40-IV

STATE OF NEW HAMPSHIRE
DEPARTMENT of CULTURAL RESOURCES
State Council on the Arts, Division of Historical Resources
State Library, Film & Television Office,
Commission on Native American Affairs (administratively attached)

20 Park Street
Concord, New Hampshire 03301

VAN McLEOD
Commissioner
Van.McLeod@dcr.nh.gov

TEL: 603-271-2540
FAX: 603-271-6826
www.nh.gov/nhculture

May 19, 2014

Her Excellency Governor Margaret Wood Hassan
And the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

The Department of Cultural Resources, Division of Historical Resources, requests permission to enter into a contract in the amount of $157,500.00 with The Public Archaeology Laboratory, Inc. (PAL) of Pawtucket, Rhode Island (Vendor code 248327) effective upon Governor and Council approval or July 1, 2014, whichever is later, through December 31, 2016, for the preparation of a National Register of Historic Places Nomination for a Portsmouth Downtown Historic District in Portsmouth, New Hampshire. 100% Other funds

Funds are available in the account titled National Register Nominations and contingent upon legislative approval of the next biennium budget as follows:

	FY2015	FY 2016
01-34-34-342010-89050000-046-500464		
General consultants non benefited	$105,875	$51,625

EXPLANATION

The National Register nomination is being prepared as mitigation under a Section 106 Memorandum of Agreement (MOA) for the replacement of the 1923 Memorial Bridge between Portsmouth, New Hampshire and Kittery, Maine. The city of Portsmouth contains a large number of historic resources and has undergone extensive survey at various levels for various purposes, however a comprehensive survey and evaluation of the city core using National Register guidelines has never been completed. A National Register nomination is being prepared as mitigation for the adverse effect of the loss of the historic Memorial Bridge. The nomination will be submitted to the National Park Service following program regulations for listing a resource in the National Register of Historic Places.

As part of this project a Request for Proposals was sent out through 14 sources (including 8 related to New Hampshire or New England) to over 4,000 people nationwide. Ten proposals were received. Using a matrix totaling 35 points, each proposal was first evaluated based on the applicant team's qualifications and experience, understanding of the scope and complexity of the project, the quality of their proposed work plan, and cost. The top three scoring applicants, with the most experience in and knowledge of New England, were then interviewed. Each interviewed team was asked five identical questions and one to three individualized questions designed to clarify the capability and willingness of the applicant to complete the full scope of the project in a manner that would best meet the requirements of the National Register program and fulfill the goals of the MOA mitigation stipulation. A new matrix totaling 16 points

was used to evaluate the results of each interview and discussions with references. With extensive related experience in New England and New Hampshire, an initial score of 21.1, and an interview score of 14.5, PAL was awarded the contract. While PAL was not the lowest bidder, other applicants were disqualified for reasons including not meeting qualification requirements, not understanding or accepting the full scope.

In the event other funds become no longer available general funds will not be requested to support this program.

Respectfully submitted,

Van McLeod
Commissioner

Print Form

Subject: National Register Nomination for a Portsmouth Downtown Historic District

FORM NUMBER P-37 (version 1/09)

AGREEMENT

The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name NH Division of Historical Resources	1.2 State Agency Address 19 Pillsbury Street, 2nd Floor, Concord, NH 03301
1.3 Contractor Name The Public Archaeology Laboratory, Inc.	1.4 Contractor Address 26 Main St., Pawtucket, RI 02860
1.5 Contractor Phone Number 401-728-8780 1.6 Account Number 10034342000-89050000-046	1.7 Completion Date December 31, 2016 1.8 Price Limitation $157,500.00
1.9 Contracting Officer for State Agency Laura S. Black, Special Projects and Compliance Specialist	1.10 State Agency Telephone Number 603-271-6438
1.11 Contractor Signature Deborah C Cox	1.12 Name and Title of Contractor Signatory Deborah C. Cox, Presdient

1.13 Acknowledgement: State of Rhode Island, County of Providence

On May 7, 2014, before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.

1.13.1 Signature of Notary Public or Justice of the Peace

[Seal] Jennifer Cox, Notary

1.13.2 Name and Title of Notary or Justice of the Peace

Jennifer L. Cox, Notary

1.14 State Agency Signature EH Muzzey	1.15 Name and Title of State Agency Signatory Elizabeth H Muzzey Director & State Hist. Pres. Officer

1.16 Approval by the N.H. Department of Administration, Division of Personnel *(if applicable)*

By: Director, On:

1.17 Approval by the Attorney General (Form, Substance and Execution)

By: Rosemary Reid On: 5-23-14

1.18 Approval by the Governor and Executive Council

By: On:

2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.
3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("Effective Date").
3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.
Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.
5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.
5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.
5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.
5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.
6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws.
6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.
6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.
7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.
7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.
7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

Contractor Initials DCC
Date 5/7/2014

8. EVENT OF DEFAULT/REMEDIES.
8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):
8.1.1 failure to perform the Services satisfactorily or on schedule;
8.1.2 failure to submit any report required hereunder; and/or
8.1.3 failure to perform any other covenant, term or condition of this Agreement.
8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;
8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;
8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or
8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

9. DATA/ACCESS/CONFIDENTIALITY/ PRESERVATION.
9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.
9.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.
9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

10. TERMINATION. In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.
The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written consent of the State.

13. INDEMNIFICATION. The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.
14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:
14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than $250,000 per claim and $2,000,000 per occurrence; and
14.1.2 fire and extended coverage insurance covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.
14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.
14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be

Contractor Initials DCL
Date 5/7/2014

attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) days prior written notice of cancellation or modification of the policy.

15. WORKERS' COMPENSATION.
15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A *("Workers' Compensation").*
15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

17. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire.

19. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.

Contractor Initials DCC
Date 5/7/2014

EXHIBIT A
SCOPE OF SERVICES

PAL will prepare a National Register of Historic Places Nomination for a Portsmouth Downtown Historic District. They will be responsible for reviewing existing survey, historical research, and architectural traditions related to the City of Portsmouth. Based on initial research and evaluation, the team will propose an approximate National Register Boundary and Period of Significance for a National Register historic district centered on the downtown of Portsmouth. Subsequent to review and approval of the recommended boundary the team will prepare a complete National Register nomination for the historic district following all National Register guidelines and requirements.

SPECIFIC SERVICES / TASKS REQUIRED:

Detailed Scope of Services to accomplish the following tasks is attached.

- PROJECT INITIATION AND BACKGROUND REVIEW (TASK 1): Review existing survey, historical research, publications, and architectural traditions related to the City of Portsmouth.

- PROPOSE AN APPROXIMATE PERIOD OF SIGNIFICANCE AND BOUNDARY FOR A NATIONAL REGISTER HISTORIC DISTRICT CENTERED ON THE DOWNTOWN OF PORTSMOUTH (TASK 2): Provide narrative justification for recommended Period of Significance, narrative justification for recommended boundary, supporting documentation including mapping depicting the recommended boundary, and photographs (if needed). Major bibliographical references used to determine the recommended boundary will also be submitted at this time. One (1) hard copy of this material shall be submitted within 3 months of Notice to Proceed.

  While minor changes may occur as preparation of the nomination proceeds, the efforts of this task will determine the overall extent of the historic district to be nominated for listing in the National Register of Historic Places.

- PREPARE DRAFT NATIONAL REGISTER NOMINATION (TASK 3): One (1) hard copy and one (1) digital copy (Microsoft® Office Word format) of a fully edited draft nomination form with all supporting material (in appropriate formats) shall be submitted no later than September 2015.

  While not anticipated, please note that a second draft submission may be required, at the discretion of the NHDHR, if warranted due to substantive previous comments.

