



TOWN OF SCITUATE HISTORIC COMMISSION

REQUEST FOR PROPOSALS FOR COMMUNITYWIDE HISTORIC PRESERVATION PLAN

PROPOSALS DUE TUESDAY, OCTOBER 10, 2023; 2PM EST



TOWN OF SCITUATE
COMMUNITYWIDE HISTORIC PRESERVATION PLAN
SCOPE OF WORK

PROJECT OBJECTIVES

The purpose of this project is to prepare an action-oriented communitywide historic preservation planning document to promote and coordinate critically needed advancement of the protection, preservation, and development of the historic and cultural resources within the Town of Scituate.

Specific objectives include:

- 1) An assessment of Scituate's historic and cultural resources (including buildings, structures, objects, areas, landscapes, burial grounds, and sites) including their current level of identification and general state of preservation.
- 2) Identification of issues and opportunities pertinent to preservation of Scituate's historic and cultural resources.
- 3) An assessment of the status of historic preservation in the community, including existing preservation mechanisms and the present integration of historic preservation activities into the town's broader planning, environmental, social, economic, and sustainability goals and procedures.
- 4) Identification of historic preservation priorities and the development of an Action Plan to ensure the implementation of priority historic preservation goals.
- 5) Identification of ways to further integrate current historic preservation activities with broader planning, environmental, social, economic and sustainability goals and procedures.
- 6) Encouragement of activities that identify, document, preserve and promote historical and cultural resources associated with diverse minority, ethnic, social and cultural groups who have played a role in the history of the Town of Scituate and Massachusetts;
- 7) Encouragement of communication, cooperation and collaboration between existing groups, engaged in historic preservation activities.
- 8) Creation of comprehensive information and materials about historic preservation for town government, residents and the community, to serve as educational tools and to support coordination of communitywide efforts to promote preservation.

METHODOLOGY

Anticipated Table of Contents of Scituate's Historic Preservation Plan:

The organization of Scituate's Historic Preservation Plan is anticipated to include the following chapters and sections.

Chapter and Section Name

- I. Executive Summary
- II. Introduction
 - Introduction to Historic Preservation Planning
 - Historic Context for the Town of Scituate
 - History of Historic Preservation Planning in Scituate
 - Annotated List of Preservation Partners and Stakeholders Scituate

III. Investigation and Analysis

- An Overview of Historic Preservation Issues and Challenges in Scituate
- The Historic Properties Inventory – Analysis of Existing Documentation and Needs
- The National Register of Historic Places – Analysis of Existing Listings and Eligibility
- Local Public Awareness and Engagement Analysis
- Municipal Bylaws and Regulations Analysis
- Municipal Policy, Management and Capital Improvements Analysis

IV. Recommendations

- The Historic Properties Inventory – Survey Priorities
- National Register of Historic Places – Priorities for Listing Inventoried Properties – Priorities for Preservation, Levels of Need
- Public Awareness/Education
- Municipal Bylaws and Regulations
- Municipal Policy, Management and Capital Improvements
- Mechanisms to Protect Public Investment in Private Historic Properties
- Mechanisms for Oversight/Management of Historic Town-Owned Properties

V. Action Plan

- Historic Properties Inventory Next Steps Action Plan
- National Register of Historic Places
- Public Awareness/Education
- Municipal Bylaws and Regulations
- Municipal Policy, Management and Capital Improvements

VI. Bibliography

SCOPE OF WORK

Phase I - Background (14 weeks)

Tasks:

- Review three (3) recent historic preservation plans from comparable communities in Massachusetts that have advanced, progressive and successful preservation programs. Prepare a brief description of each historic preservation plan reviewed, including its applicability to the development of a plan for the Town of Scituate.
- Prepare introductory text explaining why historic preservation planning is needed and what a historic preservation plan is.
- Meet with the Scituate Historical Commission, the Scituate Historical Society, and the Scituate Community Preservation Committee to discuss the priorities, concerns, and past planning efforts of each group.
- Develop a list of all preservation partners and stakeholders with a role in historic preservation. At a minimum, this would include municipal departments, municipal boards and commissions, Scituate schools, neighborhood groups, local elected officials, the regional planning agency, local business organizations, social organizations, residents, homeowners, business owners, other historic property owners, and non-profit historical organizations. Prepare a brief description of the role of each partner or stakeholder.
- Review the historical development of the community such as settlement patterns, architecture, demography, neighborhoods, transportation, industry, housing, and commerce. Prepare a historic context that encompasses pre-contact to present day periods. The introduction shall include a description of what a historic context is.

- Review along with other existing preservation reports, maps and recommendations (archaeological, architectural, historical and cultural). Prepare a chronological narrative that includes plans, reports, major projects and events related to historic preservation.
- Review and analyze existing inventory forms for Scituate based on current Massachusetts Historical Commission standards. Undertake a reconnaissance survey to assess inventory coverage town-wide. Prepare an analysis of the current status of the inventory. The introduction shall include a description of what historic properties inventories are.
- Review nominations for National Register listed properties and identify properties that may be eligible for listing in the NR. Prepare an analysis of the current level of National Register listings in Scituate. The introduction shall include a description of the National Register of Historic Places Program.
- Review existing town bylaws and regulations that could impact historic properties and resources, including at a minimum, zoning, subdivision regulations, building codes, design review, demolition delay, scenic roads, and wetlands. The introduction shall include a description explaining municipal bylaws and regulations.

Products:

- A Review and Analysis of Model Historic Preservation Plans
- Introduction to Historic Preservation Planning prepared so as to be used as a standalone document
- Annotated Listing of Preservation Partners and Stakeholders in Scituate
- Historic Context of Scituate
- History of Historic Preservation Planning in Scituate
- Historic Properties Inventory Analysis (this is a review of the Town's existing inventory and where additional surveying is needed. We currently have 1147 inventory forms complete.
- National Register of Historic Places Analysis
- Municipal Bylaws and Regulations Analysis

Phase II Outreach (12 weeks)

Tasks:

- Seek input from local town board and commission members including, at a minimum, the Select Board, Planning Board, Board of Appeals, Historical Commission, Conservation Commission, Board of Health, Recreation Commission, Commission on Disability, Community Preservation Committee, Design Review Board, Permanent Building Committee and Library trustees. Communication can include phone, email, or in person (or if necessary virtual) interviews and meetings.
- Seek input from municipal staff including, at a minimum, the Town Administrator, Town Clerk, Town Archivist, Coastal Resource Officer, Library Director, Planning Director, Building Inspector, DPW Director, Fire Department, Facilities Director. Communication can include phone, email, and in person (or if necessary, virtual) interviews.
- Review the status of all historic town-owned properties, objects and sites.
- Seek direct input from local groups and organizations such as neighborhood groups and property owners of historic residential and/or commercial buildings and properties, business, cultural and historic institutions to include the Scituate Historical Society and other active local preservation organizations. Communication shall include phone calls, email, and in person (or if necessary, virtual) interviews and meetings.
- Undertake at least one three methods of public outreach to seek input and discussion from residents, local groups and organizations such as neighborhood groups, institutions, historic homeowners, business and social organizations. This may include a public meeting, a survey, or another method designed by the consultant. Preference should be given to an outreach method that allows a wide variety of community members to participate. Multiple methods are encouraged if time and budget allow.

- Prepare text explaining the overall historic preservation issues and challenges facing Scituate. Include a description of the types of historic resources currently found in Scituate, recent and potential losses, ongoing and anticipated issues and challenges to protecting and preserving the town's historical and archaeological resources.

