

City of Salem, Massachusetts



Request for Proposals

S-01

Downtown Salem Cultural Resource Survey Update

July 14, 2016

PROPOSALS DUE:

Thursday, August 18, 2016, 11:00 AM

*Late proposals will be rejected

Whitney C. Haskell
Purchasing Agent
93 Washington Street, Purchasing Department, 2nd Floor
Salem, MA 01970
whaskell@salem.com
(978) 619-5695

LEGAL NOTICE

CITY OF SALEM REQUEST FOR PROPOSALS S-01

The City of Salem is seeking proposals from qualified historic preservation consultants to undertake the “Downtown Salem Cultural Resource Survey Update.” Sealed Proposals must be received at the Purchasing Department, Salem City Hall, 93 Washington Street, Salem, Massachusetts 01970, on or before 11:00am Thursday, August 18, 2016 at which time and place they will be opened for the following:

Downtown Salem Cultural Resource Survey Update

The City of Salem reserves the right to reject any and all bids or to waive any informalities in the proposal process, if deemed in the City's best interest.

The Request for Proposal (RFP) containing scope of services, requirements, and conditions will be/is available upon request after 10 AM, Thursday, July 14, 2016 at the Purchasing Department, Salem City Hall, 93 Washington Street, Salem, Massachusetts 01970.

Proposers or proposal teams must include lead personnel who meet the following minimum qualifications: a Bachelor’s degree in Historic Preservation, Architectural History, History, Art History, or a closely related field, plus at least two years full time experience in an area relevant to the project; or a Master’s degree in any of the above mentioned areas.

The RFP may be downloaded from saalem.com/purchasing under “Open Procurements”

Questions regarding the RFP must be written and either e-mailed to whaskell@saalem.com.

Office hours:	Monday:	8AM-4 PM
	Tuesday:	8AM-4PM
	Wednesday:	8 AM-4 PM
	Thursday:	8 AM-7 PM
	Friday:	8 AM-12 PM

Whitney Haskell
Purchasing Agent

Tuesday, July 12, 2016

E-mail Announcement to Listserv and Direct Solicitation List

From: whaskell@salem.com
To: masshistpres@cs.umb.edu.
Subject: LEGAL NOTICE: CITY OF SALEM REQUEST FOR PROPOSALS

**LEGAL NOTICE
CITY OF SALEM
REQUEST FOR PROPOSALS**

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Whitney Haskell
Purchasing Agent

Tuesday, July 12, 2016

DOWNTOWN SALEM CULTURAL RESOURCE SURVEY UPDATE
S-01
COVER SHEET

Proposer: _____

Street Address: _____
(Number and Street) (State) (Zip Code)

Taxpayer Identification No: _____
(Social Security Number) (Federal Identification Number)

Contact Name: _____

Telephone: _____

Email Address: _____

Fax: _____

Authorized Signature: _____

Name: _____

Title: _____

Date: _____

<p>DOWNTOWN SALEM CULTURAL RESOURCE SURVEY UPDATE</p> <p>S-01</p> <p>PROPOSER'S CHECKLIST</p>
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Submissions:

	Yes	No
1. Cover Sheet	<input type="checkbox"/>	<input type="checkbox"/>
2. Proposer's Checklist (this sheet)	<input type="checkbox"/>	<input type="checkbox"/>
3. Price Proposal	<input type="checkbox"/>	<input type="checkbox"/>
4. Non-Price/Technical Proposal	<input type="checkbox"/>	<input type="checkbox"/>
• Required Certifications	<input type="checkbox"/>	<input type="checkbox"/>
• Technical Proposal	<input type="checkbox"/>	<input type="checkbox"/>
5. Acknowledgement of Addenda: _____ (if applicable)		
#’s		

DOWNTOWN SALEM CULTURAL RESOURCE SURVEY UPDATE
S-01
PRICE PROPOSAL FORM

CITY OF SALEM, OFFICE OF THE PURCHASING AGENT
93 WASHINGTON STREET
SALEM, MA 01970

PRICE PROPOSAL FORM
(To be submitted in Envelope B)

The City of Salem has established a budget not to exceed \$35,000 for the Scope of Services. Project fees must be provided for each of the four phases of work as described in the form. Fees shown shall include all costs and expenses (including materials, copying, mileage, photography, etc.) necessary to complete the scope of services defined in Part 3 of this RFP.

The undersigned hereby submits a price proposal to perform the services outlined in the Request for Proposals for the City of Salem Downtown Salem Cultural Resource Survey Update.

Signature of Authorized Representative: _____

Printed Name: _____

Title: _____

Company/Organization (Proposer): _____

Date: _____

The PROPOSER hereby pledges to deliver the complete scope of services required, for the estimated cost breakdown for each phase of the Downtown Salem Cultural Resource Survey Update as shown below:

Phase I: _____

Phase II: _____

Phase III: _____

Phase IV: _____

TOTAL COST: _____

(not to exceed \$35,000)

Note: Four (4) copies of proposal are to be submitted.

DOWNTOWN SALEM CULTURAL RESOURCE SURVEY UPDATE
S-01
REQUIRED CERTIFICATIONS

1. 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.

2. TAX COMPLIANCE:

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

3. CORPORATE BIDDER *(if applicable):*

I, _____ certify that I am the _____ of the corporation named as Bidder in the Bid included herein, that _____, who signed said Bid on behalf of the Bidder was then _____ of said corporation, that I know his signature, that his signature thereon is genuine and that said Bid was duly signed, sealed and executed for and in behalf of said corporation by authority of its governing body.

(Secretary-Clerk)

(Signature of authorized individual submitting proposal)

(Printed Name)

(Name of Proposer)

(Federal Tax Identification or Social Security Number)

(Date)

PART 1. GENERAL INFORMATION

1.1 PROCUREMENT DESCRIPTION

The City of Salem is seeking a consultant to complete a cultural resource survey update for Downtown Salem, last surveyed in the late 1970s. The project is being funded in part by a grant from the Massachusetts Historical Commission.

The anticipated performance period shall commence upon issuance of the Notice to Proceed and terminate on June 30, 2017.

1.2 APPLICABLE LAW

This procurement will be conducted pursuant to M.G.L. ch. 30B, sec. 6.

1.3 APPROVAL

Any contract that may result from the procurement shall be subject to the approval of the Mayor of the City of Salem.

1.4 INCORPORATION BY REFERENCE

All requirements, specifications, terms and conditions described in this Request for Proposals ("RFP") shall be incorporated by reference into any contract that may result.

1.5 TIME FOR AWARD

Any contract that may result from the procurement shall be awarded within forty five (45) days after the proposal due date. The time for award may be extended for up to 45 additional days by mutual agreement between the City and the most advantageous proposer.

1.6. RIGHT TO CANCEL/REJECT

The City reserves the right to cancel this RFP or reject in whole or in part any and all proposals if the City determines that cancellation or rejection serves the best interests of the City.

1.7 TAXATION

Purchases made by the City are exempt from the payment of Federal excise tax and the payment of Commonwealth of Massachusetts sales tax and any such taxes must not be included in the proposal pricing.

