

**TOWN OF WATERBURY**  
**REQUEST FOR PROPOSALS**  
**HISTORIC SITES & STRUCTURES SURVEY AND NATIONAL**  
**REGISTER NOMINATION FOR THE**  
**PROPOSED FARRAR'S ADDITION HISTORIC DISTRICT,**  
**APRIL 25, 2019**

**Contact:**

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**Issuance:**           **April 25, 2019**

**Response Deadline:** **May 17, 2019, 4:00 p.m.**

The Town of Waterbury is pursuing a Historic Sites & Structures Survey and nomination to the National Register of Historic Places for the proposed Farrar's Addition Historic District. This proposed District is to the northwest of the existing Waterbury Village Historic District that is being updated with a survey package and nomination approved by the Vermont Advisory Council on Historic Preservation last fall and sent to the National Park Service for their review and approval.

The preparation of this survey and nomination will serve as the basis for an application to the State of Vermont and the U.S. Dept. of the Interior, National Park Service to have the proposed District listed on the State and National Register. Funds for the survey and nomination have been included in the Town of Waterbury budget for FY2019 (calendar year).

**Description of Area to be Nominated:**

There are approximately 60 parcels in the area of the proposed Farrar's Addition Historic District, highlighted on the attached plan. All the parcels have at least one building on the lot. Roughly 2/3 of the buildings are more than 50 years old. Many have accompanying carriage barns or garages and some of those are more than 50 years old as well. There are a couple of commercial buildings, or former commercial buildings that are now residential, that are also more than 50 years old. One was an auto dealership that is still commercial and the other was a creamery that is now multi-family housing. Much of the proposed Historic District was once a part of the former Governor Ezra Butler property and includes his house which is individually listed in the State Register of Historic Places.

Our park facilities near the municipal pool are non-historic though the original pool was built by the federal Public Works Administration in approximately 1941 and has since been modified. The original pool house that was also built in this era has been replaced. There was also a CCC camp in the vicinity of the current pool though there are no traces of the camp left.

The majority of this area was subdivided by Edward Farrar starting in the early 1900's. Approximately five structures along North Main St. predate the Farrar subdivision.

### **About the Town of Waterbury:**

The Town of Waterbury is located at the western edge of the Central Vermont Region and has a population of approximately 5,200 residents. Currently there are five Historic Districts and numerous individually listed historic structures in the Town of Waterbury that were all nominated and listed on the State and National Registers in 1976. The Town of Waterbury was first chartered in 1773 and became a hub of commerce that grew at the confluence of Thatcher Brook and the Winooski River. The railroad was opened through Waterbury in 1848, and the community continued to grow and thrive in the vicinity of the railroad line and station. The Waterbury State Hospital was established in the 1890's and continued to operate in Waterbury until Tropical Storm flooded the entire complex in 2011. As the Waterbury State Hospital downsized during the 1970's and 1980's the state converted the majority of the buildings to state offices. After 2011 the historic core building in the complex was reconstructed and new buildings added.

### **National Register Nomination:**

The focus of this Request for Proposals (RFP) is the preparation of a Historic Sites & Structures Survey and National Register of Historic Places nomination for the proposed Farrar's Addition Historic District shown in the attached map. The scope of the RFP includes a survey of all the buildings in this area and a recommendation on whether each building will contribute to the Historic District or not.

### **Scope of Work:**

The consultant's scope of work will include all necessary field work and research to survey all buildings in the proposed Farrar's Addition Historic District. Documentation provided in the National Register nomination must conform to the instructions in National Register Bulletin 16 A and its supplement, other pertinent Bulletins, and guidance publications noted below, all of which are available on the National Park Service's National Register Program website: <http://www.nps.gov/nr/>.

