



REQUEST FOR PROPOSAL

CITY OF QUINCY, MASSACHUSETTS
PURCHASING DEPARTMENT
1305 HANCOCK STREET
QUINCY, MA 02169

Invites sealed bids/proposals for furnishing and delivering to the City of Quincy:

PLANNING DEPT.

NOVEMBER 23, 2010 @ 2:00 P.M.

"Consulting Services Proposal – Master Conservation Plan for the Hancock Street Cemetery"

In accordance with M.G.L. Chapter 30B, the Quincy Historical Commission ("QHC") on behalf of the City of Quincy ("City") is seeking proposals from qualified professionals for the development of a Master Conservation Plan for the Hancock Street Cemetery ("Cemetery"), 1307-1349 Hancock St. The Cemetery is listed on the National Register of Historic Places and is located within the Quincy Historic District. Qualified planning and landscape architecture firms ("Conservator") must have proven expertise in preservation planning for historic landscapes, specifically burying grounds and cemeteries.

A pre-bid conference will be held Wednesday, October 27, 2010 at 1:00 PM in the Second Floor Conference Room, Quincy City Hall. All interested parties are strongly urged to attend. All bidding Conservators are required to make themselves familiar with the Cemetery prior to the pre-bid conference.

Detailed specifications are available on-line at the City of Quincy's website, www.quincyma.gov and also available at the office of the Purchasing Agent, Quincy City Hall, 1305 Hancock Street, Quincy, Massachusetts, 02169, between the hours of 8:30^{AM} and 4:30^{PM} for a non-refundable printing charge of \$25.00

Bids/Proposals will be received at the office of the Purchasing Agent until the time and date stated above, at which time and date they will be opened and registered. Late Bids/Proposals, delivered by mail or in person, will be rejected.

If applicable, bids shall be in accordance with M.G.L. Chapter 30B, Chapter 149 as amended, and Chapter 30, Sections 39A, 39B and 39F-R.

The City reserves the right to reject any or all RFPs or to accept any part of an RFP or the one deemed best for the City, and waive any informalities in the bidding, if it is in the best interest of the City to do so.

Thomas P. Koch, Mayor

Kathryn R. Hobin, PURCHASING AGENT

LEGAL: OCTOBER 21, 2010
LEGAL: OCTOBER 11, 2010

P.O. #: S11232010
CENTRAL REGISTER

DEPT. CHARGED: PLANNING DEPT.



**CITY OF QUINCY
PURCHASING DEPARTMENT
1305 HANCOCK STREET
QUINCY, MA 02169**

DETAILED SPECIFICATIONS AND REQUIREMENTS

ISSUE DATE: OCTOBER 13, 2010
BID CALL: NOVEMBER 23, 2010 @ 2:00 P.M.
DEPARTMENT: PLANNING DEPARTMENT
ITEM: CONSULTING SERVICES – MASTER CONSERVATION PLAN FOR THE HANCOCK ST. CEMETERY

1. Certified check or bid bond is not required.
2. A Performance and Payment Bond are not required.
3. The following forms, **if contained** in the bid documents, must be completed and signed:
 - Certificate of Non-Collusion
 - Tax Compliance Certificate
 - Certification Relating to Debarment and Suspension
 - Signature Authorization Form
 - Proposal Sheet 5 of 5 (Lines 28 – 39)
 - Certification of General/Sub-bidders on Public Construction Projects Regarding Health and Safety and Non-Collusion and Debarment
 - Certification concerning Responsible Employer Ordinance (if contract is over \$100K)
 - Form for General Bid
 - Schedule of Participation Minority and Women Business Enterprise
4. Do not separate any sheets from this bid call.
5. All prices are to include delivery F.O.B. destination unless noted otherwise.
6. Wherever a manufacturer's name or model number is specified, it is to be clearly understood that the words "or approved equal" follow.
7. All vendors must acknowledge in writing receipt of any addenda.
8. The Purchasing Department shall accept questions in writing via facsimile up until 48 hours prior to the opening.
9. **Every bid delivered must contain one original and at least five copies.**

* TO THE EXTENT APPLICABLE THE FOLLOWING SECTIONS OF MASSACHUSETTS GENERAL LAWS ARE INCORPORATED HEREIN BY REFERENCE:

**M.G.L. CHAPTERS 30B, 30, SECTIONS 39A, 39B AND 39F-R.
M.G.L. CHAPTER 149, AS AMENDED**

In the event of any inconsistency between the Invitation to Bid, Information for Bidders, Bid Forms, Conditions or any other Contract Document or potential Contract Document and these statutes; or any other applicable statutes, by-laws or regulations existing on the date on which the bid is submitted, then the statute, by-laws or regulations shall govern. Such inconsistency shall not be grounds for invalidating the bidding proceeding the Contract.

DATE: _____

**SPECS: CONSULTING SERVICES
MASTER CONSERVATION PLAN FOR THE HANCOCK ST. CEMETERY**

BIDDER: _____

ADDRESS: _____

TELEPHONE: _____



CITY OF QUINCY, MASSACHUSETTS
PURCHASING DEPARTMENT, CITY HALL

INFORMATION AND INSTRUCTIONS TO BIDDERS

I. INVITING BIDS

(a) Sealed bids are invited for furnishing to the City of Quincy, Massachusetts, the described materials, commodities or services all in accordance with the specifications and conditions attached hereto and made a part thereof.

(b) Form of proposal to be used and copies of specifications and conditions are available at the Purchasing Agent's office, 1305 Hancock Street.

(c) All bids must be filed with the Purchasing Agent of the City of Quincy, Massachusetts, at or before the hour of time set forth in the legal and published advertisement, a copy of which is here attached, also at the definite place so stated, and on the forms furnished by the Purchasing Agent. Each bid shall be accompanied by bid bond or a certified check on, or a treasurer's or cashier's check issued by, a responsible bank or trust company, payable to the City of Quincy, Massachusetts. The amount of such cash or check shall be not less than five percent (5%) of the value of the proposed work, as estimated by the awarding authority, but in no event less than one hundred dollars nor more than fifty thousand dollars. This deposit above mentioned shall be as a guarantee that the bidder will enter into the proposed contract, if awarded to him. This requirement shall become effective unless stated to the contrary or deleted under "Detailed Specifications and Requirements." This certified check will be returned after the awarded contracts have been completely signed and proper delivery made, together with any performance bond if required in the bid form.

(d) This proposal is genuine and not collusive or made in the interest of or in behalf of any person not herein named, and that the bidder has not directly, or indirectly, induced or solicited any other bidder to put in a sham bid or any other person, firm or corporation to refrain from bidding, and that the bidder has not in any manner sought by collusion to secure for himself an advantage over any other bidder. Any bid made in violation thereof, shall not be considered. This agreement in detail shall be found under paragraph XVIII (18) entitled "Affidavit and/or Agreement."

(e) The successful bidder shall, within ten (10) days after the award, enter into a written contract with said City in accordance with the draft of contract furnished by the City Solicitor for furnishing the described materials, commodities or services and execute as a part of said contract, a satisfactory performance bond in the amount of (100%) one hundred percent of the aggregate amount of the contract unless otherwise stated in the "Detailed Specifications and Requirements," and shall be continued for the faithful performance of the contract and executed by the Contractor and a responsible surety company.

(f) The right is reserved to reject any and all bids or to accept any bid or to accept any part of a bid or the one deemed best for the City.

II. FORM OF PROPOSAL AND SIGNATURE

The proposal must be made on this form provided for that purpose, unless otherwise stated, enclosed in a sealed envelope and plainly marked: "Bid Enclosed - Date: and Time of bid opening, (envelope provided,) and addressed to the Purchasing Agent, 1305 Hancock Street, Quincy, Massachusetts. If the bid is made by an individual it must be signed by the full name of the bidder, whose address must be given; if it is made by a firm - (partnership) - it must be signed with the co-partnership name and by a member of the firm, and the name and residential address of each member of the firm must be given. If made by a corporation it must be signed by the proper officer in the corporate name, and the corporate seal must be attached to such signature. A certificate under oath authorizing the proposal or contract signature as legal and binding upon the corporation must be submitted with the proposal, especially before a contract is issued. No telegraphic or telephonic proposal will be considered or accepted.

