

## DCA Request for Proposal #10-29-2014

### NEW JERSEY HISTORIC TRUST

#### Historic Structure Reports & Preservation Plans

##### A Preparation Guide

Created by statute in 1967, the New Jersey Historic Trust (NJHT) is an agency affiliated with the Department of Community Affairs whose primary mission is to provide funding to nonprofit organizations and entities of government for the restoration and rehabilitation of historic properties. Following Hurricane Sandy, the National Park Service appropriated funding to the State Historic Preservation Office (HPO) for the purposes of rehabilitating historic property damaged by Sandy. The Historic Trust is administering this grant program on behalf of the Historic Preservation Office. As part of this allocation, some funding has been set aside to enhance New Jersey's historic resource protection strategies and lessen their vulnerability to future disasters. The HPO and the Historic Trust wish to update and revise **the Historic Structure Reports & Preservation Plans, A Preparation Guide** to incorporate resiliency techniques, disaster preparedness and energy efficiency.

The New Jersey Historic Trust seeks a qualified consultant/consultant team, whose qualifications exceed the minimum professional qualification standards for historic architect as established by the National Park Service in 36 CFR Part 61. The ideal candidates would possess demonstrated expertise in producing, evaluating and implementing documents as currently outlined in **Historic Structure Reports and Preservation Plans (HSR&PP)**. Ideally, the successful candidate will demonstrate expertise in preparing guidance documents of a similar nature.

If selected as the consultant for this RFP, the following must be provided:

- A valid NJ Business Registration certificate.
- A current NJ Certificate of Employee Information Report/Affirmative Action Certificate (or: provide the State of NJ Employee Information Report and a \$150 check to the NJ Dept. of Treasury to attain a new certificate).

##### Scope

Published by the NJ Historic Preservation Office in 1998, the HSR&PP was created to assist those working with historic structures in understanding the basic documentation and analysis that is necessary in planning for the future care and treatment of an historic site. It was intended to provide an industry standard to help site stewards in decision making. While the content continues to be relevant, the Historic Trust desires to revise this document to reflect current thinking and new technology to enhance our stewardship efforts.

The consultant will be asked to establish a stakeholder's group incorporating preparers, reviewers and users for the purposes of identifying inconsistencies, weaknesses, omissions from first draft and to identity new information that should be incorporated.

Revisions should incorporate:

- Disaster planning & techniques for disaster management
- Resiliency
- Energy efficiency relative to Preservation Standards
- Rehabilitation sub-code (adopted 1997)
- footnotes
- Updates to the appendix

This document will predominantly be viewed on line as a PDF but should be designed to increase flexibility in future use. With this in mind, the revised version of the Guide should be graphically rich with illustrations to assist the user and convey concepts. Images should be at 300 dpi minimum for clarity. It is anticipated that the revised document may follow the format of the original document unless otherwise recommended by the Consultant. The final deliverable should be suitable for printing as well as downloading from a website.

#### Deliverable & Payment Schedule

NJHT anticipates three payments following delivery and acceptance, as follows:

Task 1. Identification of revisions, draft outline

Task 2. 100% draft for review

Task 3. Final deliverable:

1. PDF of the revised Historic Structure Reports & Preservation Plans A Preparation Guide on CD and flash drive and as a WORD document.
2. The Consultant shall prepare specifications for printing & binding the document as a hardcopy.

Task 4. Participate in a half-day workshop to present the revisions to the preservation community.

#### Schedule

This project is anticipated to be completed within five months from receiving the notice to proceed. This anticipates a review by the NJHT at the completion of milestone Task 1 and milestone Task 2. Allow two work weeks for each comment period.

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Funding for this initiative is made possible through a grant from the U.S. Department of Interior, through the National Park Service and the New Jersey Historic Preservation Office.

Questions may be sent in writing via e-mail to [lauren.giannullo@dca.nj.gov](mailto:lauren.giannullo@dca.nj.gov) or by calling 609-984-0391.

**Proposal due by 4 pm on Monday, November 17, 2014.**

Via e-mail: [njht@dca.nj.gov](mailto:njht@dca.nj.gov)

By US Postal Service: New Jersey Historic Trust, PO Box457, Trenton, New Jersey 08625

Hand Carrier: New Jersey Historic Trust, 101 South Broad Street, 6<sup>th</sup> floor, Trenton, New Jersey