All National Register nominations for properties in Vermont are now submitted to the National Park Service electronically. Please refer to the *Guidance on How to Submit a Nomination to the National Register of Historic Places on Disk Summary* (5/6/2013), available online here: [http://www.nps.gov/nr/publications/guidance/Submitting\\_nomination\\_on\\_disk\\_final\\_05\\_14\\_2013.pdf](http://www.nps.gov/nr/publications/guidance/Submitting_nomination_on_disk_final_05_14_2013.pdf)

Documentation for the final nomination package to be prepared by the consultant shall include:

1. A complete revised general description of the entire district, including a concise Summary Paragraph as outlined in Bulletin 16A.
2. A map to scale of the entire proposed Historic District identifying each building by number. The map should be in a GIS compatible format and include all District boundaries to correspond with the subject parcel boundaries where applicable.

2. A description of each building, structure, and cultural feature within the district, including historic landscape features, numbered to correspond to the district map. Descriptions must include historic/common and/or current names, dates of construction (if available) and major alterations, style(s), property type, massing and height, materials, architectural features and details, known alterations, and notable information about the history of the resource. Descriptions of Non-Contributing buildings may be brief, but must include an explanation of why they are Non-Contributing, i.e. due to age, alteration, or other cause. Consult the Division for inclusion of references to known prehistoric and/or historic archeological resources.
3. A description of and justification for the location of the boundary, written to conform to National Register standards.
5. A geographical map locating the property within the surrounding geographical area, and a detailed sketch map showing the boundaries of the property and contributing and non-contributing resources. All maps should be prepared following the *National Register Draft Electronic Map Policy Factsheet*, available online here: [http://www.nps.gov/nr/publications/bulletins/GIS\\_maps/GIS\\_Guidance\\_2013\\_05\\_15.pdf](http://www.nps.gov/nr/publications/bulletins/GIS_maps/GIS_Guidance_2013_05_15.pdf).
6. Submit photographs representing the major building types and styles, pivotal buildings and structures, representative non-contributing resources, and any important topographical or spatial elements defining the character of the district. Streetscapes, landscapes, or aerial views are recommended. Views of individual buildings are not necessary, if streetscapes and other views clearly illustrate the significant historical and architectural qualities of the district. Key all photographs to the sketch map for the district. All photos will be prepared following the *National Register Photo Policy Factsheet (5/15/2013)*, available online here: [http://www.nps.gov/nr/publications/bulletins/photopolicy/Photo\\_Policy\\_update\\_2013\\_05\\_15.pdf](http://www.nps.gov/nr/publications/bulletins/photopolicy/Photo_Policy_update_2013_05_15.pdf)
7. A list containing the name and address of the owner(s) of each building within the district, numbered to correspond to building descriptions and the sketch map (items 2 and 5). The list must be obtained from the Town Lister's Office within 30 days prior to the submission of the nomination.
8. Provide any and all other documentation, either written, photographic, or cartographic, as may be required by the National Register.
9. Products provided to the Division must be neatly entered on the current National Register nomination form, available from the Vermont Division for Historic Preservation or the National Park Service. Descriptions and all other written information shall be in MS Word format.

**Schedule of Performance (all dates are approximate):**

- 5/17/19 Proposals Due
- 5/24/19 Interviews, if necessary
- 5/28/19 Consultant selection
- 6/7/19 Contract executed
- 6/12/19 Initial meeting with project steering committee
- 7/15/19 Community meeting (at a Select Board meeting)
- 8/30/19 First draft nomination due to Town of Waterbury

- 9/16/19 Town Select Board & Steering Committee meet to review first draft
- 10/14/19 Second draft of nomination due to Town of Waterbury
- 10/21/19 Town Select Board & Steering Committee meet with public to review second draft
- 11/15/19 Final draft Historic District Nomination submitted to the Town & State for review
- 12/9/19 Revised Final Historic District Nomination due to Town and State

**Modifications to the schedule may be made by the consultant and Town provided that the final project completion date does not change.**

### **Consultant Qualifications and Responsibilities:**

The Consultant selected for this work must:

