

**COCUMSCUSSOC ASSOCIATION
55 RICHARD SMITH DRIVE
NORTH KINGSTOWN, RHODE ISLAND
(401) 294-3521**

REQUEST FOR QUALIFICATIONS

**QUALIFICATION STATEMENTS TO PREPARE A CULTURAL LANDSCAPE REPORT FOR SMITH'S CASTLE
NORTH KINGSTOWN, RI**

10 sets of the above Qualifications Request will be accepted at Smith's Castle, 55 Richard Smith Drive, Wickford, Rhode Island 02852 until 4 PM on September 15, 2005.

NO QUALIFICATIONS WILL BE ACCEPTED AFTER THE 4 PM DEADLINE

The proposal shall be awarded to the highest qualified firm, in accordance with R.I.G.L. 45-55-8.1 and the qualification based selection process outlined in R.I.G.L. 37-2-64; 37-2-66; 37-2-67; and 37-2-68.

A complete package of specifications may be obtained from Smith's Castle, 55 Richard Smith Drive, Wickford, RI 02852 /(401) 294-3521 or at the Smith's Castle website http://www.smithscastle.org/whats_new/whats_new.htm.

A certificate of Insurance showing 1 million dollars General Liability and 1 million dollars Any Auto, with the Cocumscussoc Association being named as an additional insure, Worker's Compensation, with a waiver of subrogation, and 1 million dollars Professional Liability, will be required of the successful Consultant.

The Cocumscussoc Association reserves the right to reject any or all proposals or parts thereof; to waive any formality in same, or accept any proposal deemed to be in the best interest of the Association.

Christine Kalina, President
Cocumscussoc Association

**COCUMSCUSSOC ASSOCIATION
INFORMATION FOR VENDORS**

ARTICLE 1. RECEIPT AND OPENING OF QUALIFICATIONS

Requests for Qualifications must be submitted in SEALED ENVELOPES, addressed Smith's Castle, 55 Richard Smith Drive, North Kingstown, Rhode Island 02852, and clearly marked with the name of the project. Qualifications will be received up to the specified time as noted on the Request for Qualifications.

It is the vendor's responsibility to see that his Qualifications Request is delivered within the time and at the place prescribed. Qualifications received prior to the deadline time will be securely kept unopened. No responsibility will attach to any officer or person for the premature opening of qualifications not properly addressed and identified.

Any Qualifications received after the time and date specified shall not be considered, by messenger or by mail, even if it is determined by the Town that such non-arrival before the time set for opening was due solely to delay in the mails for which the vendor is not responsible.

Conditional or qualified Requests for Qualifications will not be accepted.

ARTICLE 2. PREPARATION OF QUALIFICATIONS

Erasures or other changes must be explained or noted over the signature of the vendor.

Each qualification must be submitted sealed, and clearly labeled, so as to guard against opening prior to the deadline time.

The Cocumscussoc Association may consider any qualifications not prepared and submitted in accordance with the provisions hereof and reserves the right to reject any or all qualifications in whole or in part, toward any item, group of items, or total qualification; to waive any technical defect or formality in same, or to accept any qualification deemed to be in the best interest of the Association.

In the event more than one item is requested and/or listed in the Request for Qualifications, vendors may submit on any or all items. The Association reserves the right to make award on an item for item basis or aggregately, whichever may be in the best interest of the Association.

ARTICLE 3. TELEGRAPHIC MODIFICATION

Telephonic, telegraphic or oral proposals, amendments or withdrawals will not be accepted.

ARTICLE 4. WITHDRAWAL OF QUALIFICATIONS

Qualifications may be withdrawn personally or by written request at any time prior to the time specified for the deadline. Qualifications may be modified in the same manner. Negligence on the part of the vendor in preparing the qualifications confers no right of withdrawal or modification of his qualifications after such qualifications has past the submittal deadline.

ARTICLE 5. QUALIFICATIONS OF THE VENDOR

The Association reserves the right to request each vendor to present evidence that he is normally engaged in purveying the type of service proposed. No qualifications shall be considered from vendors who are unable to show that they are normally engaged in purveying the type of service specified in the qualification request.