- PREPARE FINAL NATIONAL REGISTER NOMINATION (TASK 4): Subsequent to NHDHR review of the draft National Register nomination, three (3) hard copies and one (1) digital copy (Microsoft® Office Word format) of the completed final nomination form are to be provided by the consultant. This final nomination form and all accompanying material (in appropriate formats) shall be submitted no later than April 1, 2016.

- NOTIFICATION CORRESPONDENCE (TASK 5): Prepare 2 sets of address labels for all current property owners within the proposed National Register historic district at the time of

submission for use by the NHDHR in nomination-related correspondence. To ensure the most accurate and current contact information, these labels will be prepared and submitted between submittal of the final nomination form and the last public meeting.

- STATUS REPORTS TO ACCOMPANY QUARTERLY INVOICING: Invoices shall be accompanied by a written status report of work completed during that invoicing period. This is especially crucial during periods when a work product has not been submitted.

EXHIBIT B
PAYMENT TERMS

Quarterly invoicing:

25%: Completion of Tasks 1-2 (Invoice 1)
40%: Completion of Task 3 (Invoices 2-5)
25%: Completion of Task 4 (Invoices 6-7)
10%: Completion of Task 5 through completion of Project/Product (Invoice 8)

EXHIBIT C
SPECIAL PROVISIONS

CERTIFICATE OF AUTHORITY
(Corporations Only)

At a duly authorized meeting of the Board of Directors of the

The Public Archaeology Laboratory, Inc. held on April 23, 2013 It was

VOTED, That

Deborah C. Cox — President

(Name) — *(Officer)*

of this company, be and he/she is hereby authorized to execute contracts and bonds in the name and on behalf of said company, and affix its corporate seal hereto; and such execution of any contract or obligation in this company's name on its behalf such Officer, under seal of the company, shall be valid and binding upon this company.

A True Copy,

Attest: _____

Title: Secretary

Place of Business: 26 Main Street
Pawtucket, Rhode Island

Date Of This Contract: May 7, 2014

I hereby certify that I am a clerk of The Public Archaeology Laboratory, Inc., that

Deborah C. Cox, is the duly elected

President, of said company, and that the above vote has not be amended rescinded and remains in full force and effect as of the date of this contract.

Ralph A. Mantheer

Secretary/Clerk

Corporate Seal

Jennifer Cox Notary

JENNIFER L. COX
Notary Public, State of Rhode Island
My Commission Expires July 2, 2017

State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that The Public Archaeology Laboratory, Inc., a(n) Rhode Island nonprofit corporation, registered to do business in New Hampshire on September 9, 2013. I further certify that it is in good standing as far as this office is concerned, having paid the fees required by law.

In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 6th day of May, A.D. 2014

William M. Gardner
Secretary of State

Client#: 25071 PUBAR

ACORD™ # CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 5/20/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
OceanPoint Insurance Agency
26 Bosworth Street
Barrington, RI 02806
401 245-3900

CONTACT NAME:
PHONE (A/C, No, Ext): 401 245-3900 FAX (A/C, No): 401-245-3902
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Peerless Insurance Co.	
INSURER B : Beacon Mutual	
INSURER C : Chubb Group of Ins. Co.	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
The Public Archaeology Laboratory, Inc.
26 Main Street
Pawtucket, RI 02860

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT LOC			CBP9723197	06/05/2014	10/30/2014	EACH OCCURRENCE	$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$100,000
							MED EXP (Any one person)	$5,000
							PERSONAL & ADV INJURY	$1,000,000
							GENERAL AGGREGATE	$2,000,000
							PRODUCTS - COMP/OP AGG	$2,000,000
								$
A	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS / SCHEDULED AUTOS X HIRED AUTOS / X NON-OWNED AUTOS			BA9723397	06/05/2014	10/30/2014	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $10000			CU8472748	06/05/2014	10/30/2014	EACH OCCURRENCE	$5,000,000
							AGGREGATE	$5,000,000
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N Y (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		27100	10/30/2013	10/30/2014	X WC STATU-TORY LIMITS / OTH-ER	
							E.L. EACH ACCIDENT	$1,000,000
							E.L. DISEASE - EA EMPLOYEE	$1,000,000
							E.L. DISEASE - POLICY LIMIT	$1,000,000
C	Professional			68023139	02/24/2014	10/30/2014	$1,000,000 Limit	
A	Valuable Papers			CBP9723197	06/05/2013	10/30/2014	$170,000 Limit	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Re: Cultural Resource Services - Portsmouth NH Douwntown Historic District

CERTIFICATE HOLDER

New Hampshire Division of
Historical Resources
19 Pillsbury Street
Concord, NH 03301

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Linda Cook

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BID EVALUATION/SUMMARY

PROPOSALS RECEIVED

- Clinton Brown Company Architecture, pc; Monadnock Archaeological Consulting, LLC
  The Market Arcade
  617 Main Street, Suite M303
  Buffalo, NY 14203

- EHT Traceries; Stantec
  1121 5th St., NW
  Washington, DC 20001

- R. Christopher Goodwin & Associates
  241 E. Fourth St, Suite100
  Frederick, MD 21701

- Hardlines Design Company
  4608 Indianola Ave.
  Columbus, OH 43214

- PAL
  26 Main St.
  Pawtucket, RI 02860

- Paula S. Reed and Associates; EAC/Archaeology, Inc.
  1 West Franklin St, Suite 201
  Hagerstown, MD 21740

- Preservation Company; Portsmouth Historical Society; Independent Archaeological Consulting and Monadnock Archaeological Consulting
  Sunny Knoll, 5 Hobbs Road
  Kensington, NH 03833

- S&ME; Heritage Strategies
  134 Suber Road
  Columbia, SC 29210

- Sutherland Conservation and Consulting; Tremont Preservation Services; Independent Archaeological Consulting
  295 Water St., Suite 209
  Augusta, ME 04330

- Taylor & Taylor
  9 Walnut St.
  Brookville, PA 15825

BID EVALUATION/SUMMARY (Continued)

EVALUATION TEAM MEMBERS

- Laura S. Black
  Special Projects and Compliance Specialist

- Elizabeth H. Muzzey
  Director and State Historic Preservation Officer

- Peter Michaud
  National Register, Preservation Tax Incentives, and Covenants Coordinator

