

**EASTHAM COMMUNITY – WIDE HISTORIC PROPERTIES SURVEY
TOWN OF EASTHAM MASSACHUSETTS
CONTRACT COMPLETION REPORT
OCTOBER 7, 2013**



**TOWN OF EASTHAM
2500 STATE HIGHWAY
EASTHAM, MA 02642
(508) 240-5900**

**EASTHAM COMMUNITY – WIDE HISTORIC PROPERTIES SURVEY
TOWN OF EASTHAM MASSACHUSETTS
CONTRACT COMPLETION REPORT
OCTOBER 7, 2013**

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EASTHAM COMMUNITY-WIDE HISTORIC PROPERTIES SURVEY
Town of Eastham, Massachusetts
Completion Report

October 7, 2013

1. DESCRIPTION OF PROJECT

This intensive level survey project involved documenting historic properties on behalf of the Eastham Historical Commission (EHC). This involved completing 67 individual inventory forms and 10 Area forms that encompassed another 100 buildings. The survey focused on properties along three roads—Old State Highway, Ellis Road, and State Highway with cottage colonies and pre-World War II properties prioritized. Evaluations of eligibility for the National Register of Historic Places resulted in three properties recommended for nomination.

2. METHODOLOGY

Completion of the survey forms followed the standard methodology set forth in the “Historic Properties Survey Manual” issued and updated by the Massachusetts Historical Commission (MHC). The process included field inspection with on-site notational and photographic recording, archival research, association with architectural and historical contexts, and assessment of significance and eligibility for the National Register of Historic Resources.

Specific project goals Included:

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.
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.

The project included 4 phases:

1. Refinement of survey methodology including identification of maps and electronic mapping. Review of existing inventory forms and development of criteria to select properties for inclusion in survey.
2. Identify historic themes, events and persons for survey target areas, apply selection criteria and prepare list of survey properties. Prepare model inventory form for each property type.
3. Research on selected properties, identification of properties meeting National Register criteria, preparation of inventory forms / photographs, and determination of lettering and numbering system.
4. Complete final products including numbered inventory forms, base maps and final reports in hard copy and digital forms.

In addition to assistance from the Town of Eastham, Eastham Historic Committee and Historical Society, the following research references were consulted:

- "A Description and History of Eastham, in the County of Barnstable, September 1802." *Collections of the Massachusetts Historical Society* 8: 154-86.
- Barnstable County Registry of Deeds. Deeds and Subdivision Maps.
- Belasco, Warren James. *Americans on the Road: From Autocamp to Motel, 1910-1945*. Cambridge, MA: MIT Press, 1979.
- Beyle, Notel W. *Entering Eastham: A Glimpse of the Olde and Newe Eastham on the Occasion of the Nation's Bicentennial Celebration and the Town's Three-Hundred-and-Twenty-Fifth Birthday in the Year Nineteen Hundred Seventy-Six*. Eastham: Eastham Bicentennial Commission, 1976.
- Blair Associates. *Eastham, Massachusetts: A Study of Eastham in Relation to the Proposed Cape Cod National Seashore Park*. Providence, RI: Blair Associates, 1959.
- Brown, Dona. *Inventing New England: Regional Tourism in the Nineteenth Century*. Washington and London: Smithsonian Institution Press, 1995.
- Cantor, George. *Where the Old Roads Go: Driving the First Federal Highways of the Northeast*. New York: Harper and Row, 1990.
- Cape Cod Library of Local History and Genealogy*. 2 vols. Facsimile Edition of 108 Pamphlets Published in the Early 20th Century. 1992.
- Commonweal Collaborative, Inc. "Final Report, Eastham Community Survey Project; Survey Forms." Massachusetts Historical Commission, Town of Eastham. September 1995.
- Commonwealth of Massachusetts. Department of Labor and Industries. *Population and Resources of Cape Cod*. Boston, Wright & Potter. 1922. Distributed by the Cape Cod Chamber of Commerce.
- Cove Burying Ground, 1660-1770: Bridge Road Cemetery, 1754-1886: A Survey Conducted in the Bicentennial Year 1976 at Eastham, Massachusetts*. Eastham, MA: Eastham Historical Society, [1976?].
- Deyo, Simeon L., ed. *History of Barnstable County, Massachusetts, 1620-1890*. New York: H. W. Blake, 1890.
- Doane, Heman. *Historical Sketch of the Town of Eastham from Its Settlement in 1644 to July Fourth 1776*. Eastham: H. Doane, 1876.
- Dudley, Dean (1823-1906). *Historical Sketches of the Towns and Cities of Plymouth and Barnstable Counties, Mass.* Wakefield, MA: Dean Dudley, 1873.
- Eastham (Massachusetts) Historical Society. Oral History Project Tapes and Transcripts, Eastham Public Library.
- Eastham Historical Society Archives.
House Vertical Files
Miscellaneous Eastham Town Records
Scrapbook Collection
- Eastham Town Reports. 1890-1960.
- Federal Writers' Project, Works Progress Administration for the State of Massachusetts. *Massachusetts: A Guide to Its Places and People*. 1937. Reprint. New York: Pantheon Books, 1983.

