

**Town of Lynnfield
Lynnfield Historical Commission**

Request for Proposals
Lynnfield Historic Properties Survey

Date of Advertisement:
Monday, July 24, 2017

Proposals Due:

Friday, August 25, 2017, 10 AM
Late Proposals Will be Rejected

DELIVER COMPLETED SUBMISSIONS TO:

Town of Lynnfield
Office of the Town Administrator
55 Summer Street, Lynnfield, MA 01940

For further information, please contact:
James Boudreau, Town of Lynnfield
At - 781 334 9410
jboudreau@town.lynnfield.ma.us

**Town of Lynnfield, Office of the Town Administrator
55 Summer Street, Lynnfield, MA 01940**

Request for Proposals

Lynnfield Historic Properties Survey

I. INTRODUCTION

The Town of Lynnfield (Town) is seeking proposals from qualified historic preservation consultants to undertake an intensive-level, targeted survey of architectural and cultural resources in the town of Lynnfield. This Request for Proposals (RFP) stipulates the procedures and requirements to be used by the Town in its selection of consulting services. The project will be divided into four phases, to be completed over a nine-month period:

- PHASE I - identification of historic resources available for the project and development of methodology;
- PHASE II - Identification of properties to be surveyed and production of sample inventory forms;
- PHASE III - Production of complete draft inventory forms for review by the Lynnfield and Massachusetts Historical Commissions;
- PHASE IV - Production of final inventory forms, reports, and maps.

The Town will evaluate all timely proposals to ensure that all required submittals have been included in responses and that all responses meet the Minimum Evaluation Criteria. Proposals that are deemed to be complete shall be presented to a selection committee of members of the Lynnfield Historical Commission overseen by the Town Administrator, and reviewed/ranked using the Comparative Evaluation Criteria. The top-ranked will also be reviewed by the Massachusetts Historical Commission (MHC) before an award can be made. Activities shall commence immediately upon MHC concurrence with the Town's selection of a proposal and issuance of a Notice to Proceed. Proposers must provide fee amounts for these four tasks in their proposal.

All questions regarding this Request for Proposals must be received by the Town no later than 10:00 AM on Friday, August 4, 2017 and addressed to the attention of Jim Boudreau, Town Administrator, Town of Lynnfield and may be emailed, and if emailed must be marked in the subject line "RFP Oldest Homestead Survey" to both lhc@town.lynnfield.ma.us and jboudreau@town.lynnfield.ma.us

II. PROJECT AREA

The project area will include the Town of Lynnfield, Massachusetts.

III. FUNDING SOURCES

The Project is being funded in part by the Town of Lynnfield, and in part through a Massachusetts Historical Commission Survey and Planning Grant, with Federal funds from the National Park Service, U.S. Department of the Interior.

IV. PROJECT OBJECTIVES

See Attachment A for the complete Scope of Work

Until last year, Lynnfield's historic property inventory was limited to less than 60 forms, all completed in the mid 1970s by Commission members. One district, the Meetinghouse Common District (LNF.A) was listed in the National Register in 1976; and two First Period houses were listed in 1990 as part of the First Period Buildings of Eastern Massachusetts Thematic Resource nomination that year. Recently reactivated, the Lynnfield Historical Commission has been engaged in new projects to help interpret the town's rich heritage that is often little understood or appreciated by its residents.

In 2008, on the recommendation of the Historical Commission, the Town adopted a 12-month Demolition Delay Bylaw, for which the Commission has maintained a List of Significant Structures.

Last year, the Commission pursued the work of mid twentieth century architect Royal Barry Wills in Lynnfield. The result of our Sherwood Forest / Royal Barry Wills Survey was the preparation of thirty-two form-B submissions, with detailed architectural descriptions and historical narratives for each, and a final report suggesting ways forward for the Commission. Lynnfield's Town Meeting demonstrated historical interest in strength in the overwhelming turnout to prevent the loss of the property known as 'Centre Farm' to development. The Farm, just sold, now has permanent protection and will to continue to be a single family home as it historically has always been.

The Commission has identified two avenues forward, which this year's survey will support:

- A 'Museum-in-the-Streets' program utilizing QR codes will make local information available for the use in fifth and eleventh grade classrooms;
- Additional historic districts will help promote and protect Lynnfield resources. We know that enhancing our local historic properties inventory will have the effect of being an encouraging aid in promoting Historical Districts.

