

## PURCHASING DEPARTMENT

The bid listed below has had addenda issued. Documents are available over the Internet at <http://www.bid.ci.norwalk.ct.us>. Adobe Acrobat reader is required to view this document. If you do not have this software you may download it for free from Adobe. A link to the Adobe site is provided on the internet bid page. This service is also available via FAX. Dial 203-854-7897 from any phone to access the Purchasing Department's Express Request Line. The document number to request will be the same as the project number indicated above.

Project #	Addendum #	# of pages	Original Issue Date	Request Doc #
2907	3	1	April 1, 2010	1001 - see text below

<b>Date</b>	<b>April 29, 2010</b>	
<b>Project Number</b>	<b>2907</b>	.
<b>Addenda Number</b>	<b>3</b>	
<b>DEADLINE</b>	<b>2:00 PM</b>	<b>May 6, 2010 [see below]</b>
<b>Project Title</b>	<b>Development of a Comprehensive Historic Resource Inventory</b>	

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Quotations appearing on the Proposal are to reflect the provisions of this Addendum. Failure to acknowledge receipt of this Addendum in the space provided on the response sheet may subject candidate to disqualification.

### **New Information:**

1. The deadline for the submission of bids for this project has been extended to 2:00pm, Thursday, May 6, 2010.

## **End of Addendum #3**

## PURCHASING DEPARTMENT

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Project #	Addendum #	# of pages	Original Issue Date	Request Doc #
2907	2	6	April 1, 2010	1001 - see text below

<b>Date</b>	<b>April 22, 2010</b>		
<b>Project Number</b>	<b>2907</b>		
<b>Addenda Number</b>	<b>2</b>		
<b>DEADLINE</b>	<b>2:00 PM</b>	<b>April 29, 2010</b>	
<b>Project Title</b>	<b>Development of a Comprehensive Historic Resource Inventory</b>		

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### **Responses to Questions**

1. Question: We are interested in responding to this RFP, but noticed a stipulation for having an office in the State of Connecticut, and wanted to know if that is a final requirement as we are based on Long Island, as well as the need for a certified GIS affiliation.

*Response: (a) The successful Firm does not need to have an office in Connecticut. However, any Firm that is not located in Connecticut [or does not have an office in Connecticut] would need to be licensed by the Secretary of State for the State of Connecticut prior to an award to that Firm. Additionally, the intent of the City would be that the successful Firm administers the work out of a Connecticut area location. For this project, an approximate New York state office would be acceptable. (b) Yes, our preference is for responding Firms, and or their partner(s), to have a certified GIS affiliation.*

2. Question: Is the database for the historic structures inventory in Access 2007?

*Response: No, The current survey is available only as hard copy and as a basic index in an Microsoft Excel format.*

3. Question: Will Norwalk, CT provide geospatial data of the location of the previously identified historic resources in an ESRI compatible format?

*Response: The historic resources identified in the previous inventory are not available in an ESRI compatible format. Historic buildings may exist in the City's GIS database, which will be provided to the successful consultant, however at present there is no attribute data identifying them as historic.*

4. Question: Will Norwalk, CT or provide base mapping (roads, tax parcels, hydrography (water), topographic maps (DRGs), and current aeriels (DOQQs)) in ESRI compatible formats to the consultants?

*Response: The City shall provide the City's GIS database (roads, buildings, water, topography, aeriels, etc) to the successful consultant in an ESRI format upon request.*

5. Question: If available, will Norwalk, CT provide the searchable geodatabase of previously identified historic resources into which the consultant will add new properties and or update records?

*Response: Refer to the response to question #3 of this addendum.*

6. Question: If a geodatabase of previously identified historic resources is not available, is it expected that the consultant is to build a geodatabase in a format to be agreed upon by the City of Norwalk for (1) the previously identified historic resources, and (2) the newly identified historic resources?

