



LINDA M. HODGDON  
Commissioner  
(603) 271-3201

# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES  
OFFICE OF THE COMMISSIONER  
25 Capitol Street – Room 120  
Concord, New Hampshire 03301

22 Bm

JOSEPH B. BOUCHARD  
Assistant Commissioner  
(603) 271-3204

December 3, 2013

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

## REQUESTED ACTION

Authorize the Department of Administrative Services to enter into a contract with Paula Sagerman, P.O. Box 365, Brattleboro, Vermont (Vendor No. 225823), for a total amount not to exceed \$3,500, for architectural history consulting services with regard to the State-owned land and buildings located at 84 Iron Works Road, Concord, New Hampshire (the "Property"). Effective upon Governor and Council approval through January 20, 2014. **100% General Funds.**

Funding is available from Account # 05-95-95-953010-56850000, Department of Health and Human Services, HHS: Commissioner, Office of Administration, Management Support.

103-502664 Contracts for Operational Services

FY2014  
\$3,500

## EXPLANATION

The Property is the responsibility of the Department of Health and Human Services (DHHS). DHHS no longer has any need or use for the Property and has asked the Department of Administrative Services (DAS) to manage and execute on its behalf the entire statutory disposition process set forth in RSA 4:40. Through that process and pursuant to RSA 227-C:9, the Division of Historical Resources (DHR) has requested that certain historical documentation be commissioned by DAS to aid DHR in its evaluation of any historical resources that may exist within the Property and the development of appropriate recommendations for the preservation thereof. Such documentation must be prepared and submitted by an experienced architectural historian meeting the minimum professional qualifications in architectural history set forth in 36 CFR Part 61, Appendix A.


On October 21, 2013 DAS issued a request for bid for architectural history consulting services with regard to the Property. Invitations to bid were emailed to eight (8) architectural historians known or believed to meet the minimum professional qualifications referenced above. An advertisement was published in the Manchester Union Leader from October 21-23, 2013, and the request for bid was also posted on the Bureau of Purchase & Property web site. Only one (1) qualified bid was received. The bid was evaluated on the basis of the

bidder's proposed total fees and costs to prepare and submit the required historical documentation. The bid submitted by Paula Sagerman proposed a reasonable fee (cost-inclusive) that was significantly less than an estimate for the same work that was obtained from an independent architecture and engineering firm under contract with the Bureau of Public Works. DAS contacted four (4) architectural historians who had received the invitation to bid by direct email, two (2) of which are known to have done work for the State previously, to ask why they had not submitted bids. All of the responses indicated that the vendors were too busy with other projects—either too busy to take the time to prepare a bid, or too busy to be able to complete the work within the requested time frame.

Paula Sagerman, who is an architectural historian meeting the minimum professional qualifications referenced above, has over 15 years of historic preservation consulting experience completing a variety of projects for private individuals, commercial businesses, non-profit organizations, and government agencies, including the State of New Hampshire.

Based on the foregoing, I respectfully recommend approval of the contract with Paula Sagerman.

Respectfully submitted,

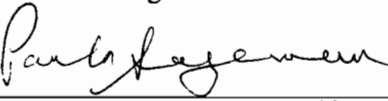
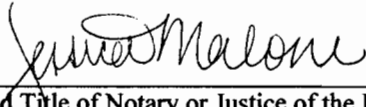
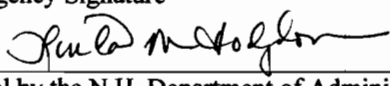
A handwritten signature in black ink, appearing to read "Linda M. Hodgdon". The signature is fluid and cursive, with the first name "Linda" being the most prominent part.

Linda M. Hodgdon  
Commissioner

Subject: ARCHITECTURAL HISTORY CONSULTING SERVICES**AGREEMENT**

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

**GENERAL PROVISIONS****1. IDENTIFICATION.**

1.1 State Agency Name  Department of Administrative Services		1.2 State Agency Address  25 Capitol Street Concord, NH 03301	
1.3 Contractor Name  Paula Sagerman		1.4 Contractor Address  P.O. Box 365 Brattleboro, VT 05302	
1.5 Contractor Phone Number (802) 345-1092	1.6 Account Number See EXHIBIT B	1.7 Completion Date 30 days after the Effective Date	1.8 Price Limitation \$3,500
1.9 Contracting Officer for State Agency  Jared Nylund		1.10 State Agency Telephone Number  (603) 271-7644	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Paula Sagerman, Owner	
1.13 Acknowledgement: State of <u>Vermont</u> , County of <u>Wendham</u> On <u>Nov 20, 2013</u> , 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] 			
1.13.2 Name and Title of Notary or Justice of the Peace  <u>Jessica Malone, Notary Public</u>			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Linda M. Hodgdon, Commissioner	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable)  By: N/A Director, On: N/A			
1.17 Approval by the Attorney General (Form, Substance and Execution)  By: <u>Mike Brown</u> On: <u>12/5/13</u>			
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 Scope of Services which is incorporated herein by reference and attached as Exhibit A ("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.

## **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 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.

**EXHIBIT A**  
**SCOPE OF SERVICES**

**SCOPE OF WORK:** Architectural History Consulting Services with respect to the buildings located at 84 Iron Works Road, Concord, New Hampshire

**PROPERTY:** Land and buildings located at 84 Iron Works Road, Concord, New Hampshire (Tax Map 93, Block 1, Lot 2), primarily consisting of roughly 4 acres of land (following planned subdivision), a 9,308 square foot (more or less) 2-story wood frame building, and a 5,049 square foot (more or less) attached 2-story wood frame barn.