- Federal Writers' Project, Works Progress Administration in the New England States. *Here's New England! A Guide to Vacationland*. Boston: Houghton Mifflin Company, 1939.
- Freeman, Frederick (1799-1883). *The History of Cape Cod: The Annals of Barnstable County and of its Several Towns, Including the District of Mashpee*. 2 vols. Boston: Printed for the author by Geo C. Rand & Avery, 1860-1862.
- Kittredge, Henry C. *Cape Cod: Its People and Their History*. 1930. Reprint. Orleans, MA: Parnassus Imprints, 1968.
- Lowe, Alice Albert. *Nauset on Cape Cod: A History of Eastham*. Falmouth, MA: Eastham Historical Society. 1968.
- Massachusetts Historical Commission. "Reconnaissance Survey Report: Eastham." Typescript, Massachusetts Historical Commission, Boston, 1984.
- McKenzie, Matthew. *Clearing the Coastline: The Nineteenth-Century Ecological and Cultural Transformation of Cape Cod*. Hanover, NH, and London: University Press of New England, 2010.
- O'Connell, James C. *Becoming Cape Cod: Creating a Seaside Resort*. Hanover, NH, and London: University Press of New England for the University of New Hampshire, 2003.
- "People and Places on the Outer Cape: A Landscape Character Study." University of Massachusetts Amherst and National Park Service. June 2004.
- Pratt, Enoch. *A Comprehensive History, Ecclesiastical and Civil of Eastham, Wellfleet and Orleans, County of Barnstable, Mass., from 1644-1844*. Yarmouth, MA: W. S. Fisher and Company, 1844.
- Quinn, William P. *The Saltworks of Historic Cape Cod*. Orleans, MA: Parnassus Imprints, 1993.
- Rae, John B. *The Road and the Car in American Life*. Cambridge, MA: MIT Press, 1991.
- Sparrow, Donald B. *A Cape Cod Native Returns: You Can Go Home Again*. Eastham: Great Oaks Publishing, 2002.
- Thompson, Elroy Sherman. *History of Plymouth, Norfolk and Barnstable Counties, Massachusetts*. 3 vols. New York: Lewis Historical Publishing Company, 1928.
- Trayser, Donald G. *Eastham, Massachusetts, 1651-1951: Eastham's Three Centuries*. Lexington, MA: Hancock Press for Eastham Tercentenary Committee, 1951.
- United States Census, Barnstable County, Massachusetts, 1880.
- University of Massachusetts Amherst and National Park Service. *People and Places on the Outer Cape: A Landscape Character Study*. Compact Disk. n.p., June 2004.
- Waldin, Horace G. "Social and Industrial Changes in the County of Barnstable." *Twenty-seventh Annual Report of the Bureau of Statistics of Labor*. Boston: Wright and Potter Printing Company, March 1897.

Weiler, Margaret H. *Cemetery Inscriptions: Congregational & Soldiers Cemetery Evergreen Cemetery Eastham, Mass.* Eastham: Eastham Historical Commission, October 1987.

3. EXPLANATION OF ACCOMPLISHMENTS

67 individual inventory forms were completed. 10 area forms encompassing another 100 buildings were completed for a total of 167 culture resources surveyed exceeding the 125 cultural resources expected in the scope of work.

Three properties appear to be eligible for the National Register at a local level of significance. They are:

- EAS.618: 45 South Eastham St. (Assessor # 21-11-A); individual, "Abijah & Phebe Mayo House," constructed c. 1850
- EAS.619: 175 State Highway (Assessor # 20-1271-A); individual, "Reuben & Hannah Cole House," constructed c. 1760
- EAS.X (EAS.712-EAS.722*): 3280-3298 State Highway (Assessor #s 11-49-A-J); district; "Nauset Haven," constructed 1830 & 1937-1955

Several challenges were encountered in the research including

1. No maps of Eastham illustrating buildings with owners' names predate 1858 and only two such maps exist after that date (1880 and 1905/1910).
2. Only two town directories exist—1901 and 1929—and neither show house numbers. Nor does any federal census for the town, through 1940, include house numbers.
3. The Eastham Historical Society and the EHC's house files and oral histories were of limited use due to lack of specific references in most.
4. Published local histories provide virtually no information on Eastham's built environment.

4. BUDGET NARRATIVE

There was no difference between the estimated and the actual budget for this project.

**EXHIBIT #1
BUDGET SUMMARY FORM
SURVEY AND PLANNING GRANT**

Complete relevant Estimated and Actual Project Budget Lines and Estimated and Actual Total Project Cost, even if there is no difference between Estimated and Actual Costs. Refer to **Attachment C**, Section 5, Budget Summary Form for additional information.

PROJECT BUDGET LINES	TOTAL PROJECT COSTS	
	ESTIMATED (Contract Budget)	ACTUAL
A. Contractual Services (list each contractor separately)		
1. <i>Larson Fisher Associates</i>	<i>\$ 25,000.00</i>	<i>\$ 25,000.00</i>
2.		
3.		
<i>Subtotal: Contractual Services</i>		
B. In-Kind Personnel (paid)		
Title/Function -- Annual Salary -- % of Time to Project		
1.		
2.		
3.		
<i>Subtotal: In-Kind Personnel (paid)</i>		
C. Volunteer Services (unpaid)		
Title/Function -- Rate per Hour -- # of Hours		
1.		
2.		
3.		
<i>Subtotal: Volunteer Services (unpaid)</i>		
D. Travel		
Rate per Mile \$ _____ x Total Miles _____		
2.		
3.		
<i>Subtotal: Travel</i>		
E. Equipment (list each item separately)		
1.		
2.		
3.		
<i>Subtotal: Equipment</i>		
F. Supplies (list each major item or category)		
1.		
2.		
3.		
<i>Subtotal: Supplies</i>		
G. Other (list)		
1.		
2.		
3.		
<i>Subtotal: Other</i>		
TOTAL PROJECT COST	<i>\$ 25,000.00</i>	<i>\$ 25,000.00</i>

Larson Fisher Associates, Inc.