Copies of the City's tax exempt paperwork shall be available upon request of the selected contractor.

1.8 OBTAINING THE REQUEST FOR PROPOSALS

The RFP shall be available beginning, July 14, 2016.

The RFP and related documents shall be available for free download from the City's Purchasing Department website at saalem.com/purchasing under "Open Procurements."

Hardcopies of the RFP and related documents may be obtained at the Office of the Purchasing Agent, 93 Washington Street, 2nd Floor, Salem, MA 01970, during regular office hours:

Monday-Wednesday:	8:00 AM – 4:00 PM
Thursday:	8:00 AM – 7:00 PM
Friday:	8:00 AM – 12:00 PM

PART 3. INSTRUCTIONS TO PROPOSERS

3.1 REQUIREMENTS AND SUBMISSIONS

Below please find a description of the requirements and submissions that must be included as part of a proposal.

3.1.1 PROPOSAL COMPONENTS

The following items must be submitted in order for the proposal to be considered:

PRICE PROPOSAL

Every proposal must include a completed 'Price Proposal Form'. See attached. The price proposal and rate sheet(s) shall be separately sealed and labeled as "Price Proposal".

3.1.2 NON-PRICE/TECHNICAL PROPOSAL

Each proposal must include a Non-Price/Technical, which shall be separately sealed and labeled as "Non-Price Proposal," containing:

NON-COLLUSION FORM

Every proposal must include a certification of good faith, certifying that the proposal was made in good faith and without collusion or fraud. See 'Non-Collusion Form' attached.

TAX COMPLIANCE FORM

Every proposal must include a written certification that the proposer has complied with all state laws relating to taxes, reporting of employees and contractors, and child support. See 'Tax Compliance Form' attached.

CORPORATE BIDDER FORM

If the proposal is being submitted by a corporation the proposal must include a certification that the individual submitting the bid has been authorized to bind the corporation. See 'Certificate of Corporate Authority' attached.

PLAN OF SERVICES

1. The identity of the individual, partnership or corporation applying for contract award and credentials of the personnel who would actually perform the work, as well as their managers, and the nature of the supervision. State the responsibilities of each of the project personnel. If the consultant intends to sub-contract the photography or any other work required in the scope of services, the sub-contractor must be identified. Sample work products are required for all personnel. This item is a major determinant in assessing the proposer's qualifications and will be incorporated as a condition in the contract to be awarded.
2. An applicant qualifications statement, including professional qualifications and work experience attesting to capacity to perform the required work program. Include resume(s), detailing academic and professional work experience attesting to capacity to perform the required work

program. Resumes are required for all project personnel. Proposers must meet the following minimum criteria:

- a. Bachelor's Degree in Historic Preservation, Architectural History, History, Art History or a closely related field and at least two years full-time experience in an area relevant to the project; or
 - b. Master's Degree in Historic Preservation, Architectural History, History, Art History or a closely related field.
3. A detailed explanation of the proposer's approach to this project: methodology, demonstrated understanding of the scope of work and completion deadline, and the proposer's expectations of assistance and services from the City. A technical work plan and project timeline for accomplishing the tasks described in the scope of services must be provided.
 4. A client reference list, with names, addresses, telephone numbers, and email addresses (if available) especially for clients for whom the proposer has performed similar services within the past five (5) years.
 5. Any other information deemed relevant to the project, and which the proposer believes will further the competitiveness of the proposal.

Please note: Any proposal that fails to include all of the above information will be rejected as unresponsive, and will not be afforded a complete review by the Selection Committee.

3.2 PROPOSAL DELIVERY

Below please find a description of the manner in which sealed proposals must be submitted. Price and Non-Price proposals must be separately sealed and labeled.

3.2.1 DUE DATE AND TIME

Proposals shall be received by the Office of the Purchasing Agent on or before **Thursday, August 18, 2016, 11:00 AM.**

Any proposal received after that time shall be rejected as non-responsive.

3.2.2 ADDRESS

Sealed proposals shall be delivered to the Office of the Purchasing Agent, 93 Washington Street, Finance Office, 2nd Floor, Salem MA 01970.

Facsimile and email submissions will not be accepted.

3.2.3 HOURS OF OPERATION

Proposals must be delivered during the normal hours of operation of the City of Salem:

Monday-Wednesday:	8:00 AM-4:00 PM
Thursday:	8:00 AM-7:00 PM
Friday:	8:00 AM-12:00 PM

3.2.4 COPIES

Proposers must submit one (1) original and three (3) copies of the proposal.

3.2.5 LABELING

Price and Non-Price proposals must be separately sealed and labeled. Each proposal shall be labeled with (a) the proposal number and title, (b) the proposal due date, (c) the name of the proposer and (d) price or non-price proposal.

3.3 SIGNATURES

A proposal must be signed as follows: 1) if the proposer is an individual, by her/him personally; 2) if the proposer is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the proposer is a corporation, by the authorized officer, whose signature must be attested to by the clerk/secretary of the corporation, and with the corporate seal affixed.

3.4 QUESTIONS, CHANGES, MODIFICATIONS AND WITHDRAWALS

3.4.1 QUESTIONS

Questions concerning this RFP must be submitted in writing to: Whitney Haskell at whaskell@salem.com at least five (5) days prior to the bid opening date. Written responses will be mailed to all bidders on record as having picked up the RFP.

3.4.2 CHANGES

If any changes are made to this RFP, addenda will be issued. Addenda will be posted in the Office of the Purchasing Agent, on the website and e-mailed to all proposers on record as having picked up the RFP.

3.4.3 MODIFICATIONS AND WITHDRAWALS

A proposer may correct, modify, or withdraw a proposals by written notice received by the City of Salem prior to the time and date set the proposal due date.

Modifications must be submitted in a sealed envelope clearly labeled "Modification No. ___" to the address listed in part one of this section. Each modification must be numbered in sequence, and must reference the RFP.

After the proposal due date, a proposer may not change any provision of the proposal in a manner prejudicial to the interests of the City or fair competition. Minor informalities will be waived or the proposer will be allowed to correct them.

3.5 UNFORESEEN OFFICE CLOSURES

If, at the time of the scheduled due date, 93 Washington Street, 2nd Floor, Salem, MA 01970, is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the due date

will be postponed until 2:00 PM on the next normal business day. Proposals will be accepted until that date and time.

PART 3. SCOPE OF SERVICES

INTRODUCTION

The City of Salem (City) is seeking proposals from qualified historic preservation consultants to undertake an intensive level survey update of cultural and architectural resources in Downtown Salem, with a focus on the City's Urban Renewal Area. (See *Map of Survey Area* in Attachment B) The project will include updating existing inventory forms using Massachusetts Historical Commission (MHC) survey methodology, creating new inventory forms for resources currently undocumented, and applying National Register criteria to all resources not currently listed in the National Register of Historic Places. The survey will include both representative and outstanding examples of building styles.