**ARCHITECTURAL HISTORY CONSULTING SERVICES:** Consulting Services shall include the completion of a New Hampshire Individual Inventory Form that evaluates the buildings located on the Property, including an evaluation of eligibility for listing on the National Register of Historic Places, and further including all research, inspection, photographic, and other services as may be required to complete the Inventory Form. An incomplete "reconnaissance" Inventory Form regarding the Property was previously prepared for the Concord Heritage Commission and filed with the New Hampshire Division of Historical Resources (DHR) in February 2009 (Inventory Number: CON0174). DHR has indicated that the previously filed Inventory Form is deficient and must be updated in order to provide a proper basis for determination of eligibility. An Individual Inventory Form and Manual, together with other useful information and guidance, may be obtained from the DHR web site at: [http://www.nh.gov/nhdhr/review/architectural\\_history\\_forms.htm](http://www.nh.gov/nhdhr/review/architectural_history_forms.htm) or by contacting the DHR at: (603) 271-3483. The purpose of this project is to aid DHR in completing its review of the Property.

**MINIMUM QUALIFICATIONS:** The person performing the Consulting Services described above must be an architectural historian meeting the minimum professional qualifications in architectural history set forth in 36 CFR Part 61, Appendix A.

**DELIVERABLES:** The Inventory Form shall be deemed complete upon: (1) acceptance by DHR as a complete Individual Inventory Form with a formal eligibility finding, and (2) submission of conforming copies to the Department of Administrative Services (DAS) as indicated below. The original Inventory Form shall be submitted to DHR in accordance with DHR instructions. A full conforming copy of the final Inventory Form shall be submitted to: Jared Nylund, Real Property Asset Manager, Department of Administrative Services, 25 Capitol Street, Room 212, Concord, New Hampshire 03301 in both hardcopy and electronic PDF formats.

1. The Contractor agrees to provide consulting services to the State of New Hampshire, Department of Administrative Services in accordance with Request for Bid # RFB FMA 2014-01 (the "RFB") and as described herein. Conforming copies of the RFB (without exhibits) and the Contractor's bid (the "Bid") are attached hereto as Exhibit D and incorporated into this agreement by reference. The Contractor hereby agrees to abide by the provisions, terms, and conditions set forth in the RFB and the Bid as additional provisions of this agreement; provided, however, that in the event of any conflict between the provisions of this Agreement and the provisions of the RFB, this Agreement shall control.
2. The State of New Hampshire shall have the right to terminate this Agreement at any time upon providing written notice to the Contractor.
3. The Contractor hereby certifies that the person who will perform the Consulting Services is an architectural historian meeting the minimum professional qualifications in architectural history set forth in 36 CFR Part 61, Appendix A.
4. The Contractor shall make advance arrangements through the State Contracting Officer for interior access to the buildings on the Property.

**EXHIBIT B**  
**PRICING AND PAYMENT TERMS**

1. The total contract price for the Architectural History Consulting Services to be performed pursuant to this agreement is **three thousand five hundred dollars (\$3,500)**, which amount includes, without limitation, any and all expenses, travel time, equipment, and materials. The account from which the State will pay the contract price is: Account Number **05-95-95-953010-56850000-103-502664, 95304019**.
2. An invoice shall be submitted to the Department after completion of work. Payment shall be made in full within thirty (30) days after receipt of the invoice and the State's acceptance of the work as completed to the State's sole satisfaction.
3. The invoice shall be submitted to the following address:

JARED NYLUND, Real Property Asset Manager  
NH DAS Fixed & Mobile Assets  
State House Annex — Room 212  
25 Capitol Street  
Concord, NH 03301



**EXHIBIT C**  
**SPECIAL PROVISIONS**

1. In the event that this Agreement is not subject to approval by the Governor and Executive Council of the State of New Hampshire, the definition of "Effective Date" set forth in Section 3.1 shall be the date upon which this Agreement is duly and properly signed by the last party to do so.

2. Replace Section 14.1.1 in its entirety with the following:

"14.1.1 comprehensive general liability coverage against all claims of bodily injury, death, or property damage in amounts not less than \$250,000 per claim and \$2,000,000 per incident or \$1,000,000 per occurrence and \$1,000,000 umbrella coverage; and"

**EXHIBIT D**  
**REQUEST FOR BID # RFB FMA 2014-01**  
**AND**  
**CONTRACTOR'S BID**

1. Request for Bid # RFB FMA 2014-01 and the Contractor's Bid are attached hereto and incorporated by reference into this agreement.



# **State of New Hampshire**

Department of Administrative Services  
Division of Plant & Property Management  
Fixed & Mobile Assets

## **REQUEST FOR BID**

### **Architectural History Consulting Services**

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**Bid # RFB FMA 2014-01**

Optional Site Visit: Friday, October 25, 2013 at 10:00 AM (ET)  
Bid Submission Deadline: Monday, November 4, 2013 at 2:00 PM (ET)

**STATE OF NEW HAMPSHIRE BID TRANSMITTAL LETTER**

Date: \_\_\_\_\_

Bidder Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Submit to: **JARED NYLUND**  
Telephone: (603) 271-7644  
Email: real\_property\_DAS@nh.gov

Request for Bid: **ARCHITECTURAL HISTORY CONSULTING SERVICES  
RFB FMA 2014-01**

Bid Submission Deadline: **November 4, 2013 at 2:00 PM (ET)**

\_\_\_\_\_ [print name of bidder] ("Bidder") hereby submits the written Offer included herewith to the State of New Hampshire in response to RFB FMA 2014-01 (the "RFB") to provide ARCHITECTURAL HISTORY CONSULTING SERVICES as specified in the RFB at the price quoted in the Offer.