Historic Preservation & Planning Services

P.O. Box 1394
Woodstock, N.Y. 12498

845-679-5054
www.larsonfisher.com

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NOV 07 2012

ADMINISTRATION

INVOICE

DATE: November 2, 2012

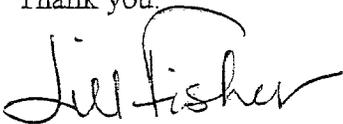
TO: Leon Verrone, EHC's Project Coordinator
&
Nan Balmer, Assistant Town Administrator
Town Hall
2500 State Hwy
Eastham, MA 02642

RE: Eastham Community-Wide Historic Properties Survey

For services associated with Phase I of the project as defined in Purchase Order #3458	\$2,500.00
Professional Fee Now Due:	\$2,500.00

Please make check payable to Larson Fisher Associates. (EIN 14-1829357)

Thank you.



Jill Fisher, Principal Planner/Vice-President-Treasurer
Larson Fisher Associates

PAID
86435

Larson Fisher Associates, Inc.

Historic Preservation & Planning Services

P.O. Box 1394
Woodstock, N.Y. 12498

845-679-5054
www.larsonfisher.com

INVOICE

DATE: January 3, 2013

TO: Leon Verrone, EHC's Project Coordinator
&
Nan Balmer, Assistant Town Administrator
Town Hall
2500 State Hwy
Eastham, MA 02642

RE: Eastham Community-Wide Historic Properties Survey

For services associated with Phase II of the project as defined in
Purchase Order #3458 \$5,000.00

Professional Fee Now Due: \$5,000.00

Please make check payable to Larson Fisher Associates. (EIN 14-1829357)

Thank you

Jill Fisher

Jill Fisher, Principal Planner/Vice-President-Treasurer
Larson Fisher Associates

c: Elizabeth Sandler (via email)

PAID
87462

**TOWN OF EASTHAM
DEPARTMENTAL SCHEDULE OF BILLS PAYABLE**

To the Town Accountant:

The Following named bills of the HIST COMM - 1728 520402 amounting in the aggregate to \$2,850.00 have been approved by: Sheila Vanderhoef and you are requested to place them on a warrant for payment.

Sheila Vanderhoef
Signature

Date Submitted: May 16, 2013

PO 3458

Line Item Number	VENDOR	BRIEF DESCRIPTION	TOTAL
520402	Larson Fisher Associates	<i>Interim Payment Phase III</i>	\$2,850.00
	PO Box 1394		
	Woodstock NY 12498		
		NOTE:	
		The vendor requests an Interim payment for	
		Phase III of the Contract. This has been tentatively agreed	
		subject to the vendor providing a timetable for	
		completion of the project which is attached.	
		MHC, the grantor agency, has approved the Interim payment.	
		The Eastham HC, acting as Project Manager approved this bill.	
		Future payments will be subject to completion of the timetable.	
		TOTAL	\$2,850.00

894

RECEIVED
MAY 16 2013
ACCOUNTING DEPT

10

Larson Fisher Associates, Inc.

Historic Preservation & Planning Services

P.O. Box 1394
Woodstock, N.Y. 12498

845-679-5054
www.larsonfisher.com

INVOICE #3

DATE: April 18, 2013

TO: Leon Verrone, EHC's Project Coordinator
&
Nan Balmer, Assistant Town Administrator
Town Hall
2500 State Hwy
Eastham, MA 02642

RE: Eastham Community-Wide Historic Properties Survey
▪ Set 1 of Draft forms enclosed

For services associated with Phase III of the project as defined in
Purchase Order #3458 (\$15,000)

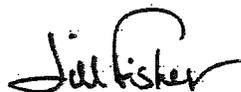
19% completion of Draft Forms (31 out of 163 properties) \$ 2,850.00

Professional Fee Now Due: \$ 2,850.00

PAID
89417

Please make check payable to Larson Fisher Associates. (EIN 14-1829357)

Thank you.



Jill Fisher, Principal Planner/Vice-President-Treasurer
Larson Fisher Associates

c: Elizabeth Sandler (via email)

*Approved 5/19/2013
Leon Verrone*

Larson Fisher Associates, Inc.

Historic Preservation & Planning Services

P.O. Box 1394
Woodstock, N.Y. 12498

845-679-5054
www.larsonfisher.com

INVOICE #4

DATE: June 5, 2013

TO: Leon Verrone, EHC's Project Coordinator
&
Nan Balmer, Assistant Town Administrator
Town Hall
2500 State Hwy
Eastham, MA 02642

RE: Eastham Community-Wide Historic Properties Survey
▪ Set 2, balance of Draft forms enclosed on CD

For services associated with Phase III of the project as defined in Purchase Order #3458.

