

**Providence Preservation Society**

**REQUEST FOR PROPOSALS**

**Cultural Landscape Report and Plan for  
the Garden at Shakespeare's Head**

DATE OF ISSUE:

July 7, 2020

PROPOSALS DUE:

August 3, 2020

Late Proposals Will Not Be Considered

BRIEFING DATE:

July 29, 2020 10:00 a.m.

Old Brick School House or Virtual

24 Meeting Street, Providence, RI 02903

All interested parties are strongly urged to attend.

QUESTIONS:

Any questions during the bid/proposal period may be addressed to:

Rachel Robinson, Director of Preservation

Email at [info@ppsri.org](mailto:info@ppsri.org) with subject heading of *Shakespeare's Head Garden*

EMAIL SUBMISSIONS TO:

Providence Preservation Society

24 Meeting Street, Providence, RI 02903

By email at [info@ppsri.org](mailto:info@ppsri.org)

401-831-7440

The Providence Preservation Society (“the PPS”) seeks proposals from individuals or teams of qualified landscape architects, landscape historians, architects, and archaeologists with proven expertise in preservation and planning for cultural historic landscapes. All work must comply with the *Secretary of the Interior’s Standards for the Treatment of Historic Properties*.

Submission of the Proposal in electronic form must be received **on or before 10:00 a.m. Monday, August 3, 2020**. The proposal must be sent (via email) to:

Office Administrator  
Providence Preservation Society  
[info@ppsri.org](mailto:info@ppsri.org)

The RFP award is made by the PPS and is subject to Board of Directors approval. The PPS reserves the right to reject any and all bids.

The Shakespeare’s Head Garden is accessible to the public during daylight hours, as allowed by state and city guidelines.

## I. INTRODUCTION

A Cultural Landscape Report and Plan for the Garden at Shakespeare's Head ("the Garden") will provide a comprehensive working document including site history, existing conditions descriptions and graphic representations, evaluations and assessments of the Garden and its elements, and prioritized treatment and maintenance recommendations for those elements. The CLR will inform future work and provide a basis for seeking funding for future preservation projects.

All work submitted as part of the CLR must comply with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*.

Shakespeare's Head, also known as the John Carter House, is located at 21 Meeting Street and is a contributing resource in Providence's College Hill local historic district. It is also a contributing property in the College Hill National Historic Landmark District listed on the National Register of Historic Places. As part of a National Historic Landmark district, PPS deems it important to retain the historic integrity and character of the Garden.

The property consists of a three-and-a-half story wooden house constructed in 1772 for John Carter. The name "Shakespeare's Head" recalls the colonial era, when the building was used as a print shop and post office by John Carter, who had trained with Benjamin Franklin in Philadelphia. His family lived upstairs. The writing-related enterprises inside were advertised by a sign featuring the head of Shakespeare on a pole outside the building.

John Carter published the city's first newspaper, *The Providence Gazette*, here until 1793. His family continued to live in the house after the print shop and post office were moved to Market Square.

The Shakespeare's Head Association acquired 21 Meeting Street in 1938, and ownership was transferred to the Providence Preservation Society in 2016. The offices of the Junior League of Rhode Island and other tenants are located within the building.

The garden behind Shakespeare's Head is also stewarded by the Providence Preservation Society. Following the 1938 hurricane, the garden was redesigned by landscape architect James Graham in the Colonial Revival style. His loose designs were subsequently re-interpreted and implemented by a small cadre of women from various RI garden clubs. Since then, the Garden has been modified slightly to simplify maintenance and more accurately reflect the earlier colonial period of the house itself.

For many years, landscape design and care was provided by Shakespeare's Head Association board member Lalla Searle, a landscape architect who also taught at the Rhode Island School of Design. Though not in the period of historic significance, we hope to honor her work and intention as we move forward.

The Barbara S. Gwynne Fund, established at the Rhode Island Foundation, contributes to the ongoing care of the Garden, and is named for an early PPS trustee.

The property was photographed by the Historic American Buildings Survey (HABS) in 1936 and 1958, though with limited images of the Garden. There are archival materials in the PPS collections, which help with documentation of the landscape.

The Garden is accessible to the public year-round.

The areas included in the contract specifications defined by the Request for Proposals (RFP) include terraces, planted gardens, walkways and stone walls. Over time, hardscapes have become uneven and currently present hazardous conditions for foot traffic. Vegetation has not been maintained in accordance with any documented plan.

## **II. PROJECT AREA**

The project area includes the landscape surrounding the Shakespeare's Head building, including the parking area. It is identified on the Assessor's map as parcel 10-79.

