

**TOWN OF EASTHAM
REQUEST FOR PROPOSALS
EASTHAM HISTORICAL COMMISSION
CONSULTANT TO CONDUCT HISTORIC PROPERTIES SURVEY**

The Town of Eastham together with the Eastham Historical Commission seeks proposals from qualified firms and / or individuals to conduct a community-wide survey of cultural and architectural resources.

The Town of Eastham reserves the right to reject any and all bids or to waive any informalities in the Proposal process, if deemed in the Town's best interest.

The Request for Proposals (RFP), containing scope of work, proposal requirements, and evaluation criteria, will be/is available upon request after 10:00 am, Friday, July 13, 2012 at the Office of the Eastham Town Administrator, 2500 State Highway, Eastham MA 02642.

Proposers must meet the following minimum qualifications: a Bachelor's degree in Historic Preservation, Architectural History, History, Art History, or a closely related field, plus at least two years full time experience in an area relevant to the project; or a Master's degree in any of the above mentioned areas.

All responses must be received by the Town of Eastham 2500 State Highway, Eastham MA 02642 by Friday August 17, 2012 at 2:00 pm.

The RFP may be viewed and printed: go to eastham-ma.gov -- scroll down to "quick links" -- then click on "Bids and Proposals."

Advertisement Cape Codder: July 13, 2012

**Town of Eastham
Eastham Historical Commission**

REQUEST FOR PROPOSALS
Eastham Community-wide
Historic Properties Survey

Date of Advertisement:
Friday July 13, 2012

PROPOSALS DUE:

Friday, August 17, 2012, 2:00 PM

Late Proposals Will Be Rejected

DELIVER COMPLETED SUBMISSIONS TO:

Town of Eastham
Office of the Chief Procurement Officer
2500 State Highway, Eastham, MA 02642
Phone: 508-240-5900
e-mail: nbalmer@eastham-ma.gov

**TOWN OF EASTHAM, OFFICE OF THE CHIEF PROCUREMENT OFFICER
2500 STATE HIGHWAY, EASTHAM, MA 02642**

REQUEST FOR PROPOSALS

**Eastham Community-Wide
Historic Properties Survey**

I. INTRODUCTION

The Town of Eastham (Town) is seeking proposals from qualified historic preservation consultants to undertake an intensive-level, community-wide survey of cultural and architectural resources in the town of Eastham. This Request for Proposals (RFP) stipulates the procedures and requirements to be used by the Town in its selection for consulting services. The project will be divided into four phases, to be completed over a nine-month period:

- ❖ PHASE I – Identification of historic resources available for the project and development of methodology;
- ❖ PHASE II – Identification of properties to be surveyed and production of sample inventory forms;
- ❖ PHASE III – Production of complete draft inventory forms for review by the Eastham and Massachusetts Historical Commissions;
- ❖ PHASE IV – Production of final inventory forms, reports and maps.

The Town will evaluate all timely proposals to ensure that all required submittals have been included in responses and that all responses meet the Minimum Evaluation Criteria. Proposals that are deemed to be complete shall be presented to a selection committee consisting of the Chief Procurement Officer and members of the Eastham Historical Commission and reviewed/ranked using the Comparative Evaluation Criteria. The top-ranked proposals will also be reviewed by the Massachusetts Historical Commission (MHC) before an award can be made. Activities will commence immediately upon MHC concurrence with the Town's selection of a proposal and issuance of a Notice to Proceed. Proposers must provide fee amounts for these four tasks in their proposal. The Town has established a budget not to exceed \$25,000.

All questions regarding this Request for Proposal must be received by the Town no later than 10:00 AM on Friday, August 10, 2012 and addressed to the attention of Nan Balmer, Assistant Town Administrator, Town of Eastham and may be e-mailed, and if e-mailed must be marked in the subject line "RFP Historic Properties Survey" to nbalmer@eastham-ma.gov or faxed to (508) 240-1291.

II. PROJECT AREA

The project area will include the town of Eastham, Massachusetts.

