



HISTORIC PRESERVATION APPLICATION EXPERT REVIEW PROFESSIONAL SERVICES

REQUEST FOR PROPOSAL (DCA RFP #10-02-2012)

The New Jersey Historic Trust (hereinafter Trust) was created by State law in 1967 to provide financial support, protection and technical assistance to historic sites and organizations in New Jersey. The Trust is a public agency affiliated with the State Department of Community Affairs, with offices located at 101 S. Broad Street, 6th Floor, Trenton, NJ 08608 (postal address P.O. Box 457, Trenton, NJ 08625).

The New Jersey Historic Trust is authorized by the Garden State Historic Trust Act of 1999 to provide grants to non-profit organizations and units of municipal and county governments to preserve historic resources in New Jersey. The Trust seeks assistance of outside expert consultants to evaluate applications for grant funds. The Trust will be hiring three (3) consultants to review and score sixty nine (69) Historic Sites Managements proposals, and attend a one-day evaluators' panel meeting. Please see the attached sample contract for specific terms of professional services.

Response to Request:

Please mail proposals and enclosed forms, with curriculum vitae and Codes of Ethics Disclosure Statement (attached) to: Dorothy Guzzo, Executive Director. All proposals are due to the offices of the New Jersey Historic Trust, Department of Community Affairs, 101 S. Broad Street 6th Floor, Trenton, NJ 08608, by **4pm on Tuesday, October 16, 2012**. All proposals will be date stamped as they are received. The proposals will be opened and read at 10am on Wednesday, October 17, 2012.

Scope of Services Requested:

The Consultant will perform the following services which will include, but not be limited to:

1. Review, evaluate, and score sixty nine (69) Grant Round 2012 Historic Site Management (HSM) applications.
 - a. Review 69 HSM applications for Garden State Historic Preservation Trust Fund grants which will be mailed to you in November, 2012.
 - b. Assess the applications based on the criteria for review established by the Trust Assign each application a preliminary score.

- c. Review the site reports for each application prepared by Trust staff, which will be mailed to you in November/December, 2012. Tentatively score the applications using the Trust's application score sheet.
 - d. Attend a one-day evaluators' panel meeting scheduled to be held in Trenton, NJ, January 30, 2013, bringing your review notes and preliminary scores and providing comment and final scores for each application.
 - e. Be available by phone, if needed, for further decisions or clarification during the Trust's Grants and Loans Committee review of your comments and ranking, in February/March, 2013.
2. Provide verbal and written professional advice on the applications to the Trust's Board members and staff as needed. Assist staff and Trust Board in the assessment of the potential impact of proposed work on the historic resources, the strengths and concerns with the proposal, and provide comment for discussion with the applicants.

Time Frame of Services:

The Consultant's Agreement for professional services will commence upon both parties signing the Agreement and will terminate on March 30, 2013. Please see attached sample contract for contract termination terms.

Compensation for Services:

The Trust will reimburse the consultant for professional services rendered pursuant to performance of this agreement up to a maximum of \$1,500.00. In addition, the Trust will reimburse the consultant for all "out-of-pocket" expenses which include travel, telephone, and overnight hotel accommodation and meals as required for attending and participating in the evaluators' panel session, up to a maximum of \$1,000.00.

Disclosure of Conflicts of Interest:

Please note that Consultants cannot have any connection with the applicant organizations or the applications under review. Attached are the Historic Trust's Code of Ethics and Disclosure Statement and the list of the applicant organizations attached. Please complete the Disclosure Statement verifying that you have no connection to these applicants and return it with your proposal.

Further Information:

Contact Lauren Giannullo, Program Assistant with the Historic Trust, with any questions concerning the above services. Ms. Giannullo can be reached by phone at (609) 984-0391 or by e-mail at lauren.giannullo@dca.state.nj.us.

Timeline for GSHPT Application Reviews	2012 Round
Applicant Workshop. Call (609) 984-0473 for information and reservations.	July 18, 2012
<i>Declaration of Intent to Apply</i> due to Historic Trust Office, Trenton, either by e-mail (njht@dca.state.nj.us) or fax (609-984-7590) or mail.	July 12, 2012
Application one-on-one clinics, NJHT Office, Trenton. Call (609) 984-0473 for information and to schedule an appointment.	August, 2012
Deadline for submission of all applications materials. All materials must be <u>delivered to</u> the Trust's office by 4:00 p.m. on or before this date <u>or sent</u> certified mail and received in the Trust's office by this date. Applications received after this deadline will not be considered.	September 20, 2012
Trust completes review of applications and site visits. The Trust's Evaluators Panel, consisting of Trustees and independent advisors, will evaluate application materials and make its recommendations for funding to the Board.	Fall/Winter, 2012 - 2013
The Trust Board of Trustees will make its decision on recommended awards at a public meeting. All applicants will be notified of the Board's decisions.	March, 2013
The Board will forward its recommendations to the Garden State Preservation Trust. The GSPT will review Trust recommendations and submit a final list of recommended projects to the Legislature and Governor for appropriation of grant funds.	March, 2013
Enactment of appropriation bill making grant funds available. Note that this date is approximate, subject to Legislative and Executive authorization. This date is an estimate to be used for planning purposes only.	Summer, 2013