To receive full consideration, the vendor must submit literature and necessary details, when applicable, on the service he proposes to furnish in order that the Association may have full information available when analyzing the qualifications.

ARTICLE 6. OBLIGATIONS OF THE VENDOR

At the time of the deadline for the request, each vendor will be presumed to have inspected the Specifications and Contract Documents (including all Addenda) which has been sent to the address given by such vendor. The failure or omission of any vendor to receive or examine any form, instrument, or document shall in no way relieve any vendor from any obligation in respect to his qualifications submittal.

Any exceptions or deviations from the provisions contained in this Request for Qualifications must be explained in detail and attached to the submittal. If such deviations do not depart from the intent of this notice and are in the best interest of the Association, the qualification request will receive careful consideration.

ARTICLE 7. TAX EXEMPTIONS

The Association is a non-profit corporation. The prices proposed must be exclusive of taxes for which the Association is exempt and will be so construed. Exemption certificates will be completed as required by the successful bidder.

ARTICLE 8. CONTRACT PERIOD AND TERM OF AGREEMENT

The Contract period shall be as-PER AGREEMENT. If financially advantageous to the Cocumscussoc Association, these contracts may be renewed or extended, from time to time, when agreed to, in writing, by both parties.

ARTICLE 9. LABOR REGULATIONS

The following paragraphs regarding nondiscrimination in employment shall be included and become part of these specifications:

- a. Contractors shall comply with the provisions of the General Laws of Rhode Island and attention is called to Title 37, Chapter 13, Section 1-16, relative to the payment of wages, obligations and charges by Contractors on public works projects.
- b. Non-resident Contractors are subject to Section 44-1-6 of the Rhode Island General Laws, as amended. (OUT OF STATE CONTRACTORS)
- c. The successful bidder will be required to comply with the Davis-Bacon Act (40 USC 2 to a-7) as supplemented by Department of Labor regulations (29CFR Part 5).
- d. The successful bidder will be required to comply with the Contract Works Hours and Safety Standards Act (40 USC 327-330) as supplemented by Dept. of Labor Regulations (29 CFR, Part 5).
- e. The successful bidder will be required to comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended, and as supplemented in Department of Labor regulations (41 CFR Part 60).
- f. The successful bidder will be required to comply with the Copeland "Anti-Kickback" Act (18 USC 874) as supplemented in Department of Labor regulations (29 CFR, Part 3)
- g. The successful bidder will be required to comply with the Safety and Health regulations (29 CFR, Part 1926 and all subsequent amendments) as promulgated by the Department of Labor.
- h. The successful bidder will be required to comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352).

ARTICLE 10. INSURANCE

The Vendor shall assume responsibility and liability for all injuries to persons or damages to property, directly or indirectly due to, or arising out of, his operations under the contract and shall be responsible for the proper care and protection of all work performed until completion and final acceptance by the Association.

The Vendor shall also indemnify and save harmless the Cocumscussoc Association against any and all claims of whatever kind and nature due to, or arising out of, his breach or failure to perform any of the terms, conditions, or covenants of the contract resulting from acceptance of his Qualifications Request.

The Vendor shall furnish the Association with certificates of insurance from companies acceptable to the Association. All insurance companies listed on certificates must be licensed to do business in the State of Rhode Island. The Vendor shall provide a certificate of insurance as specified in the Request for Qualifications. Contracts of insurance (covering all operations under this contract) shall be kept in force until the Vendor's work is accepted by the Association.

The limits of the insurance must be at least in the amounts specified below:

- (R). Commercial General Liability-Occurrence Form \$1,000,000/\$1,000,000
- (R). Automobile Liability - \$ 1,000,000.

Both naming the Cocumscussoc Association as additional insured.

- (R). Worker's Compensation (if legally allowed and available). Requires a waiver of subrogation.
- (R). Professional Liability - \$ 1,000,000.