III. PROPOSALS

Blank spaces in the proposal must be properly filled in, using ink, indelible pencil or typewriter. Alterations by erasure or interlineation must be explained or noted in the proposal over the signature of the bidder. Unless otherwise stated bids will be received on one or more or all items, and the bidder may name a lump sum conditional on two or more items being awarded to him. Bidders are invited to be present at the opening of proposals. Bidders must specifically quote on units as shown on specification sheet. In case of error in extension of prices, the unit price will govern.

IV. QUANTITIES

The quantities given are approximate, meaning more or less and are herein given and attached and are a part of the bid and/or proposal.

1. V. QUOTATION OFFERED:

2. (a) Firm price bids will be given first consideration. The city desires to have the advantage of any general
3. price decrease effective during the life of the contract, Will you, if the successful bidder, so grant?

4. (b) All quotations must be properly and correctly extended against each unit price offered.

5. (c) Every quotation sheet must be labeled at the bottom right hand section with the bidder's firm name, This
6. identification shall not be considered as a signature.

7. (d) Upon signing and offering his or their bid to the City, it shall be considered that he has seen, read and
8. had in his possession a full and complete bid call, all forms and information pertaining thereto.

9. VI. SAMPLES

10. Whenever samples are required, and so stated in specifications, all samples will be received at sender's risk
11. and expense. However, if samples are used by or retained as City Property, other than those considered as gift or
12. free or so stated in proposal, they will be paid for at the quoted unit price as offered in the proposal. Otherwise, all
13. samples will be returned with postage paid by the City. All samples must be properly marked or tagged with
14. complete identification and to also include: (1) firm name, (2) firm address, (3) catalogue number, and (4) quoted
15. price.

16. VII. PRODUCT

17. (a) The product shall meet the requirements and satisfaction of the City of Quincy and the using and/or
18. ordering department, Bidders must state and identify the product offered, such as manufacturer's name, trade
19. name, brand name and quality under each item on which they bid. If brand names are not given under each item, it
20. shall be considered "NO BID." WE MUST KNOW WHAT HAS BEEN OFFERED.

21. (b) Unless otherwise stated in writing under "Detailed Specifications" all products, material,
22. commodities, supplies or articles herein called for must be brand new, unused and the latest product manufactured
23. in the current year of any name and nature, whenever offered. Used or rebuilt or shopworn materials will not be
24. acceptable, unless otherwise stated in writing by the City.

25. VIII. BRAND NAMES

26. Wherever brand names are given or their particular specifications are mentioned or referred to, it is not the
27. City's intent to limit competition, but merely to indicate to the bidder the general type of commodity to be supplied.
28. The City invites bids on comparable commodities in all cases. All specifications and its basis are: "Or Equal."

29. IX. TERMS

30. The cash discount period shall not be less than twenty (20) days. All prices quoted or offered shall be net
31. and delivered F.O.B. using or ordering department. The cash discount will not be considered for a deciding factor
32. when determining the low bidder.

33. X. DELIVERY

34. All deliveries shall be as required and requested according to the using and/or ordering department. All
35. goods must be delivered in first class condition, if otherwise, they are subject to rejection. All deliveries shall con-
36. form in every respect with all laws applicable to the Federal Government and/or the Commonwealth of
37. Massachusetts and/or the City of Quincy.

38. The contractor shall be responsible for the delivery of the full net weight or count at the point of delivery for
39. which payment is made. Check weighing may be made by the City or any authorized representative at the point of
40. delivery or at any other point the City may elect. All original sworn certificates of weights at origin shall be attached
41. to the contractor's certificate of weight at time and place of delivery. The same shall be surrendered to the City of
42. Quincy.

43. Should the successful bidder fail to make delivery within a reasonable time after receipt of order, the City
44. Reserves the right to make the purchase on such orders at the open market and charge any excess over contract price
45. to the account of the successful bidder, who shall pay the same.

46. XI. TAXES

47. A tax exemption certificate will be issued in lieu of any refundable tax. It is desired that all prices be
48. quoted, exclusive of any tax applicable to this transaction. Such tax or taxes should be itemized and shown as a
49. separate rare item, preferably in dollars and cents, in both the proposal and on the invoices covering deliveries on a
50. contract. If the tax is applicable to this transaction, and is not definitely shown in the bidder's quotation, then such
51. quotation will be considered to be exclusive of such tax.

1. XII. INVOICING

2. Every commodity invoiced must be identified with the item number opposite such commodity shown and
3. Given on our bid form. All unit prices must be shown against each commodity invoiced; if not, invoice will be
4. returned for such information. This information will expedite the payment of all invoices. Invoices which do not
5. carry a cash discount period shall be rendered once a month. All invoices shall be rendered in triplicate to the
6. Purchasing Department, 1305 Hancock Street, Quincy, Massachusetts 02169.

7. XIII. PAYMENTS

8. Complete or partial payment on the contract will be made in approximately thirty days from date of
9. delivery or completion and acceptance, unless otherwise provided for in bidder's proposal or under "Detailed
10. Specifications."

11. XIV. FORCE MAJEURE CLAUSE

12. (a) The contractor will be excused from the performance of the contract in whole or in part, only by reason
13. of the following causes:

14. 1. When such performance is prevented by operation of law.
15. 2. When such performance is prevented by an irresistible super human cause.
16. 3. When such performance is prevented by an act of the public enemies of the Commonwealth of
17. Massachusetts, or of the United States of America, or by strike, mob violence, fire, delay in transportation beyond
18. the control of the contractor, or unavoidable casualty.
19. 4. When such performance is prevented by the inability of the contractor to secure necessary materials,
20. supplies or equipment by reason of:

21. (a) Appropriation or use thereof by the Federal Government; or

22. (b) Regulations imposed by the Federal Government.

23. (b) No other Force Majeure Clause or conditions may pertain to or become a part of this bid; and any
24. changes in the conditions stated herein will cause the bid to be rejected.

25. XV. ERRORS AND OMISSIONS

26. The contractor shall not be allowed to take advantage of any errors and/or omissions in these specifications
27. or in the contractor's specifications submitted with his proposal. Full instructions will always be given when such
28. errors or omissions are discovered.

29. XVI. PATENT RIGHTS

30. The contractor agrees to save, keep, bear harmless and fully indemnify the City and any of its officers or
31. agents from all damages, costs, or expenses in law or equity that may at any time arise or to be set up for any
32. infringement of the patent rights of any person or persons in consequence of the use of the City, or by any of its
33. officers or agents, of articles supplied under this contract, and of which the contractor is not the patentee or
34. assignee, or which the contractor is not lawfully entitled to sell.

35. XVII. DEFINITIONS

36. The following meanings are attached to the defined words when used in these specifications and the
37. contract:

38. (a) The word "City" means The City of Quincy, Massachusetts.

39. (b) The word "Bidder" means the person, firm or corporation submitting a bid on these specifications or
40. any part thereof

41. (c) The word "Contractor" means the person, firm or corporation with whom the contract is made by
42. carrying out the provisions of these specifications and the contract.

43. (d) The words "Firm Price" shall mean a guarantee against price increase.

44. (e) Additional definitions may appear hereinafter under "Detailed Specifications."

45. XVIII. AFFIDAVIT and/or AGREEMENT

46. In all instances, the Affidavit terms and agreement contained herein shall become a part of the bid, and/or
47. proposal and/or contract in fact and without any reservation or secret evasion whatsoever.

48. The bidder named in the proposal and who has signed the same and who submits herewith to THE CITY
49. OF QUINCY, MASSACHUSETTS, the attached proposal states and agrees:

50. That he, she or they is (are) the person(s) whose name(s) is (are) signed to there hereto attached proposal; that
51. said proposal is genuine; that the same is not sham or collusive; that all statements of fact therein are true; that
52. such proposal was not made in the interest of behalf of any person, partnership, company, association, organization
53. or corporation not therein named or disclosed.

