

Request for Proposals (RFP) For  
Historic Resources Inventory  
**Town-wide Historic Resources Inventory for Town of Ridgefield**

Issued By:  
The Town of Ridgefield  
In collaboration with  
The Ridgefield Historical Society

The Request for Proposal is available in electronic format from:

[ridgefieldhistoricalsociety.org/survey2022](https://ridgefieldhistoricalsociety.org/survey2022)

Official Contact:

Name: Phillip Esser, Chair, Historic Preservation Committee, Ridgefield Historical Society  
Address: 4 Sunset Lane, Ridgefield, CT 06877  
Phone: (203) 313-3427  
E-Mail: [hri-committee@ridgefieldhistoricalsociety.org](mailto:hri-committee@ridgefieldhistoricalsociety.org)

RESPONSES MUST BE RECEIVED NO LATER THAN

October 7, 2022

12:00pm

The Town of Ridgefield and Ridgefield Historical Society are Equal Opportunity/Affirmative Action Employers.

The Town of Ridgefield and Ridgefield Historical Society reserve the right to reject any and all submissions or cancel this procurement at any time if deemed in the best interest of The Town of Ridgefield and Ridgefield Historical Society.

## **A. INTRODUCTION**

### **1. RFP Name and Number.**

Town-wide Historic Resources Inventory (HRI) for the Town of Ridgefield

### **2. RFP Summary.**

The Town of Ridgefield and Ridgefield Historical Society are seeking a consultant or firm whose principals meet the Secretary of the Interior Standards for architectural history and history for the update of and preparation of a town-wide historic resources inventory. Planned as a phased, two-year effort, the project assumes that a second round of funding will be forthcoming for a second year, though it is not guaranteed. Therefore, the Scope of Work (SOW) will focus on organization of the entire project, including a full inventory by address of the 1979 and 1983 surveys, historic context(s), planning for the two-year entire survey, mapping, and all requisites for a full SHPO-mandated deliverable for a complete HRI. As such the limitations of the first round of funding will be not be placed on updates to the prior HRIs, but on preparing no less than 300 new and complete Historic Resource forms.

The goal of adequately funding this project was based on an expectation of high-quality deliverables, meeting scheduled due dates, and interfacing with a highly knowledgeable community committed to professional historical research standards and documentation. Two of the Ridgefield Historical Society's Historic Preservation Committee members are preservation professionals, well-versed in the HRI process.

### **3. RFP Purpose.**

A substantial Historic Resources Inventory was conducted in 1979 under the Connecticut Historical Commission with the sponsorship of the Ridgefield Preservation Trust [ridgefieldhistoricalsociety.org/historic-preservation/architectural-survey/](http://ridgefieldhistoricalsociety.org/historic-preservation/architectural-survey/). The current request takes a phased approach over two years to update the survey by focusing on properties over 45-50 years of age (1975), or those of exceptional importance less than 50 years old, and include those of all periods not captured in the 1979 and 1983 update. That will include development of post-WWII residential neighborhoods, churches, and commercial buildings, structures and objects constructed in Ridgefield up to 1975.

Ridgefield's architectural heritage of the twentieth century buildings include the height of the "resort-era" phase and large estates, the end of that phase of the historic revivals in the emerging neighborhoods, the emergence of Modernism, and the eclectic mix of neo-traditional forms that came out of the post-WWII period. Where expressions of the Modern Movement exist in Ridgefield they are associated with so-called Mid-Century Modernism and expressed mostly in residential stylistic trends. While intended to employ the "fifty-year rule" as set by the National Register of Historic Places guidelines, the ending period for the survey encapsulates the large residential development period of the 1950s and 1960s.

Where neighborhoods of post-WWII residential development occurred with standardized plans, only representative examples will be documented. Considering the rapid pace of development from 1930 to 1975, this first phase effort will continue to assist the town in addressing a new trend in demolitions that continue to erode the 19<sup>th</sup> and 20<sup>th</sup> century historic character of Ridgefield. The Ridgefield Historical Society's Historic Preservation Committee will work with the selected consultants.