The Commission has selected 90 properties for the project based on Demolition Delay Bylaw-identified structures of the Town of Lynnfield, with the addition of three cemeteries and four municipal buildings. See attachment F for the Preliminary Target List.

V. PROPOSAL REQUIREMENTS

Five copies of the proposal must be furnished to the Town Administrator for review by the Selection Committee. The overall proposal must include:

A. Technical Requirements - to be submitted in envelope A

1. The identity of the individual, partnership, or corporation applying for the contract award and credentials of the personnel who would actually perform the work, as well as their managers, and the nature of the supervision. State the responsibilities of each of the project personnel. If the consultant intends to sub-contract the photography or any other work required in the scope of services, the sub-contractor must be identified. Sample work products are required for all personnel. This item is a major determinant in assessing the proposer's qualifications and will be incorporated as a condition in the contract to be awarded.
2. An applicant qualifications statement, including professional qualifications and work experience attesting to capacity to perform the required work program. Include resume(s), detailing academic and professional work experience attesting to capacity to perform the required work program. Resumes are required for all project personnel. Proposers must meet the following minimum criteria:
 - a. Bachelor's Degree in Historic Preservation, Architectural History, History, Art History or a closely related field and two years full-time experience in an area relevant to the project; or
 - b. Master's degree in Historic Preservation, Architectural History, History, Art History or a closely related field.
3. A detailed explanation of the proposer's approach to this project: methodology, demonstrated understanding of the scope of work and completion deadline, and the proposer's expectations of assistance and services from the Town. A technical work plan and project timeline for accomplishing the tasks described in the scope of work must be provided.
4. A client reference list, with names, addresses, telephone numbers, and email addresses (if available) especially for client for whom the proposer has performed similar services within the last five (5) years.
5. Any other information deemed relevant to the project, and which the proposer believes will further the competitiveness of the proposal.

6. Proposal Signature Form, Certificate of Non-Collusion, Statement of Tax Compliance, and Certificate of Vote of Corporation, as applicable (see Attachments C, D, and E).

B. Price proposal Requirements - to be submitted in Envelope B

1. Completed Attachment B - Fee proposal Form.

Please note: Any proposal that fails to include all of the above information will be rejected as unresponsive, and will not be afforded a complete review by the Selection Committee.

The Selection Committee shall first review each proposal to ascertain whether or not the following minimum criteria have been met;

VI. SELECTION CRITERIA

1. Minimum Evaluation Criteria

The Selection Committee shall first review each proposal to ascertain whether or not the following minimum criteria have been met;

- a. The technical proposal includes all of the items for a complete proposal.
- b. The proposer meets the minimum qualifications as outlined above.

2. Comparative Evaluation Criteria

All responsive proposals will be judged against the Comparative Evaluation Criteria detailed below. The Town will rank each proposal as:

- a. Highly Advantageous - the proposal fully meets and significantly exceeds the standards of the specific criterion;
- b. Advantageous - the proposal fully satisfies the standards of the specific criterion;
- c. Not Advantageous - the proposal does not fully meet the standards of the specific criterion, is incomplete, unclear, or both.

The Selection Committee shall rate each technical proposal meeting the Minimum Evaluation Criteria according to the Comparative Evaluation Criteria listed below. The Fee Proposal Forms will then be opened and reviewed. The selection Committee will then be opened and reviewed. The Selection Committee will then select the most overall advantageous proposal. Such ratings shall be included in written recommendation for selection to the MHC.

2.1. Quality and Depth of Project Experience

Highly Advantageous - The project proposal demonstrates superior experience in providing services related to the Town's requirements. The project proposal demonstrates a wide depth of experience with similar projects (5 or more), and prior experience with municipally, privately, or MHC-funded not-to-exceed or fixed-fee contracts. Project work samples are of outstanding quality in content and technical presentation.

Advantageous - The project proposal demonstrates solid experience in providing services related to the Town's requirements. The project proposal demonstrates a good depth of experience with similar projects (3 to 5), and prior experience with municipally, privately, or MHC-funded not-to-exceed or fixed-fee contracts. Project work samples are of good quality in content and technical presentation.