The Vendor shall require similar insurance in the above amounts to be taken out and maintained by each sub-vendor. The Vendor shall be fully responsible for the acts and omissions of his sub-vendors and of persons employed either directly or indirectly by them, as he is for the acts and omissions of persons directly employed by him. Nothing contained in the contract shall create any contractual relation between any sub-vendor and the Cocumscussoc Association.

ARTICLE 11. LAWS, ORDINANCES AND CODES

All applicable Federal and State Laws, Ordinances and Codes of the Town of North Kingstown and regulations of all authorities having jurisdiction over this Project shall apply to this contract the same as though written herein in full.

The Cocumscussoc Association will not award the Contract to any Contractor who is, at the time, ineligible under the provisions of any applicable regulations issued by the Secretary of Labor, United States Department of Labor or the laws of the State of Rhode Island. If the successful bidder is a corporation NOT authorized to do business in the State of Rhode Island, it shall qualify to do business in the State of Rhode Island, immediately after the award of the contract.

SELECTION CRITERIA

The proposal will be evaluated as to R.I.G.L. 37-2-64; 37-2-66; 37-2-67 and 37-2-68, and the award shall be made on the basis of the highest qualified firm

The following factors will be considered in determining the best qualified or most responsive submission evaluated:

- Competence to perform the services as reflected by technical training and education; general experience; experience in providing the required services; and the qualifications and competence of persons who would be assigned to perform the services;
- Ability to perform the services as reflected by workload and the availability of adequate personnel, equipment, and facilities to perform the service expeditiously;
- Past performance as reflected by the evaluation of private persons and officials of other governmental entities that have retained the services of the firm with respect to such factors as control of costs, quality of work, and an ability to meet deadlines;
- Narrative description of the scope of work to substantiate firm's understanding of the project's objectives;
- Record of the firm in accomplishing work on other projects in the required time: list references and listing of like projects completed or currently in progress.
- Quality of work previously performed by the firm for the Cocumscussoc Association, if any;
- Proposed project task schedule;
- Experience of personnel to be assigned to the project including detailed resumes for each individual, qualifications, licenses and professional registration: (NOTE: all engineering services requiring a Professional Engineer shall be performed by a RI Licensed Professional Engineer, all architectural services shall be performed by a Rhode Island Licensed Architect; all Landscaping Architecture Services shall be performed by a RI Licensed Landscape Architect, substitutions will not be allowed without prior approval of the awarding authority
- Fulfillment of project request for qualifications requirements and statement of qualifications to perform the above tasks;
- Meets or exceeds insurance requirements, including proof of Errors and Omissions Insurance Coverage.

BIDDER QUALIFICATION STATEMENT

The bidder shall answer all questions set forth in the form below and attach same to the Proposal Form as required. Failure to answer these questions in full may be cause for rejection of the bidder's proposal. If more space is required, please attach additional sheets.

1. How many years has your organization been in business under your present name? _____
2. How many years experience in work of a similar type has your organization had? _____
3. List below the projects your organization has under way as of this date:

Contract Sum	Class of Work / % Complete	Name / Address of Owner	Name & Phone # of Contact at Owner

4. List below a minimum of three (3) projects which your firm, as a firm, has performed in the past few (5) years which you feel will qualify you for this work.

Contract Sum	Class of Work	Name / Address of Owner	Name & Phone # of Contact at Owner

5. Have you ever failed to complete any work awarded to you?
 Yes No: If Yes, where and why?

6. Has any officer or partner of your organization ever been an officer or partner of some other organization that failed to complete a contract? Yes No: If Yes, state:

Name of Individual(s)	Name of Owner(s)	Reason(s)

7. Has any officer or partner of your organization ever failed to complete a contract handled in his own name? Yes No: If Yes, state:

Name of Individual(s)	Name of Owner(s)	Reason(s)

The undersigned hereby authorizes and requests any firm, person or corporation to furnish any information requested by the Owner or Architect in verification of the matters contained in the Bidder Qualification Statement.

