

**Town of Sudbury  
Historical Commission**

**REQUEST FOR QUOTES**  
Hosmer House Collection Study

DATE OF ADVERTISEMENT:

**Tuesday, August 15, 2023**

**SUBMISSIONS DUE:**

**Thursday, September 14, 2023 at 10:00 AM**  
Late Submissions Will Be Rejected

**DELIVER COMPLETED SUBMISSIONS TO:**

Town of Sudbury  
Planning and Community Development Department  
c/o Beth Perry  
278 Old Sudbury Road  
Sudbury, MA 01776

For further information, please contact:

Beth Perry  
Planning and Community Development  
Town of Sudbury  
[PerryB@sudbury.ma.us](mailto:PerryB@sudbury.ma.us)

# REQUEST FOR QUOTES

## Hosmer House Collection Study

The goal of this solicitation is to provide the best value of commodities and services to achieve the procurement goals of the Town of Sudbury (Town).

Costs 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 Request for Quotes (RFQ). The Town will not be responsible for any costs or expenses incurred by Proposers responding to this RFQ.

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

The purpose of this solicitation is the selection of a qualified museum collections management consultant to provide professional research and documentation services to complete an initial assessment, recommendations, and process for addressing collections needs at the property.

### **I. INTRODUCTION**

The Town of Sudbury (Town) is seeking responses from a qualified museum collection management consultant to undertake the preparation of a Collection Study for the museum collections at the ca. 1793 Hosmer House in support of the property's ongoing management and use. This Request for Quotes (RFQ) stipulates the procedures and requirements to be used by the Town in its selection for consulting services.

The project is comprised of various tasks appropriate to a professionally prepared Collection Study and related work as outlined in Attachment A of this RFQ.

The Town will evaluate all timely responses to ensure all required submittals have been included in responses and that all responses meet the selection criteria. Proposals deemed to be complete shall be presented to a selection committee consisting of members of the Sudbury Historical Commission with support and advice of staff of Sudbury's Planning and Community Development Department.

Proposers must provide fee amounts for the required work in their proposal. The Town has established a budget not to exceed \$20,000.

All submissions regarding this Request for Quotes must be received by the Town **no later than 10:00 AM on Thursday, September 14, 2023** and addressed to the attention of Beth Perry, Planning Coordinator, Town of Sudbury. Submissions may be emailed to [PerryB@sudbury.ma.us](mailto:PerryB@sudbury.ma.us) and, if emailed, must be marked "RFQ Hosmer House Collection Study" in the subject line.

### **II. PROJECT AREA**

The project area will include collections currently housed at Hosmer House, 299 Old Sudbury Road, Sudbury, Massachusetts, 01776.

### **III. FUNDING SOURCE**

The Project is being funded by the Town of Sudbury through a Community Preservation Act (CPA) Grant as administered by the Sudbury Community Preservation Committee.

### **IV. PROJECT OBJECTIVES**

See Attachment A for the complete Scope of Work.

The 1968 Sudbury Town Meeting approved the establishment of the Sudbury Historical Commission under M.G.L. Chapter 40, Section 8D. Among the Historical Commission's duties is responsibility for protection and preservation oversight of the town-owned ca. 1793 Hosmer House and other Town-owned historic sites and properties. Preservation and public programming at Hosmer House have been a primary focus of the Historical Commission for many years. Maintenance of the property is undertaken by Sudbury's Facilities Department in consultation with the Historical Commission.

The Hosmer House property is located in Sudbury Center on the southeast corner of Old Sudbury Road and Concord Road. Sudbury Center was designated as a Local Historic District in 1963 and a National Register Historic District in 1976. The Sudbury Center Local Historic District is under the jurisdiction of the Sudbury Historic Districts Commission (HDC), which undertakes design review of proposed construction projects for historic buildings and landscapes within the district.

Hosmer House was constructed about 1793 and long served as a residence, general store, and post office. The wood framed, Federal style building is two stories in height with a hipped roof and four tall brick chimneys. The residence portion of the building faces Old Sudbury Road and the Town Common. The former general store portion of the building faces Concord Road. A large room upstairs over the general store was a ballroom used for local dances. A storeroom was added next to the general store, with a cobbler shop above.

The Hosmer House property is 4.4 acres in area and remains configured as depicted in historic maps dating to 1875, 1889, and 1903. In 1975, the Town constructed a Heritage Park on the property in commemoration of the nation's bicentennial. The park includes a brick terrace, planting beds, paths, a pond, benches, a September 11<sup>th</sup> memorial, and other facilities.