Not Advantageous - The proposer has limited experience in providing services related to the Town's requirements or with similar projects (less than 3), and prior experience with public or privately, not-to-exceed or fixed-fee contracts. Project work samples minimally meet current standards for content and technical presentation.

2.2. Qualifications of the Proposer

Highly Advantageous - The proposer's resume(s) demonstrate that the proposer has superior training, educational background and work experience appropriate to the project described herein and all key project personnel demonstrate professional experience well beyond the minimum requirements.

Advantageous - The proposer's resume(s) demonstrate that the proposer has adequate training, educational background and work experience appropriate to the project described herein and all key project personnel demonstrate professional experience that meets or somewhat exceeds the minimum requirements.

Not Advantageous - The proposer's resume(s) do not demonstrate that the proposer has adequate training, educational background and work experience appropriate to the project described herein.

2.3. Desirability of approach to the project, demonstrated understanding of the community's historic and cultural resource protection needs, and proposer's ability to undertake and complete this project in a timely manner.

Highly Advantageous - The proposal demonstrates a superior approach to the subject material, an understanding of the historic and cultural resource issues addressed by the

project, and a clear analysis of the time required for each phase of the project. The proposal demonstrates a strong understanding of the history and development of local architectural forms in Massachusetts communities. All references confirmed that consultant had met schedule expectations and delivered an “on-time” project.

Advantageous – The proposal demonstrates a good approach to the subject material, an understanding of the historic and cultural resource issues addressed by the project, and presents a time schedule that meets the project requirements. One reference stated that consultant was unable to meet the agreed-upon project schedule.

Not Advantageous – The proposal does not demonstrate a desirable approach to the project and does not demonstrate a clear understanding of the community’s historic and cultural resource protection needs. More than one reference indicated that consultant had been unable to meet the agreed-upon project schedule.

2.4. Overall Quality of Client References

Highly Advantageous – All references contacted spoke favorably of the work performed by the proposer and would use them again for a similar project without hesitation.

Advantageous – The great majority of references spoke favorably of the work performed by the proposer and would use them again for a similar project without hesitation.

Not Advantageous – One reference stated that there had been significant difficulties with the proposer’s ability to deliver the contracted services and deliverables.

2.5. Completeness and Quality of Proposal

Highly Advantageous – Response is complete, concise, informative, and highly detailed. Proposal reflects that proposer is able to perform in a superior manner acceptable to the Town. Evaluation team is completely convinced about the proposer’s ability to provide the level of services as required by the Town. Proposal demonstrates excellent communication and documentation skills.

Advantageous – Response is complete, informative, and meets criteria for responsiveness. Evaluation team finds proposal reflects that proposer is able to perform in an adequate manner acceptable to the Town. Proposal demonstrates a good level of communication and documentation skills.

Not Advantageous – Response lacks a comprehensive approach, but meets criteria for responsiveness. Evaluation team finds proposal reflects that proposer may be able to perform in a manner acceptable to the Town. Communication and documentation skills appear only adequate.

VII. INTERVIEWS

After review of the technical proposals, the Selection Committee may, at its discretion, schedule interviews with any or all of the proposers for the purpose of further evaluation of the proposer's qualifications and ability to provide the required service. Interviewees will be ranked on their presentation.

VIII. PROJECT FEE

The Town has established a budget not to exceed \$20,000 for the Scope of Services described herein. Proposers must complete Attachment B – Fee Proposal Form. Project fees must be provided for each of the four phases of work as described in the form. Fees shown shall include all costs and expenses (including materials, copying, mileage, photography, etc.) necessary to complete the scope of services defined in Attachment A of this RFP.

IX. PROJECT SCHEDULE (see Attachment A for description of work components):

- ❖ PHASE I – Identification of historic resources available for the project and development of methodology – October 20, 2017;
- ❖ PHASE II – Identification of properties to be surveyed and production of sample inventory forms – December 15, 2017;
- ❖ PHASE III – Production of complete draft inventory forms for review by the Lynnfield and Massachusetts Historical Commissions – May 4, 2018;
- ❖ PHASE IV – Production of final inventory forms, reports and maps – June 29, 2018.

Please note: all contract work must be completed by June 29, 2018.