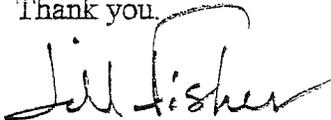
Phase III Fee	\$15,000.00
Previous Partial Payment	<u>\$ 2,850.00</u>

Professional Fee Now Due: \$ 12,150.00

Please make check payable to Larson Fisher Associates. (EIN 14-1829357)

PAID
91057

Thank you.



Jill Fisher, Principal Planner/Vice-President-Treasurer
Larson Fisher Associates

c: Elizabeth Sandler (via email)

Larson Fisher Associates, Inc.

Historic Preservation & Planning Services

P.O. Box 1394
Woodstock, N.Y. 12498

845-679-5054
www.larsonfisher.com

INVOICE #5

DATE: August 9, 2013

TO: Leon Verrone, EHC's Project Coordinator
&
Nan Balmer, Assistant Town Administrator
Town Hall
2500 State Hwy
Eastham, MA 02642

RE: Eastham Community-Wide Historic Properties Survey
▪ Project Completion/Final Products enclosed

For services associated with Phase IV of the project as defined in Purchase Order #3458.

Phase IV Fee: \$ 2,500.00

Professional Fee Now Due: \$ 2,500.00

Please make check payable to Larson Fisher Associates. (EIN 14-1829357)

Thank you.



Jill Fisher, Principal Planner/Vice-President-Treasurer
Larson Fisher Associates

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TOWN OF EASTHAM
2500 STATE HIGHWAY
EASTHAM, MA 02642-2544

Cape
Cod 5

P.O. BOX 10
ORLEANS, MA 02653

CHECK NO. **141839**

65-7107/2113

VENDOR	CHECK DATE	CHECK AMOUNT
6620	01/24/2013	\$5,000.00

*****5,000 DOLLARS AND NO CENTS

PAY

LARSON FISHER ASSOCIATES, INC
PO BOX 1394
WOODSTOCK NY 12498

TO THE
ORDER

Joan M. Plante

⑆ 141839 ⑆ ⑆ 211371078 ⑆ 89 2014655 ⑆

Account 892014655 Serial 141839 Amount 0000005000.00 Date 01-26-2013

ENDORSE HERE
X *Bill Fisher*
Larson Fisher Associates, Inc.

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- Handwritten social media avatars
- Handwritten social media profile pictures
- Handwritten social media bios
- Handwritten social media posts
- Handwritten social media comments
- Handwritten social media shares
- Handwritten social media likes
- Handwritten social media retweets
- Handwritten social media mentions
- Handwritten social media tags
- Handwritten social media hashtags
- Handwritten social media emojis
- Handwritten social media stickers
- Handwritten social media GIFs
- Handwritten social media polls
- Handwritten social media quizzes
- Handwritten social media surveys
- Handwritten social media contests
- Handwritten social media giveaways
- Handwritten social media contests
- Handwritten social media giveaways

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TOWN OF EASTHAM
2500 STATE HIGHWAY
EASTHAM, MA 02642-2544

Cape
Cod 5

P.O. BOX 10
ORLEANS, MA 02653

CHECK NO. 142934

53-7107/2113

VENDOR	CHECK DATE	CHECK AMOUNT
6620	05/21/2013	\$2,850.00

*****2,850 DOLLARS AND NO CENTS

PAY LARSON FISHER ASSOCIATES, INC
PO BOX 1394
TO THE WOODSTOCK NY 12498
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Joan M. Plante

⑈ 142934 ⑈ ⑆ 211371078 ⑆ 89 2014655 ⑈

Account 892014655 Serial 142934 Amount 0000002850.00 Date 05-28-2013

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- Watermarks

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- Presence of "VOID" watermark on back of check
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- Visible inkless embossed or ultraviolet (UV) features may indicate alterations

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TOWN OF EASTHAM
2500 STATE HIGHWAY
EASTHAM, MA 02642-2544

Cape
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P.O. BOX 10
ORLEANS, MA 02653

CHECK NO. 143296

63-7107/2119

VENDOR	CHECK DATE	CHECK AMOUNT
6620	06/27/2013	\$12,150.00

*****12,150 DOLLARS AND NO CENTS

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LARSON FISHER ASSOCIATES, INC
PO BOX 1394
WOODSTOCK NY 12498

Joan M. Plante

⑈ 143296 ⑈ ⑆ 211371078 ⑆ 89 2014655 ⑈

Account 892014655 Serial 143296 Amount 0000012150.00 Date 07-08-2013

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Larson Fisher Assoc

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 - Watermarks

Security Features:
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 - Original Document's Markings on front of sheet
 - Absence of Holes and of this mark may indicate alteration
 - Markings visible upon exposure to ultraviolet light
 - Absence may indicate alteration

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 **TOWN OF EASTHAM**
2500 STATE HIGHWAY
EASTHAM, MA 02642-2544

Cheque 5 P.O. BOX 10 ORLEANS, MA 02653

CHECK NO. **144082** 65-7107/2118

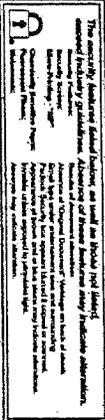
VENDOR	CHECK DATE	CHECK AMOUNT
6620	09/05/2013	\$2,500.00

*****2,500 DOLLARS AND NO CENTS

PAY TO THE ORDER OF **LARSON FISHER ASSOCIATES, INC**
PO BOX 1394
WOODSTOCK NY 12498

Jean M. Plante

⑈144082⑈ ⑆211371078⑆ 89 2014655⑈



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X *Jim Fisher*
Larson Fisher Assoc. Inc.