- Edna M. Feighner
  Archaeologist and Review and Compliance Coordinator

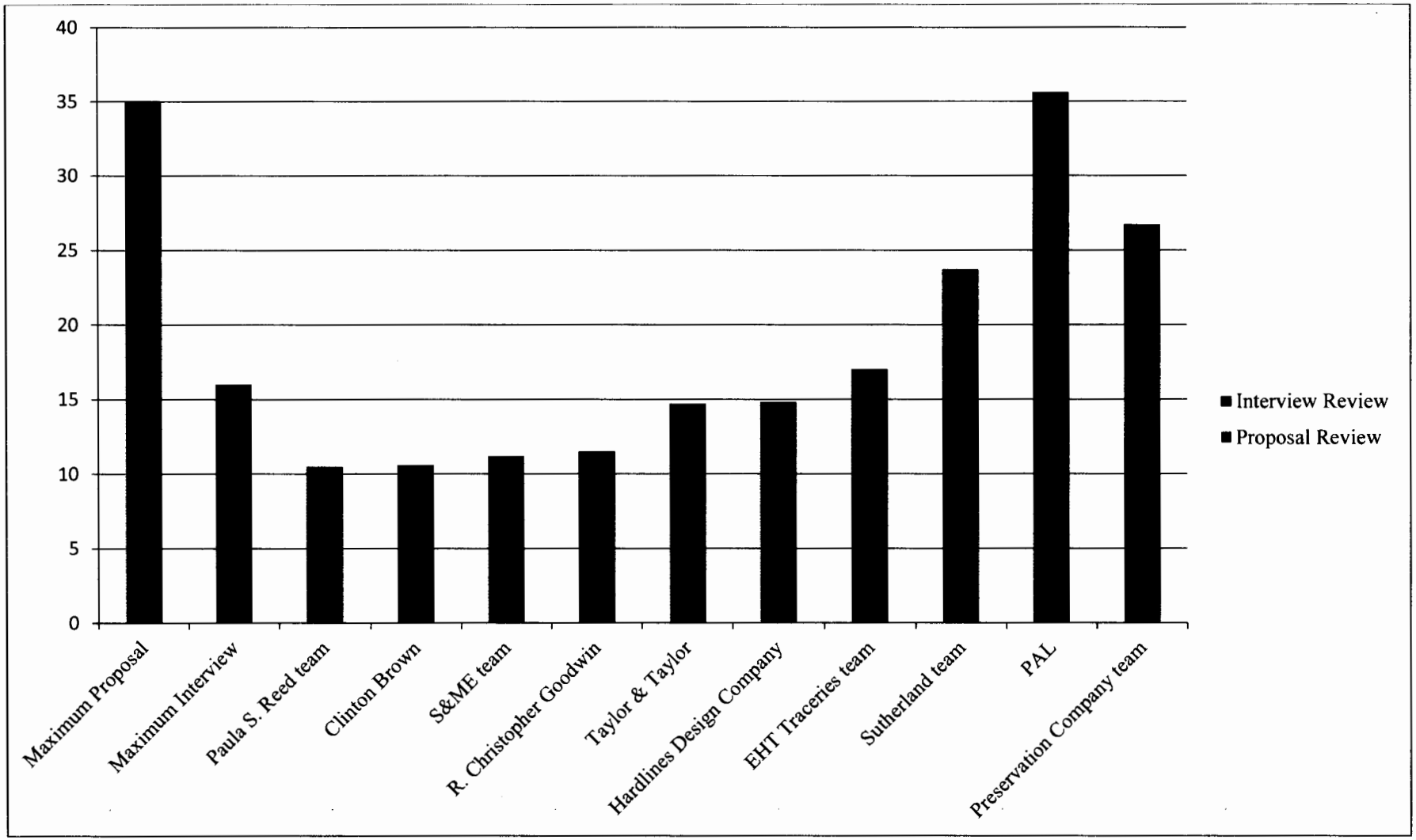
- Jill Edelmann
  Cultural Resources Manager, NH Department of Transportation

EVALUATION DOCUMENTATION

- Attached

Group Evaluation Matrix Results

RFP National Register Nomination for a Portsmouth Downtown Historic District



RFP National Register Nomination for a Portsmouth Downtown Historic District
Memorial Bridge Project MOA Stipulation 4

Team:
Preservation Company; Portsmouth Historical Society; Valerie Cunningham; Independent Archaeological Consulting and Monadnock Archaeological Consulting

Principal Contact:
Lynne Monroe

Contact Information:
Sunny Knoll, 5 Hobbs Road, Kensington, NH 03833; 603-778-1799; PreservationCompany@comcast.net

Proposal Arrival Date: 2-21-14 **Interview Date: 3/14/14** **Proposed Cost:$157,500**

SCORE:
0. Not Acceptable
1. Marginal
2. Acceptable
3. Somewhat Exceeds Acceptable
4. Exceeds Acceptable
5. Greatly Exceeds Acceptable
*if Nos. 1, 2 or 7 score 0, the proposal will be deemed non-responsive to the RFP and will not be reviewed by the selection committee.

No.	Element	Rating	Notes / Comments
1.	APPLICANT TEAM (KEY/ALL PROJECT PERSONNEL) POSSESSES RELEVANT EDUCATION AND PROFESSIONAL EXPERIENCE AS REFERENCED IN THE QUALIFICATIONS REQUIRED IN THE RFP	5 4 5 4.5 T: 4.6	Everyone on team qualified. Includes volunteers. All familiar with Portsmouth.
2.	DEGREE TO WHICH APPLICANT'S KNOWLEDGE, SKILLS, AND EXPERIENCE WILL CONTRIBUTE TO THE OVERALL SUCCESS OF THE PROJECT	4.5 5 5 4.5 T: 4.75	Lots of experience with people involved. Jim Garvin has offered his research to the successful consultant. Strong collaboration with the city. Archaeologists are weak on the NR front.
3.	DEGREE TO WHICH THE TEAM INCORPORATES A MULTIDISCIPLINARY APPROACH	4 2 4 4 T: 3.5	Good information on criterion D but not a lot of information on how they will work together.
4.	DEPTH OF UNDERSTANDING OF THE PROJECT, ITS SCOPE, AND ITS COMPLEXITY AS OUTLINED IN THE RFP.	3 1.5 5 4.5 T: 3.5	Good partnerships. Understand Portsmouth and previous surveys. On the negative, there are a number of assumptions in the proposal. The proposal is colored by this. Things are not being tapered to this project; instead assumptions of previous projects are being applied to this one.
5.	THE CLARITY OF THE APPLICANT'S PLAN TO SUCCESSFULLY COMPLETE THE PROJECT AND EACH TASK. DOES THE PROPOSAL REPRESENT THE SCOPE OF WORK AS PRESENTED IN THE RFP?	1 1 3 4 T: 2.25	Project specific plans that are not specific to task, Criterion D is covered, but a key issue is the boundary proposal and the numbers of resources they will or will not look at and the logic of the argument. A lot of thought has gone into the proposal, but it contradicts some of the RFP assumptions that in turn contradict the client. The client is not always right but this is concerning. Pieces of the research has been done instead of looking at the project as a whole and using new research to drive the decision making process. Determines project as developed in the RFP would be overwhelming and tackles the project by narrowing the scope prematurely. Boundary justification has red flags with contradictions as to where the boundary is drawn when compared to the NR guidance.
6.	DEGREE TO WHICH THE APPLICANT'S INTERNAL (ORGANIZATIONAL AND PROJECT) MANAGEMENT	2.5 2 3.5	Close coordination, team meetings. Has city committed to doing some of the work in the RFP as scoped in proposal? Qualifications presentation was a little overwhelming and was not pared down to the proposal. Symposium idea is great, but it is not followed up in the proposal.

	AND QUALITY CONTROL WILL ENHANCE (ON-TIME) DELIVERY OF COMPLETE, QUALITY CONTRACT DELIVERABLES	4 T: 3	
7.	FEE STRUCTURE	1 1 2.5 2 T: 1.62	High cost for less buildings and areas covered, details of cost proposal not provided. City tasked with project tasks.
	TOTAL POINTS:	23.22	

Peter Michaud recused himself from scoring and discussion due to his connection with the Portsmouth Historical Society through the Black Heritage Trail.

