



Town of Billerica Historical Commission

REQUEST FOR PROPOSALS

Town of Billerica Historical Commission

Historic Property Survey: Phase Level 1* properties as identified in the 2024 Town of Billerica Historic Properties Survey

Date of Posting:

July 1, 2026

PROPOSALS DUE:

July 31, 2026

12:00 PM

Late Submissions Will Be Rejected

Five copies of the proposal and required material must be delivered to:

Billerica Historical Commission
Town Hall
365 Boston Road
Billerica, MA 01821
C/O Ann Marie Casey, Assistant Town Manager

AND one copy emailed to Mary Leach, Historical Commission Secretary, for distribution to
Commission Members at maryelaineleach@gmail.com

For information, please contact:
Alec Ingraham, Billerica Historical Commission, Chair
at (978) 987-1882
ingrahamalec@gmail.com



Town of Billerica Historical Commission

I. INTRODUCTION

The Town of Billerica (Town) is seeking proposals from qualified historic preservation consultants to undertake an intensive-level survey of cultural and architectural resources designated as Level 1* (high priority) in the 2024 Town of Billerica, Massachusetts Historic Properties Survey (Available for viewing on the Town of Billerica’s website). 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 twelve months:

- **PHASE I** – Identification of documentary materials 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 Billerica Historical Commission;
- **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 consisting of members of the Billerica Historical Commission and reviewed and ranked using the comparative criteria. Proposers must provide fee amounts for these four tasks in their response. The Town has established a budget not to exceed \$43,750, including all related expenses.

Questions regarding the RFP must be written and e-mailed to ingrahamalec@gmail.com by July 28, 2026, at 2:00 pm and must be marked in the subject line “RFP - Historic Properties Survey.”

Written responses, if any, will be in the form of addenda to this RFP and will be posted on the Town of Billerica website.

The goal of this solicitation is to provide the best value of commodities and services to achieve the procurement goals of the Town of Billerica. The Town may negotiate a change in any element of contract performance or cost identified in the original request for the selected vendor or the selected vendor’s or contractor’s response that results in a lower cost or more effective or better value than was presented in the selected vendor’s or contractor’s original response.

Costs that are not specifically identified in the Proposer’s Response and accepted by the Town as part of a Contract will not be compensated under any contract awarded pursuant to the RFP.



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The Town will not be responsible for any costs or expenses incurred by Proposers responding to this RFP.

The Town makes no guarantee that any Commodities or Services will be purchased as a result of this solicitation.

The Town of Billerica reserves the right to reject any and all Proposals or to waive any informalities in the Proposal process, if deemed in the Town’s best interest.

II. PROJECT AREA

The project areas will be devoted to the properties listed in the following table:

Area	Property to be Surveyed	Estimated Cost
Boston Road Corridor	12	\$4800
Town Cemeteries (excluding Fox Hill)	20	\$8000
Churches and Private Civic Buildings	15	\$6000
Garden City Area	100	\$15,000
Mount Pleasant Street Area	21	\$3150
Old Middlesex Turnpike (Concord River walls and bridge abutments)	3	\$1200
Richardson Mill Area	14	\$5600
Total	185	\$43,750

For more specific information on the listed properties consult the Billerica Historical Commission website and select Appendix A and Appendix B beginning on Pages 45- 55 included in the Town of Billerica, Massachusetts Historic Properties Survey.

III. FUNDING SOURCE(S)

The Town of Billerica is funding the Project with Community Preservation Funds.

IV. PROJECT OBJECTIVES and METHODOLOGY

The first Billerica historic property survey was undertaken in 1973-74 by volunteers on the Historic Commission and included relatively limited historical documentation and architectural assessment. Although some property surveys have been updated over past fifty years many have not. The 2024 Town of Billerica, Massachusetts Historic Properties Survey Plan has identified properties that need consideration. The purpose of this project will be to undertake an intensive-level survey of cultural and architectural resources in the Town of Billerica. This



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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 survey to assess and document approximately 185 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 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 or as Local Historic Districts.

The Inventory:

For the properties designated Level 1* in the referenced 2024 Community-Wide plan, we 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 1960. Significant themes of historical and architectural development will be identified, and resources will be related to these themes.

The 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 (2009), 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.



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V. PROPOSAL REQUIREMENTS

Please note: any proposer response that fails to include all of the information noted below – or is submitted by a person or persons who do not meet the qualifications outlined in Section V.1. below will be rejected as unresponsive.