TA/RFPS

**LEGAL NOTICE
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."

AD#12776879
Cape Codder 7/13/12

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 Town's 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 _____

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: _____

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)

EASTHAM HISTORICAL COMMISSION RFP SOLICITATION LIST

Name and Address
<p>Archaeological and Historical Services, Inc. Mary G. Harper, President 569 Middle Turnpike PO Box 543 Storrs, CT 06268 Phone: 860-429-2142. Fax: 860-429-9454 Email: mharper@ahs-inc.biz Web: www.ahs-inc.biz</p>
<p>Clemson, John D. John D. Clemson, Preservation Consultant 49 Myrtle Terrace Winchester, MA 01890 Phone: 781-729-5375 Email: jclemson@verizon.net Web: www.clemsonpreservation.com</p>
<p>Community Opportunities Group, Inc. Contact: Patti Kelleher, Preservation Planner 129 Kingston Street Boston, MA 02111 Phone: 617-542-3300, ext. 305 Fax: 617-542-3302 Email: pdkelleher@comcast.net</p>
<p>Detwiller, Frederic C., AIA, Principal, New England Landmarks 302 Central Street Georgetown, MA 01833 Phone: 978-352-2819 617-640-4935 Email: rick.detwiller@comcast.net Web: www.NewEnglandLandmarks.com</p>
<p>Dray, Eric E. Preservation Consultant 258A Bradford Street Provincetown, MA 02657 Phone: 508-487-4449 Fax: 508-487-7354 Email: EricEDray@gmail.com</p>
<p>Durkee, Brown, Viveiros & Werenfels Architects Contact: Martha L. Werenfels, AIA, Lead AP-Principal 111 Chestnut Street Providence, RI 02903 Phone: 401-831-1240 Fax: 401-331-1945 Email: mwerenfels@durkeebrown.com Web: www.durkeebrown.com</p>
<p>Dyer Brown SouthCoast Architects Contact: Joseph M. Booth One Johnny Cake Hill New Bedford, MA 02740 Phone: 508-999-6220 Fax: 508-990-1265 Email: jbooth@dyerbrownsouthcoast.com Web: www.dyerbrownsouthcoast.com</p>

Name and Address
<p>EBI Consulting Inc. Contact: Maureen Taylor, Architectural Historian 21 B Street Burlington, MA 01803 Phone: 781-418-2325 Fax: 781-418-2375 Email: Mtaylor@EBIConsulting.com Web: www.EBIConsulting.com</p>
<p>Epsilon Associates, Inc. Contacts: Maureen Cavanaugh, Senior Planner Taya Dixon, Senior Planner Doug Kelleher, Senior Planner 3 Clocktower Place, Suite 250 Maynard, MA 01754 Phone: 978-897-7100 Fax: 978-897-0099 Email: mcavanaugh@epsilonassociates.com tdixon@epsilonassociates.com dkelleher@epsilonassociates.com Web: www.EpsilonAssociates.com</p>
<p>Faye, Lynda Preservation Consultant Purple Gables 232 East Pleasant Street Amherst, MA 01002 Phone: 413-549-0705 Email: faye.lynda@gmail.com</p>
<p>Foy, Rosemary Battles, M. A. Cornerstone Architectural Research, LLC 230 Buckminster Road Brookline, MA 02445 Phone: 617-851-7035 Email: rbattlesfoy@comcast.net</p>
<p>Frontiero, Wendy Architect and Preservation Consultant 32 Abbott Street Beverly, MA 01915 Phone: 617-290-8076 Email: wfrontiero@alum.mit.edu</p>
<p>Gordon, Edward W. Architectural Historian 1 Menlo Street Brighton, MA 02135 Phone: 617-872-9001 Email: EdwardWGordon@aol.com</p>
<p>Gray & Pape, Inc. Contact: Ray Pasquariello Northeast Regional Manager 60 Valley Street, Suite 103 Providence, RI 02909 Phone: 401-499-4354 Fax: 401-942-9124 Email: rpasquariello@graypape.com Web: www.graypape.com</p>