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Interviews and References

Team:
Preservation Company; Portsmouth Historical Society; Valerie Cunningham; Independent Archaeological Consulting and Monadnock Archaeological Consulting

Principal Contact:
Lynne Monroe

Contact Information:
Sunny Knoll, 5 Hobbs Road, Kensington, NH 03833; 603-778-1799; PreservationCompany@comcast.net

Interview Date and Time: March 14, 2014; 1:00-2:00

SCORE:
0. Not Acceptable
1. Acceptable
2. Exceeds Expectations

No.	Element	Rating	Notes / Comments
1.	IS THE TEAM WILLING AND ABLE TO COMPLETE THE FULL SCOPE OF THE PROJECT?	0	Their proposed boundary excluded South End and linear development along the river. Unwilling to increase their boundary radically. Team members varied amongst themselves regarding how many buildings they were able to include and how much flexibility existed. 780 unaffordable, 750 impossible.
2.	CAN THE QUALITY AND THOROUGHNESS OF THE PRODUCT BE TRUSTED TO MEET THE GOALS OF THE MITIGATION STIPULATION/RFP AS A FULLY USABLE PLANNING TOOL FOR THE CITY?	0.5	Cognizant in plan but not in execution. Interested in meeting certain planning goals, but leaves out other planning goals. Emphasis on working with the city and city's data systems (DHR's systems not mentioned.) Perhaps help out HDC's current problems. Preservation advocacy.
3.	DOES THE TEAM HAVE THE PROJECT MANAGEMENT SKILLS TO COMPLETE THE PROJECT?	0	Unclear who is the lead for the project. Relying on the city for tasks without their upfront commitment. Who would be managing the volunteers involved in the project scope? Noted that it was a large project and they'd need to keep from doing too much work. PC-history of excellent products but not necessarily on time or within budget.
4.	WOULD THE TEAM REPRESENT THE STATE AND ITS PROGRAMS WELL?	0.5	Big picture focus on public outreach and representing preservation in Portsmouth. Would work out supportive language with the DHR. Feels this falls into the mission of PHS. No focus on State's goals or programs. Didn't address how they'd handle being the "on the ground" face of project in the community.
5.	DOES THE TEAM SEEM TO HANDLE COMMENTS WELL?	0	Would want to work with DHR early on – lots of questions. Fixed on their proposed boundary and resistant/uninterested in DHR's perspective of the project. Demonstrated resistance to the procedures established to keep the interview organized and on-time.
6.	WILL THE TEAM UNDERTAKE THE PROJECT WITH OBJECTIVE PROFESSIONALISM, WITH AN OBJECTIVE EVALUATIVE PROCESS?	0	Came in with predetermined ideas. Little flexibility when justifying their ideas – not springing from NR criteria but "what they could be talked into."
7.	IS THE TEAM INCORPORATING ARCHAEOLOGY, AND DO THEY SHOW AN UNDERSTANDING OF THE FULL RANGE OF APPLICATIONS OF THE NR CRITERIA?	1	Monadnock demonstrated a good understanding of this but unclear how information would get incorporated into the larger NR nom by the team. Team would need DHR guidance as to how to handle this, not thoroughly sure.
8.	DO THE REFERENCES INDICATE THAT HIRING THE TEAM WOULD RESULT IN A QUALITY PRODUCT AND SUCCESSFUL PROJECT?	1.5	Have been concentrating in NH. References provided for other SHPOs were for R&C projects in ME. NHDHR: excellent NRs for Bennington and Enfield historic districts that go above and beyond NR requirements. Worked with communities. Could recommend if scope was in agreement at the onset. Timeframes and need for additional money have been an issue. See reference notes for more detail.
	TOTAL POINTS:	3.5	

RFP National Register Nomination for a Portsmouth Downtown Historic District
Memorial Bridge Project MOA Stipulation 4

Team:
PAL

Principal Contact:
Virginia Adams

Contact Information:
26 Main St., Pawtucket, RI 02860; 401-728-8780; vadams@palinc.com

Proposal Arrival Date: 2-21-14 **Interview Date: 3-17-14** **Proposed Cost: $157,500**

SCORE:
0. Not Acceptable
1. Marginal
2. Acceptable
3. Somewhat Exceeds Acceptable
4. Exceeds Acceptable
5. Greatly Exceeds Acceptable
*if Nos. 1, 2 or 7 score 0, the proposal will be deemed non-responsive to the RFP and will not be reviewed by the selection committee.

No.	Element	Rating	Notes / Comments
1.	APPLICANT TEAM (KEY/ALL PROJECT PERSONNEL) POSSESSES RELEVANT EDUCATION AND PROFESSIONAL EXPERIENCE AS REFERENCED IN THE QUALIFICATIONS REQUIRED IN THE RFP	5 2 2.5 2 4 T: 3.1	Seven key people with experience on project. All staff meet qualifications. Work in NH and New England.
2.	DEGREE TO WHICH APPLICANT'S KNOWLEDGE, SKILLS, AND EXPERIENCE WILL CONTRIBUTE TO THE OVERALL SUCCESS OF THE PROJECT	4 2 3 3 3.5 T: 3.1	Good NE experience. Highlighted variety of similar/related project examples. Only group with NR Archaeology experience. Cultural landscape but not any NR with size of this one.
3.	DEGREE TO WHICH THE TEAM INCORPORATES A MULTIDISCIPLINARY APPROACH	4 1 4 3.5 4 T:3.3	Multi-disciplinary in-house. Good working relationship. Thoughtful division of assignments. Clear identification of roles. Worried project would be too splintered among staff.
4.	DEPTH OF UNDERSTANDING OF THE PROJECT, ITS SCOPE, AND ITS COMPLEXITY AS OUTLINED IN THE RFP.	2.5 2 4 4 3 T: 3.1	Understand basic project and scope. Do they understand boundary issue? There is no predetermined boundary. Worry that they assigned a period of significance. Nice summary of the town's history. Likely over-estimated building count (3000).
5.	THE CLARITY OF THE APPLICANT'S PLAN TO SUCCESSFULLY COMPLETE THE PROJECT AND EACH TASK. DOES THE PROPOSAL REPRESENT THE SCOPE OF WORK AS PRESENTED IN THE RFP?	3 2.5 3 3 4 T: 3.1	Recognize existing data. Recognize archaeology in relation to individual properties. They brought in Portsmouth-related details. They did not include a descriptive narrative for every resource. Use 2005 guidance for photos but not new digital photo policy.
6.	DEGREE TO WHICH THE APPLICANT'S INTERNAL (ORGANIZATIONAL AND PROJECT) MANAGEMENT AND QUALITY CONTROL WILL ENHANCE (ON-TIME)	3 3 2.5 3	Full staff with wide professional contributions. Thought of how they would interact with people of Portsmouth and letter from our office request. GIS capacity. Field investigation plan and schedule for in-house management.

	DELIVERY OF COMPLETE, QUALITY CONTRACT DELIVERABLES	4 T: 3.1	
7.	FEE STRUCTURE	2 2 2 2 3.5 T: 2.3	High cost with generic breakdown.
	TOTAL POINTS:	21.1	

RFP National Register Nomination for a Portsmouth Downtown Historic District
Memorial Bridge Project MOA Stipulation 4
Interviews and References

Team:
PAL

Principal Contact:
Virginia Adams

Contact Information:
26 Main St., Pawtucket, RI 02860; 401-728-8780; vadams@palinc.com