## **III. FUNDING SOURCE(S)**

Funding has been secured from the Bafflin Foundation and the Antoinette Downing Fund of the National Trust for Historic Preservation.

## **IV. PROJECT OBJECTIVES & SCHEDULE**

This RFP stipulates the procedures and requirements to be used by the PPS in its selection of the appropriate professional(s) for research and design services to create plans for future rehabilitation of the area and provide barrier-free access while respecting the original design intent and the historic integrity of the project area. Refer to Attachment A for the full scope of work and phasing.

*PLEASE NOTE: We expect work to begin on the CLR as soon as is practicable in 2020.*

## **V. PROPOSAL REQUIREMENTS**

Responses to the RFP must include the following items:

1. Applicant: Cover sheet providing the identity of the individual, partnership or team applying for the contract award. Include address, phone and e-mail and the date submitted. If the applicant is a partnership or joint venture, the proposal should specify who will act as lead consultant for contract responsibility. If the consultant intends to sub-contract any work required in the Scope of Work, the subcontractor(s) must be identified as well as the percentage of work to be done by the sub-contractor(s). Sample work products of sub-contractors are required and will be considered as part of the applicant's qualifications.
2. Qualifications: A qualifications statement attesting to the applicant's capacity to perform the required work program should include resume(s), detailing academic and professional work

experience attesting to capacity to perform the required work program. Résumés are required for all project personnel. The principal in charge of this project must be experienced in conducting historic landscape assessments and creating conceptual plans and working drawings. Applicants must meet the following minimum qualifications:

- Bachelor's Degree in Landscape Architecture or Historic Preservation and ten years full-time experience in an area relevant to this project; or
  - Master's Degree or Ph.D. (or comparable) in Landscape Architecture, Landscape History, or Historic Preservation and five years full-time experience in an area relevant to this project; or
  - Licensed Architect or Licensed Landscape Architect; or
  - Master's degree in Archaeology and at least one year of full-time professional experience in archaeology and at least four months supervised field and analytical experience.
3. Team Members: List every member of the proposed consulting team, their educational backgrounds, professional experiences and respective roles on the project. Include résumés for all team members. Please include information pertaining to the number of years and/or projects on which you have worked with each of the persons listed. Identify person(s) with ultimate responsibility for the project. Also identify the project manager who will be the day-to-day contact person.
  4. Project Description: A description of the applicant's methodology for this project, demonstrated understanding of the scope of work and completion deadline, and the applicant's expectations of assistance and services from the PPS. Are there any tasks in the Scope of Services that present problems for you? How will you resolve them?
  5. Previous Projects: Describe applicant's expertise in landscape history, preservation and rehabilitation. Describe comparable contracts, what problems you encountered and how you resolved them.
  6. Timetable: Provide a work plan with a project timeline that indicates expected completion dates for each of the identified elements of work to accomplish the tasks described in the Scope of Services. A completion date that addresses all elements of the Scope of Services will be incorporated into the timeline, and will become contractually binding unless an alternate completion date is approved in writing by PPS.
  7. References: Submit **three** references from supervisors for whom you worked on a historic landscape, with the following information: name of person managing your contract; name of project; name of city/town/entity; contact person's mailing address, telephone number, and email address. Indicate the personal and/or professional relationship between the persons listed and the applicants.

8. Client List: Provide a client reference list, with names, addresses, and telephone numbers, e-mail addresses (if available) and description of the project for a minimum of three (3) clients for whom the applicant has performed similar services in the past five (5) years.
9. Work Samples: Submit two work samples, one of which must be for a similar project that allowed the client to seek subsequent funding for future preservation and restoration projects. The second sample should be a relevant project of your choosing. Please provide digital examples of your landscape photographic skills.
10. Current Projects: List all of the current projects that the applicant will be engaged in in 2020 and 2021.
11. Additional Information: The applicant may include additional information, such as narrative summaries, business brochures, letters of recommendation, etc. that may be relevant to the PPS project, and which the applicant believes will further the competitiveness of the proposal.
12. Policies: Please submit a certificate of professional liability insurance which the applicant will be contractually required to maintain throughout this project.
13. Signed Forms: Proposal Signature Form.

***Any proposal that fails to include all of the above information will be rejected, and will not be afforded a complete review by the evaluation team.***

## **VI. PROJECT FEE**

The PPS has established a budget not to exceed \$15,000 for the Scope of Services described herein.