*Response: Yes to both questions. The consultant should use an electronic form with geodata fields which can exported into the City of Norwalk's GIS. City staff will work with the consultant to make sure the consultant's forms are compatible with the city's systems.*

7. Question: Are the Inventory Survey forms available electronically and are they in a format compatible with MS Access?

*Response: No, the current survey is available only as hard copy and as a basic index in an Microsoft Excel format.*

8. Question: There is text discussing shapefiles, geodatabases, and searchable databases related to historic resources. Is there an expectation that the deliverable provided by the consultant will be in more than one format?

*Response: Yes, the format should be a geodatabase which is built from shapefiles and a database file.*

9. Question: On page 5 under **A. Inventory Survey Forms** the RFP says that each form should contain the following information: – and then it lists ten items that appear to be report section headings, not form headings. Should these items have been listed under **F. Final Report**?

*Response: Yes. These are final report headings. Inventory forms shall include all data required in the Connecticut Commission on Culture and Tourism's Historic Resources Inventory Form as well as GIS data. The form is attached. The consultant may use this form or another format approved by the Commission on Culture and Tourism.*

10. Question: If the proposer is unable to provide the indicated number of survey forms for the amount of funds available, is it acceptable to propose a modification in the number of required survey forms?

*Response: Yes, it is acceptable to propose a modification in the number of required surveys forms requested by the RFP.*

11. Question: The first paragraph on Page 4 of the RFP states that, *the successful consultant shall work with the City of Norwalk Historical Commission representatives to prioritize the specific areas of study for the first phase, which is located within the highlighted boundary in Exhibit A.* Our interpretation is that the scope of work for the first phase may or may not be based on the entirety of the area contained within the highlighted boundary, and that this will be determined based on further research during the course of the work. Please confirm.

*Response: It is our intention is to survey as much of this area as possible. The number of forms delivered may be adjusted based on time and budget constraints.*

12. Question: Is there a sample of the ESRI GIS database available on the internet or elsewhere?

*Response: No, presently is there no sample of the ESRI GIS database available on either the internet or elsewhere.*

13. Question: Please briefly describe the anticipated public or community involvement during the course of the work, specifically at the six public meetings. Are there any community advocacy groups or other concerned parties that may participate?

*Response: The Norwalk Historical Society, the Norwalk Preservation Trust and the city agency the Norwalk Historical Commission are the organizations most concerned with historic preservation in Norwalk. Other organization such as the Coalition of Norwalk Neighborhood Associations and its member organizations may also want to be involved. The community is expected to support this survey and these meetings will provide progress reports.*

14. Question: Do you anticipate the that any additional presentations will be required to City or State agencies other than the City of Norwalk Historical Commission and CT Commission on Culture and Tourism, such as the State Historic Preservation Office?

*Response: No. In Connecticut, the SHPO is part of the Connecticut Commission on Culture and Tourism.*

15. Question: The list of insurance requirements in Section 1.7 of the RFP seems to be a generalized list of requirements and does not correspond to the insurance requirements listed in the Sample Agreement in Section 1.8. Please confirm the specific requirements for this project.

*Response: The insurance coverage requirements of this project are listed in section 1.7 of this RFP.*

16. Question: Access to the buildings may be required in order to perform an accurate assessment of the conditions of the structural systems of the buildings. We are assuming that the majority of the buildings are privately owned. Is the City of Norwalk prepared to provide introductory letters to the building owners requesting access to the interiors for inspection, or will the assessment be limited to observations and inspections that can be made from the public thoroughfare?

*Response: No, it is anticipated that assessments would be made from the public thoroughfare with a few exceptions, such as city-owned buildings.*

17. Question: If the historic structures inventory is not available in Access 2007, will there be remote access to the database provided for the consultants?