1. Affiant further deposes and says: That the bidder has not directly or indirectly by agreement,
2. communication or conference with anyone attempted to induce action prejudicial to the interest of the public body
3. which is to award the contract, or of any other bidder, or anyone else interested in the proposed contract; that the
4. bidder has not in any manner sought by collusion to secure for himself, itself, themselves, an advantage over any
5. other bidder.

6. Affiant further deposes and says that prior to the public opening and reading of bids the said bidder:

7. (a) did not, directly or indirectly, induce or solicit anyone else to submit a false or sham bid;

8. (b) did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or
9. anyone else would submit a false or sham bid, or that anyone should refrain from bidding or withdraw his bid;

10. (c) did not, in any manner, directly or indirectly, seek by agreement, communication or conference with
11. anyone to raise or fix the bid price of said bidder or of anyone else, or to raise or fix any overhead, profit or cost
12. element of his, its, their price or that of anyone else;

13. (d) did not, directly or indirectly, submit his, its, their bid price or any breakdown thereof, or the
14. contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company,
15. association, organization, bid, depository, or to any member or agent thereof, or to any individual or group of
16. individuals, except to the awarding authority or to any person or persons who have a partnership or other financial
17. interest with said bidder in his, its, their business.

18. Bidder shall strike out words not appropriate to his bid and initial same.

19. XIX. INSURANCE

20. An approved and satisfactory bona fide certificate of insurance in effect, to protect the insured, the con-
21. tractor and the City of Quincy resulting from this agreement, must be submitted to the City of Quincy through the
22. Purchasing Agent before any work of any name or nature can be started. This insurance must cover workmen's
23. compensation, public liability and property damage. The certificate of insurance must clearly state thereon that it
24. is a Certificate of Insurance, name of the insured and his or their address, kind of policies in effect, number of the
25. policy in effect for identification purposes, expiration date of said policy, limits of liability expressed in dollar value
26. for one person, for one accident, also the aggregate for each person and each accident, description of operations or
27. work covered and in what State or Commonwealth. There must also be a statement under signature to the effect
28. that, "in the event of cancellation of the said policies the company will mail notice thereof to the City of Quincy
29. Purchasing Agent, at 1305 Hancock Street, Quincy, Massachusetts at whose request this certificate is issued." This
30. certificate must be properly dated and legally signed by an authorized agent for the insurance company. This
31. certificate must state the name of the insurance company as underwriter and its home office address. All insurance
32. must satisfy all legal requirements as set forth in the laws, rules and regulations of the Commonwealth of
33. Massachusetts.

34. XX. CONTRACT

35. (a) The bidder to whom the award is made will be required to enter into a written contract with the City of
36. Quincy, in the form approved by the City Attorney. All materials or services given or supplied by the Contractor
37. shall conform to the applicable requirements of the City Charter, City Ordinances, or Commonwealth of
38. Massachusetts laws covering Labor, Wages, Insurance, Safety and all other legal requirements of any name or
39. Nature, as well as conforming to the specifications contained herein. In case of default by the Contractor, the City
40. reserves the right to procure the articles or services from other sources and to hold the Contractor responsible for
41. any and all excess costs occasioned by the City thereby.

42. (b) The period to be covered by the contract will be found under "Detailed Specifications."

43. (c) The City makes no guarantee as to the quantities to be delivered under the terms of the contract.

44. (d) The City reserves the right to order small quantities at the quoted prices prior to the execution of the
45. contract, as samples, testing, trial orders otherwise without any liability or commitment on the part of the City
46. whatsoever.

47. (e) Any qualifications or special information can be listed on a separate sheet and attached hereto with
48. signature.

49. (f) Any and all city purchases made as samples, testing, trial orders or of similar nature shall not be
50. considered a breach of contract or give cause for any legal action or litigation.

51. (g) Specifications, conditions, and Information and Instructions to Bidders are here attached and are a
52. part of the bid and/or proposal.

PROPOSAL TO CITY OF QUINCY, MASSACHUSETTS

1. To the Purchasing Agent
2. City of Quincy, Massachusetts

3. Date offered: _____ 20____

4. Gentlemen:

5. The undersigned hereby proposes to furnish the City of Quincy, complete or any part thereof, the listed services,
6. articles, commodities and materials, all in accordance with the attached list, conditions, specifications and the Information
7. and Instructions to Bidders made a part hereof.

8. The undersigned furthermore agrees that he will execute the necessary and satisfactory bond together with
9. necessary contract in sextuplicate within ten (10) days from the date when he shall have been notified that his proposal
10. has been accepted in whole or in part by the City of Quincy.

11. The undersigned furthermore agrees that, in case of default in executing such contract, with necessary bond, that
12. the check accompanying this bid, and the money payable thereon, shall be fortified thereby to and remain the property
13. of the City of Quincy.

14. This offer and/or proposal has been given after having had the complete bid call to work from and considered
15. the same.

16. This offer and bid has been made and given all in accordance with Article and Paragraph Number Eighteen
17. (XVIII) and made a part hereof.

18. TERMS:

19. (a) The discount period shall not be less than twenty (20) days.
20. (b) The City will receive the benefit of any general price decrease effective during the life of the contract.
21. (c) The City will be notified of all price decreases.
22. (d) This is a *firm price* meaning guarantee against price increase.
23. (e) Delivered F.O.B. to using department, as directed.

24. (f) This offer to be accepted on or before _____ 20____

25. Delivery Offered: _____

26. Priority Required: _____

27. Firm Name: _____

28. Signed by: _____
Signature and Title Corporate Seal or E.S.

29. Address: _____

30. Signature of Partners: 1. _____ 2. _____

31. " " " 3. _____ 4. _____

32. Name of Corporation President: _____

33. Name of Corporation Secretary: _____

34. Corporation organized under State of: _____ Date: _____

35. Partner's Residential Address:

36. 1. _____

37. 2. _____

38. 3. _____

39. 4. _____

CERTIFICATE OF NON - COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union committee, club, or other organization, entity, or group of individuals.

(Name of person signing bid or proposal)
(Please print)

(Signature required)

(Name of business)



CITY OF QUINCY
Purchasing Department
1305 Hancock Street, Quincy, MA 02169

Phone: (617) 376-1060

Fax: (617) 376-1074

SIGNATURE AUTHORIZATION

At a duly authorized meeting of the Board of Directors of the

(NAME OF CORPORATION)

held on _____, at which all the Directors were present or waived notice, it was
(DATE)

VOTED, that:

(NAME)

(TITLE)

of this company, be and he/she hereby is authorized to execute Contracts and Bonds in the name and behalf of said Company, and affix its Corporate Seal thereto, and such execution of any Contract or obligation in this Company's name on its behalf by such _____ under seal of the Company, shall be valid
(TITLE)

and binding upon this Company. It was further voted that the City of Quincy may rely on such authorization of future Contracts until notified to the contrary.

A true copy,

ATTEST:

(CLERK'S SIGNATURE)

PLACE OF BUSINESS: _____

DATE OF THIS CONTRACT: _____

I hereby certify that I am the Clerk of the:

_____ that _____ is the
(COMPANY)

(NAME)

duly elected _____ of said Company, and that the above VOTE has not been
(TITLE)

amended or rescinded and remains in full force and effect as of the date of this Contract.

CORPORATE SEAL



TAX COMPLIANCE CERTIFICATE

MASS. GENERAL LAWS, CH. 62C, S: 49A(b)

I hereby certify that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding of child support.

Signed under the pains and penalties of perjury.

(1) Individual Contractor

(Contractor's Name and Signature)

Social Security Number

(2) Corporation, Association
or Partnership

(Contractor's Name)

Federal Tax ID Number, or
Social Security Number

By:

(Authorized Signature)

Note to Contractor: Please sign at (1) or (2), whichever applies.

CHAPTER 62C. ADMINISTRATIVE PROVISIONS RELATIVE TO STATE TAXATION

Chapter 62C: Section 49A Certification of compliance with tax laws as prerequisite to obtaining license or governmental contract

Section 49A. (a) Any person applying to any department, board, commission, division, authority, district or other agency of the commonwealth or any subdivision of the commonwealth, including a city, town or district, for a right or license to conduct a profession, trade or business, or for the renewal of such right or license, shall certify upon such application, under penalties of perjury, that he has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support. Such right or license shall not be issued or renewed unless such certification is made.