III. FUNDING SOURCE(S)

The Project is being funded in part by the Town of Eastham, and in part through a Massachusetts Historical Commission Survey and Planning Grant, with Federal funds from the National Park Service, U.S. Department of the Interior.

IV. PROJECT OBJECTIVES

See Attachment A for the complete Scope of Work.

Founded in 1644, Eastham has exhibited a changing geography and demography, having been shorn of its northern and southern parishes which included most of its ports and a large part of its population. Farming in various permutations predominated at various times and by the late 19th century, tourism became an important economic asset as did shell fishing. The history of the railroad, ice farming, and salt evaporation need exploration.

This project will focus on the Route 6 Corridor, Old King's Highway, and Old County Road. All three routes are targeted as in potential danger from the possibility of road widening, land-use change and development, and the proposed survey will focus on these areas. More information is needed about properties and buildings along this corridor and its secondary parallel roads to formulate future recommendations on historic preservation.

Data from the State Reconnaissance Survey, Regional Report, State Historic Preservation Plan, MACRIS, town histories, previous surveys, and from persons who hold the collective memory of the town are available as historic resources. Several members of the current EHC have been involved in previous EHC surveys, and all members are dedicated to preservation.

Eastham currently has one Local Historic District (Old Town Center) established in 1986, seven National Register Districts, and five National Register individual properties. The last survey was completed in 2004. In cooperation with the Boston University Historic Preservation Studies Program, Cape Cod Commission, and local citizens, Boston University completed a study called Heritage Landscapes (Eastham), the recommendations of which shall help inform this project.

This project will address completion of the ongoing survey of town assets, filling in gaps in geographic areas, and provide a more holistic view of historical continuity in the demographic, economic, and architectural development of the town. The task is to identify and work to protect vulnerable sites and buildings. Eastham's surveyed properties are scattered. Eastham is an actively growing area. Agricultural land is shrinking, engagement in fishing is dwindling, and we hope to alert the town to its responsibility to prevent needless destruction of the past.

V. PROPOSAL REQUIREMENTS

Five (5) copies of the proposal must be furnished to the Chief Procurement Officer for review by the Selection Committee. The overall proposal must include:

A. Technical Requirements - to be submitted in Envelope A

1. The identity of the individual, partnership or corporation applying for contract award and credentials of the personnel who would actually perform the work, as well as their managers, and the nature of the supervision. State the responsibilities of each of the project personnel. If

the consultant intends to sub-contract the photography or any other work required in the scope of services, the sub-contractor must be identified. Sample work products are required for all personnel. This item is a major determinant in assessing the proposer's qualifications and will be incorporated as a condition in the contract to be awarded.

2. An applicant qualifications statement, including professional qualifications and work experience attesting to capacity to perform the required work program. Include resume(s), detailing academic and professional work experience attesting to capacity to perform the required work program. Resumes are required for all project personnel. Proposers must meet the following minimum criteria:
 - a. Bachelor's Degree in Historic Preservation, Architectural History, History, Art History or a closely related field and at least two years full-time experience in an area relevant to the project; or
 - b. Master's Degree in Historic Preservation, Architectural History, History, Art History or a closely related field.
3. A detailed explanation of the proposer's approach to this project: methodology, demonstrated understanding of the scope of work and completion deadline, and the proposer's expectations of assistance and services from the Town. A technical work plan and project timeline for accomplishing the tasks described in the scope of services must be provided.
4. A client reference list, with names, addresses, telephone numbers, and e-mail addresses (if available) especially for clients for whom the proposer has performed similar services within the past five (5) years.
5. Any other information deemed relevant to the project, and which the proposer believes will further the competitiveness of the proposal.
6. Proposal Signature Form, Certificate of Non-Collusion, Statement of Tax Compliance and Certificate of Vote of Corporation, as applicable (see Attachments C, D, and E).

B. Price Proposal Requirements - to be submitted in Envelope B

1. Completed Attachment B – Fee Proposal Form.

Please note: Any proposal that fails to include all of the above information will be rejected as unresponsive, and will not be afforded a complete review by the Selection Committee.