Downtown Salem contains one of the region's most impressive collections of historic brick, granite and concrete commercial buildings with historic wood-frame buildings surrounding its core. Salem's downtown serves as the city's civic and cultural center with many of the community's most historically and architecturally significant public buildings, churches, and museums. As shown on the *Map of Survey Area* in Attachment B, much of Downtown Salem is listed in the National Register as an historic district and the area is also designated as an Urban Renewal Area administered by the Salem Redevelopment Authority (SRA). This area, which was once the focus of demolition plans to combat blighted conditions in the 1960s, is now experiencing a renaissance with new stores, residences, hotels and restaurants opening in restored historic buildings and new buildings proposed for construction. In addition, existing institutions, such as the Peabody Essex Museum, are expanding and underutilized buildings, such as the former Essex County Court buildings, are poised for redevelopment. Due to the built-out nature of the downtown, this redevelopment could have a significant impact on the area's historic resources. A lack of awareness and understanding of the historic and architectural significance of historic buildings in the downtown could render these resources vulnerable to inappropriate alterations and possible demolition if owners and review authorities are not aware of their importance. This vulnerability was expressed in the City's 2015 *Historic Preservation Plan*, which identified the critical need to update Downtown Salem's inventory to provide the Salem Historical Commission (SHC) and the SRA and its Design Review Board (DRB) with a more thorough historic and architectural context to inform their design and project review.

The majority of Downtown Salem's inventory dates to the late 1970s, when Historic Salem, Inc. (HSI) and the SRA completed inventory forms in conjunction with a Multiple Resource Area (MRA) National Register nomination. In many cases, two forms were completed for each downtown resource – with the HSI form providing historical and architectural information and the SRA form providing a photograph and brief contextual statement. Due to their age and the inventory standards at the time, these 35+ year old forms provide very limited information on architectural style and historic significance and, in some instances, forms are blank except for a construction date and photograph. In addition, a number of historic resources in Downtown Salem have not been documented on inventory forms. These undocumented resources include buildings, parks, and public spaces, many of which are now more than 50 years old, constructed as part of Urban Renewal efforts in the 1960s and 1970s.

Between 1995 and 1998, consultants completed inventory forms for resources located throughout the city, including properties owned by the Commonwealth of Massachusetts and the Peabody Essex Museum in the Downtown. The City has gathered additional historic documentation for some properties in the Downtown, which is contained within the inventory files at the City's Department of Planning and Community

Development (DPCD), but this information has not been included in the Massachusetts Inventory of Historic and Archaeological Assets of the Commonwealth.

PROJECT OBJECTIVES

The objective of this project is to document approximately 155 resources on Massachusetts Historical Commission (MHC) inventory forms to current standards following MHC survey methodology. According to SRA records, there are approximately 180 properties located in the Downtown Urban Renewal Area. While the majority of these properties have been documented in prior survey efforts, the existing inventory forms for the Downtown provide very little information on the historic and architectural significance of individual resources. Based on the level of existing documentation, the City has established a preliminary target list of properties to be surveyed during this project. This list is included in Attachment B.

Specific project goals are as follows:

- 1) To assess and document approximately 155 selected cultural and architectural resources in the Downtown Salem Urban Renewal Area, following Massachusetts Historical Commission (MHC) survey standards and methodology.
- 2) To identify contexts for National Register evaluation and to apply the National Register criteria to all resources identified in the survey;
- 3) To submit to MHC a list of individual properties and/or districts that are recommended for nomination to the National Register of Historic Places.

PROJECT SCHEDULE

- PHASE I – Identification of historic resources available for the project and development of methodology – October 21, 2016;
- PHASE II – Identification of properties to be surveyed and production of sample inventory forms – December 16, 2016;
- PHASE III – Production of complete draft inventory forms for review by the Salem and Massachusetts Historical Commissions – May 5, 2017;
- PHASE IV – Production of final inventory forms, reports and maps – June 30, 2017.

FUNDING SOURCE(S)

The Project is being funded in part by the U.S. Department of Housing and Urban Development, City of Salem Department of Planning and Community Development, and in part through a Massachusetts Historical Commission Survey and Planning Grant, with federal funds from the National Park Service, U.S. Department of the Interior.

PROJECT FEE

The City has established a budget not to exceed \$35,000 for the Scope of Service described herein. Proposers must complete the Price Proposal Form. Project fees must be provided for each of the four phases of work

as described in the form. Fees shown shall include all costs and expenses (including materials, copying, mileage, photography, etc.) necessary to complete the Scope of Services defined in Part 3 of this RFP.

METHODOLOGY

The Analytical Framework:

The community-wide survey project must incorporate MHC criteria and methodology, to current standards. (See MHC's *Historic Properties Survey Manual: Guidelines for the Identification of Historic and Archaeological Resources in Massachusetts* (1992), *Survey Technical Bulletin #1* (1993), *MHC Interim Survey Guidelines* (March 1999, et seq.), *MHC Interim Guidelines for Inventory Form Photographs* (2009), and MHC's *Interim Guidelines for Inventory Form Locational Information* (2015). Both MHC survey guidelines and the tasks and products of the survey Scope of Work meet the Secretary of the Interior's *Standards and Guidelines for Identification* (1983).

The MHC criteria for conducting a community-wide survey are designed to identify the full range of cultural resources. Cultural resources are the physical elements in the landscape that remain from historical patterns of human activity. There are many components of a community's historical development that are associated with the location and type of surviving cultural resources. A community-wide survey should therefore relate cultural resources to historic patterns of architectural development, land use, economic development, social and demographic history, and events that had an impact on the community. The community-wide survey should recognize ethnic and cultural diversity within the community, and seek to identify cultural resources associated with the history of the minority social and cultural groups and individuals that may have played a role in the community's history.

The *MHC Reconnaissance Survey Town Report* for the City of Salem and the corresponding MHC Reconnaissance Survey Regional Report, existing survey forms and National Register nominations on file with the MHC will provide a preliminary framework and base of information for this analysis. Individual forms and area forms will expand upon the information in the *Town Report* and will relate inventoried properties to the significant themes in the historical development of the town.

Phase Meetings:

The project will consist of four phases. The consultant and the local project coordinator will meet with MHC staff for a startup meeting prior to the beginning of Phase I and additionally to review project progress and products at the end of Phases I, II and III. The startup meeting and phase meetings will take place at the Boston office of MHC unless another location is agreed upon. No phase meeting will be scheduled until after products have been submitted for that phase. The work to be completed in each phase is described below. The project will begin no later than September 15, 2016.

The Inventory:

The Downtown Salem Cultural Resource Survey Update will consider the full range of cultural resources in terms of period, theme, property type, architectural form and style, and geographic distribution. The survey will consider all periods of architectural and historic development from the period of first colonial European presence to circa 1970. Significant themes of historical and architectural development will be identified, and resources will be related to these themes.

The community survey will identify buildings and structures that are architecturally and historically significant in the history and development of the community. The survey will include both representative and outstanding examples of the building forms, types, and styles present in the community.

