

Request for Proposal
Breareley House Preservation Plan Update

Statement and Purpose:

Lawrence Township has been awarded a grant from the State Historic Preservation Office under the Certified Local Government program funded by the National Park Service, Department of the Interior. The grant will be used to prepare an update to the Preservation Plan for the Breareley House. The original Preservation Plan was prepared in 1990.

The Township seeks to update plan to produce a framework for the Township to continue preservation, maintenance and rehabilitation of this valuable resource. The Preservation Plan shall be prepared in conformance with Secretary of the Interior's Standards for the Treatment of Historic Properties. A digital version of the plan will be required for reproduction and website purposes. All work under this grant must be completed by September 30, 2023.

Project Approach:

The goal of the Preservation Plan is to document the history of the building and to investigate and evaluate the current conditions of the overall structure. This investigation will include the envelope, internal systems, and site in order to develop prioritized recommendations for immediate and future phases of rehabilitation work consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties and to serve as a guide and planning tool for the building's long-term preservation and use. The Preservation Plan will enable Lawrence Township to make informed planning, funding, contracting, and execution decisions with regard to the overall continued preservation of this important historic resource.

Scope of Services:

The Preservation Plan shall follow the guidelines for preparing such a plan as detailed in the New Jersey State Historic Preservation Office's (HPO) publication Historic Structure Reports and Preservation Plans: A Preparation Guide – Second Edition at http://www.state.nj.us/dep/hpo/4sustain/preparehsr_2015_11_02.pdf

The Plan shall include the following sections:

I. Identification of the Resource – Executive Summary

- a. Table of Contents
- b. List of Figures

II. Introduction

III. Part I. Development History

- a. Historical Background and Context History of Property based on original Preservation Plan
- b. Archaeological Evaluation
 - i. Statement of Significance
 - ii. Results of Research and Testing
 - iii. Interpretations
 - iv. Archaeological Site Plan
 - v. Detail Drawings and Sketches
 - vi. Recommendation for Future Research
- c. Architectural Description
 - i. Site Plan
 - 1. Exterior and Site photos keyed to Site Plan captioned with orientation, date, author, and source as appropriate.

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- c. Architectural Description (continued):
 - ii. Exterior Description
 - iii. Floor Plan
 - 1. Interior photos keyed to Floor Plan captioned with orientation, date, author, and source as appropriate.
 - iv. Interior
- d. Code and Accessibility Review
- e. Structural Evaluation
- f. Building Systems Evaluation
- g. Vulnerability & Hazard Assessment
- h. Materials Analysis

IV. Part II. Treatment and Use

- a. Treatment Philosophy
- b. Building Recommendations
- c. Concept Design Drawings
- d. Prioritization and Cost Estimate
- e. Maintenance Plan
- f. Emergency Preparedness Plan

V. Part III. Record of Treatment

- a. Physical Project Completion Report
- b. Additional Information / Bibliography
- c. Glossary
- d. Appendices
 - i. Bibliography
 - ii. National Register Nomination
 - iii. Applicable Engineering Reports

The consultant will provide customary services associated with a Preservation Plan, including an historical overview of construction; assessment of existing conditions, significant architectural features, and code review; structural overview; evaluation of the building's mechanical, electrical, plumbing, and fire protection systems; and conceptual cost estimate with prioritized recommendations. Services excluded from the Preservation Plan due to budget constraints will be investigation, identification, or mitigation of hazardous materials; civil or geotechnical engineering services; materials conservation services; diagrammatic drawings; and destructive testing or probes. These items may be recommended for future work on an as-needed basis.

The consultant shall develop their approach, work plan, and project schedule in coordination with the Grantee. The consultant will also attend several meetings with key personnel for ongoing project management, coordination, and oversight. Two presentations will be scheduled. If additional professional services are necessary, such as engineering, the primary consultant will provide for these under subcontract.

The report will be comprised of at least 50 pages of typewritten text (12-point font in a single-spaced format), including maps, photos, and illustrations. All photos shall be keyed to a labeled floor plan and/or site plan as appropriate. Photos shall be labeled with dates and cardinal directions for orientation. The subjects to be covered within the report shall be at a minimum those identified in the SHPO publication noted above, and will be developed and agreed upon with the Project Coordinator at the onset of the project.

Brearley House Preservation Plan Update**Project Deliverables:****Draft**

The consultant shall submit a draft of the Preservation Plan to the Grantee and the Grantor for review and comment in accordance with the project schedule below. The Grantee and Grantor must review and approve a draft version of the document before the final publication copies are printed. The draft shall be submitted to the Grantor in digital format either Microsoft Word and/or PDF. The consultant will address review comments in the final draft.

Final

The final preservation plan report must be submitted to the Grantee and the Grantor in both hard copy and electronic copy. The electronic copy must be submitted on CD-ROM as a Microsoft Word document (.docx) as well as in Portable Document Format (PDF). Digital photographs of field conditions will also be transmitted on CD-ROM as individual image (.jpg) files separate from the report.

Project Schedule:

The anticipated project schedule is as follows:

- August 2022 – Grant Agreement executed between Township and NJDEP
- September 2022 – Development of Request for Proposal (RFP)
- October 2022 – HPO review and approval of RFP
- November 2022 – Advertisement of RFP (minimum 30-day advertisement)
- December 2022 – Consultant Selection and HPO review and approval of draft consultant contract
- January 2023 – Consultant Contract Award and Project Kick-off Meeting
- February 2023 – On-site inspections of the Brearley House
- Ongoing – Development of draft Preservation Plan
- April 2023 – Meetings with Historic Preservation Advisory Committee, Lawrence Historical Society and Township staff
- May 2023 – Review of draft report by both Municipality and HPO
- July 2023 – Consultant presentation to the Commission, Planning and Zoning Boards
- August 2023 – Submission of draft report to Historic Preservation Office
- September 30, 2023 – All reimbursable project – related work must be completed
- October 15, 2023 – All project deliverables along with Final Expenditure Report and Final Reimbursement Request must be submitted

Additional Requirements:

1. Firm's qualifications and experience including NJ Business Registration shall be submitted. The Township seeks to engage the services of a New Jersey licensed planner (Planner), with preference given to an individual that meets or a firm with staff that meets the Secretary of the Interior's Professional Qualification Standards for Architectural Historian or Historic Architect (48 FR 44738-9).
2. Detailed scope of work shall be provided indicating tasks to be completed and milestones.
3. Three (3) hard copies and one (1) digital copy of the proposal shall be submitted for review by the selection committee
4. Cost estimate to complete the specified services itemized by task shall be submitted in a separate sealed envelope for negotiation after proposals have been evaluated.

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5. The consultant is advised that the project is funded through the State Historic Preservation CLG program using federal funds. The consultant is expected to be familiar with federal and state contract requirements to complete the project, including but not limited to contract procurement and administration under the Uniform Administration Requirements, Cost Principles and Audit Requirements for Federal Awards (2 C.F.R. & Sec 200 et seq.) and state requirements regarding Disadvantaged Business enterprise involvement and small businesses.
6. Proposals are due by 4:00 p.m. on December 1, 2022 to:

James F. Parvesse, P.E., Municipal Engineer
Lawrence Township
2207 Lawrence Road
Lawrence Township NJ 08648

Evaluation of Proposals and Consultant Selection:

Proposals will be evaluated and ranked by a selection committee that includes Township staff at a minimum. Proposals will be evaluated using the following criteria (not necessarily in order of importance):

- experience in completing similar projects
- proposed method for completing work
- quality and responsiveness of proposal
- background and related experiences of individuals to be assigned to this project
- qualifications of firm
- ability to meet project schedule