Dated _____, 200__

(Name of Bidder)

By: _____

Title: _____

AFFIDAVIT

**Cocumscussoc Association/Smith's Castle
Request for Qualifications
Cultural Landscape Report**

Introduction

The Cocumscussoc Association, through its Long Range Site Committee, is soliciting statements of interest and qualification from historic/cultural landscape professionals for the preparation of a cultural landscape report (CLR) that will examine the 22 acres the Cocumscussoc Association currently owns surrounding the historic house museum, Smith's Castle. Smith's Castle is located north of the village of Wickford in the Town of North Kingstown, Rhode Island. The CLR is funded by a Transportation Enhancement grant from the Rhode Island Department of Transportation (RIDOT).

Background Information

Smith's Castle is listed on the National Register of Historic Places. For more than 50 years, the Cocumscussoc Association has maintained and preserved the Smith's Castle site and the 22 acres of land that adjoins it. More recently the Association has embarked on a number of efforts to document the history of the site. Just over 10 years ago, an archeological dig was conducted on the property the results of which are documented in a report by Patricia Rubertone and Charlotte Taylor in *Historical Archaeology at Cocumscussoc: The 1991 Field Investigation*. The archeology investigation led to the listing of the site as a National Historic Landmark. In the mid-1990s, an extensive restoration of Smith's Castle was undertaken which led to a national award from the National Trust for Historic Preservation.

The Cocumscussoc Association has been awarded a Transportation Enhancement grant that will also fund the construction of a revised entrance to the site, additional parking, and a location for bus turnarounds. In the future, the Cocumscussoc Association is interested in constructing an additional building on the site to support the Association's education and programming needs. It has been determined that prior to any improvements to the site and as a natural next step in the site documentation process, a Cultural Landscape Report is needed to analyze the existing conditions and historical development of the Smith's Castle site. The report will serve as a basis for developing plans for the protection and future development of the site.

The objective for the report will be to provide the background and recommendations for the preparation of a Landscape Preservation and Development Plan. This Development Plan, which will follow in a subsequent phase of work, will address the functional requirements that must be met if the site is to meet the current and future demands of its uses and programs. The Cultural Landscape Report will also provide comprehensive background material for the historical interpretation of the Castle and its site for the education of the community. A thoroughly researched, comprehensive plan will help insure the long-term protection and preservation of this National Register structure and its property.

The project work will involve compiling and analyzing all available documentation on the property related to Smith's Castle from the initial settlement of the property through the present. It is anticipated that the project will include the mapping of "period plans" which will illustrate the changes in the Smith Castle site and its surrounding farms through time, as well as the preparation of an "existing conditions" plan that identifies all existing site features within the boundaries of the property today and makes reference to all previously identified archeological evidence.

Scope of Work

The CLR will provide an information base and a conceptual scheme or framework that will serve as the basis for planning and designing a landscape master plan. The CLR will consist of a written narrative with supporting graphic materials, and will include

- An analysis of the degree of continuity of and changes to the landscape over time,
- An assessment of the landscape's current integrity and significance,
- A recommendation of a preservation goal for the site,
- A recommendation of treatments to achieve the proposed preservation goal.

In addition to the written narrative, the CLR will include

- Six period plans—one large-scale and one small-scale—for three significant historic time periods,
- An existing conditions plan for the 22-acre site as it exists today, as shown on a Class IV or better survey of the site
- A plan that explains in simple terms the recent archaeological field investigations conducted at the site.

Period Plans

Period plans will be prepared that delineate the boundaries, divisions, and subdivisions of the site and locate all known natural and built features on the site for three time periods: c. 1650, c. 1800, and c. 1930. These represent an historic progression of the site from its earliest years as Richard Smith's trading house, through the plantation era of the 18th century, into the early 20th century when the site was subdivided by developers. Two plans are anticipated to be developed for each time period: a small-scale plan that encompasses the entire site, and a large-scale plan that is centered on the house and includes the area around the house corresponding to today's 22-acre site. The scale of this plan will be consistent from one time period to another. The scale of the larger area or regional plans may vary as necessary.

1. c. 1650—the site as it existed at the time of Richard Smith.