Interview Date and Time: March 17, 2014; 12:30-1:30

SCORE:
0. Not Acceptable
1. Acceptable
2. Exceeds Expectations

No.	Element	Rating	Notes / Comments
1.	IS THE TEAM WILLING AND ABLE TO COMPLETE THE FULL SCOPE OF THE PROJECT?	2	Overestimated building count and willing to do over 1500 buildings. No hesitation in agreeing to include narrative building descriptions. Willing to work with Portsmouth. Variety of tools available to get the job done.
2.	CAN THE QUALITY AND THOROUGHNESS OF THE PRODUCT BE TRUSTED TO MEET THE GOALS OF THE MITIGATION STIPULATION/RFP AS A FULLY USABLE PLANNING TOOL FOR THE CITY?	2	Previous Port city experience. Extensive experience with NPS as reviewer and client. Will make sure documentation meets city planning goals. Asked if Portsmouth would be involved with review. Addressing historic preservation as a context.
3.	DOES THE TEAM HAVE THE PROJECT MANAGEMENT SKILLS TO COMPLETE THE PROJECT?	2	Large staff assigned. QAQC process throughout project. Experience with large projects with established protocols to handle them. Degree of professional, confident preparation for interview. 2-yr time frame to accommodate drafts and discussions.
4.	WOULD THE TEAM REPRESENT THE STATE AND ITS PROGRAMS WELL?	2	Professional and personable. Trained in leadership and communications. They want to convey our message. Worked with other SHPOs as clients before and understands the dynamic. Outreach plan appropriate. Stressed how important this was to project's success.
5.	DOES THE TEAM SEEM TO HANDLE COMMENTS WELL?	1	Collaborative effort, recognizes SHPOs knowledge of area. Thoughtful answer regarding two potential areas of conflict and how to deal with those appropriately. Matrix idea to keep track of comments. Note that DHR prefers "track changes" for in-house comments.
6.	WILL THE TEAM UNDERTAKE THE PROJECT WITH OBJECTIVE PROFESSIONALISM, WITH AN OBJECTIVE EVALUATIVE PROCESS?	2	Completed about 180 NR noms. Has experience with preparing current NR nom for areas where previous research was done and long-standing beliefs and contradictory information existed. Has method to handle this type of situation. Can bring national significance of the maritime trade to this project, established port context (Salem, MA).
7.	IS THE TEAM INCORPORATING ARCHAEOLOGY, AND DO THEY SHOW AN UNDERSTANDING OF THE FULL RANGE OF APPLICATIONS OF THE NR CRITERIA?	2	Always did this for NPS. Very integrated discussion between archaeologist and architectural historian. A cohesive team used to looking at above-ground and archaeology cohesively/equally. "Chartered ground" with this type of team approach.
8.	DO THE REFERENCES INDICATE THAT HIRING THE TEAM WOULD RESULT IN A QUALITY PRODUCT AND SUCCESSFUL PROJECT?	1.5	"Good to excellent" work. Accessible, open to "course correction. Would recommend for this type of project. Can depend on staff. See reference notes for more detail.
	TOTAL POINTS:	14.5	

RFP National Register Nomination for a Portsmouth Downtown Historic District
Memorial Bridge Project MOA Stipulation 4

Team:
Sutherland Conservation and Consulting; Tremont Preservation Services; Independent Archaeological Consulting

Principal Contact:
Amy Cole Ives

Contact Information:
295 Water St., Suite 209, Augusta, ME 04330; 207-242-0618; amy@sutherlandcc.net

Proposal Arrival Date: 2-21-14 **Interview Date: 3/14/14** **Proposed Cost: $155,000**

SCORE:
0. Not Acceptable
1. Marginal
2. Acceptable
3. Somewhat Exceeds Acceptable
4. Exceeds Acceptable
5. Greatly Exceeds Acceptable
*if Nos. 1, 2 or 7 score 0, the proposal will be deemed non-responsive to the RFP and will not be reviewed by the selection committee.

No.	Element	Rating	Notes / Comments
1.	APPLICANT TEAM (KEY/ALL PROJECT PERSONNEL) POSSESSES RELEVANT EDUCATION AND PROFESSIONAL EXPERIENCE AS REFERENCED IN THE QUALIFICATIONS REQUIRED IN THE RFP	2 3 3 2 4 T: 2.8	Extensive resume and previous project list.
2.	DEGREE TO WHICH APPLICANT'S KNOWLEDGE, SKILLS, AND EXPERIENCE WILL CONTRIBUTE TO THE OVERALL SUCCESS OF THE PROJECT	3 3 1 4.5 3 T: 3.1	Experience in New England and NH. Overall projects are tax credits, lacking detail in NR and district complexity.
3.	DEGREE TO WHICH THE TEAM INCORPORATES A MULTIDISCIPLINARY APPROACH	3 4 2 4 4.5 T: 3.5	Archaeology most comprehensive, and fairly integrated. Have worked together before. Team members worked together and apart and why chosen to work on this team.
4.	DEPTH OF UNDERSTANDING OF THE PROJECT, ITS SCOPE, AND ITS COMPLEXITY AS OUTLINED IN THE RFP.	2.5. 3 2.5 3 4.5 T: 3.1	Field viewed Portsmouth in light of RFP. Talk about development patterns as key to NR. Some knowledge of previous studies but not comprehensive.
5.	THE CLARITY OF THE APPLICANT'S PLAN TO SUCCESSFULLY COMPLETE THE PROJECT AND EACH TASK. DOES THE PROPOSAL REPRESENT THE SCOPE OF WORK AS PRESENTED IN THE RFP?	2 4 3.5 3 4.5 T: 3.4	Deadlines associated with solid scope of work. Added a phase in the draft phase. Good incorporation in archaeology. Some project-specific information though not very comprehensive. Plan is still a little vague.
6.	DEGREE TO WHICH THE APPLICANT'S INTERNAL (ORGANIZATIONAL AND PROJECT) MANAGEMENT AND QUALITY CONTROL WILL ENHANCE (ON-TIME)	2 2 1 3.5	Small team, how has it worked in the past. Some technology but not as much as others. No references for IAC. Previous quality issues with work submitted to DHR by key team member.

	DELIVERY OF COMPLETE, QUALITY CONTRACT DELIVERABLES	2.5 T: 2.2	
7.	FEE STRUCTURE	1 2 3.5 2 2 T: 2.1	No breakdown of costs.
TOTAL POINTS:		20.2	

RFP National Register Nomination for a Portsmouth Downtown Historic District
Memorial Bridge Project MOA Stipulation 4
Interviews and References

Team:
Sutherland Conservation and Consulting; Tremont Preservation Services; Independent Archaeological Consulting

Principal Contact:
Amy Cole Ives

Contact Information:
295 Water St., Suite 209, Augusta, ME 04330; 207-242-0618; amy@sutherlandcc.net

Interview Date and Time: March 14, 2014; 2:30-3:30

SCORE:
0. Not Acceptable
1. Acceptable
2. Exceeds Expectations

No.	Element	Rating	Notes / Comments
1.	IS THE TEAM WILLING AND ABLE TO COMPLETE THE FULL SCOPE OF THE PROJECT?	1	Appears to be. No real issues.
2.	CAN THE QUALITY AND THOROUGHNESS OF THE PRODUCT BE TRUSTED TO MEET THE GOALS OF THE MITIGATION STIPULATION/RFP AS A FULLY USABLE PLANNING TOOL FOR THE CITY?	0	Tremont demonstrated a lack of recognition and acknowledgement of previous problems with a variety of submittals to NH. Showed a misunderstanding of the point of the project in providing a "tax credit" answer to survey.
3.	DOES THE TEAM HAVE THE PROJECT MANAGEMENT SKILLS TO COMPLETE THE PROJECT?	0.5	They've thought about commitment and project tasks and assignments. Would use open project software, iCloud and databases. No previous partnership with IAC. Poor interaction between team members demonstrated at interview. Known issues with the assigned team survey leader.
4.	WOULD THE TEAM REPRESENT THE STATE AND ITS PROGRAMS WELL?	1	Talked up their liaison role and their experience on both sides (consultant and reviewer) of projects. Comfortable talking with property owners and with public.
5.	DOES THE TEAM SEEM TO HANDLE COMMENTS WELL?	0	While saying they were open to comments and would want to coordinate with SHPO early on, they had no explanation of previously rejected work in NH.
6.	WILL THE TEAM UNDERTAKE THE PROJECT WITH OBJECTIVE PROFESSIONALISM, WITH AN OBJECTIVE EVALUATIVE PROCESS?	1	Large amounts of data collection up front. Use of color-coded mapping to help answer questions. Previous experience with strategies.
7.	IS THE TEAM INCORPORATING ARCHAEOLOGY, AND DO THEY SHOW AN UNDERSTANDING OF THE FULL RANGE OF APPLICATIONS OF THE NR CRITERIA?	0	Archaeology seemed like an add-on with little coordination for the interview. What would Sutherland/Tremont do with IAC's information? Unclear about working together to give cohesive attention and evaluation.
8.	DO THE REFERENCES INDICATE THAT HIRING THE TEAM WOULD RESULT IN A QUALITY PRODUCT AND SUCCESSFUL PROJECT?	0	Since Tremont would be responsible for the content of the survey, their references were given more weight. References from other SHPOs for Tremont were alarming. Adequate job eventually. See reference notes for more details.
	TOTAL POINTS:	3.5	

RFP National Register Nomination for a Portsmouth Downtown Historic District
Memorial Bridge Project MOA Stipulation 4

Team:
EHT Traceries; Stantec

Principal Contact:
Laura Hughes

Contact Information:
1121 5th St., NW, Washington, DC 20001; 202-393-1199; Laura.hughes@traceries.com

Proposal Arrival Date: 2-21-14 **Interview Date:** **Proposed Cost: $135,978.60**

SCORE:
0. Not Acceptable
1. Marginal
2. Acceptable
3. Somewhat Exceeds Acceptable
4. Exceeds Acceptable
5. Greatly Exceeds Acceptable
*if Nos. 1, 2 or 7 score 0, the proposal will be deemed non-responsive to the RFP and will not be reviewed by the selection committee.