MHC individual property and area inventory forms, maps and National Register recommendations will be completed and submitted to MHC in accordance with the survey guidelines set forth in the MHC's *Historic Properties Survey Manual: Guidelines for the Identification of Historic and Archaeological Resources in Massachusetts* (1992) and *Survey Technical Bulletin #1* (1993), *MHC Interim Survey Guidelines* (March 1999 et seq.), and *MHC Interim Guidelines for Inventory Form Photographs* (2009), *MHC Interim Guidelines for Inventory Form Locational Information* (2015), as well as the Secretary of the Interior's *Standards and Guidelines for Identification* (1983, copies available from the MHC). These publications and memoranda are all incorporated into this contract by reference. The work to be carried out during each phase, and products due at the end of each phase, are described on the following pages.

SCOPE OF WORK

Phase I (6 weeks)

Tasks:

- Meet with local project coordinator (LPC) and MHC staff to discuss the scope and inventory methodology of the project and to assess the available documentary materials (DPCD files, collections and existing research, maps, local histories, etc.);
- Select maps, including a working map and large-scale base map (assessor's parcel map is preferred), to identify inventoried areas and properties;
- Determine availability of electronic mapping and parcel data and of city-based GIS data suitable for use in the project;
- Review existing inventory forms on file at the DPCD and at the MHC;
- Conduct initial research and reconnaissance survey to verify the types and geographical distribution of cultural resources, and to develop criteria for selecting properties to be extensively researched in the survey.

Products:

- Working maps and large scale base map(s) to be used to identify inventoried properties
- Methodology statement, specifying:
 1. Survey objectives;
 2. Criteria for selecting properties for survey;
 3. Procedures to be followed in the survey and forms of products to be created;
 4. Expectations about the kind, location, and character of historic properties to be recorded;
 5. An assessment of existing documentation;
 6. A brief description of the amount and kinds of information to be gathered about the properties;
 7. Bibliography.

Phase I will be completed by Friday, October 21, 2016

Phase II (8 weeks)

Tasks:

- Conduct continued architectural assessments and documentary research to identify important historic themes, events, and persons for the survey target areas, with particular attention to substantially synthesizing and supplementing the information already available. Research collections, should include relevant local, regional and state library and archive collections, as well as web-based research sites.
- Apply selection criteria and prepare list of specific properties to be surveyed.
- Complete representative draft inventory forms for different property types.
- Meet with LPC and MHC staff to review property lists and draft forms.

Products:

- List of properties to be surveyed, arranged alphabetically by street address
- Representative draft inventory forms, to be submitted in both hard copy and MS Word format.

Phase II will be completed by Friday, December 16, 2016

Phase III (20 weeks)

Tasks:

- Conduct intensive research of properties selected for inventory
- Identify contexts for National Register evaluation and apply National Register criteria to inventoried areas and resources not previously listed in the National Register;
- Prepare draft list of all areas and resources recommended for National Register nomination;
- Prepare inventory forms with photographs and property location maps. Forms for any surveyed properties listed in the State Register of Historic Places must be marked at top front with appropriate designation code and date.
- Submit draft inventory forms with photographs, draft National Register contexts, and National Register recommendation to MHC and LPC for review and comment (comments to be incorporated during Phase IV).
- In consultation with LPC, MHC survey and MACRIS staff, develop lettering and numbering system for inventoried properties.

Products:

- Unnumbered complete draft inventory forms for approximately 155 properties with photos and locus maps for all areas, buildings, sites, structures, and parks/landscapes. (This information may optionally be submitted in electronic form only for this project phase [CD or DVD].)
- Draft discussion of National Register contexts and list of all areas and resources recommended for National Register nomination

Phase III will be completed by Friday, May 5, 2017

Phase IV (7 weeks)

Tasks:

- Add inventory letters/numbers to forms, if these were not added in Phase III.
- Name MS Word files to conform to MHC file-naming convention.
- Complete National Register Criteria Statement forms to be attached to appropriate inventory forms.
- Prepare base map(s) identifying inventoried properties.
- Prepare street index of inventoried areas and properties.
- Presentation of Survey Final Report at a meeting of the Salem Historical Commission and/or the Salem Redevelopment Authority.

Products:

- Hard-copy numbered MHC inventory forms for approximately 155 properties (two sets with original photographic prints: one for MHC and one for the LPC. Inventory forms must be printed on 24 lb. bond paper of at least 25% cotton fiber content. Photographs must be 3½” x 5½” or 4” x 6” digitally produced ink jet prints using MHC approved printer/paper/ink combinations that produce prints with a minimum 75-year permanence rating. (The paper inventory forms should incorporate the electronic version photograph(s) in addition to an attached photographic print. Only one archivally-permanent paper print, of the primary view, is required for most inventory forms.)
 - Large-scale base map(s) with all inventoried areas and properties identified by inventory number on CD with two hard copies: one for MHC and one for the LPC.
 - Survey Final Report (four *paginated, unbound* copies (two for MHC, two for LPC) which will include the following sections:
 1. Abstract;
 2. Methodology statement, including survey objectives, assessment of previous research, selection criteria, procedures followed in the survey, description of products and accomplishments and an explanation of how results of survey differed from those expectations;
 3. Street index of inventoried properties. Areas will be listed separately at the beginning, arranged alphabetically by area name. Individually inventoried properties follow, arranged alphabetically by street name. Property name (if any) and inventory number also will be included on this list;
 4. Final discussion of National Register contexts and list of recommendations for areas and properties to be nominated to the National Register of Historic Places
 5. Further study recommendations; and
 6. Bibliography.
 - CD containing a MS Word file for each inventory form. Each Word file should conform to MHC file naming convention, and incorporate photograph(s) and map(s). The CD should also include an MS Word version of the final survey report.
 - A separate CD containing high-resolution TIF or JPG images for surveyed properties, identified by street address or MACRIS number, following MHC file naming convention for photographic images.
- **The Survey Final Report must identify the community repository and/or municipal office(s) where completed survey documentation (inventory forms, base maps and final report) will be made available to the public.**

Phase IV will be completed and submitted to the MHC and LHC by Friday, June 30, 2017.

PART 4. EVALUATION AND SELECTION

4.1 MINIMUM REQUIREMENTS

The Selection Committee shall first review each technical proposal to ascertain whether or not the following minimum criteria have been met

1.	The technical proposal includes all of the items for a complete proposal.
2.	Proposer must have a Bachelor’s degree in Historic Preservation, Architectural History, History, Art History, or a closely related field, and two years full-time experience in an area relevant to the project; OR
3.	Proposer must have a Master’s degree in any of the above-mentioned areas.

4.2 COMPARATIVE CRITERIA

All responsive proposals will be judged against the Comparative Evaluation Criteria detailed below. The City will rank each proposal as:

Highly Advantageous – the proposal fully meets and significantly exceeds the standards of the specific criterion;

Advantageous – the proposal fully satisfies the standards of the specific criterion;

Not Advantageous – the proposal does not fully meet the standards of the specific criterion, is incomplete, unclear, or both.