By signing this Bid Transmittal Letter on behalf of Bidder in the space indicated below, the Signor hereby certifies as follows:

1. Bidder has read and understands the entire RFB and agrees to be bound by all of its terms and provisions.
2. The Offer shall remain effective for 180 days following the Bid Submission Deadline.
3. The price quoted in the Offer was established without collusion with any other bidder or vendor.
4. Bidder is duly authorized to submit the Offer and enter into any contract that may be awarded as a result.
5. The person signing on behalf of Bidder in the space indicated below is duly authorized to sign this Bid Transmittal Letter and the Offer submitted herewith on behalf of Bidder and to bind Bidder to the full and complete performance of any contract that may be awarded as a result.
6. Bidder's Vendor Number is \_\_\_\_\_.
7. The architectural historian named in the Offer meets the minimum professional qualifications in architectural history set forth in 36 CFR Part 61, Appendix A.
8. Bidder's official contact person for purposes of the Offer is: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Print Name of Bidder: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name of Signor: \_\_\_\_\_

Print Title of Signor: \_\_\_\_\_

## **REQUEST FOR BID TO PROVIDE ARCHITECTURAL HISTORY CONSULTING SERVICES**

### **PURPOSE:**

This is a Request for Bid (RFB) issued by the State of New Hampshire, Department of Administrative Services (the "Department"), Division of Plant & Property Management acting through its Fixed & Mobile Assets office to provide architectural history consulting services with respect to the State-owned buildings located at 84 Iron Works Road, Concord, New Hampshire (the "Property").

The Department is interested in contracting with one (1) qualified vendor that will offer such architectural history consulting services to the Department as further described herein.

### **SPECIFICATIONS:**

Complete specifications required are detailed in the **SCOPE OF SERVICES** section of this RFB. In responding to this RFB, the vendor shall address all requirements for information as outlined herein.

### **VENDOR RESPONSIBILITY:**

The successful vendor shall be solely responsible for meeting all of the terms and conditions specified in this RFB and in any resulting contract(s).

### **TERMS OF SUBMISSION:**

The State assumes no responsibility for understandings or representations concerning conditions made by its officers or employees prior to the execution of a contract, unless such understanding or representations are specifically incorporated into this RFB. Verbal discussions pertaining to modifications or clarifications of this RFB shall not be considered part of this RFB unless and until confirmed in writing. Any verbal information provided by the vendor shall not be considered part of that vendor's response.

All material received in response to this RFB shall become property of State and will not be returned to the vendor. The State reserves the right to use any information presented in or with that vendor's bid response. The content of each vendor's bid shall become public information after the contracts have been awarded.

Bids must be submitted in the **BID SUBMISSION** format included in this RFB. Vendors may submit additional paperwork with pricing information, but all pricing information must be included on the **BID SUBMISSION** form specified herein.

### **LIABILITY:**

The State shall not be held liable for any costs incurred by the vendor in the preparation of its bid or for work performed prior to the effective date of any corresponding contract.

### **STATE OF NEW HAMPSHIRE VENDOR APPLICATION:**

Prior to the bid submission deadline the vendor shall have a completed and filed a Vendor Application and Alternate W-9 Form with the New Hampshire Bureau of Purchase and Property. These forms may be downloaded from the Bureau of Purchase and Property website at: <http://www.admin.state.nh.us/purchasing>.

### **NEW HAMPSHIRE SECRETARY OF STATE CERTIFICATE OF GOOD STANDING:**

Any vendor that is a registered business entity (such as a corporation, limited liability company, or limited liability partnership) and not a sole proprietor or general partnership must submit upon the award of a contract a Certificate of Good Standing for the vendor issued by the New Hampshire Secretary of State. Please visit the following website for information and forms regarding business entity formation and registration with the New Hampshire Secretary of State and to learn how to obtain a Certificate of Good Standing: <http://www.sos.nh.gov/corporate>. Any entity required by this paragraph to submit a Certificate of Good Standing shall also be required to submit a duly executed Certificate of Vote authorizing the entity to enter into the service contract with the State contemplated by this RFB.

#### **CERTIFICATES OF INSURANCE:**

Any vendor awarded a contract shall be required to submit certificates of insurance evidencing the following types and amounts of insurance coverage prior to performing any services for the State:

- (1) Comprehensive general liability coverage against all claims of bodily injury, death, or property damage in amounts not less than \$250,000 per claim and \$2,000,000 per incident or \$1,000,000 per occurrence and \$1,000,000 umbrella coverage.
- (2) Workers' compensation insurance and employers' liability insurance as required by law.

#### **CONTRACT(S) TERMS AND CONDITIONS:**

By signing a bid submitted in response to this RFB the vendor accepts and agrees to be bound by all of the terms and conditions set forth herein and in the sample Form P-37 Agreement General Provisions included herein.

The sample Form P-37 Agreement General Provisions included herein are part of this RFB and will be the basis for any contract(s) between the State and the successful vendor. Upon the award of any such contract the successful vendor and the State shall execute a Form P-37 Agreement incorporating the service requirements, pricing, and other terms and conditions established herein and by the vendor's bid.

The initial contract term shall run from the date of award, or from the date of approval by the Governor and Executive Council, if applicable, through satisfactory completion of the work described herein, which preferably will occur within forty-five (45) days after the date of award or approval.