In the past survey, emphasis was placed on European-related settlement and development in Ridgefield. In recent years, the town as a whole has been exploring a wider historic context that includes native Americans, African-Americans, women, as well as working- and middle-class development in town. The consultant or firm will make efforts to include these groups in the historic context(s), especially as it may relate to individual properties.

## **B. INSTRUCTIONS**

### **1. Official Contact.**

The Town of Ridgefield and Ridgefield Historical Society have designated the individual below as the Official Contact for purposes of this RFP. The Official Contact is the **only authorized contact** for this procurement and, as such, handles all related communications on behalf of the Town of Ridgefield and Ridgefield Historical Society.

Name: Phillip Esser, Chair, Historic Preservation Committee, Ridgefield Historical Society  
Address: 4 Sunset Lane, Ridgefield, CT 06877  
Phone: (203) 313-3427  
E-Mail: [preservation@ridgefieldhistoricalsociety.org](mailto:preservation@ridgefieldhistoricalsociety.org)

Please ensure that e-mail screening software (if used) recognizes and accepts e-mails from the Official Contact.

The RFP, amendments to the RFP, and other information associated with this procurement are available in electronic format from the Official Contact.

### **2. Procurement Schedule.**

See below. Dates after the due date for proposals ("Proposals Due") are non-binding target dates only (\*). The Town of Ridgefield and Ridgefield Historical Society may amend the schedule as needed

- RFP Released: September 20, 2022
- Deadline for Questions: September 28, 2022
- Answers Released: September 30, 2022
- Proposals Due: October 7, 2022
- (\*) Proposer Selection: October 24, 2022
- (\*) Start of Contract Negotiations: October 25, 2022
- (\*) Start of Contract: November 1, 2022

### **3. Contract Awards.**

The award of any contract pursuant to this RFP is dependent upon the availability of funding to the Town of Ridgefield and Ridgefield Historical Society minus administrative costs. The Town of Ridgefield and Ridgefield Historical Society anticipates the following:

- Total Funding Available: \$54,000.00 per year x 2 years
- Number of Awards: 2
- Contract Cost: Confidential
- Contract Term: 10 months from the start of the contract
- Funding Source: Connecticut's Community Investment Act

#### **4. Eligibility.**

- Must meet minimum professional qualifications under the Secretary of the Interior's Historic Preservation Professional Qualification Standards as expanded and revised in 1997 (62 FR 33708, June 20) for the fields of Architectural History and History.
- Must demonstrate specific work experience in completing similar projects.

#### **5. Minimum Qualifications of Proposers.**

To qualify for a contract award, a proposer must have the following minimum qualifications:

- Qualifying bidders must meet minimum professional qualifications under the Secretary of the Interior's Historic Preservation Professional Qualification Standards as expanded and revised in 1997 (62 FR 33708, June 20) for the fields of Architectural Historian.
- Qualifying bidders must have the appropriate background and experience in conducting large historic resource surveys that include title and historic background research.
- Qualifying bidders must demonstrate specific work experience in completing similar projects.

#### **6. Inquiry Procedures.**

All questions regarding this RFP or the Town of Ridgefield and Ridgefield Historical Society's procurement process must be directed, in writing, electronically, (e-mail) to the Official Contact before the deadline specified in the Procurement Schedule. The *early* submission of questions is encouraged. Questions will *not* be accepted or answered verbally – neither in person nor over the telephone. All questions received before the deadline(s) will be answered via email. Questions deemed unrelated to the RFP or the procurement process will not be answered. At its discretion, the Town of Ridgefield and Ridgefield Historical Society may or may not respond to questions received after the deadline. Town of Ridgefield and Ridgefield Historical Society may combine similar questions and give only one answer. All questions and answers will be compiled into a written amendment to this RFP. If any answer to any question constitutes a material change to the RFP, the question and answer will be placed at the beginning of the amendment and duly noted as such.