4.2.1 Quality and Depth of Project Experience:

Highly Advantageous	The project proposal demonstrates superior experience with similar survey projects (5 or more), including surveys of historic commercial districts, and prior experience with municipally, privately, or MHC-funded not-to-exceed or fixed-fee contracts.
Advantageous	The project proposal demonstrates solid experience in providing services related to the City’s requirements. The project proposal demonstrates a good depth of experience with similar projects (3 to 5), including surveys of historic commercial districts, and prior experience with municipally or privately funded not-to-exceed or fixed-fee contracts. Project work samples are of good quality in content and technical presentation.
Not Advantageous	The proposer has limited experience in providing services related to the City’s requirements or with similar projects (less than 3), including surveys of historic commercial districts, and limited prior experience with public or private, not-to-exceed or fixed fee contracts. Project work samples minimally meet current standards for content and technical presentation.

4.2.2 Qualifications of the Proposer:

Highly Advantageous	The proposer's resume(s) demonstrate that proposer has superior training, educational background and work experience appropriate to the project described herein and all key project personnel demonstrate professional experience well beyond the minimum requirements.
Advantageous	The proposer's resume(s) demonstrate that proposer has adequate training, educational background and work experience appropriate to the project described herein and all key project personnel demonstrate professional experience that meets or somewhat exceeds the minimum requirements.
Not Advantageous	The proposer's resume(s) do not demonstrate that proposer has adequate training, educational background and work experience appropriate to the project described herein.

4.2.3 Desirability of approach to the project, demonstrated understanding of scope of work, and proposer's ability to undertake and complete this project in a timely manner.

Highly Advantageous	The proposal demonstrates a superior approach to the subject material, an understanding of the historic and cultural resources present in historic commercial and civic districts such as Downtown Salem, and a clear analysis of the time required for each phase of the project. The proposal demonstrates a strong understanding of the history and development of local architectural forms and preservation techniques in Massachusetts communities.
Advantageous	The proposal demonstrates a good approach to the subject material, an understanding of the historic and cultural resources present in historic commercial and civic districts such as Downtown Salem, and presents a time schedule that meets the project requirements.
Not Advantageous	The proposal does not demonstrate a desirable approach to the project and does not demonstrate a clear understanding of the historic and cultural resources present in historic commercial and civic districts such as Downtown Salem.

4.2.4 Overall Quality of Client References

Highly Advantageous	All references contacted spoke favorably of the work performed by the proposer and would use them again for a similar project without hesitation. All references confirmed that consultant had met schedule expectations and delivered an "on-time" project.
Advantageous	The great majority of references spoke favorably of the work performed by the proposer and would use them again for a similar project without hesitation. The great majority of references stated that the consultant had met schedule expectations and delivered an "on-time" project.
Not Advantageous	One reference indicated that there had been significant difficulties with the proposer's ability to deliver the contracted services and deliverable, and complete the project in a timely manner.

4.2.5 Completeness and Quality of Proposals

Highly Advantageous	Response is complete, concise, informative, and highly detailed. Proposal reflects that proposer is able to perform in a superior manner acceptable to the City. Selection Committee is completely convinced about the proposer's ability to provide the level of services as required by the City. Proposal demonstrates excellent communication and documentation skills.
Advantageous	Response is complete, informative, and meets criteria for responsiveness. Selection Committee finds proposal reflects that proposer is able to perform in an adequate manner acceptable to the City. Proposal demonstrates a good level of communication and documentation skills.
Not Advantageous	Response lacks a comprehensive approach, but meets criteria for responsiveness. Selection Commission finds proposal reflects that proposer may be able to perform in a manner acceptable to the City. Communication and documentation skills appear only adequate.

4.3 RULE FOR AWARD

Any contract that may result from this procurement shall be awarded to the responsible and responsive proposer offering the most advantageous proposal, taking into consideration all evaluation criteria described herein.

4.4 SELECTION PROCESS

Following the deadline for receipt of proposals, the Chief Procurement Officer ('CPO') will open the non-price proposals and prepare a register of proposals submitted. The City will evaluate all timely proposals to ensure that all required submittals have been included in responses and that all responses meet the Minimum Evaluation Criteria. Proposals that are deemed to be complete shall be presented to a selection committee consisting of the Purchasing Agent, members of the Department of Planning and Community Development, and other representatives deemed qualified by the City, and reviewed/ranked using the Comparative Evaluation Criteria. The selection committee shall notify the CPO which proposal was deemed most advantageous. The CPO will then open and evaluate the price proposals, and award the contract to the most advantageous proposal taking into account the evaluation criteria and price. The top-ranked proposals will also be reviewed by the Massachusetts Historical Commission (MHC) before an award can be made. Activities will commence immediately upon MHC concurrence with the City's selection of a proposal and issuance of a notice to proceed. Proposers must provide fee amounts for these four tasks in their proposal.

4.5 INTERVIEWS

Should the selection committee determine that interviews will be necessary in order to make a final recommendation to the CPO, they may elect to hold interviews with the top three (3) ranked applicants. If deemed necessary, interviews will be conducted the week of September 2nd, 2016.

PART 5. TERMS AND CONDITIONS

5.1 TERM OF CONTRACT

The term any contract that results from this RFP, shall commence on or around September 15, 2016 and terminate June 30, 2017.

5.2 ASSIGNMENT AND SUBCONTRACTING

The selected contractor(s) shall not assign, sell, subcontract or otherwise transfer any interest in this contract without the prior written consent of the City.

5.3 PAYMENT

The City shall make every effort to furnish payment within thirty (30) days of receipt of a reasonably detailed invoice. Any invoice received must reference the contract number.

5.4 INSURANCE REQUIRMENTS

General- The Vendor shall before commencing performance of the Contract be responsible for providing and maintaining insurance coverage in force for the life of the Contract of the kind and in adequate amounts to secure all of the obligations under the Contract and with insurance companies licensed to write insurance in the Commonwealth of Massachusetts. All such insurance carried shall not be less than the kinds and amounts designated herein, and the Vendor agrees that the stipulation herein of the kinds and limits of coverage shall in no way limit the liability of the Vendor to any such kinds and amounts of insurance coverage. All policies issued shall indemnify and save harmless the City of Salem, its agents and employees from any and all claims for damages to persons or property as may rise out of the performance of this Contract.

Vendor's Comprehensive General Public Liability and Property Damage Liability Insurance - The Vendor shall carry Comprehensive General Liability Insurance providing for a limit of not less than Five Hundred Thousand Dollars (\$500,000.00) for all damages arising out of bodily injury to or death of one person, and subject to that limit for each person, a total limit of not less than One Million Dollars (\$1,000,000.00) for all damages arising out of bodily injuries or death of two or more persons in any one accident; and Vendor's Comprehensive Property Damage Liability Insurance providing for a limit of not less than Five Hundred Thousand Dollars (\$500,000.00) for all damages arising out of injury to or destruction of property in any one accident, and subject to that limit per accident, a total (or aggregate) limit or not less than One Million Dollars (\$1,000,000.00) for all damages arising out of injury to or destruction of property during the policy period.