(b) No contract or other agreement for the purposes of providing goods, services or real estate space to any of the foregoing agencies shall be entered into, renewed or extended with any person unless such person certifies in writing, under penalties of perjury, that he had complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

(c) Any such agency, which has been notified by the commissioner pursuant to section forty-seven A that a person who holds a license or certificate of authority issued by such agency or who has agreed to furnish goods, services or real estate space to such agency has neglected or refused to file any returns or to pay any tax required under this chapter and that such person has not filed in good faith a pending application for abatement of such tax or a pending petition before the appellate tax board contesting such tax or has been penalized pursuant to section 9 of chapter 62E for failure to comply with the provisions under said chapter 62E relating to reporting of employees and contractors, or has been penalized pursuant to paragraph (3) of subsection (f) of section 12 of chapter 119A for failure to comply with the provisions under said chapter 119A relating to withholding and remitting child support, shall refuse to reissue, renew or extend such license, certificate of authority, contract or agreement until the agency receives a certificate issued by the commissioner that the person is in good standing with respect to any and all returns due and taxes payable to the commissioner as of the date of issuance of said certificate, including all returns and taxes referenced in the initial notification or, if the licensee has been penalized for failure to comply with the provisions relating to reporting of employees and contractors under chapter 62E or withholding and remitting child support under chapter 119A, a certificate issued by the commissioner that the licensee is in compliance with said provisions.

(d) Any person who owns or leases a motor vehicle or trailer that is required to be registered in the commonwealth under chapter 90 and improperly registers the motor vehicle or trailer in another state or misrepresents the place of garaging of the motor vehicle or trailer in another city or town, shall be considered in violation of laws of the commonwealth relating to taxes under chapter 60A, chapter 64H or chapter 64I. The right, license or contract provided for in subsections (a) and (b) shall not be issued or renewed until the person or business entity has paid all taxes due at the time of application for such right, license or contract.

(e) Any person who, for the purpose of evading payment of a tax pursuant to chapters 59 to 64J, inclusive, willfully makes and subscribes any return, form, statement or other document pursuant to subsection (a), (b) or (d) that contains or is verified by a written declaration that is made under the penalties of perjury, and that contains information that he does not believe to be true and correct as to every matter material to his compliance with all laws of the commonwealth relating to taxes, shall be subject to section 73.

CERTIFICATION RELATING TO DEBARMENT AND SUSPENSION

The undersigned contractor certifies to the City of Quincy that neither it nor its principals, officers or any affiliated entities has been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction in accordance with the requirements of OMB Circular A-87 and with Executive Order 12549, "Debarment and Suspension."

Furthermore, the contractor certifies that it shall not make any subcontract or permit any subcontract to be made with any party which is debarred or suspended or is otherwise excluded in accordance with said OMB Circular and with Executive Order 12549.

This certification shall be for the benefit of the City of Quincy and its successors and/or assigns and is binding upon the contractor, its successors and assigned.

Executed under seal this _____ day of _____, _____.

Contractor Name
By its duly authorized agent,

Contract Number _____

(Authorized Signature)



REQUEST FOR PROPOSAL
For the
HANCOCK CEMETERY
MASTER CONSERVATION PLAN
QUINCY, MASSACHUSETTS

October/November 2010



**Proposal due no later than:
2:00 P.M. Wednesday, November 23, 2010**

Submit proposals to:
Purchasing Department, Quincy City Hall, 1305 Hancock Street , Quincy, MA 02169

All questions regarding this RFP should be directed to Kathryn R. Hobin, Purchasing Agent
through fax: 617-376-1074 and/or email: khobin@quincyma.gov and cc: to ktrillcott@quincyma.gov
Questions will be accepted until November 16, 2010 at 4:00 P.M.

This procurement is conducted in accordance with M.G. L. Chapter 30B.
The City of Quincy reserves the right to reject any or all proposals.

**Thomas P. Koch, Mayor
Kathryn R. Hobin, Purchasing Agent**

Request for Proposal - Hancock Cemetery Master Conservation Plan

A. Introduction

In accordance with M.G.L. Chapter 30B, the Quincy Historical Commission (“QHC”) on behalf of the City of Quincy (“City”) is seeking proposals from qualified professionals for the development of a Master Conservation Plan for the Hancock Street Cemetery (“Cemetery”), 1307-1349 Hancock St. The Cemetery is listed on the National Register of Historic Places and is located within the Quincy Historic District.

The Cemetery contains approximately seven hundred and nine (709) known gravesites, of which eighty-one (81) are vault tombs. No significant or comprehensive restoration work is noted as having been completed on the Cemetery in the City records.

Qualified planning and landscape architecture firms (“Conservator”) must have proven expertise in preservation planning for historic landscapes, specifically burying grounds and cemeteries.

The project is funded by the City of Quincy Community Preservation Fund. The client is the City of Quincy. All work must be in compliance with the Massachusetts Historic Commission (“MHC”) requirements of preservation guidelines for municipally owned historic burial grounds and cemeteries and comply with the Secretary of the Interior’s Standards for the Treatment of Historic Properties. This project is not subject to Massachusetts Historic Commission Funding.

This report will be the initial step of a multi-year conservation project that will seek funding from various sources, annually, to provide specialized conservation services to augment the ongoing maintenance plan(s) of the Cemetery.

Refer to Appendix A for further background on the Cemetery.

B. Project Objectives

The ultimate goal, of the QHC and its partners, is to stabilize the deterioration of the cemetery and plan for the future care and attention required for the city’s oldest historic landmark.

This project will focus on the preparation of a master conservation plan for the cemetery including: a conditions survey, a preservation plan, the identification of and, if possible, emergency repairs to the cemetery. The survey and plan will be detailed in a written report, prepared and presented by the Conservator. The information gathered in the survey will be used to formulate prioritized treatment recommendations and budget information for each feature of the burying ground.

Objectives include but are not necessarily limited to:

- a) A “*Historic Landscape Report*” will be written to assess the site. Reference requirements found in the National Park Service Preservation Brief #36, *Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes* and will include an inventory and assessment of the burial ground’s headstones, footstones, monuments, markers, tombs, walls, fences and landscape features.
- b) Detail how to achieve the stability and safety of the monuments and markers
- c) Detailed guide for restoring and preserving, in an appropriate manner, the memorials, markers, fencing and important landscape features

- d) Preparing cost estimates for implementing an architecturally comprehensive, historical sound preservation strategy and preservation priorities
- e) Identification of and, if possible, emergency repairs to the cemetery
- f) Full review of accessibility issues
- g) Articulating a plan for maintaining the monuments and landscape over the long term.
- h) Enhancing the cemetery as an educational setting for students and scholars of local history
- i) Workshop to train volunteers in simple repairs and cleaning
- j) Consulting to develop interpretive displays, including incorporation in City website
- k) Enter information into a searchable database that will be used to track repairs and to manage maintenance

C. Project Fee

This is a fixed fee contract. The maximum fee is \$42,000. Project fees must include all costs and expenses to complete the scope of work. No costs will be entertained in excess of the fixed fee. Bidders are asked to provide a Consultant's Fee Schedule of Hourly Rates to include all parties that will be engaged in this project.

Fee proposal MUST be submitted in a separate sealed envelop identified as "Fee Proposal", the Technical Proposal must be submitted in a different sealed envelope identified as "Technical Proposal".

Refer to Appendix B for Fee Proposal Form

D. Proposal Requirements

Proposal must be submitted in a sealed envelope, clearly marked "*Consulting Services Proposal – Master Conservation Plan for the Hancock Street Cemetery*" with the bidder's name and address clearly identified.

Conservators must submit six (6) complete copies of each proposal to:

Purchasing Department
 Quincy City Hall
 1305 Hancock Street
 Quincy, MA 02169

Proposals must be received no later than 2:00 P.M., Wednesday, November 23, 2010. Proposals received after the date and time indicated will be rejected.

The City reserves the right to accept or reject any or all proposals and to make the award as it deems to be in the best interest of the City. The City reserves the sole right to amend this RFP by formal Addendum.