VI. SELECTION CRITERIA

1. Minimum Evaluation Criteria

The Selection Committee shall first review each technical proposal to ascertain whether or not the following minimum criteria have been met:

- a. The technical proposal includes all of the items for a complete proposal.
- b. The proposer meets the minimum qualifications as outlined above.

2. Comparative Evaluation Criteria

All responsive proposals will be judged against the Comparative Evaluation Criteria detailed below. The Town will rank each proposal as:

- a. Highly Advantageous – the proposal fully meets and significantly exceeds the standards of the specific criterion;
- b. Advantageous – the proposal fully satisfies the standards of the specific criterion;
- c. Not Advantageous – the proposal does not fully meet the standards of the specific criterion, is incomplete, unclear, or both.

The Selection Committee shall rate and rank each technical proposal meeting the Minimum Evaluation Criteria according to the Comparative Evaluation Criteria listed below. The Fee Proposal Forms will then be opened and reviewed. The Selection Committee will then select the most overall advantageous proposal. Such ratings shall be included in a written recommendation for selection to the MHC.

2.1. Quality and Depth of Project Experience

Highly Advantageous – The project proposal demonstrates superior experience in providing services related to the Town’s requirements. The project proposal demonstrates a wide depth of experience with similar projects (5 or more), and prior experience with municipally, privately, or MHC-funded not-to-exceed or fixed-fee contracts. Project work samples are of outstanding quality in content and technical presentation.

Advantageous – The project proposal demonstrates solid experience in providing services related to the Towns requirements. The project proposal demonstrates a good depth of experience with similar projects (3 to 5), and prior experience with municipally or privately funded not-to-exceed or fixed-fee contracts. Project work samples are of good quality in content and technical presentation.

Not Advantageous – The proposer has limited experience in providing services related to the Town’s requirements or with similar projects (less than 3), and prior experience with public or private, not-to-exceed or fixed fee contracts. Project work samples minimally meet current standards for content and technical presentation.

2.2. Qualifications of the Proposer

Highly Advantageous – The proposer’s resume(s) demonstrate that proposer has superior training, educational background and work experience appropriate to the project described herein and all key project personnel demonstrate professional experience well beyond the minimum requirements.

Advantageous – The proposer’s resume(s) demonstrate that proposer has adequate training, educational background and work experience appropriate to the project described herein and all key project personnel demonstrate professional experience that meets or somewhat exceeds the minimum requirements.

Not Advantageous – The proposer’s resume(s) do not demonstrate that proposer has adequate training, educational background and work experience appropriate to the project described herein.

2.3. Desirability of approach to the project, demonstrated understanding of the community’s historic and cultural resource protection needs, and proposer’s ability to undertake and complete this project in a timely manner.

Highly Advantageous – The proposal demonstrates a superior approach to the subject material, an understanding of the historic and cultural resource issues addressed by the project, and a clear analysis of the time required for each phase of the project. The proposal demonstrates a strong understanding of the history and development of local architectural forms in Massachusetts communities. All references confirmed that consultant had met schedule expectations and delivered an “on-time” project.

Advantageous – The proposal demonstrates a good approach to the subject material, an understanding of the historic and cultural resource issues addressed by the project, and presents a time schedule that meets the project requirements. One reference stated that consultant was unable to meet the agreed-upon project schedule.

Not Advantageous – The proposal does not demonstrate a desirable approach to the project and does not demonstrate a clear understanding of the community’s historic and cultural resource protection needs. More than one reference indicated that consultant had been unable to meet the agreed-upon project schedule.

2.4. Overall Quality of Client References

Highly Advantageous – All references contacted spoke favorably of the work performed by the proposer and would use them again for a similar project without hesitation.

Advantageous – The great majority of references spoke favorably of the work performed by the proposer and would use them again for a similar project without hesitation.

Not Advantageous – One reference stated that there had been significant difficulties with the proposer's ability to deliver the contracted services and deliverables.