The Town of Ridgefield and Ridgefield Historical Society will release the answers to questions on the date(s) established in the Procurement Schedule.

## **7. Proposal Due Date and Time.**

The Official Contact is the **only authorized recipient** of proposals submitted in response to this RFP. Proposals must be received by the Official Contact on or before the due date and time. Proposals received after the due date and time will be ineligible and will not be evaluated. The Town of Ridgefield or Ridgefield Historical Society will send an email correspondence alerting late respondents of ineligibility.

**An acceptable submission must include the following:**

- One (1) conforming electronic copy of the original proposal.

The proposal must be complete and ready for evaluation by the Evaluation Committee. The proposal should be emailed to the Official Contact at contact email address. Mailed or hand delivered proposals will not be accepted. The electronic copy of the proposal must be emailed to the official agency contact for this procurement before the deadline. The subject line of the email must read: **Town-wide Historic Resources Inventory for Town of Ridgefield**. Any required forms and appendices may be scanned and submitted as PDFs at the end of the main proposal document. Please ensure the entire email submission is less than 15MB as this reflects The Ridgefield Historical Society's server limitations. Respondents should work to ensure there are not additional IT limitations from the provider side. The official contact will send a reply email to confirm receipt of any submissions.

## **8. Multiple Proposals.**

The submission of multiple proposals is not an option for this procurement.

## **C. PURPOSE OF RFP AND SCOPE OF SERVICES**

### **1. NAME OF ORGANIZATION OVERVIEWS**

The Town of Ridgefield Connecticut was founded in 1708 and is comprised of buildings and structures that physically express over 300 years of American architectural history, from vernacular farmhouses to high-style architect-designed residential, civic, ecclesiastical, and commercial buildings. The Historic District Commission was founded in 1968 for the purpose of preserving the historic character of the homes and properties within Ridgefield's two large residential Historic Districts. No buildings within the districts, which includes garages, maintenance sheds and similar structures, may be altered or demolished without prior review and approval from the Commission. The HDC acts in an advisory role to other Town departments in matters related to historic preservation. In addition, the HDC partners with the Ridgefield Historical Society on preservation matters. Ridgefield has a significant commitment and interest in its historic preservation and, as such, the Town is a Certified Local Government (CLG) by the U.S. Department of the Interior, which establishes its working partnership with the National Park Service and the State Historic Preservation Office. This program empowers the HDC to pursue preservation initiatives beyond regulating historic districts and provides State and Federal grant funding for historic preservation initiatives.

The Ridgefield Historical Society’s purpose is to preserve, interpret, and foster public knowledge of Ridgefield’s historical, cultural, and architectural heritage. With its roots in the Ridgefield Preservation Trust, the Ridgefield Historical Society was founded in 2001 and maintains state-of-the-art archives, which serve as the principal repository for Ridgefield’s historic documents, images, and artifacts. Most of RHS’s programs, exhibits, and events reference this extensive collection of over 10,000 items—and very often it is the inspiration for programming efforts. The Historical Society is committed to expanding educational opportunities for all ages, both online and in-person, and serving our community at our two sites: the 1714 [David Scott House](#) and the 1756 [Peter Parley Schoolhouse](#), as well as in partnership with local institutions.

## **2. SERVICE OVERVIEW**

### **Project Goals**

The survey is a critical tool in capturing that character and engaging residents and community members in the collective preservation of our town. This HRI will play a significant role in encouraging continued preservation of the historic character of Ridgefield and protecting our architectural heritage. These are goals stated across three town agencies: the Historic District Commission, Architectural Advisory Committee (Planning and Zoning), and the Village District Consultant. The Ridgefield Historical Society and the HDC have collaborated in creating the town’s first Demolition Delay Ordinance and are currently working with the town government to strengthen the regulation.