No.	Element	Rating	Notes / Comments
1.	APPLICANT TEAM (KEY/ALL PROJECT PERSONNEL) POSSESSES RELEVANT EDUCATION AND PROFESSIONAL EXPERIENCE AS REFERENCED IN THE QUALIFICATIONS REQUIRED IN THE RFP	2 2 4 2 2 T: 2.4	There are some unnamed staff.
2.	DEGREE TO WHICH APPLICANT'S KNOWLEDGE, SKILLS, AND EXPERIENCE WILL CONTRIBUTE TO THE OVERALL SUCCESS OF THE PROJECT	2 2 2 1.5 1.5 T: 1.8	Urban experience which is great. Firm grasp of NR but almost no work in Northern NE. Archaeologist is mid-Atlantic based and no NR experience.
3.	DEGREE TO WHICH THE TEAM INCORPORATES A MULTIDISCIPLINARY APPROACH	1 2 2.5 3 2 T: 2.1	Some felt that it was a fully integrated report, others felt that it was not as elaborated. No talk of pre history. Archaeology tacked on?
4.	DEPTH OF UNDERSTANDING OF THE PROJECT, ITS SCOPE, AND ITS COMPLEXITY AS OUTLINED IN THE RFP.	2 2 4 4 2 T: 2.8	Hit all the key repositories for info, had info on number of properties. They had local photos. Proposed public presentation.
5.	THE CLARITY OF THE APPLICANT'S PLAN TO SUCCESSFULLY COMPLETE THE PROJECT AND EACH TASK. DOES THE PROPOSAL REPRESENT THE SCOPE OF WORK AS PRESENTED IN THE RFP?	2 3 4 4 2 T: 3	Use survey work, talk about criterion D. Give products beyond the RFP. Only 21 days of field work. Is this enough?
6.	DEGREE TO WHICH THE APPLICANT'S INTERNAL (ORGANIZATIONAL AND PROJECT) MANAGEMENT AND QUALITY CONTROL WILL ENHANCE (ON-TIME)	4 2.5 3 2.5	Use of GIS and Access a plus. Preservation Planner as task master.

	DELIVERY OF COMPLETE, QUALITY CONTRACT DELIVERABLES	1.5 T: 2.7	
7.	FEE STRUCTURE	2 4 3 4 2 T: 3	Low cost, clear budget. Field time issues.
TOTAL POINTS:		17.6	

RFP National Register Nomination for a Portsmouth Downtown Historic District
Memorial Bridge Project MOA Stipulation 4

Team:
Hardlines Design Company

Principal Contact:
Charissa Durst

Contact Information:
4608 Indianola Ave., Columbus, OH 43214; 614-784-8733; cdurst@hardlinesdesign.com

Proposal Arrival Date: 2-21-14 **Interview Date:** **Proposed Cost: $144,181.14**

SCORE:
0. Not Acceptable
1. Marginal
2. Acceptable
3. Somewhat Exceeds Acceptable
4. Exceeds Acceptable
5. Greatly Exceeds Acceptable
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No.	Element	Rating	Notes / Comments
1.	APPLICANT TEAM (KEY/ALL PROJECT PERSONNEL) POSSESSES RELEVANT EDUCATION AND PROFESSIONAL EXPERIENCE AS REFERENCED IN THE QUALIFICATIONS REQUIRED IN THE RFP	2 2 3 2 2 T: 2.2	Key qualified people helped by unlisted people.
2.	DEGREE TO WHICH APPLICANT'S KNOWLEDGE, SKILLS, AND EXPERIENCE WILL CONTRIBUTE TO THE OVERALL SUCCESS OF THE PROJECT	1 2 2 2 2 T: 1.8	Some NE experience at shipyard. They state they specialize in Midwest and Ohio work. Archaeologist is 19th century industrial guy who has done a similar project. Largest survey is residential/365 props.
3.	DEGREE TO WHICH THE TEAM INCORPORATES A MULTIDISCIPLINARY APPROACH	2 1 1 3 1 T: 1.6	Archaeology not included in tasks. Land feature survey issue with shipyard. Not a lot of remote access research opportunities.
4.	DEPTH OF UNDERSTANDING OF THE PROJECT, ITS SCOPE, AND ITS COMPLEXITY AS OUTLINED IN THE RFP.	2 1.5 2 2 1.5 T: 1.6	Misread RFP, proposal not looking at Criterion B. Why 1920 cut off for map research? No mention of archaeology. Estimated 1300-1500 resources from City aerials.
5.	THE CLARITY OF THE APPLICANT'S PLAN TO SUCCESSFULLY COMPLETE THE PROJECT AND EACH TASK. DOES THE PROPOSAL REPRESENT THE SCOPE OF WORK AS PRESENTED IN THE RFP?	2.5 4 2 2 1.5 T: 2.4	Track record with determining NR boundaries with SHPO, use of technology. Adding "calamity" time. Overall generic proposal. Timeline does not have labels included. Doesn't show integration of archaeology.
6.	DEGREE TO WHICH THE APPLICANT'S INTERNAL (ORGANIZATIONAL AND PROJECT) MANAGEMENT AND QUALITY CONTROL WILL ENHANCE (ON-TIME)	3 4 3 2	Seem to have capacity for project. Noted where RFP came from. Field survey is in the fall. Seem very organized. Property count done. Only photograph contributing properties. Utilizes technology. Comment and review process well done. In-house QAQC with budgeted hours and protocol.

	DELIVERY OF COMPLETE, QUALITY CONTRACT DELIVERABLES	2 T: 2.8	
7.	FEE STRUCTURE	3 3 2 3 1 T: 2.4	Detailed and clear. Archaeologist not in fee structure.
TOTAL POINTS:		14.8	

RFP National Register Nomination for a Portsmouth Downtown Historic District
Memorial Bridge Project MOA Stipulation 4

Team:
Taylor & Taylor

Principal Contact:
David Taylor

Contact Information:
9 Walnut St., Brookville, PA 15825; 814-648-4900; Tta.david@gmail.com

Proposal Arrival Date: 2-24-14*
***Proposals accepted through Monday, 2-24, due to typo in RFP**

Interview Date:

Proposed Cost: $130,000

SCORE:
0. Not Acceptable
1. Marginal
2. Acceptable
3. Somewhat Exceeds Acceptable
4. Exceeds Acceptable
5. Greatly Exceeds Acceptable
*if Nos. 1, 2 or 7 score 0, the proposal will be deemed non-responsive to the RFP and will not be reviewed by the selection committee.