#### **PUBLIC DISCLOSURE OF BID SUBMISSIONS:**

Any information submitted with or as part of a proposal in response to this RFB may be subject to public disclosure under RSA 91-A. In addition, in accordance with RSA 9-F:1, any contract entered into as a result of this RFB will be made accessible to the public online via the Transparent NH web site (<http://www.nh.gov/transparentnh/>). However, business financial information and proprietary information such as trade secrets, business and financial models and forecasts, and proprietary formulas may be exempt from public disclosure under RSA 91-A:5, IV. If a bidder believes that any information being submitted in response to this RFB should be kept confidential as financial or proprietary information, then the bidder must specifically identify that information in a letter to the Department to be submitted with its bid. The State shall have no obligation to maintain the confidentiality of any portion of a bid, proposal or related material that is not so identified. Identifying an entire bid, proposal, attachment, or sections thereof as confidential without adequately accounting for the public's general right of access to governmental records and meetings shall be considered arbitrary and improper and will either invalidate the designation of confidentiality or be grounds for rejection of the bid. Notwithstanding any provision of this RFB to the contrary, pricing will be subject to public disclosure upon the effective date of all resulting contracts or purchase orders, regardless of whether such pricing is marked as confidential. If a bid or proposal results in a purchase order or contract, whether or not subject to approval by the Governor and Executive Council, all material contained or incorporated by reference in, made part of, or submitted in connection with the contract or purchase order shall be subject to public disclosure.

If a request is made to the State by any person or entity to view or receive copies of any portion of a bid or proposal, and if disclosure is not prohibited by RSA 21-I:13-a, the bidder acknowledges and agrees that the State may disclose any and all portions of the bid, proposal or related materials which are not identified as confidential. In the case of bids, proposals or related materials that contain portions marked as confidential: the State will first assess what information it believes is subject to release; the State will then notify the bidder that the request has been made and indicate what, if any, portions of the bid, proposal or related material will not be released, and it will further notify the bidder of the date upon which the State plans to release the materials. The State shall have no obligation to comply with a bidder's designation regarding confidentiality.

By submitting a bid or proposal the bidder agrees that unless it obtains (at its sole expense) and provides to the State, prior to the release date specified in the notice described in the foregoing paragraph, a valid court order enforceable in the State of New Hampshire enjoining the release of the requested information, the State may release the requested information on the date specified in the notice without incurring any liability to the bidder or its owners, officers, employees, or agents.

**TERMINATION:**

The State of New Hampshire reserves the unqualified right to unilaterally terminate any contract(s) resulting from this RFB for any or no reason at any time upon written notice to the vendor(s). In the event that the State terminates for no fault of the vendor a contract for which approved funding remains available, an effort shall be made to compensate the vendor for partial performance of the contract by paying the amount of the total bid price that is proportionate to the percentage of all work required under the contract which was complete at the time of termination, such percentage to be determined by the State in its sole discretion.

**VENDOR CERTIFICATIONS:**

All vendors must provide the following with their bids:

- (1) STATE OF NEW HAMPSHIRE VENDOR NUMBER: The vendor shall have a completed and filed a Vendor Application and Alternate W-9 Form with the New Hampshire Bureau of Purchase and Property and received a State Vendor Number in return. The Vendor Number must be included in the vendor's bid. See the following website for information on obtaining and filing the required forms (no fee): <http://admin.state.nh.us/purchasing/vendor.asp>.
- (2) IN ACCORDANCE WITH RSA 21-I:11-c, EACH BIDDER MUST COMPLETE, SIGN UNDER OATH IN THE PRESENCE OF A NOTARY PUBLIC OR JUSTICE OF THE PEACE, AND SUBMIT WITH ITS BID THE ORIGINAL "STATE OF NEW HAMPSHIRE BID AFFIDAVIT FORM" THAT HAS BEEN PROVIDED AS AN EXHIBIT TO THIS RFB. FAILURE TO DO SO SHALL CONSTITUTE COMPLETE GROUNDS FOR REJECTION OF THE VENDOR'S BID.

**INVOICING:**

Invoices shall be submitted to the Department after completion of work. Payment shall be made in full within thirty (30) days after receipt of the invoice and the State's acceptance of the work as completed to the State's sole satisfaction.

**BID INQUIRIES:**

All questions regarding this RFB, including clarifications and proposed specification changes, shall be submitted in writing to JARED NYLUND, Real Property Asset Manager, Department of Administrative Services, Division of Plant & Property Management, Fixed & Mobile Assets, by email to: [real\\_property\\_DAS@nh.gov](mailto:real_property_DAS@nh.gov). Any such questions or requests for modification must be received no later than five (5) business days prior to the bid submission deadline.

**BID DUE DATE:**

All bid submissions must be received at the Fixed & Mobile Assets office no later than the bid submission deadline specified on the cover sheet of this RFB. Submissions received after the date and time specified will be marked as "Late" and will not be considered for an award of a contract.

All offers shall remain valid for a period of one hundred eighty (180) days after the bid submission deadline. A vendor's disclosure or distribution of bids other than to the Department will be grounds for disqualification. No more than one (1) bid per vendor may be submitted.

**BIDDER'S OPPORTUNITY:**

Bidders are responsible for ascertaining pertinent local conditions for the assignment, such as condition of buildings, location and accessibility of the property, and general character of the site, and for gaining knowledge of conditions affecting performance. By submitting a bid the vendor acknowledges that it is familiar with the conditions and requirements of these specifications.

**BIDDER'S RESPONSIBILITY:**

The bidder is responsible for reviewing this RFB in its entirety prior to preparing a bid. Add your pricing information in the OFFER section of this RFB and prepare all other information required for your bid. Also complete the BID TRANSMITTAL LETTER section of this RFB and sign the bid in the space provided on that page.