X. PROPOSAL SUBMISSION

Proposals will be received at the Town of Lynnfield, MA Office of the Town Manager **until Friday, August 25th, 2017 at 10:00 am**. After this time they will be opened in confidence in accordance with M.G.L. c. 30B, §6 (d). **Proposals received after that date and time will be rejected.**

The mailing address for all deliveries and walk-in service is:

Town of Lynnfield
Office of the Town Administrator
55 Summer Street
Lynnfield, MA 01940

Five (5) copies of each proposal shall be submitted as follows:

The Technical Proposal shall be submitted on the form furnished and in a sealed envelope marked:

Proposal Envelope A - Technical Proposal
Lynnfield Historic Properties Survey

Bidder's Name _____

The Price Proposal shall be submitted on the form furnished and sealed in a separate envelope marked:

Proposal Envelope B – Price Proposal
Lynnfield Historic Properties Survey

Bidder's Name _____

NOTE: Price proposals must be kept entirely separate from technical proposals. Failure to follow this instruction will result in rejection of the proposal.

XI. OTHER REQUIREMENTS

ATTACHMENT A

Town of Lynnfield Lynnfield Historic Properties Survey

SCOPE OF WORK

PROJECT OBJECTIVES

The purpose of this project will be to undertake an intensive-level community-wide survey of cultural and architectural resources in the Town of Lynnfield. This project will be structured to provide professional cultural and architectural resource survey expertise to the community. Specific project goals are as follows:

- 1) To conduct a community-wide survey to assess and document approximately 90 selected cultural and architectural resources, following Massachusetts Historical Commission (MHC) survey standards and methodology;
- 2) To identify contexts for National Register evaluation and to apply the National Register criteria to all resources identified in the survey;
- 3) To submit to MHC a list of individual properties and/or districts that are recommended for nomination to the National Register of Historic Places.

METHODOLOGY

The Analytical Framework:

The community-wide survey project must incorporate MHC criteria and methodology, to current standards. (See MHC's *Historic Properties Survey Manual: Guidelines for the Identification of Historic and Archaeological Resources in Massachusetts* (1992), *Survey Technical Bulletin #1* (1993), *MHC Interim Survey Guidelines* (March 1999, et seq.), *MHC Interim Guidelines for Inventory Form Photographs* (2009), and MHC's *Interim Guidelines for Inventory Form Locational Information* (2016). Both MHC survey guidelines and the tasks and products of the survey Scope of Work meet the Secretary of the Interior's *Standards and Guidelines for Identification* (1983).

The MHC criteria for conducting a community-wide survey are designed to identify the full range of cultural resources. Cultural resources are the physical elements in the landscape that remain from historical patterns of human activity. There are many components of a community's historical development that are associated with the location and type of surviving cultural resources. A community-wide survey should therefore relate cultural resources to historic patterns of architectural development, land use, economic development, social and demographic history, and events that had an impact on the community. The community-wide survey should recognize ethnic and cultural diversity within the

community, and seek to identify cultural resources associated with the history of the minority social and cultural groups and individuals that may have played a role in the community's history.

The *MHC Reconnaissance Survey Town Report* for the city and the corresponding MHC Reconnaissance Survey Regional Report, existing survey forms and National Register nominations on file with the MHC will provide a preliminary framework and base of information for this analysis. Individual forms and area forms will expand upon the information in the *Town Report* and will relate inventoried properties to the significant themes in the historical development of the city.

Phase Meetings:

The project consists of four phases. Project personnel, both the consultant and the project coordinator, will meet with MHC staff at MHC offices in Boston to review project progress and products at the end of each phase. Work to be carried out during each phase and products due at the end of each phase, are described below.

The Inventory:

The community-wide survey will consider the full range of cultural resources in terms of period, theme, property type, architectural form and style, and geographic distribution. The survey will consider all periods of architectural and historic development from the period of first colonial European presence to circa 1970. Significant themes of historical and architectural development will be identified, and resources will be related to these themes.

The community survey will identify buildings and structures that are architecturally and historically significant in the history and development of the community. The survey will include both representative and outstanding examples of the building forms, types, and styles present in the community.