## **3. SCOPE OF SERVICE DESCRIPTION**

### **1. Service Expectations**

The Consultant will:

Consult with The Town of Ridgefield and Ridgefield Historical Society representatives regarding the needs and goals of the project.

Follow guidelines found in *National Register Bulletin #24, Guidelines for Local Surveys: A Basis for Preservation Planning*. The HRI shall include, at a minimum, the following items, arranged in the following order:

1. Title Page: Must include a funding acknowledgement statement citing the Connecticut Department of Economic and Community Development (DECD), and include the Department’s logo.
2. Author(s) acknowledgements.
3. Table of contents.
4. Introduction.
5. Methodology.

6. Historic and architectural overview of the survey area, relating the history of the town to the buildings surveyed (minimum 20-25 pages).
7. Bibliography.
8. Resources related to Native American, Minority and Women's history.
9. Recommendations for National Register of Historic Places designation.
10. Street index of all inventoried resources, arranged in alpha-numeric order by street address.
11. High quality digital photographs of extant inventoried resources with photos clearly labeled.
12. Connecticut State Inventory Forms for a minimum of 300 buildings and sites completed on Department of Economic and Community Development (DECD) electronic inventory forms.
13. Maps of survey area including number of hectares surveyed.

Consultant shall meet with the State Historic Preservation Office Survey Coordinator to review the project and shall submit the report in draft form to the SHPO for review and comment. The DECD's logo and funding acknowledgement statement.

The historic resources inventory will be prepared by a 36 CFR Part 61 Qualified Architectural Historian or Architectural Historian/Historian Team.

The bidder will produce 2 unbound archival copies of the survey and one digital copy of the survey.

#### **4. Staffing Expectations**

Qualifying bidders must meet minimum professional qualifications under the Secretary of the Interior's Historic Preservation Professional Qualification Standards as expanded and revised in 1997 (62 FR 33708, June 20) for the Architectural History.

The bidder shall be experienced in project management, survey design and methodology, and coordination of volunteers, and will be knowledgeable about American history and architectural history.

Bidders are required to provide examples of similar work experience. Preference will be given to bidders who have extensive experience preparing surveys of this type

#### **5. Data and Technology Expectations**

Use of industry standard software to allow for easy data sharing

#### **6. Financial Expectations**

##### **Payment to the Contractor will be made based upon standard invoice procedures**

- The accepted bidder should anticipate providing an outline of payment requests as they relate to percentage of work completed.

##### **Insurance Requirements**

- Proposer shall maintain all required insurance in amounts, form, substance and quality acceptable to the State, as described more fully in Appendix, attached hereto and made

a part hereof. A certificate evidencing such insurance shall be delivered to the Official Contact.

**7. Budget Expectations**

- The budget for this project is funded by the Connecticut Community Investment Account, as administered by the Department of Economic and Community Development(DECED), State Historic Preservation Office (SHPO).
- The funding allotted for the services outlined in this RFP is \$54,000.00

**8. Town of Ridgefield and Ridgefield Historical Society Role**

- Town of Ridgefield and Ridgefield Historical Society will review drafts of all deliverables and provide comments/suggested edits in a timely fashion as prescribed by the table in Section E.
- The Town of Ridgefield and Ridgefield Historical Society will provide access to other requested records, upon availability including existing drawings and previous inspections

**D. PERFORMANCE MEASURES**

The following performance metrics highlight key priorities of the project and desired outcomes.