2.5. Completeness and Quality of Proposal

Highly Advantageous – Response is complete, concise, informative, and highly detailed. Proposal reflects that proposer is able to perform in a superior manner acceptable to the Town. Evaluation team is completely convinced about the proposer's ability to provide the level of services as required by the Town. Proposal demonstrates excellent communication and documentation skills.

Advantageous – Response is complete, informative, and meets criteria for responsiveness. Evaluation team finds proposal reflects that proposer is able to perform in an adequate manner acceptable to the Town. Proposal demonstrates a good level of communication and documentation skills.

Not Advantageous – Response lacks a comprehensive approach, but meets criteria for responsiveness. Evaluation team finds proposal reflects that proposer may be able to perform in a manner acceptable to the Town. Communication and documentation skills appear only adequate.

VII. INTERVIEWS

After review of the technical proposals, the Selection Committee may, at its discretion, schedule interviews with any or all of the proposers for the purpose of further evaluation of the proposer's qualifications and ability to provide the required service. Interviewees will be ranked on their presentation.

VIII. PROJECT FEE

The Town has established a budget not to exceed \$25,000 for the Scope of Services described herein. Proposers must complete Attachment B – Fee Proposal Form. Project fees must be provided for each of the four phases of work as described in the form. Fees shown shall include all costs and expenses (including materials, copying, mileage, photography, etc.) necessary to complete the scope of services defined in Attachment A of this RFP.

IX. PROJECT SCHEDULE (see Attachment A for description of work components):

- ❖ PHASE I – Identification of historic resources available for the project and development of methodology – November 2, 2012;
- ❖ PHASE II – Identification of properties to be surveyed and production of sample inventory forms – December 28, 2012;
- ❖ PHASE III – Production of complete draft inventory forms for review by the Eastham and Massachusetts Historical Commissions – May 17, 2013;

❖ PHASE IV – Production of final inventory forms, reports and maps – July 5, 2013

Please note: all contract work must be completed by July 5, 2013.

X. GENERAL TERMS

1. Insurance: The selected firm(s) shall be required to provide the Town of Eastham with proof of insurance as follows:
 - a. Automobile Liability (applicable for any contractor who has an automobile operating exposure) of at least \$1,000,000 Bodily Injury and Property Damage per accident. The Town should be named as an "Additional Insured".
 - b. Workers' Compensation Insurance as required by law.
2. Hold Harmless: The Contractor shall hold harmless, defend, and indemnify the Town and its officers, agents and employees against all claims, demands, actions and suits (including all attorney fees and costs) brought against any of them arising from the Contractor's work or any subcontractor's work under the contract.

X. PROPOSAL SUBMISSION

Proposals will be received at the Town of Eastham MA, Office of the Chief Procurement Officer **until August 17th, 2012 at 2:00 pm**. After this time they will be opened in confidence in accordance with M.G.L. c. 30B, §6 (d). **Proposals received after that date and time will be rejected.**

The mailing address for all deliveries and walk-in service is:

**Town of Eastham
Office of the Chief Procurement Officer
2500 State Highway
Eastham, MA 02642**

Five (5) copies of each proposal shall be submitted as follows:

The Technical Proposal shall be submitted on the form furnished and in a sealed envelope marked:

Proposal Envelope A - Technical Proposal

**Eastham Community-wide
Historical Properties Survey**

Bidder's Name _____

Price proposal shall be submitted on the form furnished and sealed in a **separate** envelope marked:

Proposal Envelope B – Price Proposal

**Eastham Community-wide
Historic Properties Survey**

Bidder's Name _____

***NOTE: Price proposals must be kept entirely separate from technical proposals.
Failure to follow this instruction will result in rejection of the proposal.***

ATTACHMENT A

SCOPE OF WORK

PROJECT OBJECTIVES

The purpose of this project will be to undertake an intensive survey of selected areas and properties within the town of Eastham to supplement the comprehensive inventory of the community's cultural resources conducted in 1995 and 2004. This project will be structured to provide professional cultural and architectural resource survey expertise to the Eastham Historical Commission and the Town of Eastham to undertake this survey project. Specific project goals are as follows:

- 1) To conduct a community-wide survey to assess and document approximately 125 selected cultural and architectural resources, following Massachusetts Historical Commission (MHC) survey standards and methodology. The survey will focus on the cultural and architectural resources in areas of the town that were not covered by the 1995 and 2004 surveys focusing on the Route 6 Corridor, Old King's Highway, and Old County Road.
- 2) To identify contexts for National Register evaluation and to apply the National Register criteria to all resources identified in the survey;
- 3) To submit to MHC a list of individual properties and/or districts that are recommended for nomination to the National Register of Historic Places.

METHODOLOGY

The Analytical Framework:

The communitywide survey project must incorporate MHC criteria and methodology, to current standards. (See MHC's *Historic Properties Survey Manual: Guidelines for the Identification of Historic and Archaeological Resources in Massachusetts* (1992), *Survey Technical Bulletin #1* (1993), *MHC Interim Survey Guidelines* (March 1999, et seq.), *MHC Interim Guidelines for Inventory Form Photographs* (2008), and MHC's *Interim Guidelines for Inventory Form Locational Information* (2009). Both MHC survey guidelines and the tasks and products of the survey Scope of Work meet the Secretary of the Interior's *Standards and Guidelines for Identification* (1983).

The MHC criteria for conducting a communitywide survey are designed to identify the full range of cultural resources. Cultural resources are the physical elements in the landscape that remain from historical patterns of human activity. There are many components of a community's historical development that are associated with the location and type of surviving cultural resources. A communitywide survey should therefore relate cultural resources to historic patterns of architectural development, land use, economic development, social and demographic history, and events that had an impact on the community. The communitywide survey should recognize ethnic and cultural diversity within the community, and seek to identify cultural resources associated with the history of the minority social and cultural groups and individuals that may have played a role in the community's history.

The *MHC Reconnaissance Survey Town Report* for the town and the corresponding MHC Reconnaissance Survey Regional Report, existing survey forms and National Register nominations on file with the MHC will provide a preliminary framework and base of information for this analysis. Individual forms and area forms will expand upon the information in the *Town Report* and will relate inventoried properties to the significant themes in the historical development of the town.

Phase Meetings:

The project consists of four phases. Project personnel, both the consultant and the project coordinator, will meet with MHC staff at MHC offices in Boston to review project progress and products at the end of each phase. Work to be carried out during each phase and products due at the end of each phase, are described below.

The Inventory:

The communitywide survey will consider the full range of cultural resources in terms of period, theme, property type, architectural form and style, and geographic distribution. The survey will consider all periods of architectural and historic development from the period of first colonial European presence to circa 1965. Significant themes of historical and architectural development will be identified, and resources will be related to these themes.

The community survey will identify buildings and structures that are architecturally and historically significant in the history and development of the community. The survey will include both representative and outstanding examples of the building forms, types, and styles present in the community.

MHC individual property and area inventory forms, maps and National Register recommendations will be completed and submitted to MHC in accordance with the survey guidelines set forth in the MHC's *Historic Properties Survey Manual: Guidelines for the Identification of Historic and Archaeological Resources in Massachusetts* (1992) and *Survey Technical Bulletin #1* (1993), MHC *Interim Survey Guidelines* (March 1999 et seq.), and MHC *Interim Guidelines for Inventory Form Photographs* (2008), MHC *Interim Guidelines for Inventory Form Locational Information* (2009), as well as the Secretary of the Interior's Standards and Guidelines for Identification (1983, copies available from the MHC). These publications and memoranda are all incorporated into this contract by reference. The work to be carried out during each phase, and products due at the end of each phase, are described on the following pages.

