

## REQUEST FOR PROPOSAL NO: 2019-3

### Consultant Services

#### SUMMARY

The New Jersey Historic Trust (Historic Trust) was created by law in 1967 to preserve New Jersey's historic resources across the state. The Historic Trust is in but not of the Department of Community Affairs. Its mission is to advance historic preservation through education, stewardship and financial investment programs that save our heritage and strengthen our communities. The Historic Trust is seeking consultant services to assist in the review and evaluation of the 2019 planning and capital preservation grant program. Proposal with all supporting material should arrive by **4:00 pm on Wednesday, May 1, 2019.**

Questions about the RFP and submissions should be sent to Dorothy Guzzo, Executive Director. [dorothy.guzzo@dca.nj.gov](mailto:dorothy.guzzo@dca.nj.gov)

Term of consultant contract: 3-4 months

Available funds: \$15,000.

Consultant will be required to possess a driver's license valid in New Jersey and have access to a vehicle. Mileage and toll reimbursements are included in the available funds.

#### SCOPE OF SERVICES

Preserve New Jersey Historic Preservation Fund provides an annual source of matching planning and capital grants from the state's corporate business tax for historic preservation projects. Under the supervision of the Executive Director, and working closely with NJHT staff, the consultant's major job duties include:

- Reviewing preservation grant applications; identifying and rectifying any eligibility concerns
- Scheduling and performing site visits throughout the state; documenting condition of historic resources; meeting with project contact/team; providing technical assistance to applicants
- Preparing written reviews using the agency's evaluation rubric; preparing accurate and informative reports, and preparing and presenting reviewer's findings, conclusions, and recommendations
- Maintaining records utilizing the agency's grants management systems; performing other related duties as required

Scope of Services should be completed within 3-4 months beginning in May 2019.

#### QUALIFICATIONS

The successful consultant/team should have an advanced degree in architecture, planning or preservation, and experience reviewing and managing grant-funded projects. Ability to read construction plans and drawings is required, as is expertise with the Secretary of the Interior's

Standards for Historic Preservation. The successful consultant/team must be highly organized and have excellent people skills. Strong computer skills, and experience with word processing, database, and spreadsheet software are required. Excellent verbal and written communication skills and knowledge of New Jersey and American history are desired. The ideal consultant/team should also demonstrate experience in working with governmental entities, most relevantly with state programs.

As applicable, consultant firms should provide the resume(s) of the designated staff member(s) who will be performing the duties and participating in the review and evaluation.

### **PROPOSAL SUBMISSION**

The following items should be included in the proposal:

- Resumes for the individuals that would be principally involved in executing this project;
- client list and references;
- examples of similar work experience; and
- Code of Ethics Certification

### **PROPOSAL DEADLINE & ADDITIONAL INFORMATION**

Questions about this RFP should be submitted in writing to: [Dorothy.guzzo@dca.nj.gov](mailto:Dorothy.guzzo@dca.nj.gov)

If selected as the consultant for this RFP, you must provide

- A valid NJ Business Registration certificate
- Registration in NJSTART vendor system  
[www.njstart.gov](http://www.njstart.gov)
- 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 certification)
- Complete DPA forms:  
[https://www.nj.gov/dca/announcements/pdf/Waiver\\_and\\_DPA\\_Contract\\_Checklist.pdf](https://www.nj.gov/dca/announcements/pdf/Waiver_and_DPA_Contract_Checklist.pdf)

Proposal with all supporting material should arrive by **4:00 pm on Wednesday, May 1, 2019** to:

#### **Hand Delivery:**

Dorothy P. Guzzo, Executive Director  
New Jersey Historic Trust, 101 South Broad Street, 6<sup>th</sup> floor, Trenton, NJ 08608

#### **If using US Postal Service:**

Dorothy P. Guzzo, Executive Director  
New Jersey Historic Trust, PO Box 457, Trenton, NJ 08625