Name and Address
<p>Hartgen Archaeological Associates, Inc. Contact: Karen Hartgen, President 1744 Washington Avenue Extension Rensselaer, New York 12144 Phone: 518-283-0534 Fax: 518-282-6276 Email: wwheeler@hartgen.com Web: www.hartgen.com</p>
<p>Historic Documentation Company, Inc. Richard M. Casella, President 490 Water Street Portsmouth, RI 02871-4229 Phone: 401-683-3483 Fax: 401-683-4217 Email: rcasella@HistoricDoc.com Web: www.HistoricDoc.com</p>
<p>JMA (John Milner Associates, Inc.) Contact: James A. Chiarelli Michael E. Roberts 410 Great Road, Suite B-14 Littleton, MA 01460 Phone: 978-486-0688 Fax: 978-846-3470 Email: jchiarelli@johnmilnerassociates.com mroberts@johnmilnerassociates.com Web: www.johnmilnerassociates.com</p>
<p>Krim, Arthur Survey Systems 36 Highland Avenue Cambridge, MA 02139 Phone: 617-547-9323 Email: arthur.krim@the-bac.edu</p>
<p>Larson Fisher Associates, Inc. (Formerly Neil Larson & Associates) Contact: Neil Larson, President, Architectural Historian Jill Fisher, Principal Planner PO Box 1394 Woodstock, NY 12498 Phone: 845-679-5054 Email: nlarson@hvc.rr.com jillfisher47@hotmail.com Web: www.larsonfisher.com</p>
<p>Latady, Kevin Latady Design 2 Myers Lane Bedford, MA 01730 Phone: 781-275-6061 Fax: 781-275-1410 Email: klatady@latadydesign.com Web: www.latadydesign.com</p>
<p>Mones, Andrea Architectural Conservator 20 Franklin Street, Suite 1 Marblehead, MA 01945 Phone: 781-631-0210 Email: buildingknowledge.mass@gmail.com Web: www.building-knowledge.com</p>

Name and Address
<p>Newport Collaborative Architects, Inc. Contacts: J. Michael Abbott, AIA, Principal Olga A. Bachilova, Historic Preservation Specialist 333 Westminster Street Providence, RI 02903 Phone: 401-272-2144 Fax: 401-272-7622 Email: jmabbott@ncarchitects.com obachilova@ncarchitects.com Web: www.NCArchitects.com</p>
<p>Overlook Associates, LLC Contact: Fred Phillips and Elaine Finbury 14 Lynde Street Salem, MA 01970 Phone: 978-744-0311 Fax: 978-744-1319 Email: lanie@overlookassociates.com Web: www.overlookassociates.com</p>
<p>PAL, Inc. The Public Archeology Laboratory Contact: Deborah C. Cox, President 210 Lonsdale Avenue Pawtucket, RI 02860 Phone: 401-728-8780 Fax: 401-728-8784 Email: dcox@palinc.com Web: www.palinc.com</p>
<p>Public Archaeology Survey Team, Inc. (PAST) Mary G. Harper, Director 569 Middle Turnpike PO Box 209 Storrs, CT 06268 Phone: 860-429-1723 FAX: 860-429-1724 Email: mharper@past-inc.org Web: www.past-inc.org</p>
<p>Pendleton, Philip E. Consulting Historian P. O. Box 257 Oley, PA 19547 Phone: 610-858-2832 Email: pependle@windstream.net</p>
<p>Pfeiffer, Brian Preservation Advisory Services 147 Brattle Street Cambridge, MA 02138 Phone: 617-661-4753 Fax: 617-661-4753 Email: brpfeiffer@verizon.net</p>
<p>Pioneer Valley Planning Commission Contact: Bonnie Parsons, Principal Planner for Historic Preservation 26 Central Street, Suite 34 West Springfield, MA 01089-2787 Phone: 413-781-6045 Fax: 413-732-2593 Email: bparsons@pvpc.org Web: www.pvpc.org</p>

Name and Address
<p>Preservation Services, Inc R. Christopher Noonan PO Box 18 Mendon, MA 01756-0018 Phone: 508-473-4884 Fax: 508-473-4884 Email: rcn@preserve-inc.com Web: www.preserve-inc.com</p>
<p>Randall, Elizabeth L. Project Management, Preservation & Interiors 180 Sheldon Road Wrentham, MA 02093 Phone: 781-812-3679 Fax: 508-384-1272 Email: elizabethrandall@comcast.net</p>
<p>Richards, Frederick Lee Principal 124 Warren Street Concord, NH 03301-2938 Phone: 603-290-4907 Email: frichardsconsulting@gmail.com</p>
<p>Robinson, Arnold N., AICP 129 Constitution Street Bristol, RI 02809 Phone: 401-855-2946 Fax: 401-254-4271 Email: arobinson66@cox.net</p>
<p>Schuler, Gretchen G. 126 Old Connecticut Path Wayland, MA 01778 Phone: 508-358-7980 Email: ggschuler@verizon.net</p>
<p>Spies, Stacy E. Historic Preservation consultant / Grant Writer 16 Alexander Road Hopkington, MA 01748 Phone: 413-663-5512 Fax: 508-435-5235 Email: stacyspies@gmail.com</p>
<p>Teller, Michael S., A.I.A. NCARB, Leed AP, Vice President, CBI Consulting Inc. 250 Dorchester Avenue Boston, MA 02127 Phone: 617-268-8977 Fax: 617-464-2971 Email: mteller@cbiconsultinginc.com Web: www.cbiconsultinginc.com</p>
<p>Tremont Preservation Services LLC Contact: Chris Beard and Leslie Donovan 374 Congress Street, Suite 301 Boston, MA 022 Phone: 617-482-0910 Fax: 617-423-3910 Email: christinebeard@verizon.net donovanl@erols.com</p>