The proposal must include:

1. The identity of the individual, partnership or corporation applying for the contract award. If the applicant is a partnership or joint venture, the proposal should specify who would act as the lead consultant for purposes of assuming contractual responsibility. If the consultant intends to sub-contract the photography, or any other work required in the scope of services, the sub-contractor must be identified.
2. A description of the consultant's approach to this project: methodology, demonstrated understanding of the community's needs, and the consultant's expectations of assistance and services from the City.

3. An applicant qualifications statement, including academic and professional work experience attesting to capacity to perform the required work program. Resumes are required for all project personnel. The principal in charge of this project must be experienced in conducting preservation plans for historic cemeteries. At least one member of the project team must have the following qualifications:
 - a. Graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation, or a closely related field plus one of the following:
 - (1) At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum or other professional institution; or,
 - (2) Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.
 - b. Professional degree in architecture or landscape architecture or State license to practice architecture or landscape architecture, plus one of the following:
 - (1) At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or,
 - (2) At least one year of full-time professional experience on historic preservation projects. Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specification for preservation projects.
4. A client reference list, with names, addresses, and telephone numbers, especially for clients for whom the consultant has performed similar services in the past.
5. The project schedule, definition of work to be carried out during each phase, and deliverables due at the end of each phase.
6. Any other information deemed relevant to the project, and which the consultant believes will further the competitiveness of the proposal, including work samples from similar completed projects.
7. Completed Fee Proposal Form, Appendix B. Fee proposal **MUST** be submitted in a separate sealed envelop identified as "**Fee Proposal**".

D. Methodology

All questions regarding this RFP should be directed to Kathryn R. Hobin, Purchasing Agent through fax: 617-376-1074 and/or email: khobin@quincyma.gov and cc: to ktrillcott@quincyma.gov. **Questions will be accepted until November 16, 2010 at 4:00 P.M.** All questions, and there respective answers, raised during the RFP process will be available on-line at the City of Quincy's website, www.quincyma.gov

A "*Historic Landscape Report*" will be written to assess the site. Reference requirements found in the current version the National Park Service Preservation Brief #36, *Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes* and will include an inventory and assessment of the burial ground's headstones, footstones, monuments, markers, tombs, walls, fences and landscape features.

All treatment recommendations must comply and be consistent with by the current version of the *Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for the Treatment of Cultural Landscapes*, and with *Preservation Guidelines for Municipally Owned Historic Burial Grounds and Cemeteries* (Massachusetts Department of Environmental Management)

Photography will be conducted by the current version of the Association for Gravestone Studies pamphlet "Recording Cemetery Data" and the *MHC Interim Guidelines for Inventory Form Photographs – March 2007* and *MHC National Register Requirements for Digital and Film Photographic Prints (revised)*. Photographs will be 4" x 6" high-resolution color digital and will document the cemetery and landscape features and existing conditions as needed.

In order to oversee the work, the QHC has organized an ad hoc sub committee "The Hancock Cemetery Ad Hoc Advisory Committee" ("HCAHAC") to meet, as required, to advise on the report and subsequent work. The Committee may be made up of representatives from the following:

- Historical Commission (two members)
- Planning Department
- Cemetery Department and/or Board
- Historical Society
- National Park Service

The QHC will review all submitted proposals, meeting the requirements outlined herein, to determine the top three highest rated proposals. The QHC will present these three proposals to the HCAHAC which will identify the favored proposal. The City of Quincy will then award the project to the favored Conservator.

Project personnel, including consultant and community representatives, will meet with the QHC and/or HCAHAC to review project progress and products at the end of each phase. Meetings will be held at Quincy City Hall on the last Monday of the month, as required.

A pre-bid conference will be held Wednesday, October 27, 2010 at 1:00 PM in the Second Floor Conference Room, Quincy City Hall. All interested parties are strongly urged to attend. All bidding Conservators are required to make themselves familiar with the Cemetery prior to the pre-bid conference.

Finalists may be required to appear for an interview. Interviews, if deemed necessary, are expected to take place in or about January, 2011

The project will consist of four phases. The project schedule, work to be carried out during each phase, and deliverables due at the end of each phase, will be identified by the bidding Conservators in the submitted proposals. **All work on this project must be completed by November 18, 2011.**

Any permit fees (if applicable) will be waived by the City.

The Cemetery does not have an endowment fund. General maintenance will remain a part of the Park and Forest Department, Cemetery Board budget and responsibility.

The following documents are attached for reference:

- Appendix A** – Background Information
- Appendix B** – Fee Proposal Form
- Appendix C** – Scope of Work outline
- Appendix D** – Gravesite plan (1930)
- Appendix E** – Introduction and Guide to Hancock Cemetery by Quincy Historical Society (2002)

E. Scope of Services

Phase 1

Project start-up and assessment of the condition and location of all broken and at-risk monuments and markers as well as the cemetery's unmarked graves, perimeter walls, iron-rail fencing and gates, pathways and significant landscape features. The assessment will include visual inspection, mapping and photographing of headstones.

Phase 2

Evaluate and document each individual gravestone, marker, footstone, tomb covers, slab tombs etc., their dimensions and position, and the type and extent of their deterioration by written and photographic description.

Phase 3

Findings and recommendations reported via draft master plan and database entry

Phase 4

Final master conservation plan

Refer to Appendix C for Scope of Work Outline

H. Selection Criteria

The selection process will include an evaluation procedure based on the criteria identified below. These criteria will be evaluated as being either: **HA** - Highly Advantageous, **A** - Advantageous, **NA** - Not Advantageous or **U** - Unacceptable.

1. Training/educational background of all project personnel appropriate to the project as described in this RFP and accompanying Scope of Work, including professional experience above and beyond the minimum qualifications outlined above.

Pts	Rating	Description
0	Unacceptable	The proposal indicates no evidence of "areas of expertise" necessary to complete this project.
1	Not Advantageous	The proposal indicates evidence of one "area of expertise" necessary to complete this project.
2	Advantageous	The proposal indicates evidence of more than one "area of expertise" necessary to complete this project.
3	Highly Advantageous	The proposal indicates evidence that the firm/applicant has substantial in-house "areas of expertise" necessary to complete this project or that the firm/applicant has made prior arrangements for Sub consultants in areas for which in-house services are unavailable.

2. Identity and qualifications of all project personnel.

Pts	Rating	Description
0	Unacceptable	The proposal fails to indicate a well-established firm/applicant, with proximity or availability of staff to complete work. The proposal provides no evidence that the firm/applicant is large enough and diverse enough to expedite all work.
1	Not Advantageous	The proposal fails to provide either evidence of a well-established firm/applicant, with proximity or availability of staff to complete work. The proposal provides insufficient evidence that the firm/applicant is either large enough or diverse enough to expedite all work.
2	Advantageous	The proposal provides a history of the firm/applicant, with proximity or availability of staff to complete work. The proposal provides adequate evidence that the firm/applicant is large enough and/or diverse enough to expedite all work.
3	Highly Advantageous	The proposal provides a detailed history of the firm/applicant indicating a well-established firm/applicant, with proximity and availability of staff to complete work. The proposal provides evidence that the firm/applicant is both large enough and diverse enough to expedite all work.

3. Prior professional experience in areas relevant to the project.

Pts	Rating	Description
0	Unacceptable	None of the sample submissions submitted by the firm/applicant are clear and complete and/or have relevance to the services being solicited under the RFP.
1	Not Advantageous	One or two of the sample submissions submitted by the firm/applicant are unclear, incomplete, or have little relevance to the services being solicited under the RFP.
2	Advantageous	All of the sample submissions submitted by the firm/applicant are written clearly and fully cover the relevant subject matter, having clear relevance to the services being solicited under the RFP.
3	Highly Advantageous	All sample submissions are written clearly, fully cover the relevant subject matter, and also excel with respect to quality, graphics, formats, and/or writing style.

4. Prior experience with/performance on public or private contracts, or fixed-term fixed-fee contracts, or specifically MHC-funded projects.