The Reverend Edwin Barrett Hosmer, a retired Congregational Minister, and his wife, Abbie Louisa Armes, purchased the house in 1897. Their daughter, Florence Armes Hosmer (1880-1978) was a well-known artist who subsequently owned the house and supported herself by selling paintings commissioned by dignitaries, musicians, friends, and relatives and by teaching art in private and public schools in Sudbury, Wayland, and Framingham. Miss Hosmer passed the deed to the property to the Town of Sudbury in 1959 with the condition that the Town provide for her care until her death. Her will stipulated that the house and its contents be on display to the general public as a living memorial to her father. Miss Hosmer donated over 450 paintings to the Town, a number of which are on display in the house along with many other collection items related to her family, life, and interests.

The purpose of this project is to prepare a preliminary assessment of the collections currently housed in the ca. 1793 Hosmer House. In consultation with members of the SHC responsible for management of Hosmer House, the Contractor shall review the scope, size, and nature of the various types of artifacts and materials within the Hosmer House collections. An overview of the significance of the various collections shall be provided. Issues related to the appropriate management, storage, care, and display of the various types of artifacts shall be identified and addressed.

Preliminary recommendations shall be provided outlining prioritized steps that should be undertaken to further document and assess the collections and to plan for their appropriate management. Separate recommendations shall be provided for the different categories and types of artifacts and items as appropriate including the expertise and qualifications for consultants expected to undertake the necessary work.

For specific project objectives, please see the Scope of Work (Attachment A).

This RFQ is separate from an RFQ for another Town project for the preparation of a Hosmer House Historic Structure Report/Cultural Landscape Report (HSR/CLR). It is anticipated that the HSR/CLR project will be conducted at approximately the same time as the Collection Study project.

## **V. SUBMISSION REQUIREMENTS; QUALIFICATIONS**

Please note: any proposal 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.B. below – will be rejected as unresponsive and will not be afforded a complete review by the selection committee.

One (1) electronic copy of the submission must be furnished to the Sudbury Planning and Community Development Department for review by the Selection Committee. The overall proposal must include:

A. 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 the supervision. State the responsibilities of each of the project personnel. If the consultant intends to sub-contract any of the work required in the scope of services, the sub-contractor must be identified. Sample work products should be provided for all personnel and may be in electronic format. 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.

B. A Proposer's 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:

1. Bachelor's Degree in Architecture, Museum Management, Collections Management, Materials Conservation, Art History, or a closely related field and at least two (2) years full-time experience in an area relevant to the project; or
2. Master's Degree in Museum Management, Collections Management, Materials Conservation, Art History, or a closely related field.

C. 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. Anticipated timeframe for overall completion of the Collections Study is nine (9) months.

D. A client reference list, with names, addresses, telephone numbers, and e-mail addresses (if available) especially for clients for whom the Proposer has performed similar services within the past five (5) years.

E. Sample work products for all personnel, which may be provided in electronic format.

F. Any other information deemed relevant to the project, and which the Proposer believes will further the competitiveness of the proposal.

G. Price Quotation Form, Quotation Signature Form, and Certificate of Vote of Corporation, as applicable (see Attachments B, C, and D).

## **VI. SELECTION CRITERIA**

**A. Quality and Depth of Project Experience.** The Proposer's response demonstrates superior experience in providing services related to the Town's requirements. The response must demonstrate a wide depth of experience with similar projects (5 or more), and prior experience with municipally or privately funded not-to-exceed or fixed-fee contracts. Project work samples should be of outstanding quality in content and technical presentation.

**B. Qualifications of the Proposer.** The Proposer's resume(s) demonstrates 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. Proposer shall provide a statement confirming that they will not exceed the budget provided in the RFQ and that they can complete the project within the proposed timeframe.

**C. Desirability of Approach to the Project.** The Proposer's response 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 response demonstrates a strong understanding of history and museum collections in Massachusetts communities.

**D. Overall Quality of Client References.** References contacted spoke favorably of the work performed by the Proposer and would use them again for a similar project. References confirmed that consultant had met schedule expectations and delivered an "on-time" project.

**E. Completeness and Quality of Proposal.** Response is complete, concise, informative, and highly detailed. Response reflects the Proposer is able to perform in a superior manner acceptable to the Town. Selection committee is completely convinced about the Proposer's ability to provide the level of services as required by the Town. Response demonstrates excellent communication and documentation skills.