- Overall quality of work product with emphasis on depth of research, architectural photography quality, architectural analysis, and graphics.
- Thorough and well-written historic context(s)

**E. CONTRACT MANAGEMENT/DATA REPORTING**

**Key deliverables and dates**

<b>TASK NAME</b>	<b>ASSIGNED TO</b>	<b>START DATE</b>	<b>DUE DATE</b>	<b>DURATION in days</b>
Zoom or in-person Kick-Off Meeting	Both Parties	11/4/2022		
-Organization of survey based on windshield surveys -Mapping templates with addresses -Themes/abstracts for historic context(s)	Consultant	11/4/2022	1/15/2022	71
Review and comment on new survey list Review and comment on historic context themes	HDC/RHS	12/15/2022	2/15/2023	30
Zoom or in-person Project Meeting	Both Parties		2/20/2023	
Draft historic context(s) narratives Draft architectural context narratives Draft neighborhood context(s)	Consultant	11/1/2022	5/15/2023	
Review and comment on Draft contexts	HDC/RHS	5/15/2023	6/15/2023	30
Zoom or in-person Project Meeting	Both Parties		6/1/2023	
Review and comment on new HRI forms	HDC/RHS	6/15/2023	7/15/2023	30
FINAL Deliverables:			8/31/2023	

## F. PROPOSAL SUBMISSION CONTENTS

### 1. Cover Sheet.

The Cover Sheet is Page 1 of the proposal.

The proposer must develop a Cover Sheet that includes the information below. *Legal Name* is defined as the name of the provider or vendor submitting the proposal. *Contact Person* is defined as the individual who can provide additional information about the proposal or who has immediate responsibility for the proposal. *Authorized Official* is defined as the individual empowered to submit a binding offer on behalf of the proposer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto.

- RFP Name or Number:
- Legal Name:
- Street Address:
- Town/City/State/Zip:
- Contact Person:
- Title:
- Phone Number:
- E-Mail Address:
- Authorized Official:
- Title:
- Signature:

### 2. CONTENTS OF PROPOSAL

#### a. Executive Summary.

Proposals must include a high-level summary of the main proposal and cost proposal. The summary must also include the organization's eligibility and qualifications to respond to this RFP and a brief overview of why the Respondent should be selected for the activities highlighted in the scope of services.

#### b. Main Proposal

#### To Submit a Responsive Proposal:

The proposal must include but is not limited to:

- Firm Qualifications
- Team Member Credentials, including resumes
- Project Understanding/Methodology/Scope. Should include:
  1. *Start Date Timetable / Schedule*
  2. *Tasks, Deliverables*
  3. *Methodologies*
  4. *Measurable Objectives*
- Relevant Project Experience. A copy of a condition assessment successfully completed by firm is preferred and can be sent separately by email to Official Contact
- References
- Fee Proposal

- Certificate of Insurance

**c. Validity of Proposal.** The proposer certifies that the proposal represents a valid and binding offer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto. The proposal shall remain valid for a period of 180 days after the submission due date and may be extended beyond that time by mutual agreement. At its sole discretion, the Town of Ridgefield and Ridgefield Historical Society may include the proposal, by reference or otherwise, into any contract with the successful proposer.

## **G. EVALUATION OF PROPOSALS**

### **1. Evaluation Process.**

It is the intent of the Town of Ridgefield and Ridgefield Historical Society to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP

### **2. Evaluation Review Committee.**

The Town of Ridgefield and Ridgefield Historical Society will designate a Review Committee to evaluate proposals submitted in response to this RFP. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed and considered. Proposals that fail to comply with all instructions will be rejected without further consideration. The Review Committee shall evaluate all proposals that meet the Minimum Submission Requirements and make recommendations for awards. The Department of Economic and Community Development (DECD), State Historic Preservation Office (SHPO) will approve the selection. Attempts by any proposer (or representative of any proposer) to contact or influence any member of the Review Committee or the State Historic Preservation Office staff member may result in disqualification of the proposer.

### **3. Minimum Submission Requirements.**

To be eligible for evaluation, proposals must (1) be received on or before the due date and time; (2) meet the Eligibility and Qualification requirements to respond to the procurement, and (3) be complete. Proposals that fail to satisfy these minimum submission requirements will not be reviewed further. The Town of Ridgefield and Ridgefield Historical Society will reject any proposal that deviates significantly from the requirements of this RFP.