Pts	Rating	Description
0	Unacceptable	The proposal fails to indicate a well-established firm/applicant, with proximity or availability of staff to complete work. The proposal provides no evidence that the firm/applicant is large enough and diverse enough to expedite all work.
1	Not Advantageous	The proposal fails to provide either evidence of a well-established firm/applicant, with proximity or availability of staff to complete work. The proposal provides insufficient evidence that the firm/applicant is either large enough or diverse enough to expedite all work.
2	Advantageous	The proposal provides a history of the firm/applicant, with proximity or availability of staff to complete work. The proposal provides adequate evidence that the firm/applicant is large enough and/or diverse enough to expedite all work.
3	Highly Advantageous	The proposal provides a detailed history of the firm/applicant indicating a well-established firm/applicant, with proximity and availability of staff to complete work. The proposal provides evidence that the firm/applicant is both large enough and diverse enough to expedite all work.

5. Demonstrated understanding of tasks to be performed and products to be created.

Pts	Rating	Description
0	Unacceptable	The proposal indicates inadequate review or understanding of the required Scope of Work.
1	Not Advantageous	The proposal indicates incomplete review or a vague understanding of the required Scope of Work.
2	Advantageous	The proposal indicates sufficient review and understanding of the required Scope of Work, and documents the firm/applicant's proposed approach.
3	Highly Advantageous	The proposal indicates a thorough review and full understanding of the required Scope of Work, and proposes a clear and comprehensive approach.

6. Demonstrated familiarity with the community, and/or understanding of specific community goals.

Pts	Rating	Description
0	Unacceptable	The applicant has provided no evidence of familiarity with the area or for availability to begin work and/or ability to ensure project completion.
1	Not Advantageous	The applicant has indicated a vague familiarity with the area or incomplete timeline for availability and/or project completion.
2	Advantageous	The applicant has provided adequate evidence of familiarity with the area, immediate availability and a proposed timeline for project completion.
3	Highly Advantageous	The applicant has provided evidence of familiarity with the area and of immediate availability and has proposed a timeline for project completion which is ambitious and timely in nature.

7. Amount of maximum available fee used.

Pts	Rating	Description
0	Unacceptable	A proposal which exceeds the maximum fee listed
1	Not Advantageous	A proposal which meets the terms of the RFP for the maximum fee listed
2	Advantageous	A proposal which meets and exceeds the terms of the RFP for the maximum fee listed
3	Highly Advantageous	A proposal which meets and exceeds the terms of the RFP for less than the maximum fee listed

END OF REQUEST FOR PROPOSAL

Appendix A – Background Information

Historical Significance

Hancock Cemetery is the City's earliest and longest used cemetery. Burials on this site began shortly after the first permanent English settlement in 1635, and the cemetery served as the main burial ground for Old Braintree and subsequently the town of Quincy until the mid-1800s. It is the only surviving 17th-century component in Quincy Center. It possesses integrity of location, design, materials, and workmanship. It is historically significant to the growth of Quincy Center, the lives of families of regional and national repute, and the development of early gravestone art in New England.

Stones, dating from the 17th, 18th and 19th centuries have survived. The earliest are generally of slate while those erected after 1820 are usually marble or granite. Family tombs which are built into the banked sides of the cemetery date primarily from the early 19th century.

Historic Personages

The cemetery contains generations of both the Adams and Quincy families. The oldest identified grave in the cemetery is that of Henry Adams, progenitor of the family, who died in 1646. All the graves of John Adams' direct ancestors are marked by monuments that John erected and for which he composed inscriptions. In the Adams family tomb, the presidents and their wives rested until moved to the crypt beneath First Parish Church. Children of both John and John Quincy Adams still lie in the tomb.

Famous members of the Quincy family buried here include Josiah Quincy, Jr., the great orator of the Revolution, and Col. John Quincy, prominent leader in colonial Massachusetts and grandfather of Abigail Adams, for whom both John Quincy Adams and the Town of Quincy were named. Edmund Quincy's stone contains a recess from which the lead plaque bearing the family coat of arms was pried and melted into bullets after the battle of Lexington.

Reverend John Hancock, father of the Patriot leader, is buried in the Ministers' Tomb. Numerous other notable persons are interred in these grounds including Rev. William Tompson, the first minister of the town, who has the oldest surviving gravestone; Leonard Hoar, colorful third president of Harvard; Joanna Hoar who is the ancestor of multiple generations of great Americans; and many veterans of the Revolution, War of 1812, and Civil War.

Aesthetic Value

Most of the colonial gravestone carvers whose work is now admired as artistically significant are represented here, including William Mumford, Joseph Lamson, and James Foster. The cemetery also contains the carver JN's "peacock stone" for the grave of Joseph Cleverly, which is particularly admired by scholars. Of literary interest, the inscription on the Ministers' Tomb is by Benjamin Tompson, considered America's first native-born poet.

The stone wall surrounding the cemetery dates from 1809. The ornamental fence which presently fronts Hancock Street was put up under the auspices of the ladies of First Parish Church in 1844.

The Hancock Cemetery plays an active role in both the lives of Quincy residents as well as the local tourism industry. As recently as October 31, 2009 the Quincy Historic Society gave a free, guided tour of the Cemetery. The tour was attended by over 120 persons. The Cemetery is a listed stop on the Quincy Historic Walking Trail.

Previous Preservation Studies/ Efforts

Some attention has been paid to recording the history of the Cemetery, as shown by the attached map prepared by the Quincy Historical Society in 2002. To date, no comprehensive preservation survey of Hancock Cemetery has been undertaken. Such a survey was proposed in 1975, when a report was compiled by Richard Riley, then the Director of the Cemetery Restoration Project. The recommendations of the report were not implemented.

In 1987, archeologist George Horner and photographer Virginia Smith performed a comprehensive survey of the approximately 200 grave markers that were erected up through 1803. This included material, dimensions, and, for the 124 stones bearing the earlier, more idiosyncratic skull or cherub designs, the identity of the carver.

From 2003 to 2005, the National Park Service, in conjunction with the City of Quincy and with cooperation of Adams family members, undertook a partial survey, with recommendations for treatment and some limited preservation efforts. This work concentrated on Adams graves and those of Adams' extended family. The project culminated in a one day effort on April 23, 2005, with conservators volunteering their work on selected gravestones. The work performed in 2005 has since deteriorated.

APPENDIX B - FEE PROPOSAL FORM

The undersigned hereby submits a price proposal to perform the services outlined in the Request for Proposals for the City of Quincy: *“Consulting Services Proposal – Master Conservation Plan for the Hancock Street Cemetery”*

Consultant: _____

Address: _____

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

PROFESSIONAL SERVICES, Hourly Rate: (attach hourly rate schedule)

Estimated cost to complete the project:

Phase I: _____

Phase II: _____

Phase III: _____

Phase IV: _____

TOTAL COST: _____

(This is a fixed fee contract. The maximum fee is \$42,000. Project fees must include all costs and expenses to complete the scope of work. No costs will be entertained in excess of the fixed fee. Bidders are asked to provide a Consultant’s Fee Schedule of Hourly Rates to include all parties that will be engaged in this project.)

Receipt of Addendum No. _____ Acknowledged By: _____

Company Name: _____

Address: _____

Telephone #: _____

Date: _____

Bid Signed By: _____

Title: _____

APPENDIX C – SCOPE OF WORK OUTLINE

Phase 1 – Startup and Assessment (+/- 8 weeks)

TASKS

- Startup meeting with HCAHAC
- Inspect Cemetery with HCAHAC
- Review and evaluate existing records and documentation, as well as current maintenance and site management practices.

DELIVERABLES

- Detailed schedule of work
- Submit sample proposed conditions assessment survey form
- Submit sample proposed Excel spreadsheet(s)
- Working site plan of Cemetery, including all landscape features.