No.	Element	Rating	Notes / Comments
1.	APPLICANT TEAM (KEY/ALL PROJECT PERSONNEL) POSSESSES RELEVANT EDUCATION AND PROFESSIONAL EXPERIENCE AS REFERENCED IN THE QUALIFICATIONS REQUIRED IN THE RFP	3 2 2 2 3.5 T: 2.5	Talk about three qualified people from their firm working on this but not clear if others would be working on project.
2.	DEGREE TO WHICH APPLICANT'S KNOWLEDGE, SKILLS, AND EXPERIENCE WILL CONTRIBUTE TO THE OVERALL SUCCESS OF THE PROJECT	2 2 1.5 2 3 T: 2.1	Includes big district experience. Not much New England and no NH experience.
3.	DEGREE TO WHICH THE TEAM INCORPORATES A MULTIDISCIPLINARY APPROACH	1 1 2 2 4 T: 2	Archaeology is in scope but the proposal does not show how or if they worked together before, or how archaeology would be incorporated into the work.
4.	DEPTH OF UNDERSTANDING OF THE PROJECT, ITS SCOPE, AND ITS COMPLEXITY AS OUTLINED IN THE RFP.	1 1 1.5 2 4 T: 1.9	Proposal lacks substance in regards to Portsmouth and details. Limited knowledge but proposing collaboration. No note if boundary would be submitted first for discussion.
5.	THE CLARITY OF THE APPLICANT'S PLAN TO SUCCESSFULLY COMPLETE THE PROJECT AND EACH TASK. DOES THE PROPOSAL REPRESENT THE SCOPE OF WORK AS PRESENTED IN THE RFP?	1 1 2.5 2 4 T: 2.1	Most of proposal is centered on company information. Proposal itself is cookie cutter and only two pages long. Nothing that covered criterion D in these pages. General plan. Public initiatives.
6.	DEGREE TO WHICH THE APPLICANT'S INTERNAL (ORGANIZATIONAL AND PROJECT) MANAGEMENT AND QUALITY CONTROL WILL ENHANCE (ON-TIME)	2.5 2 2 2	Nice selection of projects, references letters provided. No mention of where RFP was found. Photos were a little fuzzy. Some evidence of cut and paste. Do they have enough people to do work in timely manner?

	DELIVERY OF COMPLETE, QUALITY CONTRACT DELIVERABLES	2 T: 2.1	
7.	FEE STRUCTURE	2 4 1.5 1 2 T: 2.1	Low cost, but there is no breakdown of the budget to show why.
TOTAL POINTS:		14.7	

RFP National Register Nomination for a Portsmouth Downtown Historic District
Memorial Bridge Project MOA Stipulation 4

Team:
R. Christopher Goodwin & Associates

Principal Contact:
Kathryn M. Kuranda

Contact Information:
241 E. Fourth St, Suite100, Frederick, MD 21701; 301-694-0428; kkuranda@rcgoodwin.com

Proposal Arrival Date: 2-21-14 **Interview Date:** **Proposed Cost: $155,442.74**

SCORE:
0. Not Acceptable
1. Marginal
2. Acceptable
3. Somewhat Exceeds Acceptable
4. Exceeds Acceptable
5. Greatly Exceeds Acceptable
*if Nos. 1, 2 or 7 score 0, the proposal will be deemed non-responsive to the RFP and will not be reviewed by the selection committee.

No.	Element	Rating	Notes / Comments
1.	APPLICANT TEAM (KEY/ALL PROJECT PERSONNEL) POSSESSES RELEVANT EDUCATION AND PROFESSIONAL EXPERIENCE AS REFERENCED IN THE QUALIFICATIONS REQUIRED IN THE RFP	2 4 2 2 2 T: 2.4	Six people on team including GIS. Minimal New England experience.
2.	DEGREE TO WHICH APPLICANT'S KNOWLEDGE, SKILLS, AND EXPERIENCE WILL CONTRIBUTE TO THE OVERALL SUCCESS OF THE PROJECT	1 1 0 2 2 T: 1.2	Least NE experience.
3.	DEGREE TO WHICH THE TEAM INCORPORATES A MULTIDISCIPLINARY APPROACH	3 1 2 2 2.5 T: 2.1	In-house multi-faceted team, but unclear how they work together.
4.	DEPTH OF UNDERSTANDING OF THE PROJECT, ITS SCOPE, AND ITS COMPLEXITY AS OUTLINED IN THE RFP.	1 2 1.5 2 3.5 T: 2	Generic technical proposal. Proposal mimics RFP. No specific knowledge of previous work in Portsmouth demonstrated. Comps are not of similar size.
5.	THE CLARITY OF THE APPLICANT'S PLAN TO SUCCESSFULLY COMPLETE THE PROJECT AND EACH TASK. DOES THE PROPOSAL REPRESENT THE SCOPE OF WORK AS PRESENTED IN THE RFP?	1 4 2 2 2 T: 2.2	Generic proposal without a lot of project-specific information. Archaeology seems to be cut and paste from a compliance proposal. GIS information and individual inventory forms a plus.
6.	DEGREE TO WHICH THE APPLICANT'S INTERNAL (ORGANIZATIONAL AND PROJECT) MANAGEMENT AND QUALITY CONTROL WILL ENHANCE (ON-TIME)	1 4 2.5 2	Some QAQC issues with proposal. Seems technologically savvy, CADD and GIS.

	DELIVERY OF COMPLETE, QUALITY CONTRACT DELIVERABLES	1 T: 2.1	
7.	FEE STRUCTURE	1 3 2 1 1 T:1.6	No budget breakdown.
TOTAL POINTS:		11.5	

RFP National Register Nomination for a Portsmouth Downtown Historic District
Memorial Bridge Project MOA Stipulation 4

Team:
S&ME; Heritage Strategies; Jennifer Betsworth

Principal Contact:
Heather Carpini

Contact Information:
134 Suber Road, Columbia, SC 29210; 803-561-9024; hcarpinia@smeinc.com

Proposal Arrival Date: 2-21-14 **Interview Date:** **Proposed Cost: $145,000**

SCORE:
0. Not Acceptable
1. Marginal
2. Acceptable
3. Somewhat Exceeds Acceptable
4. Exceeds Acceptable
5. Greatly Exceeds Acceptable
*if Nos. 1, 2 or 7 score 0, the proposal will be deemed non-responsive to the RFP and will not be reviewed by the selection committee.

No.	Element	Rating	Notes / Comments
1.	APPLICANT TEAM (KEY/ALL PROJECT PERSONNEL) POSSESSES RELEVANT EDUCATION AND PROFESSIONAL EXPERIENCE AS REFERENCED IN THE QUALIFICATIONS REQUIRED IN THE RFP	2.5 4 2 1 2 T: 2.3	Varied team with varied related experience. All supervisory and field staff are qualified. Have worked as government reviewers as well as consultants. Little New England and NH experience.
2.	DEGREE TO WHICH APPLICANT'S KNOWLEDGE, SKILLS, AND EXPERIENCE WILL CONTRIBUTE TO THE OVERALL SUCCESS OF THE PROJECT	1 2 1 2 1 T: 1.4	Archaeologist only worked in CT. Not much NE experience. Understand NR policies. Experience hard to judge. No NR district with S&ME. One with J. Betsworth from 2014.
3.	DEGREE TO WHICH THE TEAM INCORPORATES A MULTIDISCIPLINARY APPROACH	1 1 2 3 2 T: 1.8	Team is confusing. Unclear who is included, or not included, in the scope and why. No previous collaboration together.
4.	DEPTH OF UNDERSTANDING OF THE PROJECT, ITS SCOPE, AND ITS COMPLEXITY AS OUTLINED IN THE RFP.	1.5 2 1 3 1 T: 1.7	Recognized nomination as planning tool but no coordination with city. Scope of service lacked detail. Only one that noted that survey and NR have been done but is dated and needed updating. Archaeology lacks depth.
5.	THE CLARITY OF THE APPLICANT'S PLAN TO SUCCESSFULLY COMPLETE THE PROJECT AND EACH TASK. DOES THE PROPOSAL REPRESENT THE SCOPE OF WORK AS PRESENTED IN THE RFP?	.5 2 1 1 2 T: 1.3	Client task responsibilities? Generic plan. Want to do field work in winter.
6.	DEGREE TO WHICH THE APPLICANT'S INTERNAL (ORGANIZATIONAL AND PROJECT) MANAGEMENT AND QUALITY CONTROL WILL ENHANCE (ON-TIME)	1 1 3 1	Decent summary of qualifications but little to link to a successful completion of this project. Some discrepancies within proposal.