All State of New Hampshire RFBs and addenda to such RFBs are advertised on the Bureau of Purchase and Property website at: <http://admin.state.nh.us/purchasing/index2.asp>. It is a prospective bidder's responsibility to access that website to determine any RFB under which it desires to participate. It is also the bidder's responsibility to access that website periodically prior to the Bid Submission Deadline for any posted addenda to this RFB. The website is updated several times per day. It is the responsibility of the prospective bidder to access the website frequently to ensure that no bidding opportunity or addendum is overlooked.

It is the prospective bidder's responsibility to submit a signed copy of any addendum (if the form has a signature block) together with the bid response.

#### **INSTRUCTIONS TO BIDDER(S):**

Read the entire RFB prior to preparing your bid response. Any failure to follow the instructions below and elsewhere in this RFB shall be grounds for rejection of your bid. In the preparation of your bid response you must:

- (1) Complete the pricing information in the **OFFER** section;
- (2) Complete all other required information on the **BID TRANSMITTAL LETTER**;
- (3) Sign the **BID TRANSMITTAL LETTER** in the space provided;
- (4) Register as a New Hampshire Vendor and include the Vendor Number on the **BID TRANSMITTAL LETTER**; and
- (5) Include with your bid a resume or other written description of the professional qualifications of the architectural historian named in the Offer that meet or exceed the minimum professional qualifications in architectural history set forth in 36 CFR Part 61, Appendix A, together with documentation of his or her experience with architectural surveys, previous work in New England, and previous experience with the New Hampshire forms.

#### **IF AWARDED A CONTRACT:**

The successful vendor must complete the following prior to performing any work for the State:

- (1) Complete the following sections of the attached Form Number P-37 Agreement:
  - Section 1.3 Contractor Name
  - Section 1.4 Contractor Address
  - Section 1.5 Contractor Phone Number
  - Section 1.11 Contractor Signature
  - Section 1.12 Name & Title of Contractor Signor
  - Section 1.13 Acknowledgment
  - Section 1.13.1 Signature of Notary Public or Justice of the Peace
  - Section 1.13.2 Name and Title of Notary Public or Justice of the Peace
- (2) Provide certificates of insurance with the minimum coverage limits required as described above on Page 4 of this RFB.
- (3) Provide a Certificate of Good Standing issued by the New Hampshire Secretary of State if the vendor is a registered business entity (such as a corporation, limited liability company, or limited liability partnership) and not a sole proprietor or general partnership.
- (4) Provide a duly executed Certificate of Vote authorizing the vendor to enter into the service contract with the State contemplated by this RFB if the vendor is a registered business entity (such as a corporation, limited liability company, or limited liability partnership) and not a sole proprietor or general partnership.



**BID SUBMISSION:**

This RFB may have been provided to you in an electronic format. The vendor must print the necessary portions of this RFB and **submit an original hardcopy bid response by mail or in person to:**

JARED NYLUND, Real Property Asset Manager  
c/o NH DAS Bureau of Purchase & Property  
State House Annex – Room 102  
25 Capitol Street  
Concord, NH 03301

**Bid responses must be marked as:**

Fixed & Mobile Assets RFB FMA 2014-01  
Submission Deadline: NOVEMBER 4, 2013 at 2:00 PM  
Architectural History Consulting Services

**Complete bid responses must be received at or prior to the bid submission deadline specified on the cover sheet of this RFB.** Any bid responses, or portions thereof, received after the bid submission deadline shall be rejected as late submissions. Any incomplete bid responses and any bid responses that are not submitted in hardcopy form bearing original signatures will be rejected as nonconforming submissions.

OPTIONAL: In addition to the required hardcopy bid response, all bidders are strongly encouraged to submit scanned electronic copies of their complete bid responses in "PDF" file format by email to: [real\\_property\\_DAS@nh.gov](mailto:real_property_DAS@nh.gov).

**AWARD:**

The award will be made to the bidder meeting all of the qualification criteria established in this RFB that submits a conforming bid response and provides the lowest proposed total cost for the real property appraisal services sought. The State reserves the right to reject any or all bids or any parts thereof. Any resulting contract(s) shall become effective on the date approved by the Governor and Executive Council of the State of New Hampshire.

**NOTIFICATION AND AWARD OF CONTRACT(S):**

Bid results will not be disclosed by telephone. Specific bid response information will not be disclosed. Bid results will be made available to the public only after final approval of the contract(s) and shall be posted on the Bureau of Purchase and Property web site at:  
[http://admin.state.nh.us/purchasing/bids\\_posteddtte.asp?sort=PostedDate%20DESC](http://admin.state.nh.us/purchasing/bids_posteddtte.asp?sort=PostedDate%20DESC). On that page, enter "RFB FMA 2014-01" in the "Search by Bid #" box, and then click on the "Closed" link in the "Status/Bid Results" column.

**SCOPE OF SERVICES:**

The purpose of this bid is to provide all labor, mileage, parking, tolls, transportation, lodging, meals, materials, equipment, tools and report preparation as necessary to provide the required level of services as described herein. The scope of work shall include **ARCHITECTURAL HISTORY CONSULTING SERVICES** with respect to the buildings located at 84 Iron Works Road, Concord, New Hampshire. The **ARCHITECTURAL HISTORY CONSULTING SERVICES** sought shall be completed within a reasonable time frame as mutually agreed upon by the State and the vendor, provided that such time frame shall not exceed thirty (30) days after the effective date of the contract.