Phase 2 – Evaluation and Documentation (+/- 20 weeks)

TASKS

- Conduct a comprehensive assessment of the gravestones, monuments, masonry walls, fencing, handicap accessibility and significant landscape features. Identify and evaluate the physical condition of all of the significant features and components within the cemetery.
- Document existing conditions through written narrative, survey and inventory forms and photographs. Each photograph will contain a signboard with the plot number of the marker.
- Identification of and, if possible, emergency repairs to the cemetery

DELIVERABLES:

- Organize compilation of written and photographic data gathered from site grouped by subject. Key photographs to site plan.
- Draft of conditions assessment, incorporating photographic documentation
- Maintenance plan recommendations to address routine care of the site and seasonal considerations

Phase 3 – Findings and Recommendations (+/- 8 weeks)

TASKS

- Integrate archival research, site information and documentation
- Identify treatment options and recommendations, prioritize conditions found on site.
- Identification of the markers that require emergency treatment.
- Develop phased schedule identifying repair work necessary over a 1, 3, 5 and 10 years period.
- Develop phased schedule identifying maintenance work necessary over a 1, 3, 5 and 10 years period.
- Provide recommendations for monuments beyond repair
- Develop cost estimates for all work identified. Itemize work to clearly illustrate expenses.
- A review of accessibility issues for making the Grounds fully handicap accessible.
- Prioritize recommended work based on the severity of deterioration, the nature and complexity of required treatments, and the relative historic/artistic significance of individual monuments.
- Enter information into a searchable database that will be used to track repairs and to manage maintenance

DELIVERABLES:

- Comprehensive cemetery assessment including all of the components of the site including but not limited to the landscape, stones, fencing, gates, paths and masonry walls.

- Detailed guide for restoring and preserving, in an appropriate manner, the memorials, markers, fencing and important landscape features
- Detail how to achieve the stability and safety of the monuments and markers
- Recommendations for making the Grounds fully handicap accessible
- Landscape plan, incorporating recommendations for the existing plantings and trees and possible new plantings and an assessment of the perimeter walls and fencing
- Cost estimates for implementing an architecturally comprehensive, historically sound preservation strategy
- Prioritized treatment plan identifying work categories
- Cost estimates for recommended repairs and improvements

Phase 4 – Final Master Conservation Plan (+/- 8 weeks)

TASKS:

- Submit two (2) draft copies of final report at 90% completion for review by the QHC and/or HCAHAC. Draft report shall include but not necessarily be limited to the following components: Executive Summary, Historical Research, Conditions Assessment, Evaluation of Integrity and Significance, Maintenance Strategy, and Phase Treatment Plan with Cost Estimates, as well as any pertinent appendix items.
- Review and/or train to use the searchable database with HCAHAC.
- Conduct a workshop to train volunteers in simple repairs and cleaning.

DELIVERABLES:

- Provide required number of copies of the final master conservation plan.
- One (1) original hardcopy, suitable for archival storage
- One (1) electronic file of all final deliverables including attachments and appendices, in PDF format
- One (1) electronic file of searchable database and/or all Excel workbooks prepared to track repairs and manage the maintenance
- Consulting to develop and/or enhance the cemetery as an educational setting for students and scholars of local history
- Consulting to develop interpretive displays, including incorporation in City website
- DVD of the volunteer repair workshop for future use.

Quincy's Historic HANCOCK CEMETERY

An Introduction and Guide

Quincy's Hancock Cemetery dates from the earliest years of European settlement (1630s) and was the community's main burial ground until 1854. Early Puritans took a pragmatic attitude toward death and burial: grave markers were often impermanent or non-existent and cattle roamed freely here. Consequently, many more people are buried here than there are existing markers. Only in 1809 did a group of citizens, including John Adams, purchase the lot and officially donate it to the town, "Provided that...the town shall never hereafter allow the said burial ground to be used as a pasture or any horse or cattle...to run at large therein." The handsome iron fencing is from 1844.

The cemetery's graves, including generations of the Adams and Quincy families and Rev. John Hancock, father of the great patriot leader, provide a perspective on American history. The memorials also offer a chronicle of gravestone art from excellent examples of colonial winged skulls and cherubim, to Federalist classical motifs and representatives of Quincy's 19th-century role as the national center of granite quarrying and carving.

In addition to the gravesites noted below, there are interesting stones throughout the cemetery, and visitors are encouraged to ramble. Veterans of the Revolution, the War of 1812, and the Civil War are buried here; these graves are often identifiable by the flags decorating them.

In order to preserve the gravestones, taking of rubbings or tracings is not permitted.

About "Quincy" and "Braintree": Many stones refer to the town of "Braintree" or "Braintry." The original town formed here—of which present-day Quincy was always the center of activity and the main part—was named Braintree. By 1792 the original town had grown so large and spread-out that it began separating into individual towns, with the old original town center becoming "Quincy."

Some Notable Graves

(Chosen for either historical or aesthetic interest.
Numbers correspond to the accompanying map.)

1. *Samuel Brown, Jr.* (1798): Carved by Isaac Tomson of Middleboro, who was also a lawyer and state senator, this Federalist-era marker features a distinctive rising/setting sun design.
2. *Samuel Arnard* (1680): This is an example of the plain style and rough carving that undoubtedly characterized many early stones.
3. *Dr. Elisha Savil* (1768): Probably carved by one of the Pratt family of carvers, the marker uses red—rather than the more common gray—slate and replaces the early winged skull or later cherubim with a rather ambiguous figure.
4. *J.Q. Adams Tomb*: This is the Adams family vault, the original resting place of John and Abigail Adams and John Quincy and Louisa Catherine Adams, who all are now interred in the Presidential Crypt in United First Parish Church. The vault remains the grave of numerous family members including John and Abigail's daughter, Nabby, and John Quincy and Louisa Catherine's sons, George and John.
5. *Rev. William Tompson* (1666): The earliest surviving gravestone is for the town's first minister—a leading Puritan clergyman, known for his intellect, zeal, and brooding personality. The stone, carved by William Mumford, a popular Boston carver, is an excellent example of the early style.
6. *Joanna Hoar* (1661), *Bridget Hoar* (1723): The headstone, of Welsh slate, was actually erected in the 1890s as a tribute. The Hoars would become one of Massachusetts' most distinguished families. The inscriptions also offer a glimpse of the early Puritan migration and its struggles. Joanna, known as "the great mother", came to America on her own, a widow with five children. She is the ancestor of many prominent Americans, including the Adams and Quincy families and Oliver Wendell Holmes. The stone also commemorates Joanna's daughter-in-law Bridget, whose father ordered the execution of King Charles I in the English Civil War.
7. *Dr. Leonard Hoar* (1675): This is probably the cemetery's earliest tomb burial. Leonard, Joanna's son, became a physician and served, controversially, as the third president of Harvard College.
8. *Rev. Henry Flynt* (1668), *Margery Flynt* (1686/7): Henry was the town's first "teacher"—i.e. assistant minister—and became its second minister, although suspected of unorthodox views. Margery, a daughter of Joanna Hoar, maintained the town's first school for girls. The gravestone inscription may have been composed by Rev. John Hancock.
9. *Col. John Quincy* (1767): One of the most successful political leaders in Massachusetts history, John Quincy served over 30 years in the colonial legislature, including 12 as Speaker. He protected American rights against royal prerogatives and ardently defended freedom of conscience. In 1792, the town of Quincy was named in his honor. He is the grandfather of Abigail Adams. Note the original (foot stone?) marker to the right of the monument.
10. *Josiah Quincy, Sr.* (1784): Successful merchant and a strong patriot, Josiah built a handsome house which still stands on Muirhead Street in the Wollaston section of Quincy. Note the embossed seal on the tomb slab.
11. *Joanna Quincy* (1680): Another of Joanna Hoar's children, she married the second Edmund Quincy and is an ancestor of Abigail Adams.
12. *Edmund Quincy* (1698): The son of the Edmund who emigrated from England, Edmund did much to establish the family's prominence in the colony. He built the original portion of the Quincy Homestead, which stands at the corner of Hancock Street and Butler Road. According to tradition, the hollowed out space in the low headstone contained a lead engraving of the family seal that during the Revolution was removed and made into bullets.
13. *Josiah Quincy Jr.* (1775); *Abigail Phillips Quincy* (1798): "...Barrister at law...Brilliant talents, uncommon eloquence, & indefatigable application/ Raised him to the highest eminence in his profession. His early, enlightened inflexible attachment to/ The cause of his country,/ Is

attested by monuments more durable than this..." A colleague of John Adams in the early patriot cause and his co-counsel in the Boston Massacre trial, Quincy died at age 30 while returning from pleading the American cause in England. The Revolution thus lost a potentially great leader. This monument to him and his wife Abigail was erected and composed by their son, the third Josiah, who—among many accomplishments—was perhaps Boston's greatest mayor and the long-time president of Harvard College.

