

**BOSTON LANDMARKS COMMISSION  
HISTORIC ARCHITECT FOR DESIGN REVIEW**

The Boston Landmarks Commission, the City of Boston's historic preservation agency, is seeking proposals for a consulting, part-time, historic architect to review design and construction projects for properties under its jurisdiction. Position will entail approximately 10-15 hours per week for approximately 9 months duration. Applicants must be currently licensed architects in Massachusetts, with a BA or MA in architecture or urban design, and have at least 2-5 years historic preservation experience, especially with projects requiring National Register and/or local preservation commission review. Ability to work in the office of the Boston Landmarks Commission at least one day a week required (or two partial days), ability to attend approximately 1-2 evening meetings per month also required. Knowledge of Boston highly desirable. Will be paid hourly contract fees by and through the City of Boston, with a grant from the Massachusetts Historical Commission in the amount of \$21,000.

Requests for proposals entitled "Historic Architect RFP" available at [www.cityofboston.gov/environment/downloads.asp](http://www.cityofboston.gov/environment/downloads.asp) or by contacting Ellen Lipsey, Executive Director, Boston Landmarks Commission, Boston City Hall, Room 805, Boston, MA; phone 617-635-3850. Proposal deadline is 5 p.m., Monday, November 10, 2003. Proposals must be on time and complete in order to be considered.

City of Boston  
Boston Landmarks Commission

Revised and Re-issued Request for Proposals

**Historic Architect  
Contract Services**

FY03 Survey & Planning Grant

Proposals Due:

**Monday, November 10, 2003 by 5:00 p.m.**  
Late and Incomplete Proposals Will Be Rejected

Deliver Complete Proposals To:

Ellen J. Lipsey, Executive Director  
Boston Landmarks Commission  
Room 805, Boston City Hall  
Boston, MA 02201

or  
[ellen.lipsey@cityofboston.gov](mailto:ellen.lipsey@cityofboston.gov)

For Further Information Please Contact:  
Ellen J. Lipsey at 617-635-3850

The City of Boston reserves the right to reject any or all proposals.

## **Request for Proposals**

### **Historic Architect Contract Services**

#### **A. Introduction**

This request for proposals (RFP) sets forth procedures and requirements to be employed by the Boston Landmarks Commission in the selection of an architect to serve as the Historic Architect for the Boston Landmarks Commission on a part-time, contract basis. Activities will commence upon selection of an architect and issuance of a notice to proceed.

Respondents must provide an hourly rate and total fee for the proposed services as part of the proposal submittal requested below. The Boston Landmarks Commission will evaluate all timely and complete proposals, and on a competitive basis for services, award a contract.

#### **B. Background**

The Boston Landmarks Commission (hereafter BLC) is the historic preservation planning agency for the City of Boston. In FY03, the BLC will contract for part-time Historic Architect services under a Survey and Planning Grant provided by the Massachusetts Historical Commission. This contract position is seen as a short-term measure, due to budget constraints, to provide assistance on an interim basis (until the BLC can fill the full-time position of Staff Architect).

The goal of the contract position/project is to supplement the expertise of the existing BLC staff as needed in technical areas such as design, structural engineering, rehabilitation practices, material conservation and so forth, as well as to supplement current staff capacity in regulatory and administrative areas.

The Historic Architect will work under the direction of the BLC executive director and will coordinate with the BLC staff members to determine needs and priorities, attend meetings with project proponents, property owners, architects, developers, contractors, preservation consultants, representatives of other agencies, community groups, et al. The duties of the Historic Architect will include making site visits, administration of applications to the BLC for design review, attending BLC hearings, writing decision letters for BLC design review, preparing preservation comments for project reviews through zoning and state environmental reviews, and performing other tasks as required to fulfill the mission of the Boston Landmarks Commission and historic district commissions. The Historic Architect will work in the Environment Department as part of the preservation team. The contract is anticipated to commence in the fall of 2003 and be completed in the summer of 2004.

#### **C. Funding Sources**

Funding not to exceed \$21,000 will be provided by a grant from the Massachusetts Historical Commission, administered in conjunction with the Boston Landmarks Commission, through the Environment Department for the City of Boston.

#### **D. Scope of Services**

See Attachment A for Scope of Services. Wherever applicable, work shall be in accordance with The Secretary of the Interior's Standards for the Treatment of Historic Properties (36 C.F.R. 67 and 68). The Historic Architect shall be responsible for applying local district and individual landmark Standards and Criteria and for understanding all local and state legislation and regulations applicable to its reviews, for example, the BLC enabling legislation, district and individual Landmark designations, Boston demolition delay ordinance, local zoning and state environmental review procedures, the state building code, and programmatic agreements with other agencies.

**E. Proposal**

Three (3) copies of the proposal must be furnished to Ellen Lipsey, Executive Director, Boston Landmarks Commission, for review by the selection committee. The proposal must include:

- The applicant's qualifications statement, including professional work experience attesting to capacity to perform the required work program. Include a description of the consultant's specific knowledge and relevant experience that he or she will utilize to address the goals of the project and the specific scope of work.
- Current resume highlighting relevant/similar historic architectural preservation experience.
- 1-3 relevant work samples such as writing samples (for example, design review decision letters or design guidelines or sections of reports pertaining to historic preservation project reviews) or other work samples demonstrating an understanding of historic preservation design review.
- The consultant's expectations/understanding of assistance and services from the City.
  - Any potential conflicts of interest including projects that the consultant has been, is, or may be working on that involve individual Boston Landmarks, buildings under local historic district commission review in Boston and projects impacting historic buildings in Boston that may be reviewed by the BLC under zoning and state/federal reviews.
  - At least 3 professional references with names, addresses, telephone numbers, and email addresses, related to performing similar or relevant services in the past.
  - Any other information deemed relevant to the project which the consultant believes will further the competitiveness of the proposal.
  - Completed Fee Proposal Form, Attachment B.
- Applicant's qualifications as stated in the proposal must meet the following minimum criteria, which include fulfillment of the Secretary of the Interior's Professional Qualifications Standards in Historic Architecture 36 CFR 61, Appendix A:
  - 1.) Bachelor's or Master's degree in Architecture or Urban Design;
  - 2.) Current license to practice architecture in Massachusetts;
  - 3.) At least 2-5 years related preservation architectural experience including detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects;
  - 4.) Basic computer skills including Word and Excel familiarity; and
  - 5.) Working knowledge of local district commission/local landmark commission regulatory review processes and the application of design guidelines to such reviews, Section 106 and/or Chapter 254 reviews, and the Secretary of the Interior's Standards for the Treatment of Historic Properties.

Any proposal that fails to include all of the above information will be considered to be incomplete and will not be afforded a complete review by the selection committee.

**F. Selection Criteria**

The selection process will include an evaluation procedure based on the criteria identified below. Finalists will be asked to interview at the BLC offices.

- Depth of experience with similar/relevant preservation projects, especially demonstrating an understanding of design review and of preservation regulatory review processes at the local, state, and/or federal level.
- Professional qualifications of the applicant (training/educational background appropriate to the project described herein) including professional experience above and beyond the minimum qualifications outlined in Section E.
- Total hours afforded by the proposed hourly fee.
- Strength and credibility of client references from similar projects.
- Oral and written communication skills.
- Familiarity with the city of Boston and its history, architecture and neighborhoods.
- Prior experience with public or private, fixed-term and fixed-fee contracts and specifically with MHC-funded contracts.

**G. Project Fee (for completion of project as described)**

The Boston Landmarks Commission has established a fixed-fee of \$21,000 for the Scope of Services described herein. Consultants must complete the Attachment B: Fee Proposal Form. The selection committee will select the most overall advantageous proposal. Contract award recommendation is subject to review and approval of the Massachusetts Historical Commission.

**H. Submissions**

Proposals should be addressed to:

Ellen J. Lipsey  
Executive Director  
Boston Landmarks Commission  
Room 805, Boston City Hall  
Boston, MA 02201

The final date for submission of proposals is 5:00 p.m, Monday, November 10, 2003. All submittals must be in hard copy or email. No faxes or CDs will be accepted.

Note: Any questions pertaining to this RFP may be directed to Ellen Lipsey, (617) 635-3850.

## **ATTACHMENT A**

### **SCOPE OF WORK**

#### **BOSTON LANDMARKS COMMISSION HISTORIC ARCHITECT CONSULTANT**

#### **PROJECT GOALS AND OBJECTIVES**

The purpose of this project is to hire a consultant to act in the capacity of part-time Historic Architect for the Boston Landmarks Commission in completing design reviews under the commission's various mandates. The Historic Architect will assist the members of the Boston Landmarks Commission/historic district commission staff. Wherever applicable, the work of the Historic Architect shall be in accordance with The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings (36 C.F.R 67 and 68).

Specific project goals include may include any/all of the following:

- 1.) Provide the preservation commissions and staff with professional review for proposed and in-progress design, construction and alteration projects vis-à-vis local Landmark and historic districts;
- 2.) Serve as staff architect for BLC design review hearings;
- 3.) Provide professional information for inter-agency and public meetings;
- 4.) Provide the Environment Department with cultural resource review for projects as required under environmental mandates;
- 5.) Assist in the review for the Department of Neighborhood Development projects under cooperative agreement;
- 6.) Perform any/all administrative tasks associated with all of the above including letter-writing, filing, and maintaining tracking system for design review of projects; and
- 7.) Perform any other tasks required as the Boston Landmarks Commission's historic architect.

#### **WORK PROGRAM FOR EACH PHASE OF THE PROJECT – TASKS, PRODUCTS, SCHEDULE FOR COMPLETION**

##### **Tasks for each of Phase I, II and III:**

Within the hours set forth under the contract and for specific tasks/reviews as directed by BLC staff:

1. Provide ongoing technical assistance to the preservation commissions, owners of historic properties, local officials, the general public and City departments on appropriate design, maintenance, and repair options for historic and other older structures; review application materials for appropriateness and completeness;
2. Provide cultural resource reviews required under environmental mandates; and
3. Review Department of Neighborhood Development projects under cooperative agreement.
4. Perform ongoing duties associated with the BLC and historic district commissions, such as site visits, community meetings, letter-writing and filing.

**Products for each of Phase I, II and III:**

1. Summary of reviews completed to date.
2. 3-4 representative samples of correspondence, meeting notes, and other materials pertaining to site visits and/or the administration of BLC and historic district commissions design reviews.
3. 5-6 representative samples of decision letters regarding applications to the BLC or any of the historic district commissions or as the result of site visits/meetings, of DND project reviews and representative environmental review comments.

**Completion Schedule for Phase I, Phase II and Phase III**

Phase I will be completed by February 27, 2004.

Phase II will be completed by May 28, 2004.

Phase III will be completed by August 27, 2004.

**ATTACHMENT B**

**FEE PROPOSAL FORM**

The undersigned hereby submits a price proposal to perform the services outlined in the Request for Proposals for the contract Staff Architect position.

CONSULTANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

The consultant hereby pledges to deliver the complete scope of work required for the rates and charges shown below:

Professional Services, Hourly Rate: \_\_\_\_\_

Number of Hours to be provided at the above rate: \_\_\_\_\_

TOTAL COST: \_\_\_\_\_

\_\_\_\_\_  
Consultant Signature

\_\_\_\_\_  
Date