By submitting a bid the vendor acknowledges and agrees that it is familiar with, or has had ample opportunity to become familiar with, the conditions and requirements of this RFB, the bid response requirements and work specifications contained herein, the minimum applicable vendor qualifications, and pertinent local conditions for the assignment, such as condition of buildings, location and accessibility of the property, and general character of the site.

All services performed under the contract(s) awarded hereunder which require full access to the Property shall be performed only by advance arrangement with the State during regular business hours. No premium charges will be paid for any off-hour work. The vendor agrees that any damage or injury to buildings, materials, equipment or to other State property caused by the vendor or its employees, officers, principals, or agents while performing services on site at the Property will be fully repaired at the vendor's sole expense.

To aid the bidders in formulating their offers, an optional site visit will be held at the Property on Friday, October 25, 2013 at 10:00 AM. Please arrive on time. If no bidders are present at the Property within fifteen (15) minutes after the scheduled time, then the site visit will be cancelled. Bidders should allow approximately 60 minutes for a full walk-through of the premises.

Neither the vendor nor its personnel shall represent themselves as employees or agents of the State. While on State property the vendor's personnel shall be subject to control of the State, but under no circumstances shall such persons be deemed to be employees of the State.

All vendor personnel shall observe all agency regulations or special restrictions in effect while on site at the Property. Vendor personnel shall be allowed only in areas where work is being performed. The use of State telephones by vendor personnel is prohibited.

**SCOPE OF WORK: Architectural History Consulting Services with respect to the buildings located at 84 Iron Works Road, Concord, New Hampshire**

**PROPERTY:** Land and buildings located at 84 Iron Works Road, Concord, New Hampshire (Tax Map 93, Block 1, Lot 2), primarily consisting of roughly 4 acres of land (following planned subdivision), a 9,308 square foot (more or less) 2-story wood frame building, and a 5,049 square foot (more or less) attached 2-story wood frame barn. Additional property information is included in the exhibits attached to this RFB. The State has no present plans to further improve or redevelop the property following creation of the subject land parcel by subdivision.

**ARCHITECTURAL HISTORY CONSULTING SERVICES:** Consulting Services shall include the completion of a New Hampshire Individual Inventory Form that evaluates the buildings located on the Property, including an evaluation of eligibility for listing on the National Register of Historic Places, and further including all research, inspection, photographic, and other services as may be required to complete the Inventory Form. An incomplete "reconnaissance" Inventory Form regarding the Property was previously prepared for the Concord Heritage Commission and filed with the New Hampshire Division of Historical Resources (DHR) in February 2009 (Inventory Number: CON0174). DHR has indicated that the previously filed Inventory Form is deficient and must be updated in order to provide a proper basis for determination of eligibility. An Individual Inventory Form and Manual, together with other useful information and guidance, may be obtained from the DHR web site at: [http://www.nh.gov/nhdhr/review/architectural\\_history\\_forms.htm](http://www.nh.gov/nhdhr/review/architectural_history_forms.htm) or by contacting the DHR at: (603) 271-3483. The purpose of this project is to aid DHR in completing its review of the Property.

**QUALIFICATIONS:**

The successful vendor must be an architectural historian meeting the minimum professional qualifications in architectural history set forth in 36 CFR Part 61, Appendix A, or a business entity offering the services of one or more employees, principals, or agents that are architectural historians bearing such qualifications. The State reserves the right to reject any bid submitted without adequate documentation of the foregoing minimum qualifications.

The successful bidder will be an architectural historian, or a business entity offering the services of one or more architectural historians, who can demonstrate at least three (3) years of professional experience providing historic preservation services, including compliance services and/or HABS/HAER/HALS or state property documentation, and especially including state architectural survey work in New Hampshire.

**SUB-CONTRACTORS:**

The vendor may not use any sub-contractors in the performance of the services sought by this RFB, except that the vendor may hire a professional photographer to capture and produce prints of any photographs necessary to complete the Individual Inventory Form.

**OBLIGATIONS AND LIABILITY OF THE VENDOR:**

The vendor shall do all of the work and furnish all of the materials necessary to perform in the manner and within the time specified in this RFB. Vendor shall complete all work to the satisfaction of the State and in accordance with the specifications herein described. All of the work to be done and work products to be furnished pursuant to the contract contemplated by this RFB shall be done and furnished strictly pursuant to, and in conformity with, the specifications described herein and with any directions given from time to time by the State representative during the progress of the work. The vendor shall take full responsibility for the work requested in this RFB and for preventing injuries to persons and damage to property and utilities on or about the Property or other work sites. The vendor shall in no way

be relieved of its responsibilities as set forth in this RFB by any right of the State to give permission or issue orders relating to any part of the work requested herein, or by any such actual permission given or orders issued by the State, or by any failure of the State to give such permission or issue such orders. The vendor shall bear all losses resulting from the amount or character of the work, or from how the nature of the area in which the work is to be done differs from what was estimated or anticipated, or from the weather, the elements, or other natural causes.

The vendor agrees that any damage or injury to buildings, materials, equipment, or other property caused by the vendor or by vendor personnel during the performance of the services requested by this RFB will be repaired at the vendor's sole expense.

*[OFFER SHEET ON NEXT PAGE]*

**OFFER:**

The undersigned hereby offers on behalf of the Bidder named below to perform the requested architectural history consulting services to the State of New Hampshire as described in this RFB at the total price quoted below and in complete accordance with the general and detailed specifications included in and with this RFB.