Name and Address
<p>Tritsch, Electa Kane Director, Oakfield Research 233 Heaths Bridge Road Concord, MA 01742 Phone: 978-371-2128 Email: e.tritsch@comcast.net</p>
<p>tfl-architects LLC Contact: John Turk., AIA, Principal Julie Ann Larry, AIA, Principal 28 Danforth Street Portland, ME 04101 Phone: 207-761-9662 Fax: 207-761-9696 Email: studio@tfl-architects.com</p>
<p>VHB/Vanasse Hangen Brustlin, Inc. Contact: Rita Walsh Senior Preservation Planner 101 Walnut Street, PO Box 9151 Watertown, MA 02471 -9151 Phone: 617-924-1770 Fax: 617-923-2336 Email: rwalsh@vhb.com Web: www.vhb.com</p>
<p>Lisa Mausolf 6 Field Pond Rd Reading MA 01867 781-944-5958 Fax 781-942-2179 E-Mail lmausolf@att.net</p>
<p>Kathy Broomer 5 Rolling Lane Wayland, MA 01778 508-358-9620 E-mail: kkbroomer@comcast.net</p>
<p>Connors, Edward & Associates 39 Dyer Avenue, Riverside, RI 02915 Tel: 401-595-0699 E-mail: nconnors@cox.net</p>
<p>Forbes, Anne McCarthy 25 Martin St, Acton, MA 01720 Tel: 978-263-2227 Fax: 978-263-2227 E-mail: anneforbes@verizon.net</p>

**TOWN OF EASTHAM**

2500 State Highway
 Eastham, MA 02642-2544
 Ph: (508) 240-5900

TO: Larson Fisher Associates Inc. DATE September 21, 2012
Historic Preservation & Planning Services
P.O. Box 1394
Woodstock, NY 12498 Attention: Neil Larson,
 Principal

FROM: TOWN OF EASTHAM DELIVERY
2500 State Highway DATE: _____
Eastham, MA 02642

QUANTITY	DESCRIPTION	PRICE
	Eastham Community-Wide Historic Properties Survey Consultant As on attached contract;	
	Phase I completion Oct. 26, 2012	\$2,500.00
	Phase II completion Dec. 21, 2012	\$5,000.00
	Phase III completion May 10, 2013	\$15,000.00
	Phase IV completion June 28, 2013	\$2,500.00
NOT TO EXCEED TOTAL		\$25,000.00
GLACCOUNT#/NAME #1728-520402 - Survey Historic Bldgs. CPA		

Ken Palmer
 DEPARTMENT HEAD

Sheila Vanderhoef
 TOWN ADMINISTRATOR

NOT VALID WITHOUT TWO SIGNATURES

ORIGINAL - VENDOR PINK COPY - TOWN ACCT. YELLOW COPY - DEPARTMENT HEAD



TOWN OF EASTHAM

2500 State Highway, Eastham, MA 02642-2544

All departments 508-240-5900 • Fax 508-240-1291

www.eastham-ma.gov

September 26, 2012

Mr. Neil Larson, Principal
Larson Fisher Associates, Inc.
P.O. Box 1394
Woodstock, NY 12498

Dear Mr. Larson:

RE: Town of Eastham
Community-Wide Historic Properties Survey

Attached please find fully signed documents (i.e., Award Letter, Contract, Amendment A) as well as P.O. #3458 for the aforementioned work.

Thank you for your interest in the Town of Eastham and we look forward to doing business with you.

Sincerely,

Sheila Vanderhoef
Town Administrator

cc: Diane Rommelmeyer, Town Accountant
Nan Balmer, Assistant Town Administrator
Josiah Holden Camp, Jr., Chair, Eastham Historical Commission



TOWN OF EASTHAM

2500 State Highway, Eastham, MA 02642-2544
All departments 508-240-5900 • Fax 508-240-1291
www.eastham-ma.gov

RECEIVED

SEP 10 2012

ADMINISTRATION

September 5, 2012

Mr. Neil Larson, Principal
Larson Fisher Associates, Inc.
Historic Preservation and Planning Services
P.O. Box 1394
Woodstock, NY 12498

RE: Award of Contract: Proposal for Eastham Community - Wide Historic Properties Survey

Dear Mr. Larson,

On behalf of the Town of Eastham, I am pleased to inform you we have awarded the contract for the above item to your company, for the sum of twenty-five thousand dollars, (i.e., \$25,000.00) per your technical and price proposals dated August 13, 2012.

Please sign the two (2) original letters provided, returning one original to my attention as your acceptance of this award and retaining one original for your records. A contract will follow after your signed acceptance.

Kindly coordinate implementation of this project with Nan Balmer, Assistant Town Administrator. Project start-up will include a kick-off meeting scheduled during the next 2 weeks in Eastham with a representative of the MA Historical Commission and one or more members of the Eastham Historical Commission.

Thank you for your interest in the Town of Eastham. We look forward to doing business with you.