SCOPE OF WORK

Phase I (5 weeks)

Tasks:

- Meet with local project coordinator/local historical commission (LPC/LHC) and MHC staff to discuss the scope and inventory methodology of the project and to assess the available documentary materials (LHC files, collections and existing research, maps, local

histories, etc.);

- Select maps, including a working map and large-scale base map (assessor's parcel map is preferred), to identify inventoried areas and properties;
- Determine availability of electronic mapping and parcel data and of town-based GIS data suitable for use in the project;
- Review existing inventory forms on file at the LHC and at the MHC;
- Conduct initial research and reconnaissance survey to verify the types and geographical distribution of cultural resources, and to develop criteria for selecting properties to be extensively researched in the survey.

Products:

- Working maps and large scale base map(s) to be used to identify inventoried properties
- Methodology statement, specifying:
 1. Survey objectives;
 2. Criteria for selecting properties for survey;
 3. Procedures to be followed in the survey and forms of products to be created;
 4. Expectations about the kind, location, and character of historic properties to be recorded;
 5. An assessment of existing documentation;
 6. A brief description of the amount and kinds of information to be gathered about the properties;
 7. Bibliography.

Phase I will be completed by Friday, November 2, 2012 Phase II (8 weeks)

Phase II (8 weeks)

Tasks:

- Conduct continued architectural assessments and documentary research to identify important historic themes, events, and persons for the survey target areas, with particular attention to substantially synthesizing and supplementing the information already available. Research collections, should include relevant local, regional and state library and archive collections, as well as web-based research sites.
- Apply selection criteria and prepare list of specific properties to be surveyed.
- Complete representative draft inventory forms for different property types.
- Meet with LHC and MHC staff to review property lists and draft forms.

Products:

- List of properties to be surveyed, arranged alphabetically by street address
- Representative draft inventory forms, to be submitted in both hard copy and MS Word format.

Phase II will be completed by Friday, December 28, 2012

Phase III (20 weeks)

Tasks:

- Conduct intensive research of properties selected for inventory

- Identify contexts for National Register evaluation and apply National Register criteria to inventoried areas and resources;
- Prepare draft list of all areas and resources recommended for National Register nomination;
- Prepare inventory forms with photographs and property location maps. Forms for any surveyed properties listed in the State Register of Historic Places must be marked at top front with appropriate designation code and date.
- Submit draft inventory forms with photographs, draft National Register contexts, and National Register recommendation to MHC and LHC for review and comment (comments to be incorporated during Phase IV).
- In consultation with LHC, MHC survey and MACRIS staff, develop lettering and numbering system for inventoried properties.

Products:

- Unnumbered complete draft inventory forms for approximately 125 properties with photos and locus maps for all areas, buildings, sites, structures, and parks/landscapes. (This information may optionally be submitted in electronic form only for this project phase [CD or DVD].)
- Draft discussion of National Register contexts and list of all areas and resources recommended for National Register nomination.

Phase III will be complete by Friday, May 17, 2013

Phase IV (7 weeks)

Tasks:

- Add inventory letters/numbers to forms, if these were not added in Phase III.
- Name MS Word files to conform to MHC file-naming convention.
- Complete National Register Criteria Statement forms to be attached to appropriate inventory forms.
- Prepare base map(s) identifying inventoried properties.
- Prepare street index of inventoried areas and properties.

Products:

- Hard-copy numbered MHC inventory forms for approximately 125 properties (two sets with original photographic prints: one for MHC and one for the LHC. Inventory forms must be printed on 24 lb. bond paper of at least 25% cotton fiber content. Photographs must be 3½" x 5½" or 4" x 6" digitally produced ink jet prints using MHC approved printer/paper/ink combinations that produce prints with a minimum 75-year permanence rating. (The paper inventory forms should incorporate the electronic version photograph(s) in addition to an attached photographic print. Only one archivally-permanent paper print, of the primary view, is required for most inventory forms.)