TOTAL BID PRICE: \$ \_\_\_\_\_

**ARCHITECTURAL HISTORIAN(S) TO PERFORM SERVICES:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

**BIDDER:**

\_\_\_\_\_ (print name of bidder entity)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Print name and title of duly authorized person signing above: \_\_\_\_\_

## EXHIBIT LIST

SAMPLE FORM P-37 AGREEMENT (STANDARD SERVICE CONTRACT)

SITE LOCATION MAP

AERIAL VIEW OF PROPERTY (SHOWING CURRENT TAX PARCEL BOUNDARIES)

AERIAL "BIRD'S EYE" VIEW OF BUILDINGS

ASSESSOR CARD

NHDHR INVENTORY NUMBER: CON0174 (FILED FEBRUARY 6, 2009)

STATE OF NEW HAMPSHIRE BID TRANSMITTAL LETTER

Date: 10-28-2013

Bidder Name: Paula Sagerman

Address: P.O. Box 365

Brattleboro, VT 05302

Submit to: **JARED NYLUND**  
Telephone: (603) 271-7644  
Email: real\_property\_DAS@nh.gov

Request for Bid: **ARCHITECTURAL HISTORY CONSULTING SERVICES**  
**RFB FMA 2014-01**

Bid Submission Deadline: **November 4, 2013 at 2:00 PM (ET)**

Paula Sagerman [print name of bidder] ("Bidder") hereby submits the written Offer included herewith to the State of New Hampshire in response to RFB FMA 2014-01 (the "RFB") to provide ARCHITECTURAL HISTORY CONSULTING SERVICES as specified in the RFB at the price quoted in the Offer.

By signing this Bid Transmittal Letter on behalf of Bidder in the space indicated below, the Signor hereby certifies as follows:

1. Bidder has read and understands the entire RFB and agrees to be bound by all of its terms and provisions.
2. The Offer shall remain effective for 180 days following the Bid Submission Deadline.
3. The price quoted in the Offer was established without collusion with any other bidder or vendor.
4. Bidder is duly authorized to submit the Offer and enter into any contract that may be awarded as a result.
5. The person signing on behalf of Bidder in the space indicated below is duly authorized to sign this Bid Transmittal Letter and the Offer submitted herewith on behalf of Bidder and to bind Bidder to the full and complete performance of any contract that may be awarded as a result.
6. Bidder's Vendor Number is 225823.
7. The architectural historian named in the Offer meets the minimum professional qualifications in architectural history set forth in 36 CFR Part 61, Appendix A.
8. Bidder's official contact person for purposes of the Offer is:

Paula Sagerman

Telephone: 802-345-1092

Email: pj.sage@live.com

Print Name of Bidder: Paula Sagerman

Signature: Paula Sagerman

Print Name of Signor: Paula Sagerman

Print Title of Signor: Owner

**OFFER:**

The undersigned hereby offers on behalf of the Bidder named below to perform the requested architectural history consulting services to the State of New Hampshire as described in this RFB at the total price quoted below and in complete accordance with the general and detailed specifications included in and with this RFB.

TOTAL BID PRICE: \$ 3,500.00

**ARCHITECTURAL HISTORIAN(S) TO PERFORM SERVICES:**

Name: Paula Sagerman

Name: \_\_\_\_\_

Name: \_\_\_\_\_

**BIDDER:**

Paula Sagerman (print name of bidder entity)

Paula Sagerman  
Signature

10.28.2013  
Date

Print name and title of duly authorized person signing above: Paula Sagerman

*Resume*  
**Paula Sagerman**  
**Historic Preservation Consultant**

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**Education**

M.S. Historic Preservation, 1992  
University of Pennsylvania. Philadelphia, Pennsylvania  
Foci: History & Documentation and Building Preservation

B.A. Arts, 1988  
Lehigh University. Bethlehem, Pennsylvania  
Major: Architecture; Minor: Sociology

**Credentials**

- ✔ Meets the Secretary of the Interior's qualifications for architectural historians (36 CFR Part 61)
- ✔ Included in the New Hampshire Division of Historical Resources' list of qualified architectural history consultants
- ✔ Included in the Vermont Division for Historic Preservation's list of qualified architectural historians
- ✔ Included in the Vermont Community Development Program's list of historic preservation consultants
- ✔ Included in the Vermont Agency of Transportation's list of qualified historic preservation consultants

**Experience**

**Historic Preservation Specialist, EIV Technical Services, Williston, Vermont.**

**September 2011-present (part-time)**

- ✔ Survey and identify historic resources affected by transportation undertakings
- ✔ Ensure that undertakings involving historic resources are in compliance with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*
- ✔ Prepare Section 106 Review reports
- ✔ Determine mitigation measures for adverse effect

**Historic Preservation Consultant, September 1998-present**

Services include:

- ✔ New Hampshire Inventory and Area Forms
- ✔ National Register of Historic Places Nominations
- ✔ Vermont Historic Sites and Structures Surveys
- ✔ Compliance Review for the National Historic Preservation Act and state historic preservation laws



- ✔ Building Condition Assessments
- ✔ Rehabilitation Investment Tax Credit Applications
- ✔ Photographic Documentation Reports
- ✔ Historic Preservation Grant Applications
- ✔ Preservation Planning

### **Completed Projects**

#### **New Hampshire Inventory Forms**

- ✔ 12 Individual Inventory Forms
- ✔ 4 Historic District Area Forms

#### **National Register of Historic Places Nominations:**

- ✔ 13 historic districts
- ✔ 16 individual properties

#### **Vermont Historic Sites and Structures Surveys**

- ✔ Camp Johnson (Vermont Army National Guard Base)
- ✔ Ethan Allen Firing Range (Vermont Army National Guard Training Facility)
- ✔ Vermont's Cold War Armories
- ✔ Mad River Valley Barn Survey (as supervisor to volunteers)
- ✔ Windsor's Industrial Resources
- ✔ Bellows Falls Village (275-property area)