MHC individual property and area inventory forms, maps and National Register recommendations will be completed and submitted to MHC in accordance with the survey guidelines set forth in the MHC's *Historic Properties Survey Manual: Guidelines for the Identification of Historic and Archaeological Resources in Massachusetts* (1992) and *Survey Technical Bulletin #1* (1993), *MHC Interim Survey Guidelines* (March 1999 et seq.), and *MHC Interim Guidelines for Inventory Form Photographs* (2009), *MHC Interim Guidelines for Inventory Form Locational Information* (2016), as well as the Secretary of the Interior's Standards and Guidelines for Identification (1983, copies available from the MHC). These publications and memoranda are all incorporated into this contract by reference. The work to be carried out during each phase, and products due at the end of each phase, are described on the following pages.

SCOPE OF WORK

Phase I (6 weeks)

Tasks:

- (Start-up meeting) Meet with local project coordinator/local historical commission (LPC/LHC) and MHC staff to discuss the scope and inventory methodology of the project and to assess the available documentary materials (LHC files, collections and existing research, maps, local histories, etc.);
- Select maps, including a working map and large-scale base map (assessor's parcel map is preferred), to identify inventoried areas and properties;
- Determine availability of electronic mapping and parcel data and of city-based GIS data suitable for use in the project;
- Review existing inventory forms on file at the LHC and at the MHC;
- Conduct initial research and reconnaissance survey to verify the types and geographical distribution of cultural resources, and to develop criteria for selecting properties to be extensively researched in the survey.
- Meet with local project coordinator/local historical commission (LPC/LHC) and MHC staff to review the products of Phase I and discuss outstanding issues related to the selection of properties in Phase II.

Products:

- Working maps and large scale base map(s) to be used to identify inventoried properties
- Methodology statement, specifying:
 1. Survey objectives;
 2. Criteria for selecting properties for survey;
 3. Procedures to be followed in the survey and forms of products to be created;
 4. Expectations about the kind, location, and character of historic properties to be recorded;
 5. An assessment of existing documentation;
 6. A brief description of the amount and kinds of information to be gathered about the properties;
 7. Bibliography.

Phase I will be completed by Friday, October 20, 2017

Phase II (8 weeks)

Tasks:

- Conduct continued architectural assessments and documentary research to identify important historic themes, events, and persons for the survey target areas, with particular attention to substantially synthesizing and supplementing the information already available. Research collections, should include relevant local, regional and state library and archive collections, as well as web-based research sites.
- Apply selection criteria and prepare list of specific properties to be surveyed.
- Complete representative draft inventory forms for different property types.
- Meet with LHC and MHC staff to review property lists and draft forms.

Products:

- List of properties to be surveyed, arranged alphabetically by street address
- Representative draft inventory forms, to be submitted in both hard copy and MS Word format.

Phase II will be completed by Friday, December 15, 2017

Phase III (20 weeks)

Tasks:

- Conduct intensive research of properties selected for inventory
- Identify contexts for National Register evaluation and apply National Register criteria to inventoried areas and resources;
- Prepare draft list of all areas and resources recommended for National Register nomination;
- Prepare inventory forms with photographs and property location maps. Forms for any surveyed properties listed in the State Register of Historic Places must be marked at top front with appropriate designation code and date.
- Submit draft inventory forms with photographs, draft National Register contexts, and National Register recommendation to MHC and LHC for review and comment (comments to be incorporated during Phase IV).
- In consultation with LHC, MHC survey and MACRIS staff, develop lettering and numbering system for inventoried properties.
- Meet with local project coordinator/local historical commission (LPC/LHC) and MHC staff to review the draft survey forms and National Register nomination recommendations.

Products:

- Unnumbered complete draft inventory forms for approximately 90 properties with photos and locus maps for all areas, buildings, sites, structures, and parks/landscapes. (This information may optionally be submitted in electronic form only for this project phase [CD or DVD].)
- Draft discussion of National Register contexts and list of all areas and resources recommended for National Register nomination.

Phase III will be completed by Friday, May 4, 2018.

Phase IV (7 weeks)

Tasks:

- Add inventory letters/numbers to forms, if these were not added in Phase III.
- Name MS Word files to conform to MHC file-naming convention.
- Complete National Register Criteria Statement forms to be attached to appropriate inventory forms.
- Prepare base map(s) identifying inventoried properties.
- Prepare street index of inventoried areas and properties.