*Response: No, The current survey is available only as hard copy and as a basic index in Excel. The consultants will be provided with a hard copy of the survey and the Excel file.*

18. Question: Is the survey form connected to the database so that double entry is not required??

*Response: This project will create the electronic database. The consultant should use an electronic form which includes GIS fields which are compatible with the City of Norwalk's systems. Inventory forms shall include all data required in the Connecticut Commission on Culture and Tourism's Historic Resources Inventory Form as well as GIS data. The form is attached. The consultant may use this form or another format approved by the Commission on Culture and Tourism.*

**End of Addendum #2**



# HISTORIC RESOURCES INVENTORY - BUILDING AND STRUCTURES

**Please send completed form to:** Stacey Vairo, National Register and State Register Coordinator,  
Connecticut Commission on Culture & Tourism, One Constitution Plaza, 2nd Floor, Hartford, CT 06103

**\* Note:** Please attach any additional or expanded information on a separate sheet.

**GENERAL INFORMATION**

Building Name (Common) \_\_\_\_\_  
 Building Name (Historic) \_\_\_\_\_  
 Street Address or Location \_\_\_\_\_  
 Town/City \_\_\_\_\_ Village \_\_\_\_\_ County \_\_\_\_\_  
 Owner(s) \_\_\_\_\_  Public  Private

**PROPERTY INFORMATION**

Present Use: \_\_\_\_\_  
 Historic Use: \_\_\_\_\_

**Accessibility to public:** Exterior visible from public road?  Yes  No  
 Interior accessible?  Yes  No If yes, explain \_\_\_\_\_  
 Style of building \_\_\_\_\_ Date of Construction \_\_\_\_\_

**Material(s)** (Indicate use or location when appropriate):

Clapboard  Asbestos Siding  Brick  Wood Shingle  Asphalt Siding  
 Fieldstone  Board & Batten  Stucco  Cobblestone  Aluminum Siding  
 Concrete (Type \_\_\_\_\_)  Cut Stone (Type \_\_\_\_\_)  Other \_\_\_\_\_

**Structural System**

Wood Frame  Post & Beam  Balloon  Load bearing masonry  Structural iron or steel  
 Other \_\_\_\_\_

**Roof** (Type)

Gable  Flat  Mansard  Monitor  Sawtooth  
 Gambrel  Shed  Hip  Round  Other \_\_\_\_\_

(Material)

Wood Shingle  Roll Asphalt  Tin  Slate  Asphalt Shingle  
 Built up  Tile  Other \_\_\_\_\_

**Number of Stories:** \_\_\_\_\_ **Approximate Dimensions** \_\_\_\_\_

**Structural Condition:**  Excellent  Good  Fair  Deteriorated

**Exterior Condition:**  Excellent  Good  Fair  Deteriorated

**Location Integrity:**  On original site  Moved When? \_\_\_\_\_

**Alterations?**  Yes  No If yes, explain: \_\_\_\_\_

**FOR OFFICE USE:** Town # \_\_\_\_\_ Site # \_\_\_\_\_ UTM \_\_\_\_\_

District:  S  NR If NR, Specify:  Actual  Potential

**PROPERTY INFORMATION (CONT'D)**

**Related outbuildings or landscape features:**

- Barn       Shed       Garage       Carriage House       Shop       Garden
- Other landscape features or buildings: \_\_\_\_\_

**Surrounding Environment:**

- Open land     Woodland     Residential     Commercial     Industrial     Rural
- High building density       Scattered buildings visible from site

- Interrelationship of building and surroundings:
  
- Other notable features of building or site (*Interior and/or Exterior*)

Architect \_\_\_\_\_ Builder \_\_\_\_\_

- Historical or Architectural importance:

- Sources:

Photographer \_\_\_\_\_ Date \_\_\_\_\_

View \_\_\_\_\_ Negative on File \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

- Subsequent field evaluations:

**Threats to the building or site:**

- None known       Highways       Vandalism       Developers       Renewal       Private
- Deterioration       Zoning       Other \_\_\_\_\_       Explanation \_\_\_\_\_

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2907	1	1	April 1, 2010	1001 - see text below

<b>Date</b>	<b>April 19, 2010</b>		
<b>Project Number</b>	<b>2907</b>		
<b>Addenda Number</b>	<b>1</b>		
<b>DEADLINE</b>	<b>2:00 PM</b>	<b>April 29, 2010 [see below]</b>	
<b>Project Title</b>	<b>Development of a Comprehensive Historic Resource Inventory</b>		

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### **New Information:**

1. The deadline for the submission of bids for this project has been extended to 2:00pm, Thursday, April 29, 2010.

**End of Addendum #1**