- **Methodology** - Explain methods for each element of the work described in this RFP, and how outcomes will be achieved.
- **Availability** - List work currently under contract and ability to meet time schedules outlined above. Explain extent to which qualified staff will be available to provide the services offered.
- **Work plan** - Submit a work plan, which indicates work days required.
- **Budget and cost** - Provide a maximum, lump sum fee for this project. Since CTL retains the right to accept a complete or partial proposal, each portion of the proposed work should be identified, defined and budgeted separately. Identify personnel. All expenses (travel, per diem, telephone, photocopying, etc.) are to be included in the proposed budget.
- **Attachments** - Please complete and attach Exhibits 1 and 2 to this RFP to your proposal.
- **Form of Contract** – The successful respondent will be required to execute and deliver an agreement to CTL.

7.0 INSURANCE

Respondents must provide an acceptable Certificate of Insurance as evidence of financial responsibility as part of their proposed with the following limits of coverage.

7.1 Automobile Liability- \$1,000,000

7.2 Workers Compensation & Employers Liability-Statutory

7.3 Professional Liability- \$1,000,000

7.4 General Liability (including property damage) - \$1,000,000

7.5 Umbrella Liability- \$1,000,000

7.6 Special Instructions-The successful respondent must supply a certificate of insurance in form and substance satisfactory to CTL naming CTL as an additional insured. CTL also requires that all subcontractors who will work on the project provide adequate proof of the aforementioned coverage and amounts.

8.0 COMMUNICATIONS

Provide a name of the employee in your firm that is responsible for this bid and may be contacted to discuss this proposal. _____

Telephone _____ Fax# _____

Email address _____

9.0 SERVICES TO BE PROVIDED BY CTL

Any services that must be supplied by or on behalf of CTL and not by the respondent must be clearly identified by the respondent in its proposal. All services to be performed by the successful respondent must be performed to the satisfaction of CTL.

10.0 BID VALIDITY

In submitting a proposal, respondents agree that the proposal will remain valid for a period of **ninety (90) days** from the date of receipt at the CTL office headquarters in Hartford, and may be extended beyond that time through mutual agreement. If CTL determines, in its sole discretion, to proceed with the project, the successful respondent must execute and deliver the Agreement and furnish valid Certificates of Insurance to CTL prior to the commencement of any services.

11.0 GENERAL

CTL is a nonprofit 501(c)(3) organization and is therefore exempt from applicable sales taxes.

The project is proposed to be funded through a variety of public and private grants and donations. The successful respondent must comply with all required rules, regulations, and documentation requirements associated with these funding sources.

It is the responsibility of the respondent to ensure that they have received all addendums to this RFP prior to submitting a proposal.

This RFP is not binding on CTL.

This RFP has been prepared solely to solicit proposals and does not constitute a contract offer.

CTL reserves the right to revise or amend the scope of services set forth above as it deems necessary.

CTL reserves the right to amend, cancel, postpone or withdraw this RFP at any time if it is in the best interest of CTL to do so.

CTL reserves the right to reject any or any part of all proposals; to waive informalities and technicalities; and to accept the proposal which CTL deems to be in its best interest, whether or not it is the lowest dollar proposal.

All proposals shall be submitted at the sole cost and expense of the party submitting the proposal.

The final selection shall be made based upon a fixed price contract amount, and shall be awarded to the most responsive and responsible respondent, not necessarily the lowest proposal amount. CTL reserves the right to have legal counsel review the proposals.

CTL is an Affirmative Action/Equal Opportunity Employer, and small, minority, and women-owned businesses are encouraged to respond to this RFP.

This project will be partially funded by a grant from the Connecticut Historic Restoration Fund, as administered by the Connecticut Commission on Culture & Tourism and is subject to equal opportunity affirmative action provisions of Section 4a-60 of the Connecticut General Statutes, Affirmative Action / Equal Employment Opportunity.

12.0 SCOPE OF ARCHAEOLOGY SERVICES

The Services of the Archaeologist for this proposal are to include but are not limited to those summarized hereto:

Archaeology Survey of designated areas of the Butler-McCook House & Garden property

Technical assistance regarding archaeologically sensitive vis-à-vis proposed ground disturbance.

12.1 Reimbursable Expenses

Please mark in the appropriate area.

SCOPE OF ARCHAEOLOGIST'S SERVICES	INCLUDED	NOT INCLUDED	REMARKS
1.) Travel expenses			
2.) Authorized long distance communication using telephone services			
3.) Expense of Authorized express Deliveries			
4.) Expense of printing costs			
5.) Expense of insurance coverage requested by Owner			

Note: All authorized reimbursable expenses are to be billed to CTL without surcharge.

**EXHIBIT 1
QUOTATION**

Name and address of Firm _____

SCOPE OF ARCHAEOLOGIST'S SERVICES	FEE
Archaeology Survey	
Technical Assistance	

The following fees apply for the Scope of Services as described. Compensation will be invoiced monthly on a percent complete by Phase with a _____ percent (____%) retainage.

13.0 REFERENCES

List four recent projects similar in scope:

Project: _____
Owner: _____
Amount: _____
Person to Contact: _____
Telephone No. _____

Project: _____
Owner: _____
Amount: _____
Person to Contact: _____
Telephone No. _____

Project: _____
Owner: _____
Amount: _____
Person to Contact: _____
Telephone No. _____

Project: _____
Owner: _____
Amount: _____
Person to Contact: _____
Telephone No. _____

14.0 Capabilities and Qualifications

The following qualifying data shall be submitted with your bid for evaluation purposes in two categories: Organizational, and Technical. All should be indicated in this proposal. We reserve the right to contact your firm’s listed references.

1. Are you licensed in CT to perform the work in this RFP? _____
2. How many years has your firm provided such services? _____
3. Does your firm have experience in historical archaeology, particularly 18th and 19th-century material culture and house archaeology? _____ Yes _____ No
4. If so please list the three most recent archaeology projects.

Project: _____
Owner: _____
Amount: _____
Person to Contact: _____
Telephone No. _____

Project: _____
Owner: _____
Amount: _____
Person to Contact: _____
Telephone No. _____

Project: _____
Owner: _____
Amount: _____
Person to Contact: _____
Telephone No. _____

5. If a corporation answer the following:
 - a. Date of incorporation _____
 - b. State that you are incorporated in _____
 - c. President’s name _____
 - d. Vice President’s name _____

6. If a partnership or professional association answer the following
 - a. Date of organization _____
 - b. Name and address and title of all partners:

7. If other than a corporation, partnership, or professional organization please describe organization and name principals:

8. Can your organization be classified as a Minority or Women owned Business Enterprise?

YES _____ NO _____

9. Number of full-time non temporary employees _____

10. What is the professional composition and respective number of your staff?