Comprehensive Automotive and Property Damage Insurance - The Vendor shall carry Automobile Insurance covering all owned vehicles, hired vehicles or non-owned vehicles under the control of the Vendor while performing work under the Contract in the amount of not less than Five Hundred Thousand Dollars (\$500,000.00) for all damages arising out of bodily injuries to or death of one person and subject to that limit for each person, a total of not less than One Million Dollars (\$1,000,000.00) for all damages arising out of bodily injuries to or death of two or more persons in any one accident; and Property Damage coverage in the amount of not less than Five Hundred Thousand Dollars (\$500,000.00) for all damages to or destruction of property.

The Vendor must carry Workman's Compensation Insurance in the amounts prescribed under Massachusetts State Law and meet all other City and State Laws and Regulations.

No cancellation(s) of such insurance, whether by the insurer or by the insured party shall be valid unless written notice thereof is given by the parties proposing cancellation to the other party and to the City of Salem at least fifteen (15) days prior to the intended effective date thereof, which date shall be expressed in said notice, which shall be sent by registered mail, return receipt requested. These provisions shall apply to the legal representative(s), trustee in bankruptcy, receiver, assignee, trustee, and successor(s) in interest of the Vendor.

All insurance coverage shall be at the sole expense of the Vendor and shall be placed with such company as may be acceptable to the City of Salem and shall constitute a material part of the contract documents.

Failure to provide written proof to City and continue in force such insurance as aforesaid shall be deemed a material breach of the contract, and may constitute sufficient grounds for immediate termination of the same.

5.5 INDEMNIFICATION

Unless otherwise provided by law, the Vendor will indemnify and hold harmless the City against any and all liability, loss, damages, costs or expenses for personal injury or damage to real or tangible personal property which the City may sustain, incur or be required to pay, arising out of or in connection with the performance of the Contract by reason of any negligent action/inaction or willful misconduct by the Contractor, its agents, servants or employees.

5.6 FEDERAL AND STATE LAW

The selected contractor shall comply with all applicable Federal, State and Local laws and ordinances.

5.7 SAMPLE CONTRACT

See 'Sample Contract' in Attachment A.

**ATTACHMENT A
SAMPLE CONTRACT**

CITY OF SALEM
XXXXXXX

Contract Number:

1. THIS AGREEMENT made and concluded this ___ day of _____ in the year Two Thousand Thirteen by and between _____; hereinafter referred to as the (Vendor) and the City of Salem, 93 Washington Street, Salem, MA 01970, a municipal corporation established under the laws of the Commonwealth of Massachusetts, acting by and through its Mayor, Kimberley Driscoll; its Purchasing Agent, Whitney Haskell; and its _____; thereto duly authorized, hereinafter referred to as the (City).
2. WITNESSETH, that the said Vendor has agreed and by these presents does agree, for the consideration hereinafter contained to provide _____, pursuant to the scope of services, terms and conditions described in Request for Proposals/Invitation for Bids _____,

In case of any alteration of this contract, so much thereof as is not necessarily affected by the change, shall remain in force upon all parties hereto; and no payment for _____ furnished under such alteration shall be made until the completion of the whole contract, and the adjustment and payment of the bill when rendered for same shall release and discharge the said City from any and all claims or liability on account of _____ furnished under this contract, or any alteration thereof.

3. **Performance Period:** _____.
4. The Vendor shall not assign or transfer this contract, or any part thereof without the prior written consent of the Purchasing Agent of said City.
5. And the said Vendor further agrees to indemnify and save harmless the said City of Salem, its officers and agents from all claims and actions of every name and description brought against the said City, or its officers and agents, for or on account of any injury or damage received or sustained by any person, structure or property, by or from the said Vendor, servants or agents, or by, or on account of, any act or omission of the said Vendor, or servants or agents, in the performance of this contract; and the Vendor hereby agrees that so much of the money due to under, and by virtue of, this agreement, as shall be considered necessary by said Purchasing Agent, may be retained by the City until all such suits or claims for damages as aforesaid, shall have been settled, and evidence furnished to the satisfaction of said Purchasing Agent, provided, however, that notice of such claims, in writing and signed by the claimants, shall be previously filed in the offices of the City Clerk of said City.
6. It is furthermore agreed by the Vendor that the performance of this contract shall be strictly in accordance with its bid/proposal dated _____ now on file at the Office of the City Purchasing Agent of Salem, Massachusetts, which proposal is hereby made a part of this contract by reference.
7. IN CONSIDERATION WHEREOF, the City agrees to pay to the Vendor _____ (\$_____), said payment to be made within thirty days from receipt and acceptance of a reasonably detailed invoice. **THE ABOVE CONTRACT NUMBER MUST BE REFERENCED ON ALL INVOICES IN ORDER FOR THE VENDOR TO BE PAID.**
8. **Insurance Coverage:**

General - The Vendor shall before commencing performance of the Contract be responsible for providing and maintaining insurance coverage in force for the life of the Contract of the kind and in adequate amounts to secure all of the obligations under the Contract and with insurance companies licensed to write insurance in the Commonwealth of Massachusetts. All such insurance carried shall not be less than the kinds and amounts designated herein, and the Vendor agrees that the stipulation herein of the kinds and limits of coverage shall in no way limit the liability of the Vendor to any such kinds and amounts of insurance coverage. All policies issued shall indemnify and save harmless the City of Salem, its agents and employees from any and all claims for damages to persons or property as may rise out of the performance of this Contract.

The Vendor must carry Workman's Compensation Insurance in the amounts prescribed under Massachusetts State Law and meet all other City and State Laws and Regulations.

No cancellation(s) of such insurance, whether by the insurer or by the insured party shall be valid unless written notice thereof is given by the parties proposing cancellation to the other party and to the City of Salem at least fifteen (15) days prior to the intended effective date thereof, which date shall be expressed in said notice, which shall be sent by registered mail, return receipt requested. These provisions shall apply to the legal representative(s), trustee in bankruptcy, receiver, assignee, trustee, and successor(s) in interest of the Vendor.

All insurance coverage shall be at the sole expense of the Vendor and shall be placed with such company as may be acceptable to the City of Salem and shall constitute a material part of the contract documents.

Failure to provide written proof to City and continue in force such insurance as aforesaid shall be deemed a material breach of the contract, and may constitute sufficient grounds for immediate termination of the same.

9. This Agreement may be terminated upon thirty (30) days prior written notice for failure of Vendor to provide adequate service as determined by the Purchasing Agent.
10. This Agreement will be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts. This Agreement is subject to the provisions of Massachusetts's law, and to all lawful implementing regulations, as amended from time to time.
11. IN WITNESS WHEREOF the said; (_____); Vendor hath caused these presents and an instrument of like tenor to be executed in its name and behalf by a properly authorized officer of said company.
An instrument of like tenor to be executed by the City in its name and behalf by its Mayor; its Purchasing Agent, and its _____.

All duly authorized as aforesaid, and its corporate seal to be hereto affixed.