1. Be a 36CFR61-qualified architectural historian to prepare a nomination for the proposed Farrar's Addition Historic District.
2. Have knowledge of Vermont historic architecture and history and experience in preparing successful National Register nominations for Vermont properties.
3. Meet with Steering Committee, affected property owners, and the general public a minimum of three times total.
4. Complete and submit the nomination and all supporting documentation to the Vermont Division for Historic Preservation within the schedule noted above.
4. Comply with the provisions of 18 U.S.C. 1913.
5. Comply with Title VI of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1975 prohibiting discrimination on the grounds of race, color or national origin, against people with handicaps, and on the basis of disability and age.
6. Comply with all the requirements of Title 21 V.S.A., Chapter 5, Subchapter 6 relating to fair employment practices to the extent applicable.
7. Comply with Federal requirements governing grants (Office of Management and Budget circulars A-87 or A-122, 43 CFR 12 or A-110, and A-128).
8. Hold the State of Vermont and the Town of Waterbury and its officers and employees harmless from any damages to persons or property arising from any act, omission or action relating to this project.
9. Furnish periodic reports, statements or other documents as necessary.
10. Promptly inform the Town of any significant problems, delays or adverse conditions.
11. Have the ability to obtain liability insurance

## **Basis for Selection of Consultant:**

The consultant will be selected based upon the following criteria:

1. Demonstrated ability to carry out the project; prior experience/record of performance:
  - a. resume;
  - b. specific experience working on historic district nominations to the National Register in Vermont;
2. Cost of proposal.
3. Availability/ability to work within time schedule.
4. Ability to clearly articulate the importance of historic preservation.
5. Ability to work with Village residents, municipal staff and Vermont Division of Historic Preservation staff.

## **Proposal Instructions:**

Proposals should address the "Scope of Work", "Consultant Qualifications and Responsibilities", and the "Basis for Selection" as specified in this RFP, and the method and procedure to be used to fulfill the requirements. The total budget for preparing the nomination and surveying the areas of the proposed district cannot exceed \$12,000. If the proposal exceeds \$12,000, the consultant shall identify areas to be eliminated from the scope of work. In addition to the proposal, the consultant shall submit an example historic district nomination prepared by the consultant along with three references and their contact information.

## **Limitations of Liability:**

The Town of Waterbury assumes no responsibility and no liability for costs incurred by proposer in responding to this Request for Proposal, or in responding to any further request for interviews, additional data, etc. prior to the issuance of a contract.

## **Insurance Requirement:**

Prior to signing a contract with the Village of Waterbury, the consultant must show evidence that he/she has the following insurance coverage through the term of this agreement:

1. Commercial General Liability: Commercial General Liability Insurance including but not limited to Bodily Injury, Personal/Advertising Injury, Broad Form Property Damage, Products and Completed Operations Liability and Contractual Liability with limits of, at minimal, \$1,000,000 Combined Single Limit for each occurrence. The Consultant must list the Town as an Additional Insured on its Commercial General Liability Policy.
2. Workers' Compensation & Employers Liability : Worker's Compensation Insurance and Employers Liability Insurance with limits of, at minimal \$500,000 for any one occurrence or a completed and signed Non-Employee Work Agreement and a Liability Hold Harmless Agreement.

## **Revisions to the Request for Proposals:**

The Town of Waterbury reserves the right to modify any technical and submission requirements associated with this proposal and the scope of work.

## **Rejection of Proposals:**

The Town of Waterbury reserves the right to reject any or all proposals or to award contracts in whole or in part if it is in the best interest of the Village.

## **Submission of Proposals:**

**All proposals must be received no later than Friday, May 17, 2019 at 4:00 p.m. Proposals submitted after this time and date will not be accepted. Electronic proposals are preferred in .pdf format. It is recommended that you check off “Request a Delivery Receipt” through e-mail Options when sending. No facsimile-machine produced proposals will be accepted. Also submit one digital file or six copies of an example historic district nomination prepared by the consultant along with three references.**

### ELECTRONIC COPY

slotspeich@waterburyvt.com

or

### PAPER COPIES (5 copies)

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### **Contact for more Information on RFP and local information:**

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### **Contact for State Requirements:**

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