#### **Compliance Review:**

- ✔ 9 energy efficiency upgrade projects
- ✔ 1 Vermont Agency of Transportation District complex rehabilitation
- ✔ 7 highway paving projects
- ✔ 3 multi-modal transportation facilities
- ✔ 5 bridge replacements
- ✔ 7 sidewalk enhancements
- ✔ 2 Vermont Army National Guard armory ownership transfers
- ✔ 6 individual building demolitions
- ✔ 3 building complex demolitions
- ✔ 12 building rehabilitations
- ✔ 1 building addition and rehabilitation
- ✔ 3 ADA upgrades
- ✔ 3 cell towers
- ✔ 2 designed landscapes/parks

#### **Documentation Reports for Historic Preservation Easements and Building Demolitions:**

6 reports completed

**Rehabilitation Investment Tax Credit Applications:**

14 successful applications completed

**Conditions Assessments Reports:**

3 reports completed and used for rehabilitation projects

**Design Guidelines:**

1 village design control guidelines project (with team)

**Grant Applications:**

2 successful historic preservation grant applications

*A detailed list of individual historic preservation projects is available upon request.*

**Clients**

- ✔ U.S. Forest Service
- ✔ U.S. Fish and Wildlife Service
- ✔ State of New Hampshire
- ✔ Vermont Division for Historic Preservation
- ✔ Vermont Department of the Military
- ✔ Preservation Trust of Vermont
- ✔ Vermont Housing & Conservation Board
- ✔ Municipalities and counties
- ✔ Historical Societies
- ✔ Engineering firms
- ✔ Architecture firms
- ✔ Non-profit organizations
- ✔ Regional development corporations
- ✔ Private property owners

**Other Experience**

**Architectural Historian, Northeast Region of U.S. Fish and Wildlife Service, Hadley, Massachusetts. December 2009 – December 2010 (one-year ARRA-funded position).**

- ✔ Produce Determinations of Eligibility for potentially historic resources
- ✔ Produce historic resource inventories
- ✔ Review historic structure reports, design documents, and construction work
- ✔ Ensure that undertakings comply with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*
- ✔ Conduct Section 106 Review
- ✔ Determine mitigation measures for adverse effect
- ✔ Produce Memoranda of Agreement

**Historic Preservation Coordinator, Town of Rockingham, Vermont. January-December 2003 (part-time).**

- ✔ Coordinate Certified Local Government (Historic Preservation) Program
- ✔ Provide staff assistance to Rockingham Historical Commission
- ✔ Provide staff assistance to Rockingham Meeting House Association and review all undertakings at the meeting house
- ✔ Provide historic preservation and architectural history information to local residents
- ✔ Apply for and administer historic preservation grants

**Grants Manager/Assistant Planner. Town of Brattleboro, Planning Department, Brattleboro, Vermont. February 1997-September 1998.**

- ✔ Apply for and administer community development, planning and transportation grants
- ✔ Administer Town Bus service and provide staff support to Town Bus Committee
- ✔ Assist Town Planner with downtown planning
- ✔ Represent Town on housing, transportation and downtown committees

**Senior Historic Preservation Specialist and Grants Manager. New Jersey Historic Trust, Trenton, New Jersey. November 1993-November 1996.**

- ✔ Review grant applications and provide assistance to Grant Review Board
- ✔ Administer an average of 30 historic preservation grants concurrently
- ✔ Review historic structure reports, design documents, and construction work for grant-funded projects
- ✔ Ensure that grant-funded projects comply with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*

**Historic Preservation Consultant. Brattleboro, Vermont. 1991-1993 (part-time).**

- ✔ 2 historic resource surveys
- ✔ 1 building condition assessment
- ✔ Documentation Report of House Museum Restoration

**Architectural Draftsperson**

- ✔ MKR Architects. Willow Grove, Pennsylvania. 1988-1989.
- ✔ Womack-Humphreys Architects. Philadelphia, Pennsylvania. 1989-1990.
- ✔ Leopold Berman Architects. Brattleboro, Vermont. 1991-1993 (part-time).
- ✔ Linesync Architecture. Wilmington, Vermont. 1992-1993 (part-time).

**Public Service**

- ✔ Board Member and Secretary, Historical Society of Windham County, March 2013-
- ✔ Board Member, Vermont Board of Architects, 2002-2005
- ✔ Secretary, Newfane Conservation Commission, 1998-2003
- ✔ Board Member, Brattleboro Historical Society, 1998-2001



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/20/2013

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).

<b>PRODUCER</b> The Richards Group - Brattleboro 48 Harris Place PO Box 820 Brattleboro VT 05302		<b>CONTACT</b> NAME: Peggy DeAngelis PHONE (A/C, No, Ext): (802) 254-6016 FAX (A/C, No): (802) 254-7110 E-MAIL ADDRESS: peggyd@therichardsgroup.com	
<b>INSURED</b> Paula Sagerman P O Box 365 Brattleboro VT 05302		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Peerless Indemnity Ins Co NAIC # 18333 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

**COVERAGES**

CERTIFICATE NUMBER: 13/14

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 SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC		TBD	11/20/2013	11/20/2014	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N / A				WC STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**State of New Hampshire  
25 Capital Street  
Concord, NH 03301

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

Peggy DeAngelis/P114