By:

CITY OF SALEM
By:

Authorized Signature

Kimberley Driscoll,
Mayor

Authorized Officer (print name)

Sarah Stanton,
Finance Director

Title

Lynn Duncan,
Director-Planning and Community Development

Whitney Haskell,
Purchasing Agent

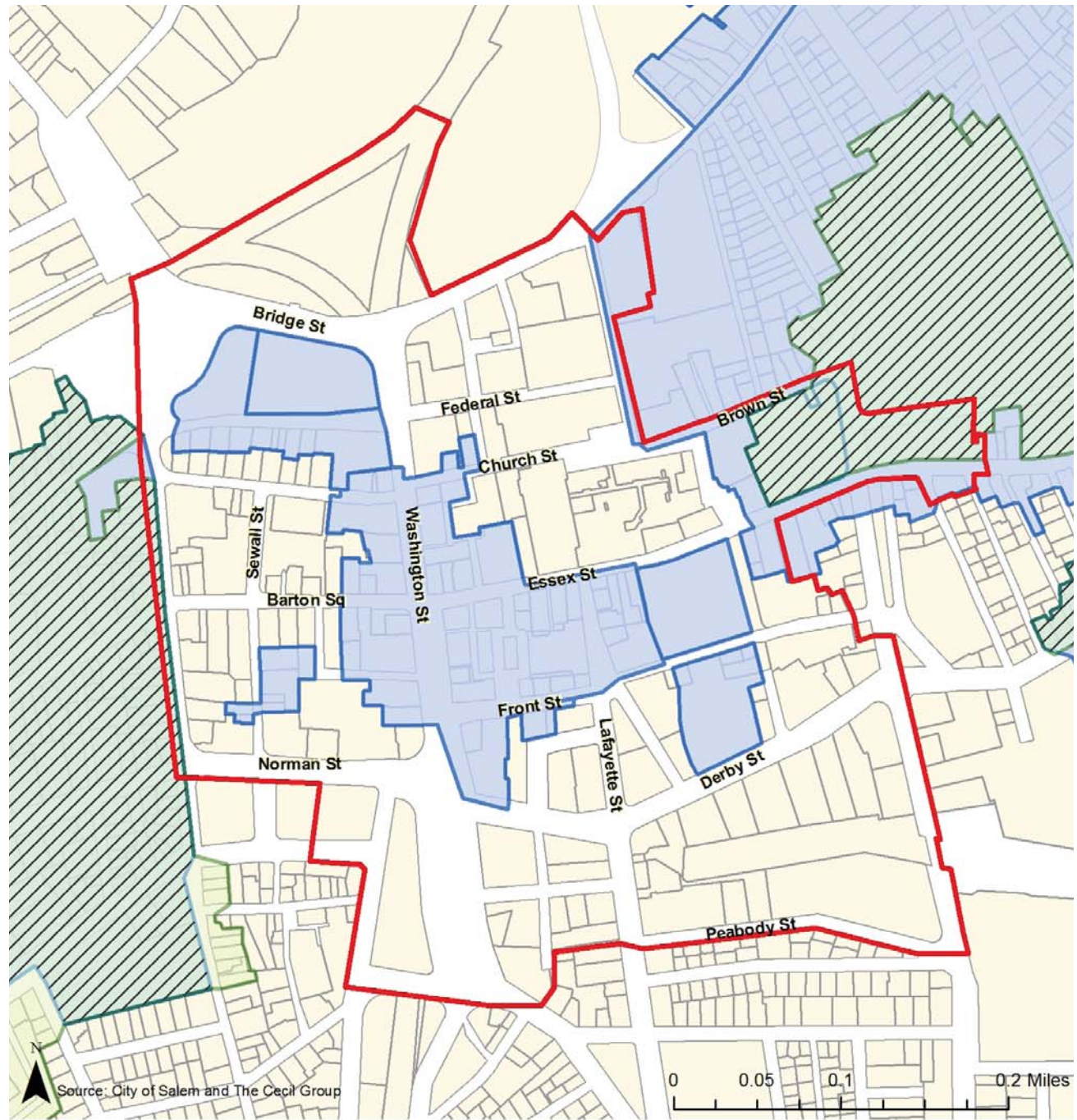
Approved as to form:





Elizabeth Rennard, Esq.,
City Solicitor

ATTACHMENT B

**MAP OF SURVEY AREA
PRELIMINARY LIST OF PROPERTIES TO BE SURVEYED**

**ATTACHMENT B
DOWNTOWN SALEM HISTORIC PROPERTIES SURVEY UPDATE
MAP OF SURVEY AREA**



-  Urban Renewal Area Existing
-  Overlap Between Existing National and Local Historic Districts
-  Existing Local Historic Districts
-  Existing National Register Districts

ATTACHMENT B
Downtown Salem Cultural Resource Survey Update
Preliminary List of Properties

MHC #	ADDRESS	HISTORIC NAME	DATE
Ash Street			
2431	7 Ash Street	Bessie Monroe House	1811
Barton Square			
2251	3 Barton Square	Samuel Barton-Capt. William Marston House	ca. 1780
2259	8-10 Barton Square		ca. 1920
2255	13 Barton Square	Dr. E. B. Peirson House	1846
Bridge Street			
2432	211 Bridge Street	First Universalist Church	1808
	205 Bridge Street	Salem Housing Authority Apartments	1970
Central Street			
2480	11 Central Street	Essex County Bank	
2479	3-7 Central Street	Newcomb Building	
2492	12-14 Central Street		
2481	13 Central Street	Joseph Scott-Charles Osgood House	1766
2491	20-22 Central Street		
3561	37 Central Street	Century North Shore Bank	ca. 1970
Charter Street			
2512	17-21 Charter Street		ca. 1855
2507	53 Charter Street	Grimshaw House	ca. 1770
Church Street			
2435	30 Church Street	Old Salem Firehouse	ca. 1875
2434	32-34 Church Street	Salem Old Water Department	1879
2449	43 Church Street	Salem Lyceum	1,831
Crombie Street			
1473	7 Crombie Street	Crombie Street Church	1827
1474	9 Crombie Street		
1475	13 Crombie Street	Samuel J. Gardner House	ca. 1831
1476	15 Crombie Street	Joshua Loring House	ca. 1810
1479	16 Crombie Street	Samuel Ferguson House	1831
1478	18 Crombie Street		ca. 1770
Derby Square			
2486	1 Derby Square	Derby-Pickman Building	ca. 1816
2487	5-7 Derby Square	Derby-Pickman Block	ca. 1816
2488	15 Derby Square		ca. 1820
2495	16-20 Derby Square		ca. 1895
Derby Street			
	245 Derby Street	parking garage	1998
2510	250 Derby Street	Lydia Pinkham Memorial Clinic	ca. 1930
2509	274 Federal Street		1920
2241	281 Derby Street		ca. 1915
2508	282 Derby Street		1921
2242	283 Derby Street		1928
2243	285 Derby Street		1928
	288 Derby Street		

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Preliminary List of Properties