Products:

- Hard-copy numbered MHC inventory forms for approximately 90 properties (two sets with original photographic prints: one for MHC and one for the LHC. Inventory forms must be printed on 24 lb. bond paper of at least 25% cotton fiber content. Photographs must be 3½" x 5½" or 4" x 6" digitally produced ink jet prints using MHC approved printer/paper/ink combinations that produce prints with a minimum 75-year permanence rating. (The paper inventory forms should incorporate the electronic version photograph(s) in addition to an attached photographic print. Only one archivally-permanent paper print, of the primary view, is required for most inventory forms.)
- Large-scale base map(s) with all inventoried areas and properties identified by inventory number (two sets: one for MHC and one for the LHC).
- Survey Final Report (four *paginated, unbound* copies (two for MHC, two for LHC) which will include the following sections:
 1. Abstract;
 2. Methodology statement, including survey objectives, assessment of previous research, selection criteria, procedures followed in the survey, description of products and accomplishments and an explanation of how results of survey differed from those expectations;
 3. Street index of inventoried properties. Areas will be listed separately at the beginning, arranged alphabetically by area name. Individually inventoried properties follow, arranged alphabetically by street name. Property name (if any) and inventory number also will be included on this list;
 4. Final discussion of National Register contexts and list of recommendations for areas and properties to be nominated to the National Register of Historic Places;
 5. Further study recommendations; and
 6. Bibliography.
- CD containing a MS Word file for each inventory form. Each Word file should conform to MHC file naming convention, and incorporate photograph(s) and map(s). The CD should also include an MS Word version of the final survey report.
- A separate CD containing high-resolution TIF or JPG images for surveyed properties, identified by street address or MACRIS number, following MHC file naming convention for photographic images. Digital images must be a minimum of 1.0 megapixels in size.

**The Survey Final Report must identify the community repository and/or municipal office(s) where completed survey documentation (inventory forms, base maps and final report) will be made available to the public.

Phase IV will be completed and submitted to the MHC and LHC by Friday, June 29, 2018.

**TOWN OF LYNNFIELD, OFFICE OF THE TOWN ADMINISTRATOR
55 SUMMER STREET,
LYNNFIELD, MA, 01940**

Lynnfield Historic Properties Survey

FEE PROPOSAL FORM
(To be submitted in Envelope B)

The undersigned hereby submits a price proposal to perform the services outlined in the Request for Proposals for the Town of Lynnfield's Oldest Homestead Survey.

Proposer: _____

Address: _____

The PROPOSER hereby pledges to deliver the complete scope of services required, for the rates and charges shown below:

Estimated cost to complete the project:

Phase I: _____

Phase II: _____

Phase III: _____

Phase IV: _____

TOTAL COST: _____

(not to exceed \$20,000)

Note: Five (5) copies of proposal are to be submitted.

**TOWN OF LYNNFIELD, OFFICE OF THE TOWN ADMINISTRATOR
55 SUMMER STREET, LYNNFIELD, MA, 01940**

Attachment C

Lynnfield Historic Properties Survey

PROPOSAL SIGNATURE FORM

(This form to be submitted in Envelope A - Technical Proposal)

The undersigned, hereafter called the proposer, having fully familiarized him/herself with all the request for proposal documents, hereby agrees and declares:

1. That prices inserted in the Price Proposal (Envelope B) cover all necessary expenses to fulfill the conditions of the contract within the time stated.
2. Pursuant to M. G. L. c. 62C, § 49A, the proposer hereby certifies that the proposer has filed all state tax returns and paid all state taxes required under law.
3. The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

The following items are to be completed by the Proposer, if applicable:

Our Company is:	A Corporation	_____
	A Partnership	_____
	Individually Owned	_____

Individual/Company Name: _____

Social Security or Federal Identification Number: _____

Signature of Individual or Authorized Official: _____

Address: _____

Telephone Number: _____

Email _____

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under the penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

Signature of Individual Signing Bid Proposal: _____

Name of Business: _____

Date: _____

STATEMENT OF TAX COMPLIANCE

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under penalties of perjury that I, to my best knowledge and belief, have complied with all laws of the Commonwealth of Massachusetts relating to taxes.