Five (5) copies of the submission must be furnished to the Town for review by the Selection Committee. The submission must include:

A. Technical Requirements – to be submitted in Envelope A

1. The identity of the individual, partnership or corporation applying for contract award, credentials of the personnel who would actually perform the work, as well as their managers, and the nature of supervision. State the responsibilities of each of the project personnel. If the vendor intends to subcontract the photography or any other work required in the scope of services, the subcontractor must be identified. Sample work products are required for all personnel.
2. A proposer's qualifications statement, including professional qualifications and work experience attesting to the 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 at least 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 vendor's approach to this project: methodology, acknowledgement that the vendor understands the scope of work and completion deadline, and the vendor'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 services must be provided.
4. A Client reference list with names, addresses, telephone numbers, and email addresses for clients for whom the vendor has performed similar services.



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5. Any other information deemed relevant to the project, 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 B, C, D, and E).

B. Price Proposal Requirements – to be submitted in Envelope B.

Complete 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.

VI. SELECTION CRITERIA

1. Minimum Evaluation Criteria

The Selection Committee shall first review each technical 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 and rank 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 select the most overall advantageous proposal. Such ratings shall be included in a written recommendation for selection to the MHC.



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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 or privately 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 private, 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 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 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 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



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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



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in a manner acceptable to the Town. Communication and documentation skills appear only adequate.

II. INTERVIEWS

After reviewing 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.

III. PROJECT FEE

The Town has established a budget not to exceed **\$43,750** 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.

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

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 Billerica and Massachusetts Historical Commissions;

PHASE IV – Production of final inventory forms, reports and maps;

Please note: all contract work must be completed by September 24, 2027



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V. SUBMISSION

Responses will be received at the Billerica Historical Commission, Town Hall, 365 Boston Road, Billerica, MA 01821 until July 31, 2026 at 12:00 PM. Responses received after that date and time will be rejected.

Proposers must register on the Town's website- www.billerica.gov - bid postings page in order to ensure receipt of any changes or addenda to the RFP.

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

Billerica Historical Commission
Town Hall
365 Boston Road
Billerica, MA 01821
C/O Ann Marie Casey, Assistant Town Manager

AND one copy emailed to Mary Leach, Historical Commission Secretary, for distribution to Commission Members at maryelaineleach@gmail.com

For further information, please contact:
Alec Ingraham, Billerica Historical Commission, Chair
at (978) 987-1882
ingrahamalec@gmail.com



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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

Billerica Historic Property Survey

Proposer's Name _____

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

Proposal Envelope B – Price Proposal

Billerica Historic Property Survey

Proposer'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.



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VI. OTHER REQUIREMENTS

1. Award date. Award will be made within thirty (30) days after the response due date unless otherwise stated in the specifications or the time for award is extended by mutual consent of all parties. All responses submitted shall be valid for a minimum period of sixty (60) calendar days following the date established for acceptance.

2. Responses may be modified, corrected or withdrawn only by written correspondence received by the Town of Billerica prior to the time and date that responses are due.

Response modifications must be submitted in a sealed envelope clearly labeled "Modification No. ____" and must reference the original RFP.

3. After the response due date, a vendor may not change any provision of the response in a manner prejudicial to the interests of the Town of Billerica or fair competition. Minor informalities will be waived, or the vendor will be allowed to correct them. If a mistake and the intended response are clearly evident on the face of the response document, the mistake will be corrected to reflect the intended response, and the vendor will be notified in writing; the vendor may not withdraw the response. A vendor may withdraw a response if a mistake is clearly evident on the face of the response, but the intended correct response is not similarly evident.

4. The Town of Billerica reserves the right to reject any and all responses and to waive any informality in responses received whenever such rejection or waiver is in its best interest.

5. The Town of Billerica will not be responsible for any expenses incurred in preparing and submitting responses. All responses shall become the property of the Town of Billerica.

6. The response, and any subsequent contract for the services, is hereby issued in accordance with applicable Massachusetts General Laws. The selected vendor shall be expected to comply with all applicable state and federal laws in performance of service.

7. Responses received prior to the response due date will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a response not properly addressed and identified.

8. Any responses received after the advertised date and time for opening will be returned to the responder unopened.

9. Purchases by the Town of Billerica are exempt from federal, state and municipal sales and/or excise taxes.



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10. The Tax Compliance Certification and the Certificate of Non-Collusion must be included with the response. The response must be signed by the authorized individual(s).

11. Unexpected closures. If, at the time of the scheduled response due date and time, Town Hall is closed due to uncontrolled events such as fire, snow, ice, wind or building evacuation, the response due date will be postponed until 3:00 PM on the next normal business day, which is Monday, August 3, 2026. Responses will be accepted until that date and time.

12. The Town of Billerica is an Affirmative Action/Equal Opportunity Employer. The Town encourages responses from qualified MBE/DBE/WBE firms.