- Large-scale base map(s) with all inventoried areas and properties identified by inventory number (two sets: one for MHC and one for the LHC).
- Survey Final Report (four *paginated, unbound* copies (two for MHC, two for LHC) which will include the following sections:
 1. Abstract;
 2. Methodology statement, including survey objectives, assessment of previous research, selection criteria, procedures followed in the survey, description of products and accomplishments and an explanation of how results of survey differed from those expectations;
 3. Street index of inventoried properties. Areas will be listed separately at the beginning, arranged alphabetically by area name. Individually inventoried properties follow, arranged alphabetically by street name. Property name (if any) and inventory number also will be included on this list;
 4. Final discussion of National Register contexts and list of recommendations for areas and properties to be nominated to the National Register of Historic Places
 5. Further study recommendations; and
 6. Bibliography.
- CD containing a MS Word file for each inventory form. Each Word file should conform to MHC file naming convention, and incorporate photograph(s) and map(s). The CD should also include an MS Word version of the final survey report.
- A separate CD containing high-resolution TIF or JPG images for surveyed properties, identified by street address or MACRIS number, following MHC file naming convention for photographic images.

**The Survey Final Report must identify the community repository and/or municipal office(s) where completed survey documentation (inventory forms, base maps and final report) will be made available to the public.

Phase IV will be completed and submitted to the MHC and LHC by Friday, July 5, 2013.

**TOWN OF EASTHAM, OFFICE OF THE CHIEF PROCUREMENT OFFICER
2500 STATE HIGHWAY
EASTHAM MA 02642**

**Eastham Community-wide
Historic Properties Survey**

FEE PROPOSAL FORM
(To be submitted in Envelope B)

The undersigned hereby submits a price proposal to perform the services outlined in the Request for Proposals for the Town of Eastham Community-wide Historic Properties Survey.

Proposer: _____

Address: _____

The PROPOSER hereby pledges to deliver the complete scope of services required, for the rates, hours and total charges shown below:

Estimated cost to complete the project:

Phase I:	_____
Phase II:	_____
Phase III:	_____
Phase IV:	_____
TOTAL COST:	_____

(Not to exceed \$25,000)

Note: Five (5) copies of proposal are to be submitted.

**TOWN OF EASTHAM, OFFICE OF THE CHIEF PROCUREMENT OFFICER
2900 STATE HIGHWAY EASTHAM, MA 02642**

Eastham Community-wide Historic Properties Survey

PROPOSAL SIGNATURE FORM

(This form to be submitted in Envelope A - Technical Proposal)

The undersigned, hereafter called the proposer, having fully familiarized him/herself with all the request for proposal documents, hereby agrees and declares:

- 1. That prices inserted in the Price Proposal (Envelope B) cover all necessary expenses to fulfill the conditions of the contract within the time stated.
- 2. Pursuant to M. G. L. c. 62C, § 49A, the proposer hereby certifies that the proposer has filed all state tax returns and paid all state taxes required under law.
- 3. The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

The following items are to be completed by the Proposer, if applicable:

Our Company is: A Corporation _____
 A Partnership _____
 Individually Owned _____

Individual/Company Name: _____

Social Security or Federal Identification Number: _____

Signature of Individual or Authorized Official: _____

Address: _____

Telephone Number: _____

E-mail _____

Attachment D

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under the penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

Signature of Individual Signing Bid Proposal: _____

Name of Business: _____

Date: _____

STATEMENT OF TAX COMPLAINE

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under penalties of perjury that I, to my best knowledge and belief, have complied with all laws of the Commonwealth of Massachusetts relating to taxes.

Social Security or Federal Identification Number: _____

Signature of individual signing bid or proposal: _____

Date: _____

Attachment E

**CERTIFICATE OF VOTE
OF CORPORATION
(if applicable)**

(This form to be submitted in Envelope A - Technical Proposal)

Date: _____

I, _____, Clerk-Secretary of the corporation named in the foregoing Proposal, certify that _____ who signed the said Proposal on behalf of said corporation, was then the _____ of said corporation; that I know his signature; (Title)

and that his signature thereto is genuine and that said Proposal was duly executed for and on

_____, 2012.

(Clerk-Secretary)

Date of Incorporation: _____

(Corporate Seal)