Social Security or Federal Identification Number: _____

Signature of individual signing bid or proposal: _____

Date: _____

**CERTIFICATE OF VOTE
OF CORPORATION
(if applicable)**

Attachment E

(This form to be submitted in Envelope A - Technical Proposal)

Date: _____

I, _____, Clerk-Secretary of the corporation named in the foregoing Proposal,
certify that _____ who signed the said Proposal on behalf of
said corporation, was then the _____ of said corporation; that I know his
signature; (Title)

and that his signature thereto is genuine and that said Proposal was duly executed for and on

_____, 2017.

(Clerk-Secretary)

Date of Incorporation: _____

(Corporate Seal)

Preliminary Lynnfield Historic Properties Survey Target List

count	Address	LHC Priority	MHC ID	Historic Name	Status	Date
1	82 Main St					
2	192 Main St	*	LNF.51	John Orne House		c.1761
3	226 Main St	*	LNF.16	Samuel Skinner House		c.1807
4	244 Main St	*	LNF.17	Moses Richardson House		c.1745
5	258 Main St	*	LNF.18	Richardson House		1823
6	272 Main St	*	LNF.19	Capt. Thomas Flint House		1720
7	284 Main St					
8	300 Main St	*	LNF.20	Henfield House	NRIND	c.1700
9	344 Main St					
10	370 Main St					
11	427 Main St					
12	448 Main St					
13	498 Main St	*	LNF.41	George Whittredge House		1802
14	508 Main St	*				
15	533 Main St	*				
16	540 Main St					
17	556-58 Main St	*	LNF.9	George Whittredge House	NRDIS	c.1835
18	562 Main St	*	LNF.10	William Whittredge Shoe Factory	NRDIS	1850
19	568-70 Main St	*	LNF.15	Bancroft General Store & Tearoom	NRDIS	c.1850
20	574 Main St	*	LNF.11	Lynnfield Parsonage	NRDIS	1839
21	580 Main St	*	LNF.42	William E. Roundy House	NRDIS	c.1872
22	584-88 Main St	*	LNF.43	Burleigh - Russell House	NRDIS	1850
23	600 Main St		LNF.45	Minot Carter House	NRDIS	c.1940
24	618 Main St	*	LNF.13	Jonathan Bryant House	NRDIS	1839
25	633 Main St				NRDIS	
26	636 Main St	*	LNF.14	John Bryant III House	NRDIS	1807
27	641 Main St	*				
28	658 Main St	*				
29	674 Main St					
30	694 Main St	*				
31	714 Main St	*				
32	752 Main St	*				
33	774 Main St					
34	787 Main St	*				
35	804 Main St					
36	816 Main St					
37	826 Main St	*				
38	839 Main St	*				
39	1112 Main St	*				
40	1282 Main St	*	LNF.22	William Smith House		1721

41	1394 Main St					
42	12 Salem St	*	LNF.5	Tate House		r 1695
43	40 Salem St	*	LNF.4	Timothy Monroe House		1690
44	144 Salem St					
45	230 Salem St					
46	231 Salem St					
47	250 Salem St	*				
48	274 Salem St	*				
49	304 Salem St	*				
50	328 Salem St					
51	339 Salem St					
52	342 Salem St	*				
53	344 Salem St	*				
54	359 Salem St	*				
55	420 Salem St	*				
56	478 Salem St	*				
57	544 Salem St					
58	554 Salem St					
59	555 Salem St					
60	561 Salem St	*				
61	579 Salem St					
62	585 Salem St	*				
63	605 Salem St					
64	623 Salem St	*				
65	662 Salem St	*	LNF.32	Mansfield-Gilman House		1779
66	663 Salem St	*				
67	667 Salem St					
68	681 Salem St	*				
69	698 Salem St	*	LNF.3	Mansfield House		r 1805
70	724 Salem St	*				
71	755 Salem St	*				
72	751 Salem St					
73	823 Salem St					
74	829 Salem St	*	LNF.2	Bradford House		c 1810
75	849 Salem St	*	LNF.36	Spinney House		r 1820
76	856 Salem St	*				
77	880 Salem St	*				
78	881 Salem St					
79	886 Salem St	*				
80	892 Salem St	*				
81	909 Salem St	*				
82	930 Salem St					
83	938 Salem St	*	LNF.1	Dea. Daniel Mansfield House		1740