Respectfully,

Sheila Vanderhoef
Town Administrator

cc: Diane Rommelmeyer, Town Accountant
Chairman, Eastham Historical Commission

Signed

9/7/2012

Date

Neil Larson

Printed Name



TOWN OF EASTHAM

2500 State Highway
 Eastham, MA 02642-2544
 Ph: (508) 240-5900

TO: Larson Fisher Associates Inc. DATE September 21, 2012
Historic Preservation & Planning Services
P.O. Box 1394
Woodstock, NY 12498 Attention: Neil Larson,
 Principal

FROM: TOWN OF EASTHAM DELIVERY
2500 State Highway DATE: _____
Eastham, MA 02642

QUANTITY	DESCRIPTION	PRICE
	Eastham Community-Wide Historic Properties Survey Consultant As on attached contract;	
	Phase I completion Oct. 26, 2012	\$2,500.00
	Phase II completion Dec. 21, 2012	\$5,000.00
	Phase III completion May 10, 2013	\$15,000.00
	Phase IV completion June 28, 2013	\$2,500.00
NOT TO EXCEED TOTAL		\$25,000.00
GLACCOUNT#/NAME #1728-520402 - Survey Historic Bldgs. CPA		

Neil Larson
 DEPARTMENT HEAD

Sheila Vanderhoef
 TOWN ADMINISTRATOR

NOT VALID WITHOUT TWO SIGNATURES

ORIGINAL - VENDOR PINK COPY - TOWN ACCT. YELLOW COPY - DEPARTMENT HEAD

CONTRACT

between

THE TOWN OF EASTHAM

and

LARSON FISHER ASSOCIATES, INC.

This contract, made and entered into this 7 day of Sept, 2012, by and between the Town of Eastham, a Massachusetts Municipal corporation (hereinafter called "the Town"), and Larson Fisher, Inc. (hereinafter called "the Consultant") relates to a Survey and Planning Program Grant project pursuant to a contract by the Town with the Commonwealth of Massachusetts, Massachusetts Historical Commission.

The Town and the Consultant mutually agree as follows:

1. SCOPE OF SERVICES: The Consultant will carry out the provisions of the project Scope of Work, a copy of which is attached and incorporated herein as Attachment A.
2. TIME OF PERFORMANCE: The services of the Consultant are to commence on the execution date of this contract. Project work is to be carried out and submitted to the Massachusetts Historical Commission by June 28, 2013.
3. COMPENSATION: The Consultant is an independent contractor and is not an agent or employee of the Town. In no event shall the total amount paid by the Town to the Consultant exceed twenty-five thousand dollars (\$25,000.00). The Consultant's fee shall be considered to include all costs incurred by the Consultant with respect to the services provided herein, including, but not limited to, fringe benefits, travel, photographic and copying costs, and general cost of doing business.
4. METHOD OF PAYMENT: The Consultant shall invoice the Town of Eastham according to the following schedule:

Phase I completion	October 26, 2012	\$2,500.00
Phase II completion	December 21, 2012	\$5,000.00
Phase III completion	May 10, 2013	\$15,000.00
Phase IV completion	June 28, 2013	\$2,500.00

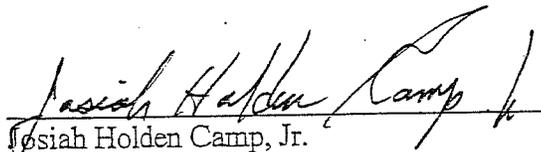
Work products due at the end of each phase must be submitted to and approved by both the Town's Historical Commission and the Massachusetts Historical Commission before the consultant invoice is submitted. Upon receipt and approval of each invoice by the Chairperson of the Town's Historical Commission and the Board of Selectmen, the Town shall pay one hundred percent (100%) of the amount so submitted for payment. Payment for each invoice shall be made before the

scheduled submittal date of the next invoice. Payment for Phase IV shall be made no later than thirty (30) days from the date of the invoice.

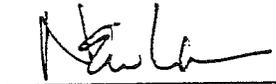
Signed and Dated:



Sheila Vanderhoef
Town Administrator



Josiah Holden Camp, Jr.
Chairperson, Historical Commission

 9/7/2012

Larson Fisher Associates, Inc.
Consultant
P.O. Box 1394
Woodstock, NY 12498

EIN: 14-1829357

Consultant Social Security Number

ATTACHMENT A

SCOPE OF WORK

012
N. Smith
9/19/2012

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.

**EXHIBIT #2
ASSURANCE CERTIFICATION SHEET
SURVEY AND PLANNING GRANT**

Agreement between the COMMONWEALTH OF MASSACHUSETTS by and through the MASSACHUSETTS HISTORICAL COMMISSION and

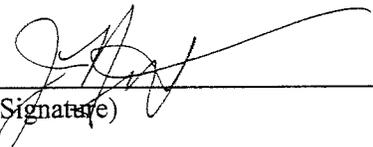
Town of Eastham
(Name of Town)

dated 8/16/12
(Date of the Assistant Secretary of the Commonwealth's signature on the Contract).

I hereby certify that the following requirements, as outlined in the project agreement, were met:

- a) All costs charged to the project were incurred during the project period and were allowed under OMB A-87 and OMB A-102, revised (43 CFR part 12).
- b) The transferee's matching share was not paid for by the Federal Government under another assistance agreement unless authorized.
- c) The transferee has kept records which document employment practices and procedures which conform with civil rights, equal employment opportunity and labor law requirement of Federal Grants.
- d) The transferee's procurement actions were conducted in a manner that provided for maximum open and free competition.

CERTIFIED by Town of Eastham
(Name of Town)


(Signature)

10/7/13
(Date)

John Knight, Chairman, Board of Selectmen
(Name and Title of Authorized Signatory)