## **VII. BASIS OF AWARD**

The Town will award a contract resulting from this solicitation to the responsible Proposer whose offer meets the stated requirements for technical expertise, project experience, qualifications, project approach, client references, proposal quality, and price.

Quotes should be submitted on Attachment B – Price Quotation Form.

### **VIII. PROJECT FEE**

The Town has established a budget not to exceed \$20,000 for the Scope of Work described herein. Proposers must complete Attachment B – Price Quotation Form. Fees shown shall include all costs and expenses (including materials, copying, mileage, photography, etc.) necessary to complete the scope of work outlined in Attachment A of this RFQ.

### **IX. PROJECT SCHEDULE**

A proposed schedule for each of the major work components as described in Attachment A and further described in the proposer’s RFQ shall be provided in the RFQ. Anticipated timeframe for overall completion of the Collections Study is nine (9) months.

### **X. SUBMISSION**

Responses will be received at the Planning and Community Development Department, Town of Sudbury, MA **until Thursday, September 14, 2023 at 10:00 AM. Responses received after that date and time will be rejected.**

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

**Town of Sudbury  
Planning and Community Development Department  
278 Old Sudbury Road  
Sudbury, MA 01776**

### **XI. OTHER REQUIREMENTS**

**Insurance.** The Contractor shall maintain insurance in the amounts set forth below and shall name the Town as an additional insured with regard to liability coverage. Certification of said insurance coverage shall be forwarded to the Town prior to commencement of the work.

General Liability: \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$2,000,000 Annual Aggregate Limit.

Motor Vehicle Liability: At least \$100,000 per occurrence and \$300,000 aggregate.

The Town shall be named as an Additional Insured on the liability policies and the Contractor shall furnish proof of such insurance coverage to the Town at the time of execution of the contract.

## SCOPE OF WORK

### Hosmer House Collection Study

#### PROJECT OBJECTIVES

The purpose of this project preparation of a Collection Study including an initial assessment, recommendations, and process for addressing collections needs at the ca. 1793 Hosmer House, a town-owned historic property. The Collection Study shall be prepared by a professional with expertise in collections and conservation assessment, operations, and management with assistance from specialists such as experts on art, textile and archival materials assessment and conservation:

Collection Study shall evaluate the various types of objects and collections housed at Hosmer House, assess their historic context, current condition and state of care, storage, and conservation, outline appropriate treatments and conservation of the collection, and provide recommendations for oversight, management and care of the collection. The Study shall outline a series of collections projects should be identified and prioritized to address the property's collections needs over time.

#### SCOPE OF WORK

As outlined in the RFQ above under *V. Submission Requirements; Qualifications*, the Proposer shall submit a technical work plan and project timeline addressing the tasks as outlined below. Additional details and modifications may be proposed for the Town's consideration.

**Task 1 Initial Meeting and Progress Meetings:** The Contractor shall meet with a Steering Committee comprised of representatives of the Sudbury Historical Commission (SHC), Town staff, and others as appropriate to review the scope of work, goals, schedule, and actions necessary to successfully complete the project. The Town shall provide available background information on the collections at Hosmer House from its files to the Contractor for its use. The Contractor shall meet with the Steering Committee and SHC periodically throughout the project to review the status of work, findings, and recommendations.

**Task 2 Onsite Inventory:** With support from members of the SHC leading management of Hosmer House, the Contractor shall undertake an onsite inventory of the various collections at the property. The Contractor shall be given full access to the locations within the building where the various collections are stored. The onsite inventory shall be general in nature with the intent of determining the range, type, number, and condition of the various collections. The purpose of the inventory is to enable an assessment of the overall scope of the needed collections work and to enable definition and prioritization of recommendations of addressing that work overtime. A more detailed, item by item inventory is anticipated to be a recommendation of the study to be undertaken over time and prioritized as appropriate.

**Task 3 Background Research:** Based upon the onsite inventory, the Contractor shall undertake background research to ascertain the basic history, historic context, and significance of the various collections. Research shall include information provided by the SHC; additional supporting research may be undertaken in local, regional, state, and national archives; and consultations with specialists in the areas related to the archives. The purpose of the background research is to establish the historic context and significance of the various collections in order to inform recommendations for their care and management.

**Task 4 Preliminary Assessment and Recommendations:** The Contractor shall undertake a preliminary assessment of the collections at Hosmer House and shall develop recommendations for review and discussion. The purpose of the collections assessment shall be to provide guidance to the SHC with respect to future steps to be undertaken in their appropriate care and management.