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ATTACHMENT A SCOPE OF WORK

PROJECT OBJECTIVES and METHODOLOGY

The first Billerica historic property survey was undertaken in 1973-74 by volunteers on the Historic Commission and included relatively limited historical documentation and architectural assessment. Although some property surveys have been updated over past fifty years many have not. The 2024 Town of Billerica, Massachusetts Historic Properties Survey Plan has identified properties that need consideration. The purpose of this project will be to undertake an intensive-level survey of cultural and architectural resources in the Town of Billerica. 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 survey to assess and document approximately 185 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 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 or as Local Historic Districts.

The Inventory:

For the properties designated Level 1* in the referenced 2024 Community-Wide plan, we 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 1960. Significant themes of historical and architectural development will be identified, and resources will be related to these themes.

The 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



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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 (2009), 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 (8 weeks)

Tasks:

- Meet with local project coordinator of the Billerica Historical Commission and MHC staff to discuss the scope and inventory methodology of the project and to assess the available documentary materials (Billerica Historical Commission 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 town-based GIS data suitable for use in the project;

Billerica Historic Properties Survey Plan – Final Report, September 29, 2024 – Level 1* designated Properties

- Review existing inventory forms on file at the Billerica Historical Commission 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.

Products:

1. Working maps and large-scale base map(s) to be used to identify inventoried properties
2. 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.



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6. A brief description of the amount and kinds of information to be gathered about the properties.
7. Bibliography, including identification of web-based resources to be used in the project

Phase I to be completed by November 20, 2026

Phase II (10 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 a list of specific properties to be surveyed.
- Complete representative draft inventory forms for different property types.
- Meet with Billerica Historical Commission 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 to be completed by January 29, 2027

Phase III (24 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 a draft list of all areas and resources recommended for the 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 the appropriate designation code and date.
- Submit draft inventory forms with photographs, draft National Register contexts, and National Billerica Historic Properties Survey Plan – Final Report, September 29, 2024 Level 1* designated Properties Register recommendation to MHC and Billerica Historical Commission for review and comment (comments to be incorporated during Phase IV).



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- In consultation with Billerica Historical Commission, MHC survey and MACRIS staff, develop lettering and numbering system for inventoried properties.

Products:

- Unnumbered complete draft inventory forms for approximately 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 to be completed by July 16, 2027

Phase IV (10 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 properties; two sets with original photographic prints: one for MHC and one for the Billerica Historical Commission.
- 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 Billerica Historical Commission).
- Survey Final Report (four paginated, unbound copies (two for MHC, two for Billerica Historical Commission) 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



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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 will also 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.
 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.

**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 Billerica Historical Commission by September 24, 2027



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Attachment B

TOWN OF BILLERICA, OFFICE OF THE TOWN MANAGER
TOWN HALL
365 BOSOTN ROAD
BILLERICA, MA 01821

Billerica Historic Property Survey PRICE PROPOSAL FORM

The undersigned hereby submits this price quotation to perform the services outlined in the Request for Proposals for the Town of Billerica Historic Property Survey.

Bidder SIGNATURE: _____

(Print Name): _____

Address: _____

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

Phase I:	
Phase II:	
Phase III:	
Phase IV:	
TOTAL COST:	
	(not to exceed \$43,750)

Cost to complete the project:

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



Town of Billerica Historical Commission

Attachment C

**TOWN OF BILLERICA, OFFICE OF THE TOWN MANAGER
TOWN HALL
365 BOSOTN ROAD
BILLERICA, MA 01821**

Billerica Historic Property Survey PROPOSAL SIGNATURE FORM

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

1. That prices inserted in the Price Proposal 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 response 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 Bidder, 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: _____

E-mail: _____



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Attachment D

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 or 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: _____



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Attachment E

CERTIFICATE OF VOTE OF CORPORATION (if applicable)

Date: _____

I, _____, Clerk-Secretary of the corporation named in the foregoing Quotation, certify that _____ who signed the said Quotation on behalf of said corporation, was then the _____ of said corporation; that I know their
(Title)
signature; and that his signature thereto is genuine and that said Quotation was duly executed on _____, 2026.

(Clerk-Secretary)

Date of Incorporation: _____

(Corporate Seal)



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ADDITIONAL INFORMATION

Explicit Rejection Language

Any proposal that fails to include all required information, certifications, or qualifications will be rejected as unresponsive and will not be reviewed by the Selection Committee.

Insurance Requirements

The successful proposer must provide evidence of the following insurance coverage, with the Town named as Additional Insured (except for Workers' Compensation):

- General Liability: Minimum \$1,000,000 per occurrence, \$1,000,000 annual aggregate.
- Automobile Liability: Minimum \$500,000 per occurrence.
- Workers' Compensation: As required by law.
- Umbrella Liability: Minimum \$1,000,000 per occurrence.

Certificates of insurance must be provided upon contract execution.

Payment

A payment schedule for services will be worked out with the successful applicant in conjunction with the Historical Commission and the Town Accountant.