### **4. Evaluation Criteria.**

Proposals meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Review Committee will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals.

#### **1. Organization Description and History**

Meets the outlined qualifications and provides proof of previous completed projects of a similar scope and scale.

#### **2. Scope of Services**

A detailed understanding of the scope of services, particularly the requirements of the project.

#### **3. Staffing Plan & Subcontractors**

Staffing, including subcontractors, should meet the desired qualifications and provide expertise in all necessary categories of work.

4. Work Plan

A realistic / efficient work plan, which falls within the budget and provides a competitive timeline, fully outlining all expected deliverables.

5. Cost competitiveness and Budget Narrative

A competitive, yet thorough budget, which incorporates the entire scope of services, and is realistic in regard to staffing and timing required.

6. Electronic examples of relevant work samples.

Note:

As part of its evaluation of the Staffing Plan, the Review Committee will review the proposer's demonstrated commitment to affirmative action

**5. Proposer Selection.**

Upon completing its evaluation of proposals and approval by SHPO, any proposer selected will be so notified and awarded an opportunity to negotiate a contract with the Town of Ridgefield and Ridgefield Historical Society. Such negotiations may, but will not automatically, result in a contract. All unsuccessful proposers will be notified by e-mail or U.S. mail, at the Town of Ridgefield and Ridgefield Historical Society's discretion, about the outcome of the evaluation and proposer selection process.

**H. TERMS AND CONDITIONS**

*By submitting a proposal in response to this RFP, a proposer implicitly agrees to comply with the following terms and conditions:*

**1. Equal Opportunity and Affirmative Action.** The Town of Ridgefield and Ridgefield Historical Society are Equal Opportunity and Affirmative Action employer and do not discriminate in their hiring, employment, or business practices. The State is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.

**2. Preparation Expenses.** The Town of Ridgefield and Ridgefield Historical Society shall not assume any liability for expenses incurred by a proposer in preparing, submitting, or clarifying any proposal submitted in response to this RFP.

**4. Proposed Costs.** All proposed costs must be fixed through the entire term of the contract.

**5. Changes to Proposal.** No additions or changes to the original proposal will be allowed after submission.

**6. Supplemental Information.** Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by the Town of Ridgefield and Ridgefield Historical Society. The Town of Ridgefield and Ridgefield Historical Society may ask a proposer to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a proposal. Any such demonstration, interview, or oral presentation will be at a time selected and in a place provided by Town of Ridgefield and Ridgefield Historical Society. At its sole discretion, the Town of Ridgefield and Ridgefield

Historical Society may limit the number of proposers invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per proposer.

**8. RFP Is Not An Offer.** Neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of the Town of Ridgefield and Ridgefield Historical Society or confer any rights on any proposer unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the proposer and the Town of Ridgefield and Ridgefield Historical Society and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. Town of Ridgefield and Ridgefield Historical Society shall assume no liability for costs incurred by the proposer or for payment of services under the terms of the contract until the successful proposer is notified that the contract has been accepted and approved by the Town of Ridgefield and Ridgefield Historical Society.

## **I. RIGHTS RESERVED TO THE Town of Ridgefield and Ridgefield Historical Society**

*By submitting a proposal in response to this RFP, a proposer implicitly accepts that the following rights are reserved to the Town of Ridgefield and Ridgefield Historical Society:*