Products:

- Municipal Policy, Management and Capital Improvements Analysis
- Public Awareness and Engagement Analysis
- Overview of Historic Preservation Issues and Challenges

Phase III – Recommendations (7 weeks)

Tasks:

- Develop historic properties inventory recommendations, including phased recommendations for implementing a community-wide inventory update.
- Develop National Register of Historic Places recommendations, including individual properties and districts.
- Develop public awareness/education recommendations.
- Develop municipal bylaws and regulations recommendations, including but not limited to recommendations for changes to zoning, and proposed new preservations-related bylaws.
- Develop municipal policy, management, and capital improvements recommendations.
- Develop mechanisms to protect public investment in private historic properties and mechanisms to protect/maintain town-owned historic properties.
- Develop a five-year preservation **Action Plan** that identifies each party responsible for implementation tasks and a schedule for implementation. Said Action Plan should consider priorities in regards to specific properties and heritage landscapes.
- Prepare an illustrated **Executive Summary**, suitable for distribution as a stand-alone document.
- Prepare the complete **draft Historic Preservation Plan** for review and comment based on the confirmed table of contents.
- Present the recommendations of the draft Historic Preservation Plan at a **Public Forum**.
- Prepare a summary report that describes the outreach, attendees and overall discussions at the public forum, as well as written comments received on the draft Historic Preservation Plan.

Products:

- Historic Properties Inventory Recommendations
- National Register Recommendations
- Public Awareness, Programming and Education Recommendations
- Municipal Bylaws and Regulations Recommendations
- Municipal Policy, Management and Capital Improvements Recommendations
- Recommendations for Mechanisms to Protect Public Investment in Private Historic Properties
- Recommendations for Management, Maintenance and Stewardship of Town-Owned Historic Properties
- Action Plan
- Executive Summary
- Draft Historic Preservation Plan including revisions to all previously prepared sections
- Power Point presentation utilized at the public forum
- Public Forum/Comments Summary Report

Phase IV Final Plan (8 weeks)

Task:

- Prepare a final version of the **Scituate Historic Preservation Plan**, incorporating suggestions and comments received on the draft Plan and related products.

Final Products:

- Five (5) bound copies of the **Scituate Historic Preservation Plan** provided to the Town of Scituate.
- One (1) electronic PDF copy of the **Scituate Historic Preservation Plan** provided to the Town of Scituate to be shared with various boards, committees, commissions and interested parties.
- All language in the plan and supporting documents, plans and studies will become property of the Town of Scituate

Evaluation Criteria for Community Wide Scituate Historic Preservation Plan

Consultant Qualifications

The successful consultant will have a minimum BA/BS degree in Architectural History, Historic Preservation Planning, or closely related discipline (MA/MS is preferred) and will have 1-3 years of professional experience and has produced a minimum of five community wide historic preservation plans.

Time to Submit Deadline

Proposals must be submitted to the Town of Scituate, Town Administrator's Office, 600 Chief Justice Cushing Hwy, Scituate, MA 02066 by 2:00 PM EST on Tuesday, October 10, 2023. Electronic and fax submissions are not acceptable. Envelopes should be clearly marked "Response to Communitywide Historic Preservation Plan".

Format of Submission

Interested submitters must submit five copies of their technical proposal with one electronic version in an envelope marked "Technical Proposal – Communitywide Historic Preservation Plan" and in a separate envelope submit one copy of a price proposal marked "Price Proposal – Communitywide Historic Preservation Plan".

Questions

Questions on the RFP should be directed to Doug Smith at djs545djs@verizon.net. The deadline for questions is September 26, 2023. Any addenda will be issued by October 2, 2023 and it is the firm's responsibility to check the Town's website for any addenda.

Interview Schedule

Interviews for bidders will be held on October 18 at 7:00 pm and November 15 at 7:00 pm at the Scituate Town Library.

Award Date

Expected award date is December 1, 2023.

Deadline for Completed Work

October 15, 2024

The Town reserves the right to reject any or all proposals received and to cancel this procurement at any time. The Town of Scituate will pay no costs of preparing the response to this RFP.