For each type of collection (paintings, textiles, objects, photographs, papers, archives, etc.) the Contractor is expected to provide:

- An overall description of the nature, type, and number of items in the collection;
- Apparent history and significance of the collection;
- Overall physical condition of the collection;
- Current environmental conditions related to storage and care;
- Overall assessment and conclusions.

Recommendations for each type of collection are expected to include:

- Recommendations for the expertise and qualifications for consultants expected to undertake necessary future work;
- Preliminary recommendations for cataloging and documentation;
- Preliminary recommendations for conservation;
- Preliminary recommendations for storage and care;
- Preliminary recommendations for emergency management;
- Preliminary recommendations for display and exhibition;
- Preliminary recommendations for deaccessioning.

The study shall include an initial assessment of pieces for which age, origin, or significance are unknown.

The preliminary assessment and recommendations for the Hosmer House collections shall be prepared in accordance with standards, processes, and principles of the American Institute for Conservation.

**Task 5 Review with the SHC:** The Contractor shall meet with the Steering Committee and SHC to review the preliminary assessment and recommendations.

**Task 6 Order-of-Magnitude Cost Estimate:** The Consultant shall prepare an order-of-magnitude cost estimate for each recommendation in the Collections Study to aid in planning and budgeting for their implementation.

**Task 7 Draft Collection Study:** Upon completion of the work noted in Tasks 1 through 6 above, the Consultant shall prepare a draft Collection Study for the Hosmer House collections addressing each type of collection as outlined in Task 4 above. In addition to the assessment and recommendations, references shall be provided with background materials on the standards of care for the various types of collections.

The draft document shall be prepared in 8 1/2 x 11-inch format with text and accompanying photographs documenting the range and types of collections addressed. One electronic PDF of the draft study shall be provided to the Steering Committee for distribution, review, and comment by Committee members and the SHC. The SHC may choose to post the draft report on the Town website for public review and comment.

**Task 8 Final Collection Study:** Based upon assembled comments received from and approved by the Steering Committee and the SHC, the Contractor shall prepare a final Collections Study for the Hosmer House collections with revisions addressing the comments to the approval of the Steering Committee and the SHC. Upon approval, the Contractor shall provide one (1) electronic copy of the Collections Study in PDF format to the Steering Committee for distribution and posting on the Town website.



**Attachment B**

**Town of Sudbury  
Planning and Community Development Department 278 Old Sudbury Road  
Sudbury, MA 01776**

**Hosmer House Collection Study**

**PRICE QUOTATION FORM**

The undersigned hereby submits this price quotation to perform the services outlined in the Request for Quotes for the Town of Sudbury Hosmer House Collection Study.

Proposer Signature: \_\_\_\_\_

(Print Name): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Proposer hereby pledges to deliver the complete scope of services required for the rates and charges shown below. Cost to complete the project according to tasks outlined in the Scope of Work included in this RFQ or as otherwise proposed by the Proposer:

**Task 1: Initial Meeting and Progress Meetings** \_\_\_\_\_

**Task 2 Onsite Inventory:** \_\_\_\_\_

**Task 3 Background Research:** \_\_\_\_\_

**Task 4 Preliminary Assessment and Recommendations:** \_\_\_\_\_

**Task 5 Review with the SHC and Steering Committee:** \_\_\_\_\_

**Task 6 Order-of-Magnitude Cost Estimate:** \_\_\_\_\_

**Task 7 Draft Collection Study:** \_\_\_\_\_

**Task 8 Final Collection Study:** \_\_\_\_\_

**TOTAL COST:** \_\_\_\_\_

(Not to exceed \$20,000)

**Attachment C**

**Town of Sudbury,  
Planning and Community Development Department  
278 Old Sudbury Road  
Sudbury, MA 01776**

**Hosmer House Collection Study**

**QUOTATION 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 Quotation 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 complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.
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 Proposer, if applicable:

Our Company is:      A Corporation      \_\_\_\_\_  
                                 A Partnership      \_\_\_\_\_  
                                 Individually Owner      \_\_\_\_\_

Individual/Company Name: \_\_\_\_\_

Social Security or Federal Identification Number: \_\_\_\_\_

Signature of Individual or Authorized Corporate Official and Title (if applicable): \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail \_\_\_\_\_

**Attachment D**

**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 his signature;  
(Title)  
and that his signature thereto is genuine and that said Quotation was duly executed on  
\_\_\_\_\_, 2023.

\_\_\_\_\_  
(Clerk-Secretary)

Date of Incorporation: \_\_\_\_\_

(Corporate Seal)