- 1. Timing Sequence.** The timing and sequence of events associated with this RFP shall ultimately be determined by the Town of Ridgefield and Ridgefield Historical Society.
- 2. Amending or Canceling RFP.** The Town of Ridgefield and Ridgefield Historical Society reserves the right to amend or cancel this RFP on any date and at any time, if the Town of Ridgefield and Ridgefield Historical Society deems it to be necessary, appropriate, or otherwise in the best interests of the State.
- 3. No Acceptable Proposals.** In the event that no acceptable proposals are submitted in response to this RFP, the Town of Ridgefield and Ridgefield Historical Society may reopen the procurement process, if it is determined to be in the best interests of the Town of Ridgefield and Ridgefield Historical Society.
- 4. Award and Rejection of Proposals.** The Town of Ridgefield and Ridgefield Historical Society reserves the right to award in part, to reject any and all proposals in whole or in part, for misrepresentation or if the proposal limits or modifies any of the terms, conditions, or specifications of this RFP. The Town of Ridgefield and Ridgefield Historical Society may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the Town of Ridgefield and Ridgefield Historical Society will be served. The Town of Ridgefield and Ridgefield Historical Society reserves the right to reject the proposal of any proposer who submits a proposal after the submission date and time.
- 5. Sole Property of the** Town of Ridgefield and Ridgefield Historical Society. All proposals submitted in response to this RFP are to be the sole property of the Town of Ridgefield and Ridgefield Historical Society. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the Town of Ridgefield and Ridgefield Historical Society unless stated otherwise in this RFP or subsequent contract. The right to publish, distribute, or disseminate any and all information or reports, or part thereof, shall accrue to the Town of Ridgefield and Ridgefield Historical Society and the SHPO without recourse.
- 6. Contract Negotiation.** The Town of Ridgefield and Ridgefield Historical Society reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The Town of Ridgefield and Ridgefield Historical Society further reserves the right to contract with one or more proposer for such services.

5. **Clerical Errors in Award.** The Town of Ridgefield and Ridgefield Historical Society reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a proposer and subsequently awarding the contract to another proposer. Such action on the part of the Town of Ridgefield and Ridgefield Historical Society shall not constitute a breach of contract on the part of the State since the contract with the initial proposer is deemed to be void *ab initio* and of no effect as if no contract ever existed between the Town of Ridgefield and Ridgefield Historical Society and the proposer.

## APPENDIX

### INSURANCE REQUIREMENTS

- Bidders shall procure and maintain for the duration of the approved Project the following types of insurance, in amounts no less than the stated limits, against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder;
  1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. Coverage shall include Premises and Operation, Independent Contractors, Product and Completed Operations and Contractual Liability. If a general aggregate is used, the general aggregate limit shall apply separately to the Agreement or the general aggregate limit shall be twice the occurrence limit.
  2. Workers' Compensation and Employer's Liability: Statutory coverage in compliance with compensation laws of the State of Connecticut. Coverage shall include Employer's Liability with a minimum limit of \$100,000 each accident, and \$500,000 Disease – Policy limit, \$100,000 each employee.
  3. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury. Coverage extends to owned, hired and non-owned automobiles. If the vendor/contractor does not own an automobile, but one is used in the execution of the contract, then only hired and non-owned coverage is required. If a vehicle is not used in the execution of the contract, then automobile coverage is not required.
- (B) Additional Insurance Provisions
- The Town of Ridgefield, the Ridgefield Historical Society and the State of Connecticut Department of Economic and Community Development, its officials and employees shall be named as an Additional Insured on the Commercial General Liability policy. Additional Insured status is not required for items 2 through 3 above.

- Described insurance shall be primary coverage and the Bidder and Bidder's insurer shall have no right of subrogation recovery or subrogation against Town of Ridgefield, the Ridgefield Historical Society OR State of Connecticut.
- Bidder shall assume any and all deductibles in the described insurance policies.
- Without limiting the Bidder's obligation to procure and maintain insurance for the duration identified in (A) above, each insurance policy shall not be suspended, voided, cancelled or reduced except after thirty (30) days prior written notice by certified mail has been given to the Town of Ridgefield and the Ridgefield Historical Society, with the exception that a ten (10) day prior written notice by certified mail for non-payment of premium is acceptable.
- Each policy shall be issued by an Insurance Company licensed to do business by Connecticut Department of Insurance and having a Best Rating of A-, VII, or equivalent or as otherwise approved by DECD.