Richard Smith, Sr. accumulated land ranging from Quidnessett on the north to the tip of Boston Neck on the south. This plan should include, to the extent possible, the subdivisions that define how the estate was built up: which areas were transferred from the Narragansett (e.g. 60-year lease, 1000-year lease); from Roger Williams; or through the Atherton purchase, etc.; what primary source document defines the transfer; when the transfer was made; and the individual(s) who made the transfer to the Smith family. This plan should also include significant Narragansett features—Sawqoque and Pequot Path for example. Little is known of the site at this period. The larger-scale, 22-acre, plan for this time period may therefore contain little other than Narragansett place names for significant landscape features.

2. c. 1800—the site as documented by Caleb Harris.

Three plans of the estate of Lodowick Updike were executed by Caleb Harris and are extant today: *Plat of Homestead and Saugo Farms*, *Plat of the South Farm*, and *Map of Wickford*. These are drawn at different scales, but there are areas of overlap among them. The small-scale plan for this period will be a composite of the three Harris surveys on a single sheet. At a larger scale, a detail of Harris' *Plat of Homestead and Saugo Farms* centered on the house that includes the 22 acres of today's site will be prepared.

3. c. 1930—the Fox dairy complex.

The property as it was when owned by the Babbitt and Fox families (1880–1936). There is extensive photographic and map documentation of the site during this period showing built structures and various landscape features (houses, barns, outbuildings, pastures, stone walls, fences, roads, bridges). This evidence is to be compiled and transferred onto a large- and small-scale site plan.

Existing Conditions Plan

A plan of the site as it exists is to be prepared. It will cover the 22 acres currently owned by the Cocumscussoc Association, but should also show sections of neighboring properties that contain features significant to Smith's Castle—primarily the cemeteries. The plan will inventory and document natural features including significant plant material (especially in overgrown areas) and built features on the property as it exists today. Aerial photography may be used to inventory wetland features. The plan will be drawn at the same scale as the three large-scale period plans.

The existing conditions plan will include the following features:

Existing historical features

Cocumscussoc Brook. The stream that gave the area its name and is the place name often used by Roger Williams in his correspondence from his trading house.

Colonial revival garden. The garden at the side of the house installed in the early 1950s by the Garden Club of South County. It was intended to be an 18th century garden.

Great gate and entry from Post Road/Huling Road. In the 18th century, the main approach to the house was through the great gate on a broad road that extended from today's Huling Road (then the Country Road) to the house.

Ice house and stone bridge. These are two structures shown on the Harris survey of Homestead and Saugo Farms. The stone foundations still exist.

Cemeteries. The cemeteries of the families that lived and worked at Smith's Castle in the 17th, 18th, and 19th centuries are located on property not owned by the Cocumscussoc Association. Their locations are to be noted on the existing conditions plan. The cemeteries include

- Smith/Updike burial ground,
- Congdon cemetery,
- Slave burial ground, and
- Mass grave of the 40 soldiers who died in the attack on the Great Swamp in 1675; this CLR report has the potential to provide additional information about the mass grave location.

Other existing features/uses

Contemporary gardens

- Dye garden
- Herb garden
- Annex gardens
- Trumpet vine

Stone entrance markers

Miscellaneous furnishings

- Flagpole
- Benches
- Notice board
- Open pit fire place

Access and parking for Annex

Archaeology documentation

In the early 1990s, two reports summarizing archaeological field investigations carried out at Smith's Castle were produced, one by Patricia E. Rubertone and Robert Fitts, *Historical Archaeology at Cocumscussoc: A Pilot Study for Local Preservation Planning*, unpublished report, on file, Rhode Island Historical Preservation and Heritage Commission, 1990; and the other by Patricia E. Rubertone and Charlotte Taylor, *Historical Archaeology at Cocumscussoc: The 1991 Field Investigations*, unpublished report, on file, Rhode Island Historical Preservation and Heritage Commission, 1992. In addition to a thorough summary of the material evidence and artifacts uncovered and their relevance to the occupational history of the site, the reports also include a number of precise drawings of the excavations. These drawings are done at various large scales (e.g. 1"=40', 1/8"=1', 1-1/4"=1'). **A site plan, consistent in scale to the previously discussed period and existing condition plans, illustrating these archaeological findings will be prepared. This plan shall also show areas where ground penetrating radar surveys have previously been conducted.**

Resources Available to Consultant

The evidence compiled during previously executed archaeology projects will be reviewed and summarized. This material is available at the Rhode Island Historic Preservation and Heritage Commission and in the Archaeology Department at Brown University. Any physical locations at the site noted to be potentially worthwhile for future archaeological exploration will be identified.