	DELIVERY OF COMPLETE, QUALITY CONTRACT DELIVERABLES	1 T: 1.4	
7.	FEE STRUCTURE	.5 3 1 1 1 T: 1.3	Gave us jobs to do; no budget breakdown.
	TOTAL POINTS:	11.2	

RFP National Register Nomination for a Portsmouth Downtown Historic District
Memorial Bridge Project MOA Stipulation 4

Team:
Clinton Brown Company Architecture, pc; Monadnock Archaeological Consulting, LLC

Principal Contact:
Clinton E. Brown

Contact Information:
The Market Arcade, 617 Main Street, Suite M303, Buffalo, NY 14203; 716-852-2020;
clintonbrown@clintonbrowncompany.com

Proposal Arrival Date: 2-21-14 **Interview Date:** **Proposed Cost: $157,500**

SCORE:
0. Not Acceptable
1. Marginal
2. Acceptable
3. Somewhat Exceeds Acceptable
4. Exceeds Acceptable
5. Greatly Exceeds Acceptable
*if Nos. 1, 2 or 7 score 0, the proposal will be deemed non-responsive to the RFP and will not be reviewed by the selection committee.

No.	Element	Rating	Notes / Comments
1.	APPLICANT TEAM (KEY/ALL PROJECT PERSONNEL) POSSESSES RELEVANT EDUCATION AND PROFESSIONAL EXPERIENCE AS REFERENCED IN THE QUALIFICATIONS REQUIRED IN THE RFP	1 2 3 2 3 T: 2.2	The proposal is architecture and design oriented. Info in proposal did not show a lot of experience of history methodology and research/analysis. Lots of design type projects. Do they meet all the qualifications for historian/arch historian/archaeologist? Another committee member felt that they showed some large NR districts that show experience is relative. Monadnock has not done a scope as would be required by this kind of work.
2.	DEGREE TO WHICH APPLICANT'S KNOWLEDGE, SKILLS, AND EXPERIENCE WILL CONTRIBUTE TO THE OVERALL SUCCESS OF THE PROJECT	1.5 2 2 3 4 T: 2.5	Archaeologist knowledgeable in New Hampshire but not the architectural historian. Not a lot of New England experience but large NR district experience. Archaeologist had experience with house museums beyond R&C.
3.	DEGREE TO WHICH THE TEAM INCORPORATES A MULTIDISCIPLINARY APPROACH	1 2 1.5 2 2 T: 1.7	Company does not show how they worked together. It shows how Criterion B and D would be addressed. Does not show how the NH team will help address the overall project. The proposal is uneven and does not appear to be written collaboratively.
4.	DEPTH OF UNDERSTANDING OF THE PROJECT, ITS SCOPE, AND ITS COMPLEXITY AS OUTLINED IN THE RFP.	2 1 4 3 2 T: 2.4	They specifically note that they understand our objectives but do not describe how. Generic Proposal. They have a misunderstanding of existing surveys that are out there.
5.	THE CLARITY OF THE APPLICANT'S PLAN TO SUCCESSFULLY COMPLETE THE PROJECT AND EACH TASK. DOES THE PROPOSAL REPRESENT THE SCOPE OF WORK AS PRESENTED IN THE RFP?	2 3 1.5 2.5 2.5 T:2.3	It was a generic plan without much detail on how to accomplish plan. Others felt that the schedule covered this well. Good archaeology but not great architectural history. Not clear if the second draft is included in price.
6.	DEGREE TO WHICH THE APPLICANT'S INTERNAL (ORGANIZATIONAL AND PROJECT) MANAGEMENT AND QUALITY CONTROL WILL ENHANCE (ON-TIME) DELIVERY OF COMPLETE, QUALITY CONTRACT	1.5 2 1 2	Why daily or weekly communication with the DHR? Most felt this could be good. Cut and Paste issue. Invoice schedule does not pay attention to the RFP. Problematic. Site visit is scheduled for November/December. They have GIS capacity which is an attractive addition to the project.

	DELIVERABLES	3 T: 1.8	
7.	FEE STRUCTURE	2 .5 2 2 2 T: 1.7	High budget number with percentages instead of a breakdown of what costs are going where.
TOTAL POINTS:		10.6	

RFP National Register Nomination for a Portsmouth Downtown Historic District
Memorial Bridge Project MOA Stipulation 4

Team:
Paula S. Reed and Associates; EAC/Archaeology, Inc.

Principal Contact:
Paula S. Reed

Contact Information:
1 West Franklin St, Suite 201, Hagerstown, MD 21740; 301-739-2070; paula@paulasreed.com

Proposal Arrival Date: 2-20-14 **Interview Date:** **Proposed Cost: $119,900**

SCORE:
0. Not Acceptable
1. Marginal
2. Acceptable
3. Somewhat Exceeds Acceptable
4. Exceeds Acceptable
5. Greatly Exceeds Acceptable
*if Nos. 1, 2 or 7 score 0, the proposal will be deemed non-responsive to the RFP and will not be reviewed by the selection committee.

No.	Element	Rating	Notes / Comments
1.	APPLICANT TEAM (KEY/ALL PROJECT PERSONNEL) POSSESSES RELEVANT EDUCATION AND PROFESSIONAL EXPERIENCE AS REFERENCED IN THE QUALIFICATIONS REQUIRED IN THE RFP	3 2 2 1 2 T: 2	Missing CV's for key people.
2.	DEGREE TO WHICH APPLICANT'S KNOWLEDGE, SKILLS, AND EXPERIENCE WILL CONTRIBUTE TO THE OVERALL SUCCESS OF THE PROJECT	2 1 1 1 1.5 T: 1.3	Some experience with NPS and NHL but not a lot of NR. Little experience in New England and NH.
3.	DEGREE TO WHICH THE TEAM INCORPORATES A MULTIDISCIPLINARY APPROACH	1 1 1 2 1 T: 1.2	Note Phase 1a. Unclear if they've worked together before and why/how they're collaborating now.
4.	DEPTH OF UNDERSTANDING OF THE PROJECT, ITS SCOPE, AND ITS COMPLEXITY AS OUTLINED IN THE RFP.	1 1 1 2 1 T: 1.2	Some knowledge of Portsmouth NR but not a lot of specific information. Nothing on size of district or complexity. Missing criterion B.
5.	THE CLARITY OF THE APPLICANT'S PLAN TO SUCCESSFULLY COMPLETE THE PROJECT AND EACH TASK. DOES THE PROPOSAL REPRESENT THE SCOPE OF WORK AS PRESENTED IN THE RFP?	1 1 2 2 2 T: 1.6	Lots of cut and paste language, including that more appropriate for Section 106 compliance work. Generic proposal without a lot of detail.
6.	DEGREE TO WHICH THE APPLICANT'S INTERNAL (ORGANIZATIONAL AND PROJECT) MANAGEMENT AND QUALITY CONTROL WILL ENHANCE (ON-TIME)	1 1 1 2	Shows minimal effort, missing a cv for key personnel.

	DELIVERY OF COMPLETE, QUALITY CONTRACT DELIVERABLES	2 T: 1.4	
7.	FEE STRUCTURE	1 4 1 1 2 T: 1.8	Low price with no information on why. Without team assumptions of work scope necessary, the budget is questionable.
TOTAL POINTS:		10.5	