## **VII. PROPOSAL SUBMISSION**

Proposals will be received at the PPS's headquarters until **Monday, August 3, 2020, by 10:00 am.** **Proposals received after that date and time will not be reviewed.**

**A short-list of applicants may be interviewed by the PPS representatives.**

**Cultural Landscape Report and Plan for the  
Garden at Shakespeare's Head  
ATTACHMENT A**

Scope of Services

**PROJECT OBJECTIVES**

Cultural Landscape Report and Plan for the Garden at Shakespeare's Head will provide a comprehensive site history, conditions assessment, and recommendations and plans for appropriate preservation, rehabilitation and maintenance that will inform our work for the above-mentioned areas and that will provide a basis for seeking funding for future preservation and restoration projects. Specific projects goals are as follows:

- The Plan will set forth a narrative history of the property and provide a detailed guide for preserving and rehabilitating, in an appropriate manner, the ground surfaces, wooden fences, plantings, drainage, metalwork, lighting and barrier free access.
- The Plan will represent in graphic form the property's existing landscape elements and assess their condition.
- The Plan will be sensitive to the historical integrity of the site.
- The Plan will provide treatment recommendations for all surfaces and lighting techniques for safety and access purposes.
- The Plan will include bid-level documents which can be used to begin the first phase of rehabilitation.

**METHODOLOGY**

The Plan will be written in order to assess the site and make recommendations for remediation. It will include the traditional components of a historic landscape report as detailed in the National Park Service Preservation Brief #36, *Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes (1994)* and include: a) historical research; b) inventory and documentation of existing conditions, including trees and plants; c) site analysis and evaluation of integrity and significance; d) a cultural landscape preservation approach and treatment plan; and e) a phased implementation plan with present-day cost estimates.

All treatment recommendations must comply and be consistent with the *Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for the Treatment of Cultural Landscapes (36 CFR 67 and 68, 1996)*.

**PHASE MEETINGS**

The project consists of five phases. Project personnel, both the consultant and the local project coordinator, will meet to review project progress and products at the end of each of the phases, as mutually agreed by the PPS and consultant. Work to be carried out during each phase and products due at the end of each phase, are described below.

**Cultural Landscape Report and Plan for the  
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ATTACHMENT A**

Scope of Services

**DESCRIPTION OF WORK**

*PHASE 1 – START UP AND INITIAL ASSESSMENT*

Review research found in the archival collections of the Providence Preservation Society and other appropriate resources, and, with the committee selected by the PPS, confirm the period of significance to support the property’s interpretation. This phase of developing the Plan will entail comprehensive documentation of all ground surfaces, drainage, walls, fences, plantings, and other significant landscape features. This work will include visual inspection, mapping and photographing of all these features including site lines into and out of the property. Photographs will be keyed to mapping.

TASKS

- Startup meeting with the PPS Properties Committee (“the Committee”).
- Review and evaluate existing records and documentation available from the PPS and other resources. The Committee will provide research from well-known sources, but the consultant may wish to investigate other sources with which they are familiar. With the Committee, the selected consultant will determine which records are most valuable for this project.
- Review a recently-prepared Class I survey with 1’ contour levels, and all plant and tree locations.

DELIVERABLES

- Prepare working site plan of existing conditions of the Garden at Shakespeare’s Head, including all significant landscape features. Submit print and electronic versions of the site plan.

*PHASE 2 – EVALUATION AND DOCUMENTATION*

Documentation will be recorded to produce a written and photographic description of each element of the project area.

TASKS

- Conduct a comprehensive assessment of the ground surfaces, accessibility, and significant landscape features of the project area.
- Complete a reconnaissance level archaeological survey.
- Document and conduct an assessment of drainage areas.
- Document existing conditions through written narrative and digital photographs.

DELIVERABLES

- Organize compilation of written and photographic data gathered from site, grouped by subject. Key photographs to site plan of the project area.

**Cultural Landscape Report and Plan for the  
Garden at Shakespeare's Head  
ATTACHMENT A**

Scope of Services

PHASE 3 – FINDINGS AND RECOMMENDATIONS

This phase will pull together all documentary and on-site research in order to present a comprehensive analysis of the history and conditions of the project area and make recommendations for all needed rehabilitation. The Plan will prioritize recommended work to include:

- barrier free access to the site;
- treatment of the ground surfaces;
- examination/remediation recommendations for drainage;
- period appropriate plantings and lighting.

TASKS

- Integrate archival research, site information and documentation.
- Prioritize conditions requiring remediation on site.
- Identify treatment options and recommendations.
- Develop phased schedule taking into consideration work priorities.
- Develop approximate cost estimates for all work identified.