Additionally all available documentary evidence concerning the historical development of structures and the property will be reviewed. This material includes, but is not limited to, the following:

- Deed research and land evidence
- Wills and inventories
- National Register nominations
- Historical material on file at Smith's Castle
- Relevant historical maps and aerial photographic records
- Relevant information from State and National Archives, as well as from the Rhode Island Historical Society
- Agricultural census records c.1930
- Aerial photographs are available from the Town of North Kingstown or the State of Rhode Island

Over the years, a significant amount of research on the history of Smith's Castle and Cocumscussoc (the Narragansett name for the area surrounding Smith's Castle) has been conducted and a broad range of documents, photos, slides, articles, books, inventories, land records, maps, etc. have been identified and, when possible, collected. These resources are summarized in the attachment at the end of this document and will be available for use in preparing the CLR. It is expected that the consultant will review the materials listed below to familiarize themselves with this project:

The bibliography contained in *Smith's Castle at Cocumscussoc: Four Centuries of Rhode Island History*, a catalogue prepared for the exhibition celebrating the 325th anniversary of the construction of Smith's Castle has an extensive list of materials, publications, and other related sources.

Deliverables

The consultant will provide monthly reports to the Long Range Site Committee at least one week prior to Committee meetings.

The final submission shall include the following:

- A written report evaluating the integrity and significance of the property. The property should be compared and contrasted to other similar properties to evaluate it in terms of its historical context.
- Recommendations for how to treat the property to protect and enhance its elements of significance while at the same time allowing for continued and future uses.
- Period maps as specified above.
- Mapping of existing site conditions.
- Photographic documentation of existing conditions.
- Binder of photocopies of primary documents consulted to prepare this study.
- Site plan illustrating archeological reports described above.

Coordination

The Long Range Site Committee will direct the work of the consultant.

Selection Process and Criteria

The Cocumscussoc Association shall select a firm for this project through a Qualification Based Selection (QBS) process. Proposals will be examined and technically evaluated based on the factors presented below. It is the responsibility of the consultant to present evidence or exhibits, which clearly demonstrate the ability to satisfactorily respond to the project requirements and the factors listed below. The Cocumscussoc Association will select the top ranked firm based on the criteria herein as it may apply to the specific Scope of Work. Consultant selection shall be based upon procedures identified and enumerated under the RIDOT's "Consultant Selection Procedures for Municipalities & Private Non-Profits," October 2000, as amended, including:

A. Company Qualifications and Experience

Specialized experience is required in a series of work areas. Proposals must clearly demonstrate full knowledge, understanding, and experience in the methods, techniques and guidelines required for the performance of the required work. All elements within this factor are of equal importance. The Consultant must indicate their specific experience relating to public clients on similar projects. The Consultant shall identify all sub-consultants and a detailed list of the services to be subcontracted and the qualifications and capabilities of the subcontractor.

B. Personnel Qualifications and Availability

Specialized experience is required of the project personnel proposed to undertake the work assignments. Proposal must clearly demonstrate the capability, academic background, training, certifications and experience of the proposed personnel. The availability of the proposed staff is also of critical importance and must be demonstrated. Specific project experience relevant to this scope of work must be demonstrated, as well as specific company experience. The Consultant's project team to be assigned for the duration of the project shall be identified in the Qualifications statement.

C. Performance Record of Firm

A list of references of at least three (3) recent contracting officers on projects of a similar magnitude and complexity; references must include telephone number and affiliation. The Consultant shall cover their firms' track record of bringing in projects on time and within budget.