MHC #	ADDRESS	HISTORIC NAME	DATE
2244	289 Derby Street	Texaco Station	1957
	295 Derby Street		
2503	300 Derby Street		ca. 1880
	311 Derby Street		
2245	315 Derby Street		ca. 1915
Dodge Street			
	3 Dodge Street		
2208	7 Dodge Street		1928
Essex Street			
2513	130-132 R Essex Street	Lyle Tapley Shoe Shop	
2452	132 Essex Street	Tucker Deland House	
2451	134 Essex Street	Plummer Hall	
	136 Essex Street	Second Corps Cadets drill shed and park	
	144-156 Essex Street	Bowker Block	
2446	158-184 Essex Street	East India Square	1979
		East India Square fountain	
2473	161 Essex Street	Peabody Essex Museum - East India Marine Hall	1824-1975
2475	173-177 Essex Street	Downing Block	1858
2476	179 Essex Street		ca. 1860
2477	181-183 Essex Street		ca. 1875
2478	185-189 Essex Street		ca. 1830
2445	188-196 Essex Street	Almy, Bigelow & Washburn	ca. 1900
2483	195 Essex Street	Old Custom House	1805
2484	197-201 Essex Street		1932
2444	198 Essex Street	CVS	ca. 1975
2485	203-209 Essex Street	Naumkeag Clothing Company	1895
2443	206-212 Essex Street	Gardner Block	1892
2442	216-218 Essex Street		ca. 1805
	217 Essex Street		1900
2494	225 Essex Street	Hale Building	1873
2441	224 Essex Street	Browne Block	1862
2497	227-231 Essex Street	Daniel Low & Co.	
2440	228-232 Essex Street	Neal & Newhall Building	1892
9020	232 Essex Street	Salem Town Pump Fountain	1976
2264	234-240 Essex Street	Endicott Building	1885
3523	242 Essex Street		1877
2263	244-248 Essex Street		ca. 1834
2256	247 Essex Street	Salem Gas Light Company	1913
2257	253-257 Essex Street	Merchants National Bank	1910
2262	250-254 Essex Street		1925
2261	256-258 Essex Street	Roger Conant Cooperative Bank	1938
2258	259-261 Essex Street	Merchants National Bank	1971
1491	263-265 Essex Street	John Prince House	1763

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Preliminary List of Properties

MHC #	ADDRESS	HISTORIC NAME	DATE
1465	266-268 Essex Street		1761
1466	270-276 Essex Street		1927
1472	275-281 Essex Street		ca. 1895
1470	284-296 Essex Street	YMCA	1898
1481	289-297 Essex Street	Salem Theater	1950
1469	298-304 Essex Street	Shepard Block	1851
1482	299 Essex Street		1929
1483	301-307 Essex Street		1897
Federal Street			
	10 Federal Street		
2531	20 Federal Street		1979
2272	32 Federal	Old Granite Courthouse	1841
	33 Federal Street		
2271	34 Federal Street	Essex County Superior Courthouse	1862
1444	36 Federal Street	Registry of Deeds and Probate Building	1909
1445	41 Federal Street		ca. 1860
1446	43 Federal Street		ca. 1860
1447	45 Federal Street		ca. 1850
1448	47 Federal Street	Capt. John Felt House	ca. 1775
1449	49 Federal Street		1873
1443	54 Federal Street	First Baptist Church	1805
1450	55 Federal Street	Joshua Loring House	ca. 1836
1442	58 Federal Street		ca. 1850
1451	59 Federal Street		ca. 1850
1441	60 Federal Street	Lydia Cook House	ca. 1820
1440	62 Federal Street		ca. 1900
1452	63 Federal Street	Nathaniel Treadwell House	1875
1453	65 Federal Street	Daniel Jewett House	1856
Front Street			
2490	6 Front Street		ca. 1830
2225	15 Front Street		ca. 1860
2489	16-20 Front Street		ca. 1975
2226	17-21 Front Street	Varney-Reynolds-Ropes Building	ca. 1846
2227	25 Front Street		
2228	31 Front Street		
2505	32 Front Street		ca. 1860
3764	33 Front Street	Central Wharf Warehouse - Browne-Derby Store	ca. 1780
Gedney Street			
3525	9 Gedney Street		
3526	16 Gedney Street		
3527	19 Gedney Street		
Lafayette Street			
2232	41-47 Lafayette Street	Salem Laundry	1906
	48 Lafayette Street		

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Downtown Salem Cultural Resource Survey Update
Preliminary List of Properties

MHC #	ADDRESS	HISTORIC NAME	DATE
2224	49 Lafayette Street	Salem Fire Station	1971
2233	51-55 Lafayette Street	Salem Laundry	1906
2234	51-71 Lafayette Street	Salem Laundry	1922
2235	73 Lafayette Street	Goldberg Building	1919
2236	75 Lafayette Street		ca. 1920
2221	76-80 Lafayette Street	Elevator Works	1915
	86 Lafayette Street		
2237	83-87 Lafayette Street		1913
2219	90 Lafayette Street		ca. 1914
	91 Lafayette Street		
Lynde Street			
2268	2 Lynde Street		
2267	4-6 Lynde Street		
2266	5-7 Lynde Street		
1463	10-12 Lynde Street		ca. 1860
1462	14 Lynde Street	Rufus Choate House	1787
1464	15 Lynde Street	First Church of Christian Scientists	ca. 1910
1460	18 Lynde Street		ca. 1800
1459	20-22 Lynde Street		1956
1458	24 Lynde Street		ca. 1820
1467	25 Lynde Street	James Barr House	1759
1457	26 Lynde Street		ca. 1875
1456	28-30 Lynde Street		ca. 1820
1455	32 Lynde Street	Philip Chase House	1851
New Liberty Street			
2448	New Liberty Street	New East India Square Garage	1977
Saint Peter Street			
	45 Saint Peter Street		
	10 Saint Peter Street	Salem Housing Authority	1950
	15 Saint Peter Street		
Norman Street			
1477	24 Norman Street	New England Telephone Company	1924
1139	29-31 Norman Street	New England Telephone Company	ca. 1935
1488	38 Norman Street	Texaco Gas Station	1956
Washington Street			
2270	50-54 Washington Street	Tabernacle Church	
2269	60-66 Washington Street	The Odell Block	
2265	66-74 Washington Street	Masonic Temple	
2436	69 Washington Street	Café Block	
2437	75-87 Washington Street	Kinsman Block	
3536	90 Washington Street		
2438	93 Washington Street	Salem City Hall	
2439	97-103 Washington Street		
	112 Washington Street	Lappin Park	

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Preliminary List of Properties

MHC #	ADDRESS	HISTORIC NAME	DATE
2253	118-120 Washington Street	U.S. Post Office - Old Salem Branch	
2252	122-128 Washington Street	George Peabody Building	
2498	125-131 Washington Street	Salem Savings Bank	
2499	133 Washington Street	Abel Lawrence House and Store	
3564	136-146 Washington Street	Powers Block	
2501	143 Washington Street		
2250	150 Washington Street	Joshua Ward House	
2249	154 Washington Street	Dunkin Donuts	
2229	155-189 Washington Street	Arlington Block - Central House	
2222	191-211 Washington Street		
2223	191-211 Washington Street	Hawthorne Building	