14. *John Cleverly* (1703), *Sarah Cleverly* (1694): These gravestones, by Boston carver John Noyes, are two of the most striking designs in the cemetery. John's is the earliest headstone in New England to represent birds. The birds are alternately thought to be phoenixes (immortality) or peacocks (incorruptibility).

15. *Isaac Newcomb* (1753): An example of a child's gravestone, this small marker—carved by an anonymous artisan—is characterized by a bellflower design used only on children's graves.

16. *William Saunders* (1830), *Ann Saunders* (1826): These two markers are excellent examples of the more genteel 19th-century style of decoration, with classical urns and weeping willows.

17. *Henry Adams* (1646): The cemetery's earliest identified grave is of John Adams' great-great-grandfather, who emigrated from England in the first years of the Massachusetts colony. Late in life, John Adams erected new memorials over the four graves of his direct ancestors, with inscriptions he composed himself. His inscription here, emphasizing that Henry emigrated for reasons of conscience—as a Puritan fleeing religious persecution, is the most eloquent of the four memorials.

18. *Joseph Adams I* (1694), *Abigail Baxter Adams* (1694): John Adams's great-grandparents. Note the original headstones in front of the memorial.

19. *Rev. John Hancock* (1744); *the Ministers Tomb*: This became a collective tomb for First Church's ministers, from Moses Fiske (1708) through Peter Whitney (1843). The faded original inscription declaring that Fiske, possessed of "Paul's patience, James' prudence, John's sweet love/ Is landed, enter'd, clear'd, and crown'd above," is by Benjamin Tompson, son of Rev. William Tompson. He served as the town schoolmaster and is the first American-born poet in English. Rev. Hancock served as minister from 1726 to his death in 1744 and was highly regarded. His son John, the future great Patriot, was born at the parsonage (site of the present Adams Academy). It is widely assumed that the cemetery came to be named for Rev. Hancock.

20. *Joseph Adams II* (1736), *Hannah Bass Adams* (1705): John Adams' grandparents. Hannah Bass was the granddaughter of the famous Pilgrim couple, John Alden and Priscilla Mullins.

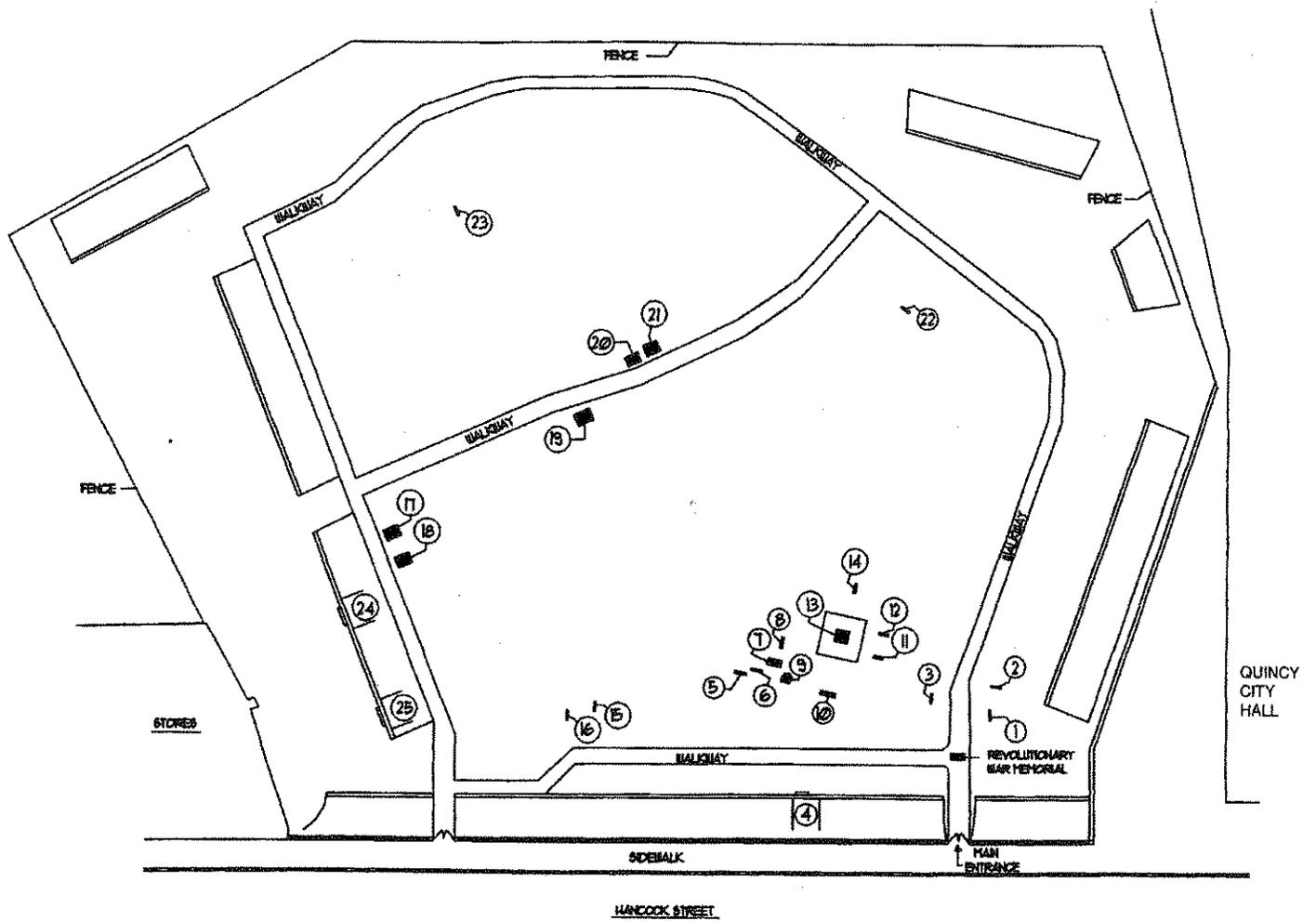
21. *John Adams I* (1761), *Susannah Boylston Adams* (1797): John Adams' parents.

22. *Sarah Glover* (1783). Although carved by the innovative H.C. Geyer, this stone features a particularly grim skull and crossbones and gravestone rhyme.

23. *Joseph Penniman* (1705): The stone is by James Foster, Sr., one of the finest carvers.

24. *John Briesler* (1836): Briesler, the son of German immigrants—a reminder that early America comprised many nationalities, served in the Revolutionary War. Later he served on the household staff of John and Abigail Adams when Adams was Ambassador to England and when Adams was president.

25. *Abner Packard* (1902): An indication of the range of history contained in this cemetery, Abner Packard was commander of the town militia unit that responded to President Lincoln's first call for volunteers in the Civil War, April, 1861.



GRAVE SITE MARKER LEGEND

- | | | |
|-----------------------------------|-----------------------------------|----------------------|
| 1 SAMUEL BROWN JR | 9 COL. JOHN QUINCY | 18 JOSEPH ADAMS I |
| 2 SAMUEL ARNALD | 10 JOSIAH QUINCY, SR. | 19 REV. JOHN HANCOCK |
| 3 DR. ELISHA SAVIL | 11 JOANNA QUINCY | 20 JOSEPH ADAMS II |
| 4 J. Q. ADAMS TOMB | 12 EDMUND QUINCY | 21 JOHN ADAMS I |
| 5 REV. WILLIAM TOMPSON | 13 JOSIAH QUINCY, JR. | 22 SARAH GLOVER |
| 6 JOANNA HOAR, BRIDGET HOAR | 14 JOHN CLEVERLY, SARAH CLEVERLY | 23 JOSEPH PENNIMAN |
| 7 DR. LEONARD HOAR | 15 ISAAC NEWCOMB | 24 JOHN BRIESLER |
| 8 REV. HENRY FLYNT, MARGERY FLYNT | 16 WILLIAM SAUNDERS, ANN SAUNDERS | 25 ABNER PACKARD |
| | 17 HENRY ADAMS | |