D. Project Understanding and Approach

The Consultant must demonstrate a comprehension of the role and function of this project in meeting the needs of the Cocumscussoc Association. In addition to understanding the scope of the project the consultant shall demonstrate, in their approach to the project, the following, which will be considered in the selection:

- Knowledge of current issues and state of the art in the relevant technical areas.
- Unique qualifications or work methodology.
- Experience demonstrated on similar projects with public clients.
- Working knowledge of the geographic area as evidenced by prior work experience in the region.

Interested firms are requested to demonstrate the extent to which all of the requirements of this request for qualifications will be accomplished, including but not limited to staff experience and recent project experience and the firm's role relative to the various project requirements. Each proposal should include, but not be limited to, the following:

- Narrative description of the scope of work that substantiates the firm's understanding of the project's objectives;
- Fulfillment of project proposal requirements and qualifications;
- Proposed project task schedule;
- Firm's experience with similar projects. Applicants are encouraged to submit information from other similar projects;
- Experience of personnel to be assigned to the project including detailed resumes for each individual, qualifications, licenses and professional registration;
- Work history, statement of qualifications to perform the aforementioned tasks and at least one sample of similar work completed;
- List of references; and
- Quality of work previously performed for the Cocumscussoc Association (if applicable).
- Evidence of Qualification standards of 36 CFR Part 61

The Consultants will be evaluated and ranked, based on the information and team presented by the Selection Committee. The top ranked Consultant shall be invited for contract negotiations with the Cocumscussoc Association. During contract negotiations a detailed scope of work shall be developed, defined in distinct phases with a time schedule, list of deliverables and fee for each phase. The scope of work shall be mutually agreed upon and clear as to the intent and meaning.

If satisfactory agreement is not reached with the top ranked Consultant, the Cocumscussoc Association reserves the right to terminate negotiations by notifying the consultant in writing to that effect. Similar negotiations shall proceed with the Cocumscussoc Association and the next ranked Consultant, and so on.

The Cocumscussoc Association understands that the scope of services is the very essence of the agreement and must be negotiated in order to properly address the Cocumscussoc Association's requirements regarding the project. A detailed scope will enable the Cocumscussoc Association to rely on time schedules and maintain cost controls throughout the project. It is the Cocumscussoc Association's intent to negotiate a contract with a realistic and accurate fee based on a comprehensive scope of work providing full Consultant effort in fulfilling the contract.

All appropriate landscape architecture related work should be performed by a registered Landscape Architect.

Submissions of Proposal

Interested Parties are to submit 10 copies of a Technical Proposal addressing at a minimum their approach to satisfying the requirements stipulated of this RFQ. Included within the Technical Proposal shall be sufficient information that would identify the consultant's ability to perform the work within the given timetable. **Proposals cannot include any pricing information.**

Proposals in the form and quantity specified are to be submitted **on or before 4 PM, SEPTEMBER 15, 2005 to:**

Darrell McIntire, Chair,
Long Range Site Committee
Cocumscussoc Association
55 Richard Smith Drive
North Kingstown, RI 02852

Questions regarding the technical content of this RFP should be addressed to Darrell McIntire at the above noted address or by calling (401) 874-6496.

Evaluation Procedure

The Cocumscussoc Association Executive Board, based on the recommendations provided by the Long Range Site Committee will be responsible for the final decision for awarding the contract.

General Conditions

The Cocumscussoc Association reserves the right to reject any and all proposals, to waive any informality, to request interviews of consultants prior to award and to select and negotiate the consultant services in the best interest of the Cocumscussoc Association.

The Cocumscussoc Association reserves the right to accept all or part of any proposal and to negotiate a contract for services and cost with the selected Consultant.

The Consultant shall provide all necessary personnel, subcontractors, materials and equipment to perform and complete all work under this proposal.

All original documents and drawings shall become the property of the Cocumscussoc Association after completion of the consultant's work.

The Cocumscussoc Association intends to award a contract for the requested service in approximately one (1) month following interviews and receipt of proposals. The selected Consultant shall be prepared to commence work immediately upon execution of a contract with the Cocumscussoc Association.

Data to be supplied by the Department of Transportation

The Department of Transportation, Engineering Division, will supply copies of all available highway plans and right-of-way plans for the State highway facilities in the area of the project.

