

**MAD RIVER VALLEY
CERTIFIED LOCAL GOVERNMENT/RURAL RESOURCE
COMMISSION
REQUEST FOR PROPOSALS
BOYCE HILL EDUCATION PROJECT,
NORTH FAYSTON
AUGUST 30, 2022**

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Response Deadline: October 1, 2022

The Mad River Valley (MRV) Certified Local Government/Rural Resource Commission (CLG/RRC) is pursuing a historical education research project on North Fayston's Boyce Hill, a historically significant, 93-acre parcel set on a high knoll with sweeping views of the Green Mountains to the west, the Northfield Range to the east, and the rolling hills of Fayston. This Town of Fayston property, which was conserved through Vermont Land Trust in 2020 and is managed by the Fayston Conservation Commission's Boyce Hill Steering Committee (the Steering Committee), boasts rich cultural, agricultural, and natural history, including extensive stone fences, a cellar hole, a viable apple orchard, and a stone corral.

The purpose of this project is to inform the general public about the vast historic resources at Boyce Hill. The associated site history research and documentation will serve as a vital part of enhancing community understanding, and promotion of, this historic hill farm, as well as assisting in the management planning work underway by the Steering Committee.

Funds for this project have been made available through a Vermont Division for Historic Preservation CLG Grant, as well as through the Fayston Conservation Commission.

Scope of Work

The primary audience for these education and preservation efforts is the local MRV community, consisting of the towns of Fayston, Waitsfield & Warren, as well as neighboring towns of Moretown & Duxbury. Boyce Hill is a cherished and popular recreational site. The aim of this grant project is to inform and educate all visitors about the site's history and contributions to the MRV's land use, economic and agricultural development, both pre-colonial and after the Boyce

Family's settlement in the early 1800s. In addition, project deliverables will provide valuable insight to the Town of Fayston and the Steering Committee as they develop the property's long-term management plan.

The methods used in completing this grant will be historical research and documentation of:

- Families that lived on the property and associated timeline/deed search
- Buildings, structures, and agricultural infrastructure on the property
- Indigenous peoples research/survey
- Agricultural land use history/record search
- Occupant abandonment patterns

The products/deliverables that will result from this research include:

- PDF and MS Word copy of summary report, with written text supported by historic and/or contemporary photographs and maps
- Map(s) (ideally digital and compatible with other mapping software) identifying changes over time to historical research referenced above
- Historical research copy for inclusion in a future kiosk panel and smaller interpretive signs near the cellar hole, stone corral and one of the stone fences for the educational benefit of visitors to Boyce Hill
 - Outside this RFP's proposed scope of work, the Steering Committee will construct an informational kiosk which may include any/all of the following: recreational assets, E-911, site rules, current and historical maps, pictures/an artist's rendition to offer a visual interpretation of the site's history, and copy from this grant to provide visitors with a historical narrative.
- Public presentation of final results via on-site walking tour

Basis for Selection of Consultant

Proposals will be reviewed by a selection committee (the Committee), composed of the MRV CLG/RRC, Mad River Valley Planning District (MRVPD), and the Steering Committee Representative, coordinated by MRVPD staff, based on the following criteria:

1. Demonstrated ability to carry out the project as specified above;
2. Prior experience and record of performance:
 - a. resume; examples of work either online or as attachments
 - b. specific experience working on similar type projects
3. Ability to complete project within budget
4. Availability/ability to work within time schedule, including record of timely completion of past projects.
5. Ability to work with MRV CLG/RRC, MRVPD, Steering Committee, and Town Staff.

The Committee will evaluate the proposals and may invite one or more consultants to be interviewed before making a final selection. The payment for these services (historical research and documentation, maps, presentation, and copy) is not to exceed \$6,000.00.

Timeline

The projected timetable is as follows:

- Deadline for receipt of RFP submissions: October 1, 2022 by 5 p.m.
 - Please send to
 - *Boyce Hill RFP, Mad River Valley Planning District, P.O. Box 471, Waitsfield, VT, 05673*
 - or email RFP submissions to *joshua@mrvpd.org*.
- Award of contractor contract
 - On or before November 1, 2022
- On-site meeting and project work commences
 - November 2022
- Mid-project update
 - February 1, 2023
- Project to be completed: July 2023

All dates except the deadline for receipt of RFP submissions are subject to change.

Limitations of Liability

The MRVPD assumes no responsibility and no liability for costs incurred by proposer in responding to this Request for Proposal, or in responding to any further request for interviews, additional data, etc. prior to the issuance of a contract.

Insurance Requirement

Before commencing work with the MRV CLG/RRC, the consultant must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the consultant to maintain current certificates of insurance on file with the State through the project term.

Workers Compensation: With respect to all operations performed, the consultant shall carry workers' compensation insurance in accordance with the laws of the State of Vermont. Vermont will accept an out-of-state employer's workers' compensation coverage while operating in Vermont provided that the insurance carrier is licensed to write insurance in Vermont and an amendatory endorsement is added to the policy adding Vermont for coverage purposes. Otherwise, the consultant shall secure a Vermont workers' compensation policy, if necessary to comply with Vermont law.

General Liability and Property Damage: With respect to all operations performed, the consultant shall carry general liability insurance having all major divisions of coverage including, but not limited to:

- Premises - Operations
- Products and Completed Operations
- Personal Injury Liability
- Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

- \$1,000,000 Each Occurrence
- \$2,000,000 General Aggregate
- \$1,000,000 Products/Completed Operations Aggregate
- \$1,000,000 Personal & Advertising Injury

Automotive Liability: The consultant shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the project. Limits of coverage shall not be less than \$500,000 combined single limit. If performance of the project involves construction, or the transport of persons or hazardous materials, limits of coverage shall not be less than \$1,000,000 combined single limit.

Additional Insured. The General Liability and Property Damage coverages required for performance of the project shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, then the required Automotive Liability coverage shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

Notice of Cancellation or Change. There shall be no cancellation, change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written prior written notice to the State.

Rejection of Proposals

The MRV CLG/RRC reserves the right to decline any and all responses, and the right to extend the deadline for RFPs.

Submission of Proposals

Please send to *Boyce Hill RFP, Mad River Valley Planning District, P.O. Box 471, Waitsfield, VT, 05673*, or email RFP to joshua@mrvpd.org.