DELIVERABLES

- A review of the history and development of the Project Area with phased priorities and plans for rehabilitation of all elements.
- Cost estimates for future work for review by the PPS.
- Recommendations and plans for making portions of the Project Area barrier free.
- 75%-level treatment plan drawings and specifications for all recommended treatments.

PHASE 4 – DRAFT OF FINAL REPORT:

Consultant to prepare a draft of the final report for submission to the PPS. The Draft of Final Report will include the following components: Executive Summary, Historical Research, Existing Conditions Assessment, Evaluation of Integrity and Significance, and Phased Treatments recommended, with Cost Estimates, as well as any pertinent appendix items.

The PPS will review the Draft of Final Report within a period of three weeks from submission.

DELIVERABLES

- The Final Report shall include:

- A. Documentation** – A written narrative with keyed supporting maps and photos showing:
1. The history and development of the Project Area.
  2. A comprehensive list cited as to source of historic maps and plat/lot plans, published and unpublished, that show the Garden and/or its elements.
  3. Copies of historic photos cited as to source that show the Garden and/or its elements.
  4. The consultant's existing conditions descriptions (and/or depictions) showing topography, ground surfaces including delineated cultivated sections of the Garden,

**Cultural Landscape Report and Plan for the  
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ATTACHMENT A**

Scope of Services

plant material, trees, paths and path surface materials, fencing, site lines into and out of the Garden, and points of public access.

5. A map and photos depicting locations of physical accessibility barriers.

**B. Evaluation & Assessment** – A written narrative that includes:

1. An evaluation of the historic and cultural significance of the Garden as compared to other 20th century residential landscapes of Providence and beyond, if possible.
2. A list of character-defining landscape features that addresses their relation to the significance statement established for the Garden.
3. A conditions assessment of all landscape elements identified in A.4, and other elements as deemed appropriate by the consultant.
4. A specific assessment of current drainage conditions including storm-water run-off.

**C. Recommendations** – A written narrative of treatment recommendations to enhance significant landscape elements, remove undesirable elements, rebuild or re-establish elements, and/or remediate landscape concerns identified during the Project:

1. A written and graphic presentation of treatment recommendations with options (as necessary) based on conditions assessments of all landscape elements identified in A.4. This may include other landscape elements deemed appropriate by the consultant.
2. Maintenance requirements that reflect the limitations of the owner, which include current annual maintenance expenses of approximately \$7,000.

**Note:** All final recommendations should include plans, specifications and cost estimates for the proposed project work that allows the PPS to submit prioritized requests for subsequent funding.

PHASE 5 – FINAL REPORT

This is the Final Report with corrections, additions, and deletions recommended from PHASE 4.

**All materials produced by the consultant during the course of this Project will become the sole property of the PPS. Should the contractor wish to reproduce the final report or portions of that report for other than academic (educational) purposes, written approval must be secured from a representative of the PPS authorized to sign such documents. Should approval be granted, the PPS must be acknowledged in writing as the owner of the report, or verbally if public audio or video presentations of the report are made.**

DELIVERABLES

- Provide ONE (1) archival, unbound paper copy and FOUR (4) bound copies of the final report to the PPS. All copies shall include attachments and appendices.
- Provide ONE (1) copy of the complete report digitally.

**Cultural Landscape Report and Plan for the  
Garden at Shakespeare's Head  
ATTACHMENT B**

Fee Proposal Form

**Providence Preservation Society**  
Rachel Robinson, Director of Preservation  
By email to info@ppsri.org  
Subject line: Shakespeare's Head Garden

With the signature of the PROPOSER (as below), she/he hereby pledges to fulfill the complete Scope of Services and deliver the work products identified for the rates and charges shown below on or before the end date agreed to in writing by the PPS and the consultant.

<b>Scope of Work</b>	<b>Fee</b>
Phase 1: Startup and Assessment	
Phase 2: Evaluation & Documentation	
Phase 3: Findings, Recommendations, and Plans	
Phase 4: Draft of Final Report	
Phase 5: Final Report	
<b>Total: Not to exceed \$15,000*</b>	

\*The respondent may separate the 75%-level Treatment Plan Drawings from Phase 3 if the proposed cost is to exceed \$15,000 and provide a description of the level of drawings that will be provided within the total above.

The undersigned hereby submits an itemized proposal and timeline to perform the services outlined in the Request for Proposals

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

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

\_\_\_\_\_

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

Date: \_\_\_\_\_