Sub-Consultants

With prior written approval by the Cocumscussoc Association and the RIDOT, the prime consultant may subcontract specialized work activities to sub-consultants where certain expertise is required. Also, requests for changes in hours, costs, work scopes and the personnel assigned to the project require prior written approval as well.

Project Status Reports

Monthly project status reports are required in accordance with Department of Transportation policy. Project status reports must be submitted to the prime consultant by the 10th calendar day following the month ending date, and the prime consultant must submit to the Cocumscussoc Association the required project status by the 20th calendar day following the month ending date. The Association will forward the project report to the Rhode Island Department of Transportation.

Project status reports must describe work accomplished, hours and costs expended, in the same format and categories as the proposal, identify outstanding questions which require resolution, identify if additional hours will be required to complete a task, estimate percent completion to date and discuss the anticipated project submission schedule.

Attachment
Documentary Resources Available

Following is a list of resources that are in the possession of Smith's Castle. They will be available for use by consultants in preparing the CLR.

PRIMARY SOURCE DOCUMENTS

Letters

Richard Smith, Jr. to John Winthrop, Jr. Facsimiles of originals in the Massachusetts Historical Society, Winthrop Papers.

Wills

Richard Smith. *Will*. Location of original unknown; transcription available from Cocumscussoc Association, 1664.

Richard Smith, Jr. *Will*. Facsimile and transcription from Rhode Island Historical Society Library, MMS 770, Updike Papers, Case 14: p. 7, 1690.

Lodowick Updike (1646–1737) *Will*. Facsimile and transcription from North Kingstown Probate and Town Council Records Book 7: 94–97, 1734.

Lodowick Updike (1725-1804) *Will*. Facsimile from Rhode Island Historical Society Library, MMS 770, Updike Papers, 1802.

Abigail Updike (1740-1826) *Will*. Facsimile and transcription from Rhode Island Historical Society Library, MMS 770, Updike Papers, 1812.

Inventories

Richard Smith, Jr. *Estate Inventory*. Facsimile and transcription from Rhode Island Historical Society Library, MMS 770, Updike Papers, Case 14: p. 3, 1692.

Lodowick Updike (1646–1737). *Estate Inventory*. Facsimile and transcription from North Kingstown Probate and Town Council Records Book 7: 103–106, 1737.

Daniel Updike. *Estate Inventory*. Facsimile and transcription from Rhode Island Historical Society Library, MMS 770, Updike Papers, Case 14: p. 15, 1757.

Lodowick Updike (1725–1804). *Description of Lands and Buildings*. Facsimile and transcription from Rhode Island Historical Society Library, Updike Papers, Case 14, p. 21, 1790.

Land Documents

Daniel Updike. *Agreement and Lease to Israel Phillips*. Facsimile and transcription from Rhode Island Historical Society, Shepley Papers, Case 15: p. 39, 1730.

Updike, Lodowick (1646–1737). *Deed to Daniel Updike for Saugo Farm*. Facsimile and transcription from Rhode Island Historical Society Library, Updike Papers, Case 14, p.13, 1734.

PHOTOGRAPHS

Flora A. Jarvis Collection

Photos of the Babbitt Farm, ca. 1880 from the Pettaquamscutt Historical Society

Gerster Collection

Photos of the Fox dairy complex, ca. 1925 from the collection of Dr. John Gerster, Greenwich Connecticut.

Post Card Collection

Exterior photos of the Castle from ca. 1900 to ca. 1950 from the collection of Association Past President Neil Dunay.

MAPS

Survey of Homestead and Saugo Farms, Caleb Harris, 1802. Photograph by David Shultz of original in the Rhode Island Historical Society (Rhi x5 308).

Survey of the South Farm, Caleb Harris, 1802. Photograph by David Shultz of original of Mansion House Farm, Cold Spring Farm, and River Farm in the University of Rhode Island, Special Collections Division.

Map for Lodowick Updike, Esq. Caleb Harris, 1802. Photograph by David Shultz of the Map of Wickford at the North Kingstown Free Library.